

# Travis County Fiscal Year 2015 Adopted Budget



## Volume I: Overview

Travis County Planning  
and Budget Office  
[www.traviscountytexas.gov/  
planning-budget](http://www.traviscountytexas.gov/planning-budget)

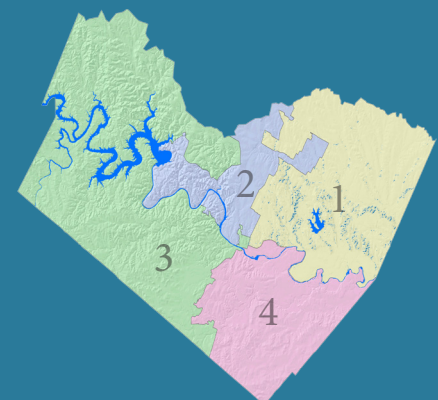


## Travis County Commissioners Court

**County Judge**  
Sam Biscoe

### Commissioners

- Precinct 1 Ron Davis
- Precinct 2 Bruce Todd
- Precinct 3 Gerald Daugherty
- Precinct 4 Margaret Gómez



# TRAVIS COUNTY BUDGET FOR FISCAL YEAR 2015

This budget will raise more revenue from property taxes than last year's budget by an amount of \$15,048,497 which is a 2.83 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$12,101,261.

## Record Vote of Commissioners Court

Samuel T. Biscoe	(In favor of budget)
Ron Davis	(In favor of budget)
Bruce Todd	(In favor of budget)
Gerald Daugherty	(In favor of budget)
Margaret Gómez	(In favor of budget)

## Property Tax Rates and Financial Information:

### Travis County Property Tax Rate for 2014 Fiscal Year

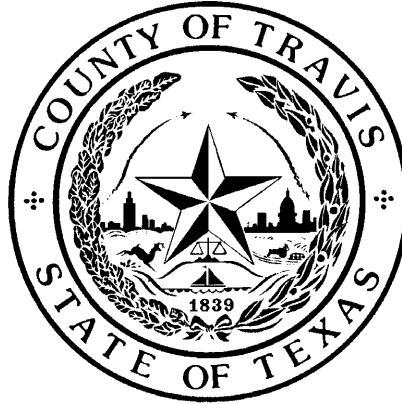
Property tax rate: \$.4946 per \$100 valuation

### Travis County Property Tax Rates for 2015 Fiscal Year

Property tax rate:	\$.4563 per \$100 valuation
Effective tax rate:	\$.4496 per \$100 valuation
Effective maintenance and operations tax rate:	\$.3808 per \$100 valuation
Rollback tax rate:	\$.4825 per \$100 valuation
Debt rate:	\$.0713 per \$100 valuation

Total Debt Obligations: \$661,537,143

# **TRAVIS COUNTY ADOPTED BUDGET**



**FISCAL YEAR 2015  
October 1, 2014 – September 30, 2015**

## **COMMISSIONERS COURT**

**Samuel T. Biscoe  
County Judge**

**Ron Davis  
Commissioner, Precinct 1**

**Gerald Daugherty  
Commissioner, Precinct 3**

**Bruce Todd  
Commissioner, Precinct 2**

**Margaret Gómez  
Commissioner, Precinct 4**

**Prepared by the Planning and Budget Office  
Revenue Forecast Developed by the Auditor's Office**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

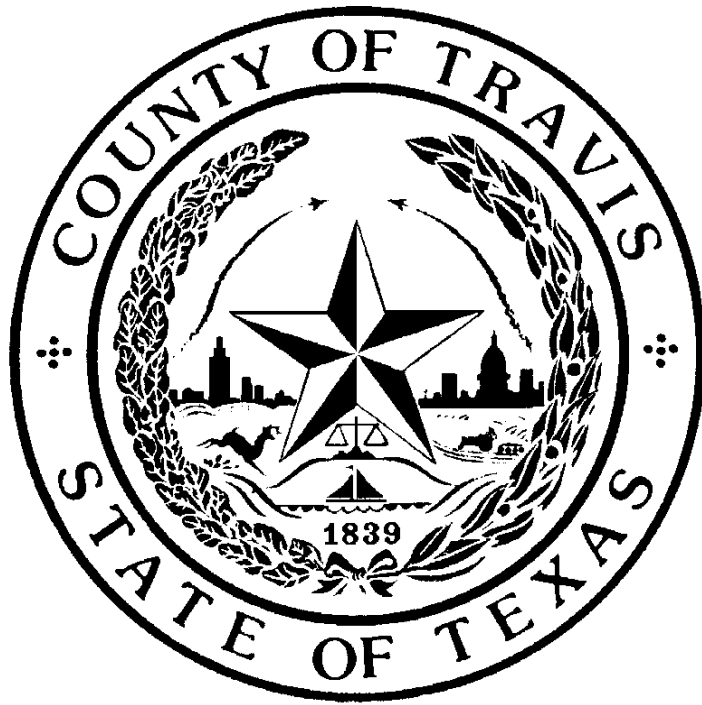
**Travis County  
Texas**

For the Fiscal Year Beginning

**October 1, 2013**

Executive Director

FISCAL YEAR 2015 ADOPTED BUDGET  
VOLUME I – OVERVIEW



# TABLE OF CONTENTS

## VOLUME I

<i>Legal Statement</i>	<i>Inside Cover</i>
Adopted Budget	Title Page
Distinguished Budget Award	GFOA
Vol I – Overview	Vol I – Overview
Table of Contents	i-vi
Offices and Departments	vii
<u>Chart 1 Travis County Organization Chart</u>	viii
Budget Message	ix
<b>Section I – Executive Summary</b>	<b>1</b>
Structure and Role of Texas County Government	2
Travis County Profile	
<u>Table 1 Travis County Top Ten Ad Valorem Taxpayers and Employers, 2014</u>	4
Population and Demographic Trends	4
<u>Chart 2 Travis County Population, 2012</u>	5
Economic Outlook	6
The National Economy	6
<u>Chart 3 Change in Real Gross Domestic Product, 2000-2030</u>	6
<u>Chart 4 Change in Unemployment Rate, 2000-2030</u>	7
State of Texas Economy	7
<u>Chart 5 Change in Nonfarm Employment</u>	8
<u>Chart 6 Texas Building Permits Issued, 2010-2014</u>	9
Economic Outlook for Travis County	10
Legislative Outlook	10
Travis County Mission Statement	12
Budget Overview	12
The Planning and Budget Office and the County Auditor’s Office	12
Basis of Budgeting and Accounting	12
Financial and Debt Policies	12
Budget Development Process	13
FY 2015 Budget Calendar	14
Budget Priorities	15
Ad Valorem Tax Rate	15
Projected Budget Impacts	16
Maintaining Current Service Levels	16
Fund Structure	16
<u>Chart 7 Organization of Fund Structure</u>	17

Governmental Funds	17
Proprietary Fund	18
Fiduciary Funds	18
<u>Table 2 All Funds Summary Recapitulation, Fiscal Year 2015 Adopted Budget</u>	19
<u>Table 3 Combined Balance Sheet For the Year Ended September 30, 2014</u>	23
<u>Table 3 (Cont) Combined Revenues and Expenditures For the Year Ended Sept. 30, 2014</u>	24
Major County Revenues	25
<u>Chart 8 Property Tax Revenue</u>	26
All Funds Summary	27
<u>Table 4 Fiscal Year 2015 Adopted Budget – All Funds</u>	27
<u>Chart 9 Where Does the Money Come From? All Funds</u>	28
<u>Chart 10 Where Does the Money Go? All Funds</u>	29
Property Tax Rates and Estimated Impact on Tax Bills	30
<u>Table 5 Adopted Tax Rates</u>	30
<u>Table 6 Estimated Impact on Homestead</u>	30
<u>Chart 11 Fiscal Year 2015 Property Tax Bill for Travis County Homestead Valued at \$250,000</u>	31
<u>Chart 12 County Property Tax on Median Travis County Homestead vs. Median Family Income</u>	31
<u>Table 7 Tax Rate History</u>	32
<u>Chart 13 Travis County Taxes on Average/Median Homestead and Property Tax Revenue</u>	33
<u>Chart 14 Total Assessed Value of All Taxable Travis County Property</u>	34
General Fund Summary	35
<u>Chart 15 Where Does the Money Come From? General Fund</u>	36
<u>Chart 16 Where Does the Money Go? General Fund</u>	37
Departmental Budget Submissions and Other Changes	38
<u>Table 8 General Fund Summary</u>	39
Program Funding Priorities	41
Maintaining Current Service Levels	41
<u>Table 9 Funding to Maintain Delivery of Current Services</u>	46
Programs and Changes Approved Midyear 2014	46
Transfers Between Departments and Funds	47
Other Funding Priorities	50
<u>Table 10 Other Miscellaneous Budget Increases</u>	51
Investments in the Workforce	58
Health Benefits	59
<u>Table 11 Increase in County Composite Contribution to Employee Health Plan</u>	59
Retirement	60
Compensation	62
<u>Table 12 History of Employee Compensation, FY 2010 – FY 2014</u>	62
Personnel Changes	63
<u>Table 13 General Fund Position Changes</u>	64
<u>Table 14 Staffing Comparison in General Fund and Special Funds</u>	65
<u>Table 15 Staffing Comparison in General Fund</u>	66
<u>Table 16 Position Changes List</u>	67
Capital Acquisition and Improvements Program	70
Pay-as-You-Go Funding	71
<u>Chart 17 Capital Acquisition Resources Account FY 2006 – FY 2015</u>	72



<u>Table 17 General Fund Capital Outlay and Improvement Projects – CAR Account</u>	73
<u>Table 18 Centrally Budgeted Information Systems Outlay – CAR Account</u>	75
<u>Table 19 Capital Outlay and Improvement Projects – Other Funds</u>	76
Debt Financing	76
<u>Table 20 Projects Funded by Voter Authorized Bonds</u>	77
<u>Table 21 Projects Funded by State Highway Bonds</u>	79
<u>Table 22 Capital Acquisition and Improvements – Certificates of Obligation</u>	80
<u>Table 23 Centrally Budgeted Vehicles and Heavy Equipment</u>	81
Reserves	83
<u>Table 24 Reserves History</u>	83
Unallocated Reserve	83
General Purpose Reserves	84
<u>Table 25 Earmarks on Allocated Reserves</u>	85
<u>Table 26 Earmarks on Capital Acquisition Resources Reserve</u>	86
Special Purpose Reserves	86
Works Cited	91
<b>Section II –General Fund Department and Office Narratives</b>	<b>93</b>
<u>Chart 18 Organization of Fund Structure – General Fund</u>	94
<u>Table 27 General Fund Departmental Budget History</u>	95
Civil Courts	96
Civil Courts Legally Mandated Fees	99
Civil Service Commission	101
Community Supervision and Corrections	104
Constable Summary	107
Constable Precinct One	108
Constable Precinct Two	112
Constable Precinct Three	115
Constable Precinct Four	118
Constable Precinct Five	121
Counseling and Education Services	124
County Attorney	128
County Auditor	133
County Clerk	137
County Commissioner Precinct One	141
County Commissioner Precinct Two	144
County Commissioner Precinct Three	147
County Commissioner Precinct Four	150
County Judge	153
County Treasurer	156
Criminal Courts	160
Criminal Courts Legally Mandated Fees	164
Criminal Justice Planning	166
District Attorney	171
District Clerk	175

Emergency Medical Services	179
Emergency Services	183
Facilities Management Department	187
Centralized Rent and Utilities	193
General Administration	195
Health and Human Services and Veterans Service	198
Historical Commission	205
Human Resources Management	207
Information Technology Services	211
Centralized Computer Services	216
Justice of the Peace Summary	218
Justice of the Peace Precinct One	220
Justice of the Peace Precinct Two	224
Justice of the Peace Precinct Three	227
Justice of the Peace Precinct Four	230
Justice of the Peace Precinct Five	234
Juvenile Probation	238
Juvenile Public Defender	242
Medical Examiner	245
Planning and Budget Office	249
Pretrial Services	252
Probate Court	256
Purchasing Office	259
Records Management and Communication Resources	263
Sheriff	267
Tax Assessor-Collector	273
Transportation and Natural Resources	278
<b>Section III – Other Funds</b>	<b>285</b>
<u>Chart 19 Organization of Fund Structure – Other Funds</u>	286
700 Lavaca Complex	287
After School Youth Enrichment Services	290
Balcones Canyonlands Preservation	293
Child Abuse Prevention	296
County and District Clerk Records Management and Preservation	298
County Clerk Archival	301
Court Records Preservation	304
Court Reporter Service	307
Courthouse Security	309
Dispute Resolution	312
District Clerk Records Management	315
District Court Records Technology	318
Drug Court Program	321
Elections Contract	323
Employee Health Benefit	325

Family Protection	328
Fire Code	330
Health Food Permits	332
Judiciary Fee – Probate	334
Justice Court Building Security	336
Justice Court Technology	338
Juvenile Case Manager	340
Juvenile Deferred Prosecution	343
Juvenile Fee	345
Juvenile Justice Alternative Education Program	347
Law Library	350
LCRA – TC Parks CIP	353
Mary Quinlan Park	355
Probate Guardianship	357
Professional Prosecutors	359
Records Management and Preservation	361
Road and Bridge	363
Self Insurance	366
Texas Exposition and Heritage Center	369
Truancy Court	372
Unclaimed Property	375
Vital Statistic Preservation	377
Voter Registration	379
Other Special Revenue Funds	381
CAPCOG 9-1-1	381
Civil Courthouse Improvement	381
County and District Courts Technology	381
Gardner House Handicraft	381
Juvenile Case Manager Program	381
Juvenile Delinquency Prevention	382
LEOSE Commissioners Court	382
Unclaimed Juvenile Restitution	382
<b>Section IV – Appendices</b>	<b>383</b>
Financial and Debt Policies	384
Legal Debt Margin Information	394
FY 2015 Budget Guidelines	398
FY 2015 Budget Rules	421
Glossary	463

## Volume II

<b>Section V – Budget Orders</b>	<b>1</b>
Setting Salaries for Elected Officials	2

Making Tax Levies, Travis County	7
Setting Budget, Travis County	9
Setting Budget, Northwest Travis County Road District #3	13
Making Tax Levies, Bee Cave Road District #1	15
Setting Budget, Bee Cave Road District #1	17
Designating Regular Meeting Day of the Commissioners Court	19
<b>Section VI – Revenue Estimate</b>	<b>21</b>
<b>Section VII – Expenditure Budget</b>	<b>45</b>
Travis County Accounts	46
Summary of Funds	47
Expenditure Budget	48

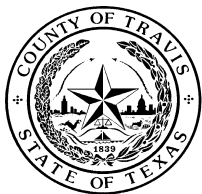
**Offices and Departments by Name:**

Name	No.
Civil Courts	122
Civil Courts Legally Mandated Fees	193
Civil Service Commission	154
Community Supervision and Corrections	139
Constable, Precinct 1	131
Constable, Precinct 2	132
Constable, Precinct 3	133
Constable, Precinct 4	134
Constable, Precinct 5	135
Counseling and Education Services	140
County Attorney	119
County Auditor	106
County Clerk	120
County Commissioner, Precinct 1	102
County Commissioner, Precinct 2	103
County Commissioner, Precinct 3	104
County Commissioner, Precinct 4	105
County Judge	101
County Treasurer	107
Criminal Courts	124
Criminal Courts Legally Mandated Fees	194
Criminal Justice Planning	155
Dispute Resolution Center	136
District Attorney	123
District Clerk	121
Emergency Medical Services	159
Emergency Services	147
Facilities Management Department	114
Centralized Rent & Utilities	191
General Administration	110
Health & Human Services & Veterans Service	158
Historical Commission	117
Human Resources Management	111
Information Technology Services (ITS)	112
Centralized Computer Services	190
Justice of the Peace, Precinct 1	126
Justice of the Peace, Precinct 2	127
Justice of the Peace, Precinct 3	128
Justice of the Peace, Precinct 4	129
Justice of the Peace, Precinct 5	130
Juvenile Probation	145
Juvenile Public Defender	143
Medical Examiner	138
Planning and Budget	109
Pretrial Services	142
Probate Court	125
Purchasing	115
Records Mgmt. & Comm. Resources (RMCR)	157
Sheriff	137
Tax Assessor - Collector	108
Transportation & Natural Resources (TNR)	149

**Offices and Departments by Number:**

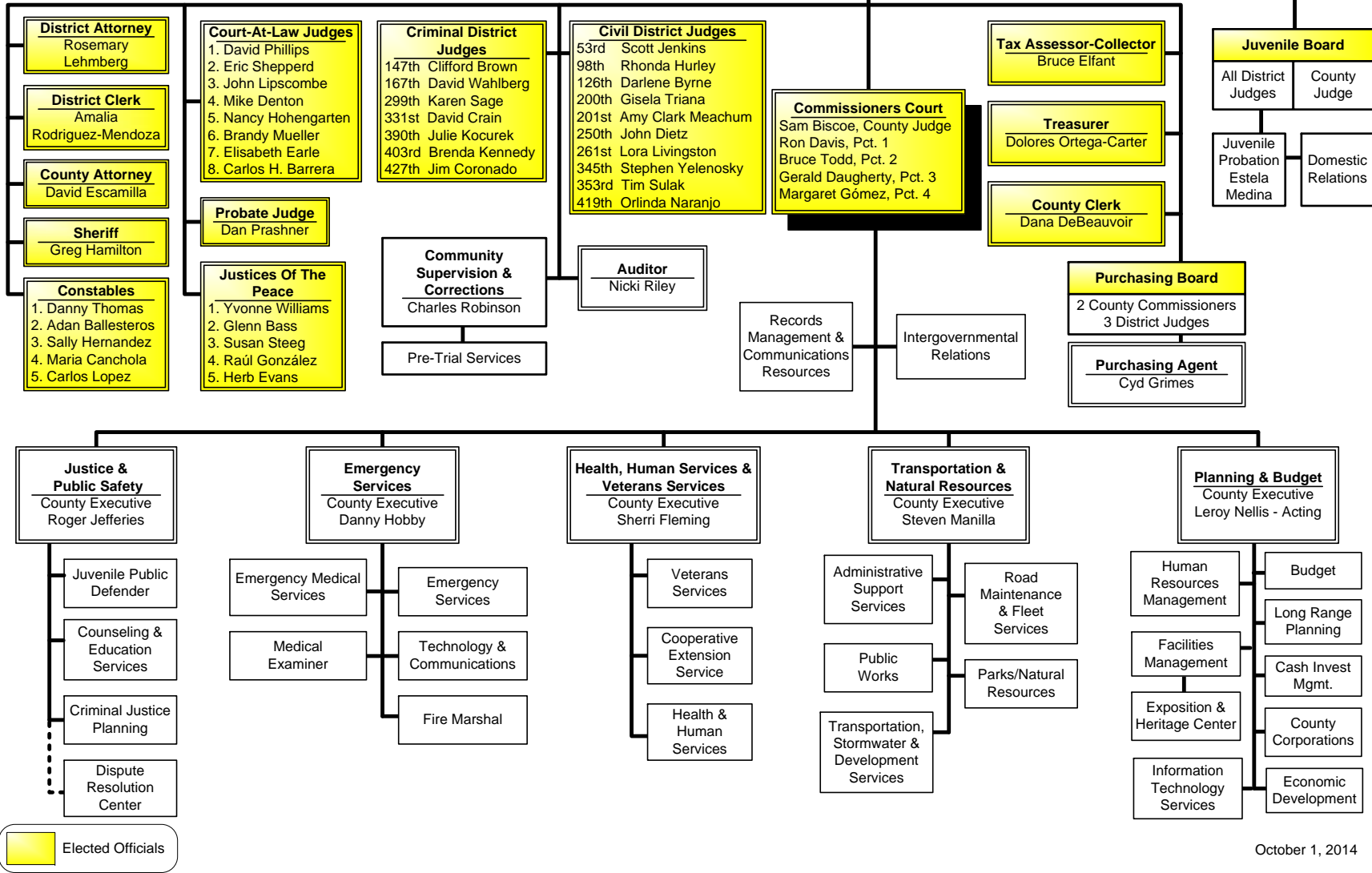
No.	Name
101	County Judge
102	County Commissioner, Precinct 1
103	County Commissioner, Precinct 2
104	County Commissioner, Precinct 3
105	County Commissioner, Precinct 4
106	County Auditor
107	County Treasurer
108	Tax Assessor - Collector
109	Planning and Budget
110	General Administration
111	Human Resources Management
112	Information Technology Services (ITS)
114	Facilities Management Department
115	Purchasing
117	Historical Commission
119	County Attorney
120	County Clerk
121	District Clerk
122	Civil Courts
123	District Attorney
124	Criminal Courts
125	Probate Court
126	Justice of the Peace, Precinct 1
127	Justice of the Peace, Precinct 2
128	Justice of the Peace, Precinct 3
129	Justice of the Peace, Precinct 4
130	Justice of the Peace, Precinct 5
131	Constable, Precinct 1
132	Constable, Precinct 2
133	Constable, Precinct 3
134	Constable, Precinct 4
135	Constable, Precinct 5
136	Dispute Resolution Center
137	Sheriff
138	Medical Examiner
139	Community Supervision and Corrections
140	Counseling and Education Services
142	Pretrial Services
143	Juvenile Public Defender
145	Juvenile Probation
147	Emergency Services
149	Transportation & Natural Resources (TNR)
154	Civil Service Commission
155	Criminal Justice Planning
157	Records Mgmt. & Comm. Resources (RMCR)
158	Health & Human Services & Veterans Service
159	Emergency Medical Services
190	Centralized Computer Services
191	Centralized Rent & Utilities
193	Civil Courts Legally Mandated Fees
194	Criminal Courts Legally Mandated Fees

Chart 1



# TRAVIS COUNTY

## Travis County Citizens



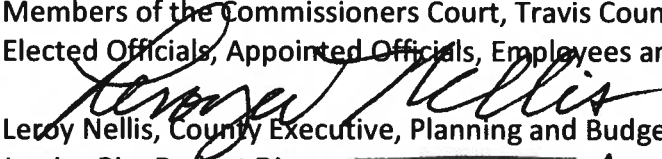
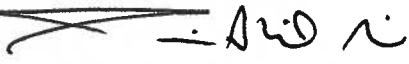
October 1, 2014

**PLANNING AND BUDGET OFFICE**  
**TRAVIS COUNTY, TEXAS**

---

December 22, 2014

To: Members of the Commissioners Court, Travis County  
Elected Officials, Appointed Officials, Employees and Constituents

From:  Leroy Nellis, County Executive, Planning and Budget  
 Jessica Rio, Budget Director

Re: Fiscal Year 2015 Adopted Budget

The Fiscal Year 2015 Adopted Budget for Travis County was approved on September 23, 2014 and serves as the basis for County expenditures from October 1, 2014 through September 30, 2015. The Adopted Budget for All Funds in Fiscal Year 2015 totals \$910.99 million, and includes \$650.90 million for the General Fund.

The Commissioners Court exemplified its commitment to local taxpayers by reducing the County's tax rate by nearly four cents, resulting in a \$5 reduction to the County's portion of annual property taxes for the average taxable homestead. Travis County was the only major taxing jurisdiction in the area to have such a reduction. Elected Officials and County Department heads assisted in this effort by maintaining core services for constituents within available resources and continuing to carefully manage budgets. County employees contributed to these goals by meeting the changing needs of the community in an effective and efficient manner.

**Economic Conditions and Financial Management** Travis County has demonstrated the ability to manage its budget during changing economic conditions by matching ongoing funding sources to ongoing programs. Careful financial management, including the use of healthy reserves, has contributed to our strong financial position, and has ultimately resulted in the affirmation of our Triple A credit rating by Standard & Poor's and Moody's credit rating agencies. This credit rating has been awarded by both agencies since 2001. Travis County is one of five out of 254 counties in the State of Texas currently receiving such a distinction.

The Austin Metropolitan Statistical Area (MSA), which includes all of Travis County, is considered the fastest-growing area in the nation with an economic growth rate of 6%. This economic growth is accompanied by population growth. The economic growth and large net immigration has resulted in home sales in the greater Austin area reaching a historic high and the housing inventory dropping to an all-time low.

While the Travis County economy continues to perform better than other metropolitan areas across the country, concerns have been raised in the community that this improving prosperity is not enjoyed universally across the County. The economic engine driving job growth,

increased property values, and a population influx is also making the area less affordable, especially for those on the lower end of the economic spectrum. The Planning and Budget Office continues to closely monitor economic conditions as well as developments at the federal and state levels that could have an impact on Travis County operations. The FY 2015 Adopted Budget includes an increased investment in core programs such as social services and infrastructure as well as central reserves, to help manage uncertainties as economic conditions evolve and in light of the upcoming State of Texas legislative session.

As Travis County continues to grow, departmental programs will need to be prioritized in order to balance affordability to taxpayers with funding core services in the area. In order to face funding pressures in the coming years, continued prudent management of resources and programs will be necessary to position Travis County well into the future.

**Property Taxes** The County sustains its core services to residents through its main source of revenue, property taxes. The Commissioners Court has been at the forefront of discussions about balancing affordability for Travis County taxpayers with providing the services constituents expect. Travis County already has a longstanding practice of offering the maximum allowed homestead exemption to eligible households. In addition, this year, the Commissioners Court reduced its tax rate flexibility by providing direction to the Planning and Budget Office to use a tax rate of no more than 1.5% above the effective tax rate, instead of 3% used in recent years. Commissioners Court made this decision to help address some of the concerns expressed regarding rapidly increasing residential home values and the corresponding impact to property tax bills. Consistent with policy direction, the Adopted Budget is balanced at a proposed tax rate of 45.63¢ per \$100 of taxable value, which is 1.5% above the effective tax rate of 44.96¢ and 7.7% below the FY 2014 rate of 49.46¢.

The Travis Central Appraisal District (TCAD) has projected that the total taxable property value will increase from \$107.1 billion certified last year to \$119.9 billion, including new property value estimated at \$2.7 billion. According to TCAD, the average taxable value of all Travis County homesteads has also significantly increased, from \$222,431 to \$240,026, or 7.9%. The combination of increased property values and the tax rate reduction as compared to last year has resulted in a \$5 decrease on the average taxable valued homestead (\$1,095 instead of \$1,100 last year).

**Program and Capital Funding Priorities** As Travis County has grown, the demands on government services and the County's infrastructure have increased. The Adopted Budget includes funding needed to maintain delivery of current services and changes are discussed more fully in the section entitled "Program Funding Priorities." Capital funding priorities are discussed in depth in the section entitled "Capital Acquisition and Improvements Program."

Funding was allocated towards core functions such as social services; corrections and rehabilitation; the courts system; and road maintenance. Other notable priorities included new requirements imposed on the discovery process after passage of the Michael Morton Act, which impacted staffing in both the County and District Attorneys' Offices. In addition,



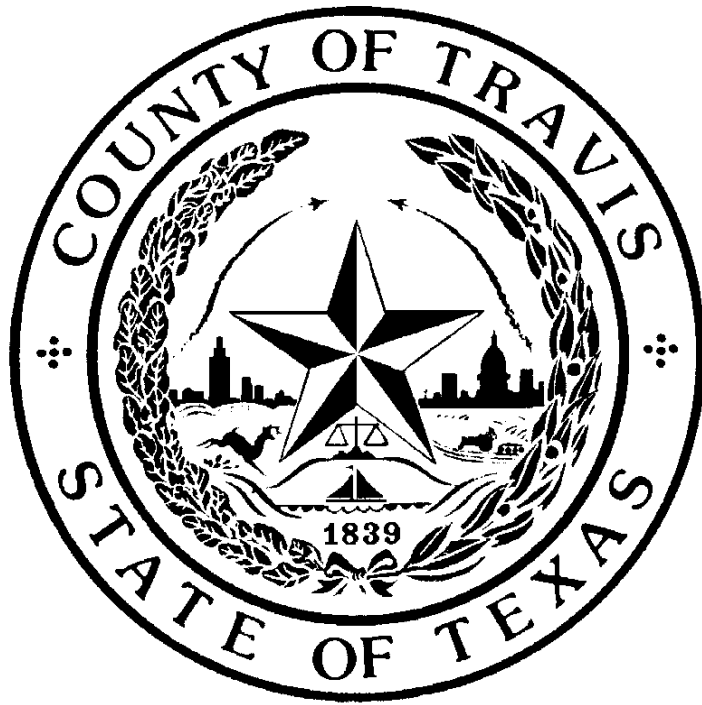
increased funding for staffing in public defender offices was addressed after careful consideration and study determined that the expenditures would be more cost effective than the alternative of funding private attorney time to ensure indigent representation in juvenile and the child protective services dockets.

To meet the County's capital improvement and ongoing replacement needs, a total of \$133.6 million is included in the Adopted Budget. This funding will cover several significant and critical projects, including the first phase of a new courts system office building on 11<sup>th</sup> Street. This new building will permit the District Attorney's Office to vacate the Criminal Justice Center and accommodate additional criminal courts approved by the 83<sup>rd</sup> Texas Legislature. Other planned projects include improvements and renovations to County facilities and improvements and rehabilitation of County roadways.

**Employee Compensation and Benefits** County services are delivered to our residents by the County's employees, who are our most important asset. The Fiscal Year 2015 Adopted Budget includes funding for an ongoing wage increase of \$1,000 for employees on the classified pay scale who meet certain criteria, discussed under the "Compensation" section of this document. In addition, employees on the Peace Officer Pay Scale are funded an anniversary step increase in pay. A total of \$4.6 million was allocated for these compensation increases.

Travis County continues to manage the ongoing costs of providing health benefits to employees by identifying and recommending reasonable plan changes for implementation and by sharing the cost of the health plan with employees and retirees. The health plans are reviewed each year by an engaged and knowledgeable employee committee representing a wide segment of the workforce. The Employee Health Benefits Committee provides valuable input to the Human Resources Management Department and the Commissioners Court regarding proposed adjustments to the health plans, as well as associated costs or savings.

**Concluding Thoughts** The Fiscal Year 2015 Adopted Budget is a structurally sound and responsible financial plan that includes funding for known cost drivers and critical needs as well as program priorities as expressed by the Travis County Commissioners Court. As always, the Planning and Budget Office thanks all departments and offices for their cooperation and assistance during this year's budget process. In addition, we are grateful for the Commissioners Court's leadership and support. The Fiscal Year 2015 Adopted Budget is available to the public at the Travis County Clerk's Office. Additional copies are available in the Planning and Budget Office at 700 Lavaca Street, Suite 1560. Budget documents are also posted on Travis County's web site, [www.traviscountytexas.gov/planning-budget](http://www.traviscountytexas.gov/planning-budget).



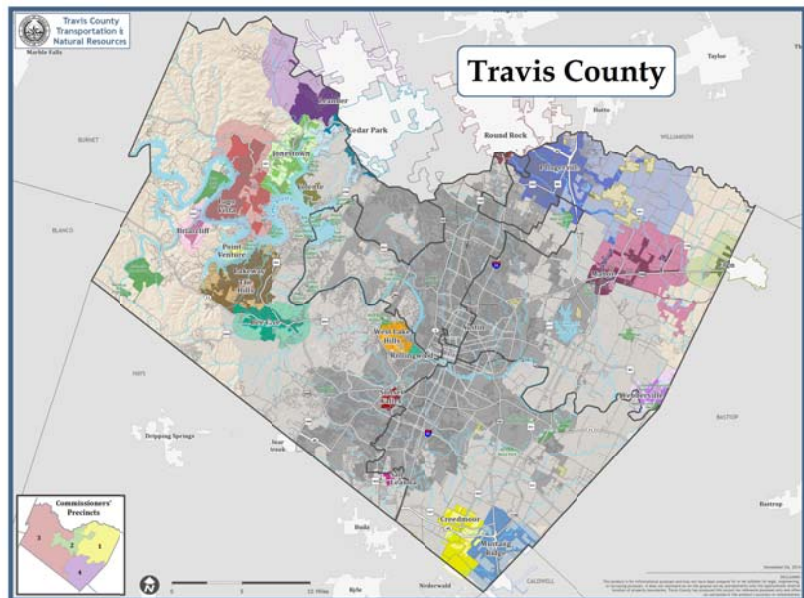
FISCAL YEAR 2015 ADOPTED BUDGET  
SECTION I – EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

## STRUCTURE AND ROLE OF TEXAS COUNTY GOVERNMENT

Texas county government focuses primarily on the judicial system, health and social service delivery, law enforcement and corrections, and upkeep of county maintained roads. In contrast to other parts of the country, Texas counties seldom have responsibility for schools, water and sewer systems, electric utilities, and commercial airports. County governments in Texas have no ordinance-making powers other than those explicitly granted by state legislative action.

The state's 254 counties have similar organizational features: a governing body (the Commissioners Court) consisting of one member elected countywide (the County Judge), and four Commissioners elected from geographically unique precincts. The County Judge is so named because he or she often has actual judicial responsibility. In urban counties, the County Judge is primarily an executive and administrator, in addition to serving as the presiding officer of the Commissioners Court. Other elected officials within the



county system are the County and District Clerks, the County Tax Assessor-Collector, the County Sheriff, a District and/or a County Attorney, the County Treasurer, and one or more Constables. All Judges (state District Judges, County Court-at-Law Judges, Justices of the Peace, and in some counties, a Probate Judge) are also elected. The state District Judges in each county select an Auditor, who serves as the County's financial officer.

The Commissioners Court serves as both the legislative and executive branch of county government, and exercises budgetary authority over County departments and offices, including those headed by other elected officials. The high number of elected officials, including many with judicial authority, creates an organizational structure unlike more familiar public sector designs, which usually contain a chief executive or chief operating officer and a governing body that focuses on broad policy matters.

County services in Texas are financed primarily by an ad valorem tax on real property and business inventory and an array of fees, fines, service charges and state payments. The County Commissioners Court sets the property tax rate annually, after holding public hearings required by law. Most of the other revenue sources are established by state law and may be changed only through legislative action.

The appraisal process for real property in Travis County is completed by a separate and independent entity called the Travis Central Appraisal District (TCAD). TCAD is governed by a Board of Directors and is primarily responsible for developing an annual appraisal roll for use by taxing units in Travis County for imposing ad valorem taxes on property within the jurisdiction. The agency is audited on an annual basis, both on a financial and performance basis. The financial audit is conducted by independent auditors and the performance audit is conducted by the state Comptroller's Property Tax Assistance Division (Travis Central Appraisal District, 2014).

## **TRAVIS COUNTY PROFILE**

Travis County is located in Central Texas, 150 miles inland from the Gulf of Mexico, and seventy-five miles northeast of San Antonio. The City of Austin is the state capital and the county seat. Travis County is comprised of 990 square miles of rolling hill country to the west and clay soil prairie to the east. The County is bisected by the Colorado River and the Highland Lakes reservoir system which runs generally northwest to southeast. Travis County is situated on the eastern edge of the Edwards Plateau, and is divided from north to south by the Balcones Escarpment. The climate of Travis County is subtropical, with an average low temperature in January of 38 degrees Fahrenheit and an average high in July of 96 degrees Fahrenheit. The average yearly rainfall is thirty-two inches, and the growing season is 270 days (Texas Home Town Locator, 2014).

The City of Austin is the largest municipality in Travis County. Other cities and towns within Travis County's boundaries include Barton Creek, Bee Cave, Briarcliff, Creedmoor, Garfield, Hornsby Bend, Hudson Bend, Jonestown, Lago Vista, Lakeway, Lost Creek, Manchaca, Manor, Mustang Ridge, Pflugerville, Point Venture, Rollingwood, San Leanna, Shady Hollow, Sunset Valley, The Hills, Volente, Webberville, Wells Branch, West Lake Hills, and Windemere. These municipalities are responsible for services such as water, energy, infrastructure, economic development, libraries, parks, health, and public safety.

Travis County is the home of the state's flagship university, the University of Texas at Austin, as well as other institutions of higher education such as St. Edward's University and Austin Community College. The top County ad valorem taxpayers in 2014 include property management groups, high tech companies, sports and entertainment venues, and a supermarket chain and account for 4.8% of the total County taxable value in 2014. The largest employers in 2014 include local, state and federal government, an institution of higher education, high tech companies, healthcare companies, and a supermarket chain.

Table 1

<b>Travis County Top Ten</b>		
	<b>Ad Valorem Taxpayers, 2014</b>	<b>Employers, 2014</b>
1	Samsung Austin Semiconductor	State of Texas
2	TPG-Thomas Property Group	University of Texas at Austin
3	Columbia/St. David’s Healthcare	City of Austin
4	Circuit of the Americas	Dell, Inc.
5	Brandywine Acquisition Partners LP	Seton Healthcare Family
6	IBM Corporation	Austin Independent School District
7	Freescale Semiconductor	Federal Government
8	HEB Grocery Company	HEB Grocery Company
9	Shopping Center at Gateway LP	St. David’s Healthcare Partnership
10	IMT Capital II Riata LP	IBM Corporation

**POPULATION AND DEMOGRAPHIC TRENDS**

Total population in Travis County is estimated at over 1.1 million as of July 1, 2014, with a 1.8% growth rate seen in the last four years and a 2.3% growth rate expected from 2014-2019 (Community Advancement Network, 2013). The current number of total households within the area is 435,538, with an average household size of 2.5 people (Texas Home Town Locator, 2014).

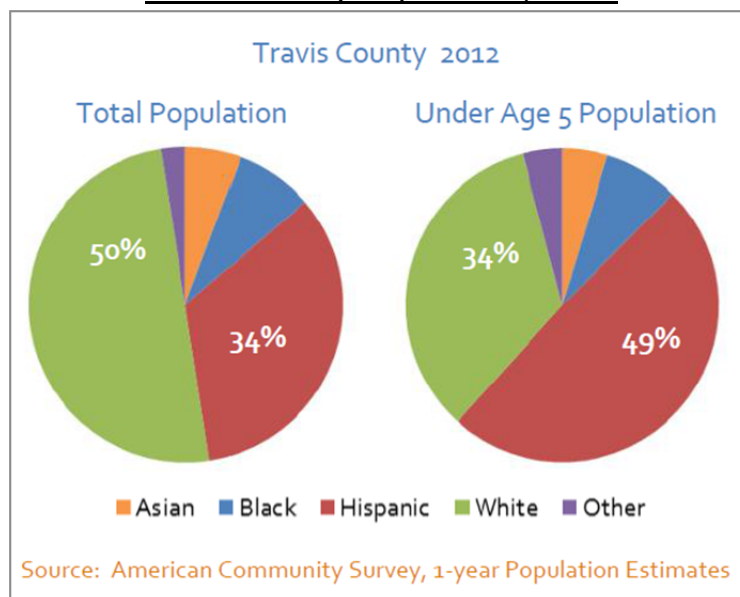
According to the 2013 Community Dashboard Report published by the Community Advancement Network, Travis County and the Greater Austin area boast a large working class comprised of persons between the ages of 18 and 64. These individuals represent 69% of the total population. This percentage is larger than the average working age population in Texas (62%) and the United States (63%) (Community Advancement Network, 2014). The County also has a comparatively large young population, as individuals between the ages of 25 and 34 comprise 18% of the total population (United States Census Bureau, 2014). According to 2010 U.S. Census data, the median age in Travis County is 31.8 years, which is lower than the average age of 33.6 years in Texas overall (Travis County Health and Human Services & Veterans Services, 2012).

The number of individuals over age 65 in Travis County is also growing at a fast rate; however, this population comprises only 8% of the total population in the county, which is less than both the average Texas population (10%) and the United States population (14%). As per national trends, the population 65 years and older is expected to increase rapidly in the coming years.

Travis County is considered a majority-minority area or “no majority” community in which no one racial or ethnic group comprises more than half of the total population (City of Austin, 2014). In the last decade, Travis County has seen growth in all ethnic populations represented, but particularly within the Hispanic population. According to 2013 estimates from the U.S.

Census Bureau, the Latino population represents about 34% of the total population within Travis County. This population is socio-economically diverse; some Hispanic and Latino middle-class households are migrating for high-tech and trade jobs available in Austin, while others are international immigrants searching for construction and service sector jobs. This influx of Hispanic families in Austin has also decreased the area’s median age (City of Austin, 2014). This is demonstrated in Chart 2, which shows that nearly half of Travis County children under the age of 5 are comprised of Hispanic children.

**Chart 2**  
**Travis County Population, 2012**



Such a shift in demographics for this population places unique burdens on the Central Texas school systems and Travis County to make sure all children are kindergarten ready and bilingual educational opportunities are available. According to the 2014 CAN Dashboard report, 46% of all children in Travis County live in low-income households, making this population the most likely to be low-income (Community Advancement Network, 2014).

The absolute number of African Americans in Travis County continues to increase with the overall growth rate of the population, as does the Asian American community. The estimated Asian American population of the area is 6.2% while the estimated African American population is 8.9% (City of Austin, 2014). As discussed on the City of Austin’s website, the African American population is increasing; however, the percentage of African Americans relative to the total population in the area is decreasing. Within the next decade or so, the number of Asians in the area is expected to surpass the number of African Americans (City of Austin, 2014).

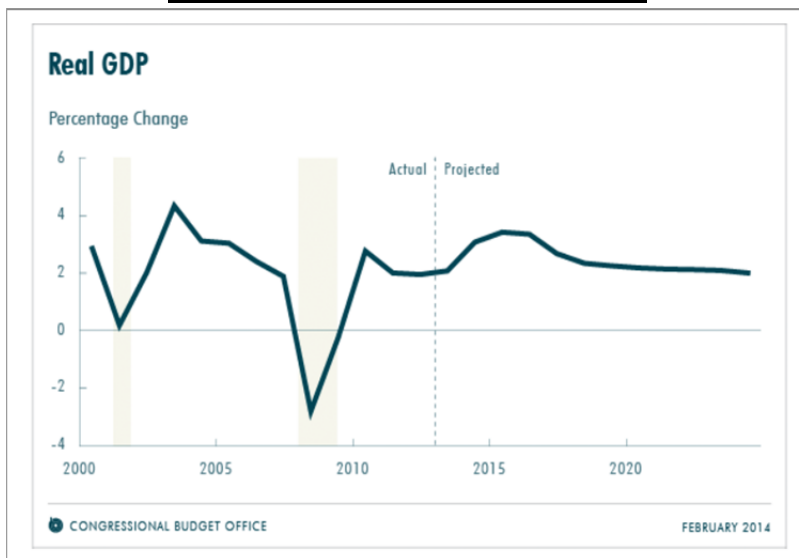
# ECONOMIC OUTLOOK

## THE NATIONAL ECONOMY

The majority of key national economic measures reveal continued modest improvement across the country. The Federal Reserve Bank of Dallas (Dallas Fed) reported on October 30, 2014, that “On balance, the upside risks outweigh the downside ones...” leading the Dallas Fed to conclude that the Gross Domestic Product (GDP) will continue growing at a moderate pace (Federal Reserve Bank of Dallas, 2014).

Overall, GDP fluctuated in 2014. According to the year’s third estimate, released by the Bureau of Economic Analysis, the real GDP increased 3.9% in the third quarter of 2014, a strong upward revision from the 0.1% increase seen in the first quarter (Bureau of Economic Analysis, 2014). Exports of goods, increases in business investment, and an increase in corporate profits and imports led to the large increase in GDP seen in the third quarter (Bureau of Economic Analysis, 2014). The Congressional Budget Office (CBO) forecasts that real GDP will grow at an increasing rate for the next few years; the rate of increase in growth of GDP will drop and level off by 2020. Chart 3 that follows shows GDP growth of 2%-3% over the next 10 years, as projected by the CBO.

**Chart 3**  
**Change in Real GDP, 2000-2030**



Source: Congressional Budget Office

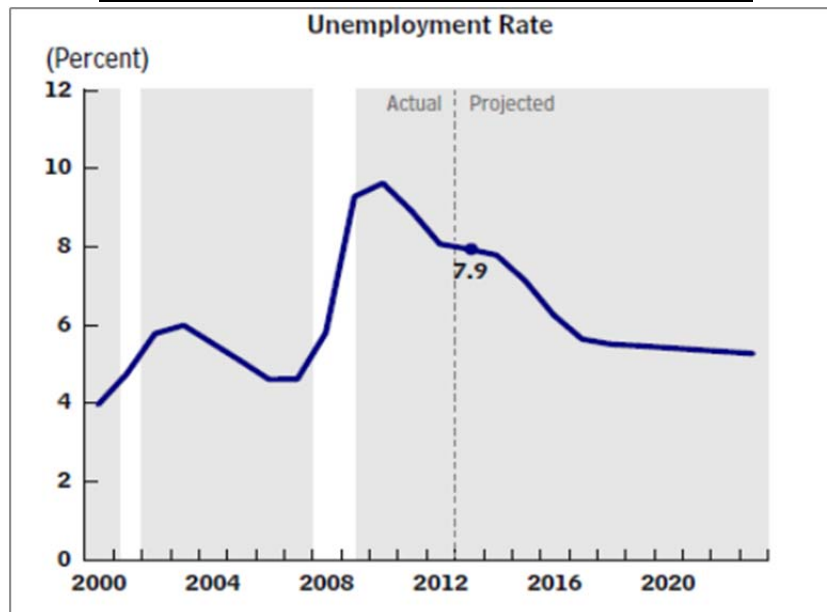
Real income also rose in 2014 compared to other post-recession years. Unlike recent years where spending has remained relatively low in comparison to disposable personal income, 2014 has seen an increase in consumer spending (Bureau of Economic Analysis, 2014). Real median household income over the past six years remains 8% lower when compared to real income seen prior to the economic recession (United States Census Bureau, 2014). In 2013, the



U.S. Census Bureau announced the decline of the poverty rate for the first time since 2006. Of particular note is the decline in the poverty rate for children under 18, which fell from 16.1 million in 2012 to 14.7 million in 2013, an 8.7% decrease (United States Census Bureau, 2014).

The national unemployment rate is forecasted by the CBO to remain above 6.5% for at least the next two years (Congressional Budget Office, 2013). As displayed in Chart 4 that follows, the CBO projects that the national unemployment rate will continue decreasing in the next few years, eventually leveling off around 2017. According to the Bureau of Labor Statistics, healthcare-related industries are projected to add the most jobs between 2012 and 2022 (United States Department of Labor, Bureau of Labor Statistics, 2013). In addition, the construction sector is also expected to grow significantly over the next decade. Industries such as manufacturing, forestry, fishing and hunting, information and utilities are projected to decrease in employment (United States Department of Labor, Bureau of Labor Statistics, 2013). In addition, occupations that require postsecondary education are expected to grow faster than those requiring a high school diploma or less. As the baby-boomer generation continues to age, workers 55 and older are expected to comprise over one-quarter of the labor force by 2020 (United States Department of Labor, Bureau of Labor Statistics, 2013).

**Chart 4**  
**Change in Unemployment Rate, 2000-2030**



Source: Congressional Budget Office

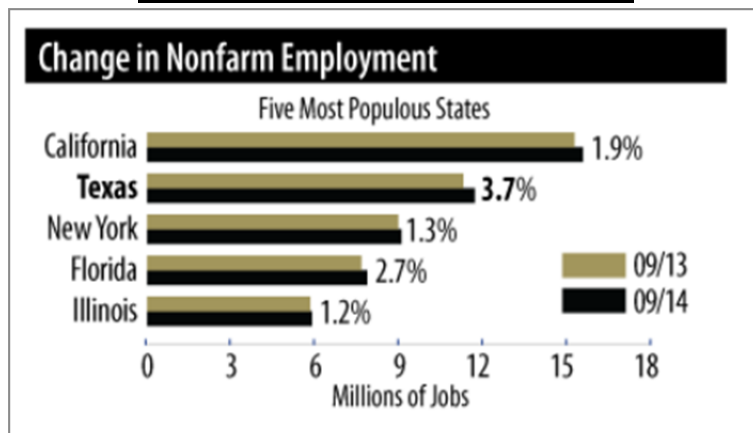
**STATE OF TEXAS ECONOMY**

The economy of the State of Texas continues to expand. Key economic indicators including consumer price index, consumer confidence index, nonfarm employment, sales tax collections, and sales for single-family and multi-family homes are increasing at a steady, and sometimes relatively steep, rate.

Compared to other states, Texas’s unemployment rate remains low. Additionally, the net job gains since the great recession began are much higher than average. According to the Joint Economic Committee for the United States Congress, private-sector employment in Texas has grown by 387,700 over the past year, compared to an increase of 289,800 jobs over the past 12 months (United States Congress, Joint Economic Committee, 2014). The leading industries in Texas currently experiencing growth include professional and business services, trade, transportation and utilities, leisure and hospitality, education and health services, construction, mining and logging, government, financial activities, information, other services, and manufacturing (Susan Combs, Texas Comptroller of Public Accounts, 2014). Unlike most states, Texas has restored its pre-recession employment levels by replacing the total number of jobs lost during the recession.

Chart 5 describes the change in nonfarm employment in Texas compared to the remaining four most populous states in the country. This cohort does not include farm employees, the unincorporated self-employed, private household employees, or non-profit organization employees. Among the most populous states, Texas has experienced the most significant increase in the percentage of jobs added from 2013 to 2014. As job growth in Texas continues to increase, unemployment in the state continues to fall. In October of 2014, the unemployment rate in Texas was 5.1%. This rate is a 19% drop in unemployment from the same time in 2013, when the rate was 6.3% (Susan Combs, Texas Comptroller of Public Accounts, 2014).

Chart 5  
Change in Nonfarm Employment

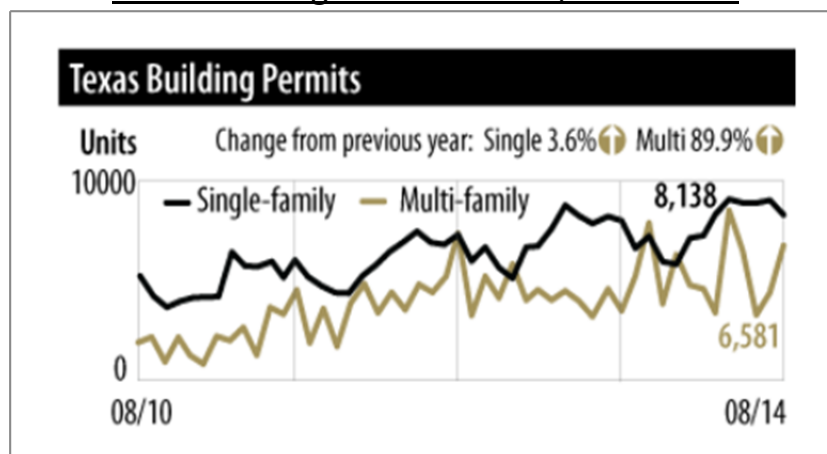


Source: Bureau of Labor Statistics

The median household income in Texas, from 2009-2013, is \$51,900. This rate is slightly lower than the median rate of \$53,046 seen across the United States (United States Census Bureau, 2014). Sales tax and property tax in Texas continue to remain relatively high and are increasing steadily (Susan Combs, Texas Comptroller of Public Accounts, 2014). Unlike most other states, Texas does not have a statewide income tax.

The amount of non-residential building construction and the number of building permits issued in Texas, both strong indicators of economic viability, continue to grow significantly. The number of Texas building permits issued has increased for both single-family and multi-family homes as the state continues to lead the nation in total home building (Dietz, 2014). In October 2014, a total of 8,065 building permits for single-family homes and 4,669 multi-family building permits were issued. Overall, the number of single-family home building permits issued as of October 2014 grew by 13.3% over the same time in 2013, or by 7,117 permits. For multi-family housing permits, the amount decreased an overall 39% in the same period, from 7,652 in 2013 to 4,669 in 2014 (Susan Combs, Texas Comptroller of Public Accounts, 2014).

**Chart 6**  
**Texas Building Permits Issued, 2010-2014**



Source: The Real Estate Center at Texas A&M University

Correspondingly, the demand for homes in Texas has increased and the real-estate market has become progressively competitive. The increasing demand has driven housing prices steadily upward. From October 2013 to October 2014, prices for existing single family home sales in Texas were up 13.4% (Susan Combs, Texas Comptroller of Public Accounts, 2014). As a whole, however, Texas home prices remain relatively low when compared to other states (Susan Combs, Texas Comptroller of Public Accounts, 2014). Available homes for purchase in Texas have seen historically low levels due to this increasing demand and the number of people moving to the state (Phillips, 2014). The increasing number of individuals and families moving to the state are likewise placing increasing demands on an already strained public infrastructure, such as roads, energy and water supplies (Phillips, 2014).

## **ECONOMIC OUTLOOK FOR TRAVIS COUNTY**

Travis County, Texas has experienced strong population and economic growth in the last 10 years and that growth is projected to continue. The current job growth rate is 2.8%, compared to the national growth rate of 1.2% (Sperling's Best Places, 2014). Future job growth over the next 10 years is projected to be 41.9% due to various factors such as migration patterns and general economic growth. As seen throughout the State of Texas, the most popular occupations in Travis County include management, business and finance, office and administrative support, production, and transportation and material moving (Travis County Health and Human Services & Veterans Service, Research & Planning Division, 2014).

Within the last two years (2012-2013), unemployment has decreased in Travis County, the State of Texas, and the United States overall. As the availability of jobs continues to increase, the unemployment rate in Travis County continues to decrease and, as of December 2013, remains at a low 4.5% (Travis County Health and Human Services & Veterans Service, Research & Planning Division, 2014). The median household income for Travis County is \$55,651 (Texas Home Town Locator, 2014) and the median home value as of August 2014 is \$238,926 according to the Travis Central Appraisal District (Travis Central Appraisal District, 2014).

Overall, the cost of living in Travis County is reported as slightly above the U.S. average, largely due to the high costs of housing and health. However, other costs such as groceries, utilities, and transportation are lower than the national average (Sperling's Best Places, 2014).

## **LEGISLATIVE OUTLOOK**

The legislative branch of Texas government is comprised of a bicameral legislature, with House and Senate bodies that meet for 140 days every other year to pass a biennial (two-year) budget, along with other legislation. In the 84th Legislative Session, which will run from January 13, 2015 to June 1, 2015, Texas lawmakers will create a budget for the 2016-2017 biennium and will pass legislation that affects various areas of the County ranging from veterans services and court fees to mixed beverage tax receipts and road projects. Due to a continued positive economic outlook for the state along with steadily increasing state sales tax revenues, cuts of the magnitude seen in past legislative sessions are not expected.

Across-the-board cuts at the state level in the 82<sup>nd</sup> Legislative Session resulted in losses to some County programs and revenue streams in the 2012-2013 biennium. Reductions of this level were not required in the 83<sup>rd</sup> Session, and some funds were restored to the State budget for the 2014-2015 biennium, to the benefit of the County.

Mental health care funding for counties increased notably, due in part to the collaborative efforts of county elected officials and mental health advocates from across Texas. Travis County also received grant funding from the Low Income Vehicle Repair, Replacement and Retrofit program (LIRAP) to implement local initiative projects (LIP) to reduce air pollution emissions. Funding was eliminated for the Public Integrity Unit, an entirely state-funded unit in the District Attorney's Office. This funding cut required the County to reduce the scope of the Public

Attorney's Office. This funding cut required the County to reduce the scope of the Public Integrity Unit, and to partially fund the work on a one-time basis in hopes that the funding might be restored in a future legislative session.

Other legislative changes brought fiscal or programmatic impacts to Travis County. The Michael Morton Act enhanced the required discovery procedures for County Attorney's and District Attorney's offices in counties across the state, leading both Travis County offices to request additional staff. Another bill allowed certain juveniles to be housed in the secure correctional facilities of the Travis County Juvenile Probation Department under a five-year pilot program, a change that will likely affect the programming and scope of that department for years to come.

Travis County Intergovernmental Relations (IGR) staff collaborates with partner counties and local government associations to monitor and analyze legislation throughout the legislative session. The IGR staff does so in an attempt to predict the impact proposed legislation will have on County departments and offices, from both a fiscal and programmatic perspective. Each year, County budget analysts and department staff work with IGR to monitor the state budget documents and the proposed levels of funding for programs that are managed by the County. This process allows county leadership to plan for upcoming changes and anticipate potential cost drivers. The legislative priorities of the County are set by the Commissioners Court, with input from the Intergovernmental Relations staff, and in collaboration with other urban counties in Texas with similar goals. In the upcoming legislative session, Travis County will work with other stakeholders to continue work begun in previous sessions on several issues.

Likely legislative proposals during the next session include bills that would provide more funding for mental health infrastructure and services at the state and local level, proposals that could increase funding for transportation needs, and changes to the state constitution that could allow counties to partake in new public financing methods. Legislation will likely be filed that seeks to set additional limits on allowable increases in tax revenue received by local governments and limit the growth in appraisal values. Bills that seek to change the way that residential and commercial properties are appraised and taxed are anticipated. In addition, legislation that requires increased reporting to the public on local budget information with the stated mission of improving government transparency will likely be proposed. Legislation proposing to limit local government debt issuances is also projected to be filed during this session.

Travis County anticipates supporting legislation that would maintain or strengthen the integrity of and local control over specialty courts and diversion programs, including juvenile programs. The county will also continue to actively support the continuation of the LIRAP/LIP grant fund revenue stream to fund air quality work. Travis County will continue to oppose legislation that places new statutory requirements on County departments without providing funding to cover the fiscal impact (i.e., unfunded mandates).

## **TRAVIS COUNTY MISSION STATEMENT**

For the people of Travis County, our mission is to:

- Preserve health
- Provide a safety net for the needy
- Ensure the public safety
- Facilitate the resolution of disputes
- Foster an efficient transportation system
- Promote recreational opportunities
- Manage County resources in order to meet the changing needs of the community in an effective manner

## **BUDGET OVERVIEW**

The Fiscal Year 2015 Adopted Budget spans a 12-month period from October 1, 2014 through September 30, 2015.

### **THE PLANNING AND BUDGET OFFICE AND COUNTY AUDITOR'S OFFICE**

The Planning and Budget Office reports to the Commissioners Court and is charged with preparing an annual expenditure budget that is balanced against the revenue that is estimated to be received in that year. The County Auditor's Office reports to the state District Judges and is responsible for preparing the estimate of revenues. This separation of duties helps ensure that the revenue estimate is prepared using objective revenue projection methodologies and is not driven by budgetary needs.

### **BASIS OF BUDGETING AND ACCOUNTING**

Travis County uses the modified accrual basis for governmental funds, which includes the General Fund, as the basis of the County's budgetary practice. Revenue is recognized as soon as it is measurable and available. Revenue is considered to be available when it is collectible within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the County considers revenue to be available if it is collected within 60 days of the end of the current fiscal period. Expenditures are recorded when they are expected to be paid with current available resources. Encumbrances are recognized by governmental funds in the year of commitment since they represent a commitment of funding for goods or services.

### **FINANCIAL AND DEBT POLICIES**

The Commissioners Court has adopted a comprehensive set of financial and debt policies to govern the financial management of the various County funds. These policies were developed to help ensure that the County's financial resources are managed prudently. The County has a longstanding practice of structurally balancing each annual budget to achieve financial stability for constituents and taxpayers. The County's financial policies require that current ongoing

revenue must be sufficient to support current ongoing expenditures. Likewise, one-time revenue is used for one-time expenditures. The debt and financial policies are contained in Section IV – Appendices.

## **BUDGET DEVELOPMENT PROCESS**

The purpose of the budget preparation process is to develop an annual financial plan for Travis County that supports the delivery of County services and support functions, and that identifies the resources that provide the funding for those services and functions. The goal of the Planning and Budget Office is to provide sufficient and relevant information to the Commissioners Court as part of the budget process, allowing them to set priorities across the County and make informed funding choices between programs.

The budget development process is comprised of several phases, including initial planning and broad policy discussions with the Commissioners Court in early spring. These discussions focus on economic conditions and projected policy and programmatic issues that may impact the budget in the upcoming fiscal year. At the same time, the Planning and Budget Office works to develop target budgets for all County departments and offices. The target budget level represents the prior year adopted budget plus the annualized impact of any approved increased funding, less any one-time expenses, and adjustments for any other appropriate changes and corrections. Once these target budgets are formulated and distributed, the budget development process begins.

Departments and offices are required to submit their budgets at the defined fiscal year target budget level. The Planning and Budget Office reviews the department's target budget submission and all budget requests. The Planning and Budget Office may also independently identify potential budgetary reductions, if warranted, based on a review of the department's programs and performance measures. The departments and offices then meet with the Planning and Budget Office during the early summer to discuss their proposed budgets. Any resulting recommendations for reductions are discussed extensively with the affected office or department prior to consideration for inclusion in the Preliminary Budget. Departments and offices are urged to collaborate with the Planning and Budget Office to identify and implement opportunities for savings and efficiencies.

This process culminates in the submission of a Preliminary Budget to the Commissioners Court in late July. The Preliminary Budget serves as a starting point to aid the Commissioners Court in deliberations in August and September. Comprehensive discussion and analysis about each County department and office are provided to the Commissioners Court separately after the initial review period. The analysis includes information about major service areas, an overview of any special revenue and funding, a summarized organizational chart, missions and goals, revenue and budget highlights, and significant changes, as well as workload indicators and performance targets.

After deliberations by Commissioners Court and any amendments, the Court adopts the budget in late September and the new budget year begins on October 1. The budget and budget rules approved annually by the Commissioners Court provide the Planning and Budget Office and the County Auditor's Office with an approved financial plan to ensure the County operates within established parameters. The budget also serves as a reference document that provides information on County operations and services, as well as historical data of interest to County residents and taxpayers.

Electronic copies of the Adopted Budget can be found on the Travis County website at [www.traviscountytexas.gov/planning-budget](http://www.traviscountytexas.gov/planning-budget). The Planning and Budget Office can be contacted by calling (512) 854-9106.

## **FY 2015 BUDGET CALENDAR**

May 5, 2014	Travis County departments and offices submitted budget requests
June 24, 2014	Commissioners Court approved assumptions on exemptions and collection rate for effective tax rate calculation
July 28, 2014	Preliminary Budget distributed to Commissioners Court, County Clerk and County Auditor
August 11, 2014	Preliminary Budget presented to Commissioners Court
August 11-15, 2014	Commissioners Court held budget hearings with County departments and offices for select budget requests not recommended for funding in the Preliminary Budget
August 12, 2014	Certified tax roll received
September 1, 2014	Commissioners Court published required tax ad
September 3-5, 2014	Commissioners Court amended, or "marked up," the Preliminary Budget prior to filing the FY 2015 Proposed Budget
September 16, 2014	1 <sup>st</sup> public hearing held on proposed tax rate
September 19, 2014	2 <sup>nd</sup> public hearing held on proposed tax rate; Proposed Budget filed with the Commissioners Court, County Clerk and County Auditor
September 23, 2014	Public hearing held on the Proposed Budget
September 23, 2014	Commissioners Court adopted the budget and tax rate



## BUDGET PRIORITIES

The Fiscal Year 2015 Budget Guidelines were approved by the Commissioners Court on March 18, 2014. These guidelines set the framework for the Planning and Budget Office to follow in developing the Fiscal Year 2015 Preliminary Budget. The Preliminary Budget comprises PBO's draft budget recommendations submitted for Commissioners Court consideration.

The County's annual budget process provides departments and offices an opportunity to evaluate and prioritize their programs and reexamine how to efficiently and effectively execute their mission and goals. Likewise, the budget process provides the Commissioners Court a key tool for providing overarching direction in funding policies and establishing the mission and goals for Travis County as a whole. The County's budget development process is best served by close collaboration between the Planning and Budget Office and all of the County departments and offices delivering services to Travis County residents.

As in the past, the Commissioners Court's Budget Guidelines serve to provide:

- Broad policy direction on the ad valorem tax rate and the funding levels for the upcoming fiscal year;
- Criteria to help prioritize the repurposing of existing funding or addition of new resources towards major cost drivers prior to enhancing services; and
- More specific guidance and instructions for County departments and offices in the formulation of their budget submissions.

The Fiscal Year 2015 Budget Guidelines are contained in Volume I, Section IV– Appendices.

Highlights of Commissioners Court direction included in the Budget Guidelines include the following.

### AD VALOREM TAX RATE

Commissioners Court directed PBO to establish the property tax rate for the FY 2015 Preliminary Budget at or near the Effective Tax Rate. A tax rate within 1.5% of the Effective Tax Rate was considered "near" for purposes of developing the Preliminary Budget. A tax rate within 3% of the Effective Tax Rate had been considered "near" for purposes of developing the Preliminary Budget for the five fiscal years prior to FY 2015. This self-imposed constraint of 3% above the Effective Tax Rate is significantly below the statutory rollback tax rate of 8% above the Effective Tax Rate. If a local jurisdiction's adopted tax rate is greater than the rollback tax rate, voters may petition to hold an election to "roll back" the tax rate to the 8% above the Effective Tax Rate cap. By reducing its tax rate flexibility by half (1.5% above the Effective Tax Rate), Commissioners Court directly responded to the community-wide discussion regarding affordability issues in Travis County that focused on the increasing property valuations.

In addition to balancing affordability issues with the service demands placed on Travis County by limiting growth of the tax rate, the Commissioners Court continued to offer longstanding property tax exemptions. The County's property tax exemptions include a 20% exemption for homestead owners, the maximum allowed by law, and an additional exemption of \$70,000 for homestead owners who are 65 years of age or older or are disabled.

## **PROJECTED BUDGET IMPACTS**

Several programmatic and policy issues were identified by Commissioners Court as having a likely budget impact in Fiscal Year 2015. Based on an analysis of trends in the healthcare industry, contractual changes, and historical spending patterns for employee benefits such as medical insurance, retirement, and worker's compensation, additional resources were expected to be needed. During the early stages of the budget process, benefit-related cost increases were estimated at \$5 million to \$6 million based on trend analysis. Additional social services funding associated with a new competitive procurement process was identified at \$1 million. Another \$1 million to \$2.5 million was estimated to be needed for contractually obligated expenses related to interlocal agreements between the County and the City of Austin. Other projected budget impacting issues included contractually required funding for the Balcones Canyonlands Preservation Fund, civil indigent attorney fees, ongoing support of the Road and Bridge Fund, and funding for programs that lost their state funding source.

## **MAINTAINING CURRENT SERVICE LEVELS**

Departments and offices were asked to reprioritize within their target budgets to maintain current service levels where required, rather than requesting additional resources. Funding for new contractual or statutory obligations and other expenses related to maintaining current service levels take priority over proposed program enhancements or expansions. Departments are always urged to focus on efficiencies, effectiveness, increased productivity, simplification, and meaningful results in the services they provide.

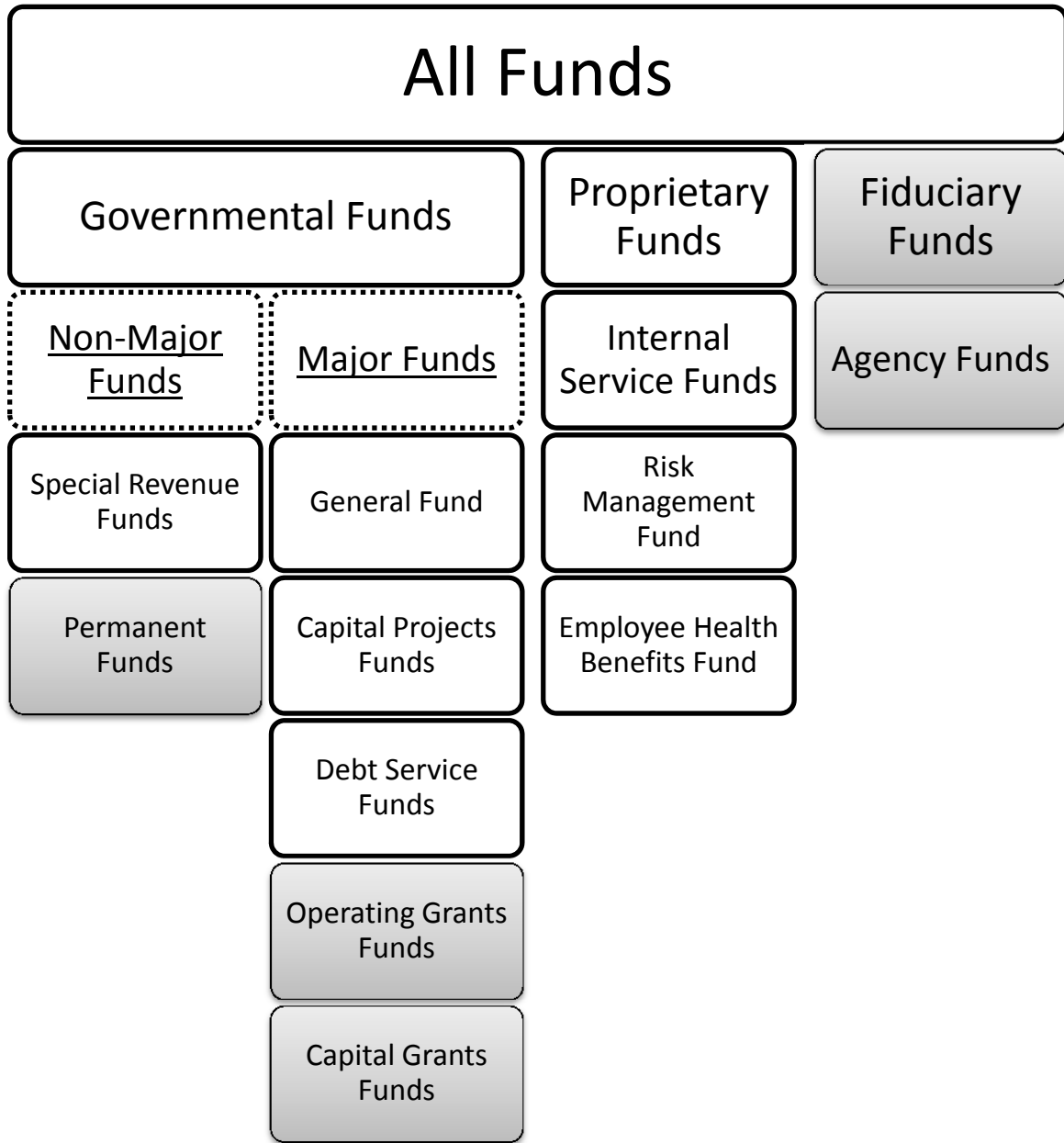
## **FUND STRUCTURE**

The Travis County FY 2015 Adopted Budget includes estimated revenues and expenditures for the General Fund, certain revenue and capital projects funds, internal service funds, and the General Purpose Debt Service Fund. Travis County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements, to ensure the proper segregation of resources, and to maintain proper accountability.

A fund is a group of related accounts used to keep track of specific sources of funding and spending for a particular purpose. In governmental accounting, the major fund categories are Governmental, Proprietary, and Fiduciary Funds. Although Travis County maintains all three fund types, only the Governmental and Proprietary fund types are reflected in this document. Those funds not budgeted by the Planning and Budget Office or reported in the Travis County Adopted Budget can be found in the County Auditor's Statement of Fiduciary Assets and

Liabilities in the Comprehensive Annual Financial Report (CAFR). Such funds are shaded in the chart that follows.

Chart 7  
Organization of Fund Structure



**GOVERNMENTAL FUNDS**

Exclusive of Capital Projects Funds, Travis County maintains 64 individual governmental funds (47 of which are budgeted in this document). The General Fund and Special Revenue Funds, including the Road and Bridge Fund, are budgeted and reported in this document.

The **General Fund** is the County's chief operating fund, and is used to account for resources traditionally associated with government that are not required by legal or financial management standards to be accounted for in another fund.

The **Capital Projects Funds** account for financial resources set aside for the acquisition or construction of major capital projects.

The **Debt Service Funds** are used to account for financial resources set aside for the payment of principal and interest on the County's long-term debt obligations.

The **Operating Grants Fund** and **Capital Grants Fund** account for grant and capital grant contributions from other entities that are intended to be used or expended for specific purposes designated by the grantor. These funds are also listed in the CAFR.

**Special Revenue funds** are used to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government.

**Permanent Funds** are used to report resources that are restricted solely to the use of earnings and not principal.

## **PROPRIETARY FUND**

Travis County's propriety fund includes two internal service funds.

The **Risk Management Fund** accounts for the activities of the County's self-insurance program for general liability, automobile liability, error and omissions claims and judgments, workers' compensations, and loss from theft and crime.

The **Employee Health Benefits Fund** accounts for the activities of the County's self-insurance program for paying health claims for county employees, retirees, and their dependents who are eligible members of the plan.

## **FIDUCIARY FUNDS**

Travis County's Fiduciary Funds, which are used to account for resources held for the benefit of parties other than the County itself, are listed in the CAFR.

Table 2

**ALL FUNDS SUMMARY  
FISCAL YEAR 2015 ADOPTED BUDGET**

	TOTAL ALL FUNDS Memorandum Only	ALL FUNDS EXCEPT INTERNAL SVC FUNDS	INTERNAL SVC FUNDS		GENERAL FUND	ROAD & BRIDGE FUND	DEBT SERVICE FUND	DEBT SERVICE	
			RISK MGMT FUND	HEALTH BENEFIT FUND				TAXABLE FUND	OTHER FUNDS
<b>Beginning Balance</b>	\$211,190,285	\$181,072,826	\$10,465,828	\$19,651,631	\$131,214,841	\$4,261,744	\$17,015,432	\$911,477	\$27,669,332
<b>Revenues:</b>									
Taxes									
Current	524,891,743	524,891,743			441,015,374		74,090,474	9,785,895	
Delinquent	690,602	690,602			690,602				
Penalty & Interest	2,437,695	2,437,695			2,437,695				
Other	162,307	162,307			162,307				
Intergovernmental	12,382,822	12,382,822			12,093,618	73,853			215,351
Charges for Services	77,636,678	77,636,678			58,068,445	9,718,527			9,849,706
Fines and Forfeitures	4,905,316	4,905,316			485,684	4,369,632			50,000
Investment Income	(302,534)	(471,184)	83,119	85,531	(707,971)	27,035	24,039	538	185,175
Miscellaneous	76,963,302	7,352,894	5,803,240	63,807,168	5,143,517	58,216			2,151,161
<b>Total Revenues</b>	<b>\$699,767,931</b>	<b>\$629,988,873</b>	<b>\$5,886,359</b>	<b>\$63,892,699</b>	<b>\$519,389,271</b>	<b>\$14,247,263</b>	<b>\$74,114,513</b>	<b>\$9,786,433</b>	<b>\$12,451,393</b>
<b>Other Financing Sources</b>									
Other (Not Budgeted)	30,725 (1)	30,725							30,725
Transfers In	15,432,592 (2)	15,432,592			293,364				15,139,228
<b>Total Available</b>	<b>\$910,988,941</b>	<b>\$826,525,016</b>	<b>\$16,352,187</b>	<b>\$83,544,330</b>	<b>\$650,897,476</b>	<b>\$18,509,007</b>	<b>\$91,129,945</b>	<b>\$10,697,910</b>	<b>\$55,290,678</b>
<b>Expenditures:</b>									
General Government	186,751,390	115,061,980	6,478,060	65,211,350	108,024,131				7,037,849
Justice System	145,719,567	145,719,567			141,247,695				4,471,872
Corrections & Rehabilitation	113,816,981	113,816,981			113,612,823				204,158
Public Safety	77,000,233	77,000,233			75,003,392				1,996,841
Health & Human Services	59,368,470	59,368,470			59,069,625				298,845
Infrastructure & Environmental	37,370,419	37,370,419			19,285,828	17,155,910			928,681
Community & Economic Dev.	12,667,080	12,667,080			11,359,602				1,307,478
All Other Reserves	104,744,822	76,562,715	9,849,127	18,332,980	36,433,028 (5)	1,353,097			38,776,590
Unallocated Reserves	87,074,662	87,074,662			71,722,124		14,203,224	1,149,314	0
Debt Service - Principal	61,790,000	61,790,000					53,270,000	8,520,000	
Debt Service - Interest	24,685,317	24,685,317					23,656,721	1,028,596	
<b>Total Expenditures</b>	<b>\$910,988,941</b>	<b>\$811,117,424</b>	<b>\$16,327,187</b>	<b>\$83,544,330</b>	<b>\$635,758,248</b>	<b>\$18,509,007</b>	<b>\$91,129,945</b>	<b>\$10,697,910</b>	<b>\$55,022,314</b>
<b>Other Financing Uses</b>									
Transfers Out	15,432,592 (2)	15,407,592	25,000		15,139,228				268,364
<b>Total Expenditures and Other Uses</b>	<b>\$910,988,941</b>	<b>\$826,525,016</b>	<b>\$16,352,187</b>	<b>\$83,544,330</b>	<b>\$650,897,476</b>	<b>\$18,509,007</b>	<b>\$91,129,945</b>	<b>\$10,697,910</b>	<b>\$55,290,678</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Note 1: To balance transfers in and out for funds not included in the Adopted Budget.

Note 2: Total transfers are excluded in the "Total All Funds" column to prevent double counting.

Note 3: Transfer from funds not included in Adopted Budget includes \$185,662 transfer from County Corporations to the General Fund and \$25,000 transfer from CAPSO.

Note 4: \$179,937 County Contributions to Grants.

Note 5: All Other Reserves include the following amounts:

Allocated Reserve	15,227,297
Capital Acquisition Resources Reserve	2,572,379
Reserve for Emergencies and Contingencies	5,000,000
Reserve for Replacement of Integrated Justice Systems	5,047,525
Reserve for Interlocal Agreements	2,147,424
Sheriff's Office Overtime Reserve	1,715,000
STAR Flight Maintenance Reserve	992,259
Civil and Family Court House Reserve	798,779
Juvenile Justice Reserve	504,726
Reserve for State Funding Cuts	500,000
Smart Building Maintenance Reserve	363,033
Fuel & Utilities Reserve	300,000
Future Grant Requirements Reserve	550,000
Annualization Reserve	714,606
<b>Grand Total</b>	<b>\$36,433,028</b>

Note 6: Estimates for the following amounts for ALL Funds will be added to the \$910,988,941 budget and \$15,221,930 net transfers (total transfers less unbudgeted funds) to establish a Total Proposed Budget for expenditures not to exceed \$1,926,210,871

Pre-Encumbrances and Encumbrances including Accruals	300,000,000
Re-Appropriated Grant Funds	250,000,000
Bonds	250,000,000
Re-Appropriated Capital Funds	200,000,000

Table 2

**ALL FUNDS SUMMARY  
FISCAL YEAR 2015 ADOPTED BUDGET**

TRAVIS COUNTY, TEXAS OTHER FUNDS COMBINING STATEMENT FISCAL YEAR 2015															
	700 Lavaca Complex Fund	Travis Co. Expo. Center	Law Library Fund	Dispute Resolution Fund	Voter Registration Fund	Juvenile Fee Fund	JJAEP Fund	Co. Clerk Records Mgmt Fund	LCRA-TC Parks CIP Fund	Records Mgmt Fund	Court- house Security Fund	Court Reporter Svc. Fund	Juvenile Deferred Prosecution Fund	Balcones Canyonland Preservation Fund	LEOSE Comm. Court Fund
Beginning Balance	\$4,326,396	\$1,924,293	\$266,361	\$5,235	\$48,950	\$415,388	\$604,990	\$2,064,304	\$2,685,026	\$35,174	\$97,489	\$45,961	\$90,163	\$8,379,090	\$4,836
<b>Revenues:</b>															
Intergovernmental Charges for Services		219,900	780,209	331,782	127,103	8,284	87,212	1,812,659	125,411	271,029	413,043	338,365	2,572	184,995	1,036
Fines and Forfeitures															
Investment Income	18,621	7,845	1,344	384		1,762	3,765	9,927	12,641	171	6,403	291	366	91,519	
Miscellaneous	1,354,076	666,998		3,089										121,998	
<b>Total Revenues</b>	<b>\$1,372,697</b>	<b>\$894,743</b>	<b>\$781,553</b>	<b>\$335,255</b>	<b>\$127,103</b>	<b>\$10,046</b>	<b>\$90,977</b>	<b>\$1,822,586</b>	<b>\$138,052</b>	<b>\$271,200</b>	<b>\$419,446</b>	<b>\$338,656</b>	<b>\$2,938</b>	<b>\$398,512</b>	<b>\$1,036</b>
<b>Other Financing Sources</b>															
Other (Not Budgeted) Transfers In				81,665			199,105				1,282,232			13,166,194	
<b>Total Available</b>	<b>\$5,699,093</b>	<b>\$2,819,036</b>	<b>\$1,047,914</b>	<b>\$422,155</b>	<b>\$176,053</b>	<b>\$425,434</b>	<b>\$895,072</b>	<b>\$3,886,890</b>	<b>\$2,823,078</b>	<b>\$306,374</b>	<b>\$1,799,167</b>	<b>\$384,617</b>	<b>\$93,101</b>	<b>\$21,943,796</b>	<b>\$5,872</b>
<b>Expenditures:</b>															
General Government	2,176,667				122,822			1,444,292		297,573					
Justice System			876,469	422,155		425,434	895,072					376,399	93,101		
Corrections & Rehabilitation															
Public Safety										1,799,167					
Health & Human Services															
Infrastructure & Environmental														928,681	
Community & Economic Dev.		1,107,478							200,000						
All Other Reserves	3,522,426	1,711,558	171,445		53,231			2,442,598	2,623,078	8,801		8,218		21,015,115	5,872
Unallocated Reserve															
<b>Total Expenditures</b>	<b>\$5,699,093</b>	<b>\$2,819,036</b>	<b>\$1,047,914</b>	<b>\$422,155</b>	<b>\$176,053</b>	<b>\$425,434</b>	<b>\$895,072</b>	<b>\$3,886,890</b>	<b>\$2,823,078</b>	<b>\$306,374</b>	<b>\$1,799,167</b>	<b>\$384,617</b>	<b>\$93,101</b>	<b>\$21,943,796</b>	<b>\$5,872</b>
<b>Other Financing Uses</b>															
Transfers Out															
<b>Total Expenditures and Other Uses</b>	<b>\$5,699,093</b>	<b>\$2,819,036</b>	<b>\$1,047,914</b>	<b>\$422,155</b>	<b>\$176,053</b>	<b>\$425,434</b>	<b>\$895,072</b>	<b>\$3,886,890</b>	<b>\$2,823,078</b>	<b>\$306,374</b>	<b>\$1,799,167</b>	<b>\$384,617</b>	<b>\$93,101</b>	<b>\$21,943,796</b>	<b>\$5,872</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Table 2

**ALL FUNDS SUMMARY  
FISCAL YEAR 2015 ADOPTED BUDGET**

TRAVIS COUNTY, TEXAS OTHER FUNDS COMBINING STATEMENT FISCAL YEAR 2015																
	Juvenile Delinquency Prevention Fund	Unclaimed Property Fund	Professional Prosecutors Fund	Mary Quinlan Park Fund	Probate Judiciary Fee Fund	Justice Court Technology Fund	Truancy Court Fund	Dist. Clerk Records Mgmt Fund	Elections Contract Fund	County Clerk Archival Fund	Family Protection Fund	Drug Court Program Fund	Probate Guardian- ship Fund	Vital Statistic Preservation Fund	Fire Code Fund	Child Abuse Prevention Fund
Beginning Balance	\$848	\$17,623	\$6	\$284,584	\$160,038	\$358,598	\$44,545	\$262,198	\$164,363	\$2,217,877	\$36,533	\$129,896	\$222,549	\$36,548	\$396,476	\$13,994
<b>Revenues:</b>																
Intergovernmental																
Charges for Services					158,000	155,835	97,412	81,122	1,538,364	1,770,572	52,602	123,773	81,571	460	140,000	3,348
Fines and Forfeitures		50,000														
Investment Income		181		1,246	667	1,611	947	1,179	1,493	7,973	123	671	981	181	1,994	
Miscellaneous				5,000												
<b>Total Revenues</b>	\$0	\$50,181	\$0	\$6,246	\$158,667	\$157,446	\$98,359	\$82,301	\$1,539,857	\$1,778,545	\$52,725	\$124,444	\$82,552	\$641	\$141,994	\$3,348
<b>Other Financing Sources</b>																
Other (Not Budgeted)																
Transfers In			77,500				152,595									
<b>Total Available</b>	\$848	\$67,804	\$77,506	\$290,830	\$318,705	\$516,044	\$295,499	\$344,499	\$1,704,220	\$3,996,422	\$89,258	\$254,340	\$305,101	\$37,189	\$538,470	\$17,342
<b>Expenditures:</b>																
General Government						25,597			1,607,364	1,065,541						
Justice System			77,506		225,625	141,541	275,499	88,461			55,324		79,000	3,000		
Corrections & Rehabilitation												204,158				
Public Safety															174,359	
Health & Human Services																5,050
Infrastructure & Environmental Community & Economic Dev.																
All Other Reserves	848	17,804		290,830	93,080	348,906	20,000	256,038	96,856	2,923,179	33,934	50,182	226,101	34,189	364,111	12,292
Unallocated Reserves																
<b>Total Expenditures</b>	\$848	\$17,804	\$77,506	\$290,830	\$318,705	\$516,044	\$295,499	\$344,499	\$1,704,220	\$3,988,720	\$89,258	\$254,340	\$305,101	\$37,189	\$538,470	\$17,342
<b>Other Financing Uses</b>																
Transfers Out		50,000								7,702						
<b>Total Expenditures and Other Uses</b>	\$848	\$67,804	\$77,506	\$290,830	\$318,705	\$516,044	\$295,499	\$344,499	\$1,704,220	\$3,996,422	\$89,258	\$254,340	\$305,101	\$37,189	\$538,470	\$17,342
<b>Ending Balance</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Table 2

**ALL FUNDS SUMMARY  
FISCAL YEAR 2015 ADOPTED BUDGET**

TRAVIS COUNTY, TEXAS OTHER FUNDS COMBINING STATEMENT FISCAL YEAR 2015														
	Justice Court Building Security Fund	Juvenile Case Manager Fund	Health Food Permits Fund	District Court Records Technology Fund	County & District Court Technology Fund	Court Records Preservation Fund	CAPCOG 911 Fund	Unclaimed Juvenile Restitution Fund	Gardner House Handicraft Fund	Afterschool Youth Enrchmt Svcs Fund	Civil Courthouse Improvement Fund	Juvenile Case Manager Program Fund	Funds Not Included in Adopted Budget	Total Other Funds
Beginning Balance	\$393,267	\$1,020,765	\$126,923	\$136,331	\$95,787	\$207,776	\$22,193	\$33,875	\$3,357	\$24,230	\$251,124	\$13,372	\$0	\$27,669,332
<b>Revenues:</b>														
Intergovernmental														\$215,351
Charges for Services	37,716	196,409	79,067	114,936	22,776	178,056				208,965	300,553	19,920		\$9,849,706
Fines and Forfeitures														\$50,000
Investment Income	1,672	4,609	814	597	431	867	1,122	181			596			\$185,175
Miscellaneous														\$2,151,161
<b>Total Revenues</b>	<b>\$39,388</b>	<b>\$201,018</b>	<b>\$79,881</b>	<b>\$115,533</b>	<b>\$23,207</b>	<b>\$178,923</b>	<b>\$1,122</b>	<b>\$181</b>	<b>\$0</b>	<b>\$208,965</b>	<b>\$301,149</b>	<b>\$19,920</b>	<b>\$0</b>	<b>\$12,451,393</b>
<b>Other Financing Sources</b>														
Other (Not Budgeted)													30,725 (1)	\$30,725
Transfers In													179,937 (4)	\$15,139,228
<b>Total Available</b>	<b>\$432,655</b>	<b>\$1,221,783</b>	<b>\$206,804</b>	<b>\$251,864</b>	<b>\$118,994</b>	<b>\$386,699</b>	<b>\$23,315</b>	<b>\$34,056</b>	<b>\$3,357</b>	<b>\$233,195</b>	<b>\$552,273</b>	<b>\$33,292</b>	<b>\$210,662</b>	<b>\$55,290,678</b>
<b>Expenditures:</b>														
General Government						297,993								\$7,037,849
Justice System		279,148		120,725				34,056	3,357					\$4,471,872
Corrections & Rehabilitation														\$204,158
Public Safety							23,315							\$1,996,841
Health & Human Services			60,600							233,195				\$298,845
Infrastructure & Environmental														\$928,681
Community & Economic Dev.														\$1,307,478
All Other Reserves	432,655	942,635	146,204	131,139	118,994	88,706					552,273	33,292		\$38,776,590
Unallocated Reserves														\$0
<b>Total Expenditures</b>	<b>\$432,655</b>	<b>\$1,221,783</b>	<b>\$206,804</b>	<b>\$251,864</b>	<b>\$118,994</b>	<b>\$386,699</b>	<b>\$23,315</b>	<b>\$34,056</b>	<b>\$3,357</b>	<b>\$233,195</b>	<b>\$552,273</b>	<b>\$33,292</b>	<b>\$0</b>	<b>\$55,022,314</b>
<b>Other Financing Uses</b>														
Transfers Out													210,662 (3)	\$268,364
<b>Total Expenditures and Other Uses</b>	<b>\$432,655</b>	<b>\$1,221,783</b>	<b>\$206,804</b>	<b>\$251,864</b>	<b>\$118,994</b>	<b>\$386,699</b>	<b>\$23,315</b>	<b>\$34,056</b>	<b>\$3,357</b>	<b>\$233,195</b>	<b>\$552,273</b>	<b>\$33,292</b>	<b>\$210,662</b>	<b>\$55,290,678</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Table 3  
 TRAVIS COUNTY, TEXAS  
 BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 September 30, 2014

	Governmental Fund Type				Proprietary Fund Type Self Insurance	Non-Appropriated Funds*
	General	Special Revenue	Debt Service	Capital Projects		
<b>Assets:</b>						
Cash and pooled cash	\$ 214,346,357	\$ 39,623,518	\$ 25,126	\$ 217,782,156	\$ 42,485,109	\$ 17,325,456
Investments	-	-	18,988,274	-	-	1,590,858
Interest receivable	334,735	62,228	1,858	249,756	60,162	16,989
Other receivables	9,125,586	205,441	9,604	560,546	623,563	3,509,267
Taxes receivable (net of allowances for estimated uncollectibles)	2,248,714	-	1,071,404	-	-	26,453
Prepaid items/Other Assets	-	-	-	-	3,735,594	-
Cash - restricted	301,978	5,396	-	1,050,093	-	-
<b>Total assets</b>	<b>\$ 226,357,370</b>	<b>\$ 39,896,583</b>	<b>\$ 20,096,266</b>	<b>\$ 219,642,551</b>	<b>\$ 46,904,428</b>	<b>\$ 22,469,023</b>
<b>Liabilities, Deferred Inflows, and Fund Balances:</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 14,357,067	\$ 487,145	-	\$ 8,307,222	\$ 340,831	\$ 2,026,302
Interest payable	-	-	164,964	-	-	-
Other liabilities	33,378,706	774,446	925,509	383,292	16,614,844	3,849,288
Unearned revenue	-	-	-	-	-	7,590,827
<b>Total liabilities</b>	<b>47,735,773</b>	<b>1,261,591</b>	<b>1,090,473</b>	<b>8,690,514</b>	<b>16,955,675</b>	<b>13,466,417</b>
<b>Deferred Inflows:</b>						
Deferred revenue - property taxes	2,248,714	-	1,071,404	-	-	26,453
Deferred revenue - special assessment	-	-	-	38,971	-	-
<b>Total deferred inflows</b>	<b>2,248,714</b>	<b>-</b>	<b>1,071,404</b>	<b>38,971</b>	<b>-</b>	<b>26,453</b>
<b>Fund Balances:</b>						
<i>Restricted</i>						
Debt service	-	-	17,934,389	-	-	318,382
Capital projects	-	-	-	210,913,066	-	-
Special revenue funds	-	13,549,571	-	-	-	5,643,030
County schools	-	-	-	-	-	1,055,231
<i>Committed</i>						
Special revenue funds	-	25,085,421	-	-	-	1,959,677
Justice, corrections, and rehabilitation programs	8,860,582	-	-	-	-	-
Roads, parks, and preserves	6,561,883	-	-	-	-	-
Information technology services	6,318,997	-	-	-	-	-
Facilities management	2,530,271	-	-	-	-	-
Health and human services	1,729,920	-	-	-	-	-
Other purposes	1,107,393	-	-	-	-	-
<i>Assigned</i>						
Budgetary appropriation	9,230,530	-	-	-	-	-
Unassigned Fund Balances/Net Position - <b>Note 1</b>	140,033,307	-	-	-	29,593,261	(167)
Net investment in capital assets	-	-	-	-	355,492	-
<b>Total Liabilities, Deferred Inflows, and Fund Balances/Net Assets</b>	<b>\$ 226,357,370</b>	<b>\$ 39,896,583</b>	<b>\$ 20,096,266</b>	<b>\$ 219,642,551</b>	<b>\$ 46,904,428</b>	<b>\$ 22,469,023</b>

Please Note - Fiduciary Funds are not included above.

Also, General Fund includes the Expo Center Fund and 700 Lavaca Complex Fund, in a manner consistent with the County's financial reporting practices

\* This column includes funds which are a part of the County's finances, but are not included in the annual appropriation process. This includes grant funds which are not appropriated based on the County's fiscal year and other funds which are legally budgeted under the jurisdiction of the responsible elected official. This column also includes blended component units.

**NOTE 1:**

The fund balance amounts reported on the Combined Balance Sheet are the actual balances recorded on the County's financial records for fiscal year 2014. At this time, these balances have not been audited by the County's external auditors; however, the County does not foresee any significant changes that will need to be made to these balances.

The estimated beginning fund balances for the FY15 budget may differ from actuals due to the adoption of the FY15 budget prior to the closing of the County's 2014 fiscal year. The estimate is the County's best estimation of the ending fund balances as of the budget adoption date. It is a combination of actual balances as of the budget adoption date plus, based on input from County offices/departments, Planning & Budget Office and the County Auditor's Office, projected additional revenue earned and expenditures incurred under the modified accrual basis of accounting, that should be recognized on the County's financial records.

Table 3 (Continued)  
**TRAVIS COUNTY, TEXAS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**For The Year Ended September 30, 2014**

	General	Special Revenue	General Purpose Debt Service	Capital Projects	Internal Service	Non- Appropriated Funds
<b>Revenues and Other Financing Sources:</b>						
Taxes	\$ 439,076,510	\$ -	\$ 80,506,953	\$ -	\$ -	\$ 1,696,882
Intergovernmental	14,383,686	796,763	-	-	-	36,983,373
Charges for services	62,286,989	20,233,434	-	3,856,655	-	7,793,614
Fines and forfeits	2,086,404	4,624,581	-	-	-	1,179,340
Investment income	1,641,131	217,827	22,228	517,434	258,500	151,230
Miscellaneous	6,439,481	272,600	-	1,431,603	2,013,397	918,273
Insurance Premiums	-	-	-	-	63,758,283	-
Other Financing Sources	796,142	14,767,790	155,242	85,744,991	-	-
Total	<u>\$ 526,710,343</u>	<u>\$ 40,912,995</u>	<u>\$ 80,684,423</u>	<u>\$ 91,550,683</u>	<u>\$ 66,030,180</u>	<u>\$ 48,722,712</u>
<b>Expenditures and Other Financing Uses:</b>						
General government	\$ 92,967,754	2,798,186	\$ -	\$ 77,292	\$ 70,597,100	\$ 3,242,794
Justice system	127,244,615	3,242,851	-	-	-	10,196,834
Public safety	74,539,935	3,636,132	-	-	-	1,096,449
Corrections and rehabilitation	112,737,036	160,842	-	-	-	20,066,645
Health and human services	55,073,010	369,945	-	-	-	8,084,254
Infrastructure and environmental service	9,592,852	16,032,604	-	5,665,556	-	49,834
Community and economic development	9,928,623	7,445	-	(6,403)	-	541,381
Capital outlay	14,902,836	661,753	-	74,659,834	-	5,389,528
Debt service:	473,444	-	80,634,252	919,839	-	1,750,563
Other financing uses	14,767,790	56,114	-	63,196	-	247,713
Total	<u>\$ 512,227,895</u>	<u>\$ 26,965,872</u>	<u>\$ 80,634,252</u>	<u>\$ 81,379,314</u>	<u>\$ 70,597,100</u>	<u>\$ 50,665,995</u>

Please Note - Fiduciary Funds are not included above.

Also, General Fund includes the Expo Center Fund and the 700 Lavaca Complex Fund, in a manner consistent with the County's financial reporting practices.

\* This column includes funds which are a part of the County's finances, but are not included in the annual appropriation process.

This includes grant funds which are not appropriated based on the County's fiscal year and other funds which are legally budgeted under the jurisdiction of the responsible elected official. This column also includes blended component units.

## MAJOR COUNTY REVENUES

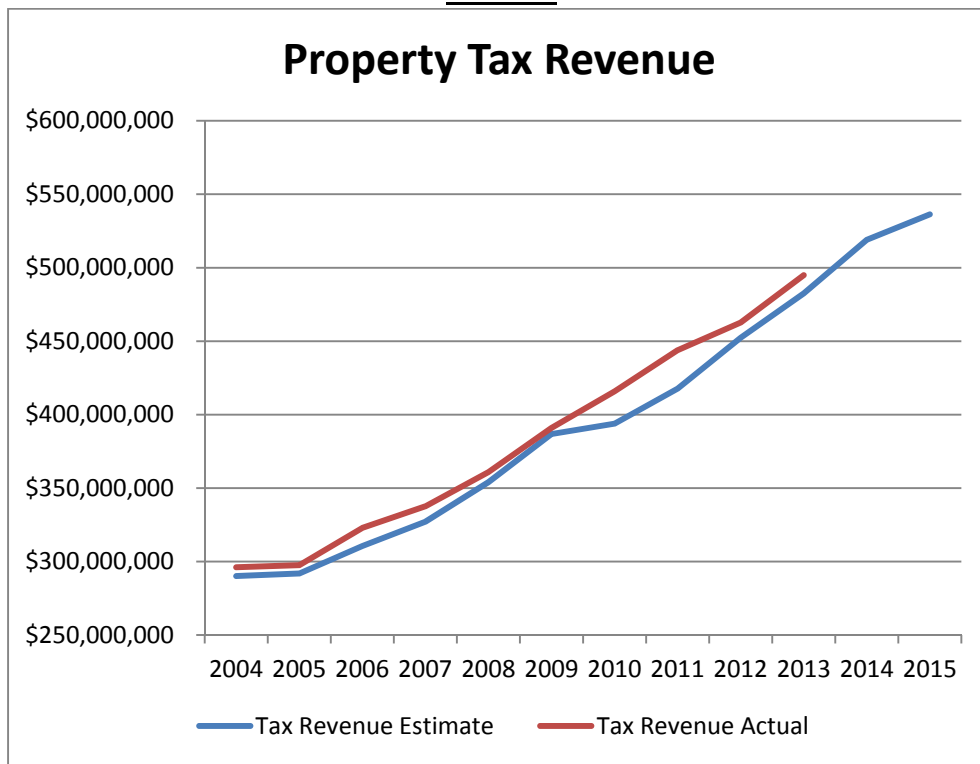
The Travis County Auditor's Office is responsible for preparing the estimation of revenues for the new fiscal year and reviewing current revenue receipts and historical trends. Throughout the year, and especially during the budget process, the Planning and Budget Office (PBO) works closely with the Auditor's Office to fully understand changes in revenue trends and accounts for those changes in the development of the expenditure budget. In general, the Auditor's Office and PBO consider historical trends and the health of the national, state and local economies in preparing the revenue estimate and the expenditure budget, respectively.

Travis County's primary source of revenue, comprising over 75% of total annual revenue, is ad valorem property taxes. Ad valorem taxes are assessed on real and personal property based on their taxable value on January 1<sup>st</sup> of each year and on the tax rate approved by Commissioners Court for the fiscal year. The total tax rate is the sum of two different rates: 1) the maintenance and operations (M&O) rate that is levied to pay for the County's operations, and 2) the debt service (Interest and Sinking or I&S) rate to pay the principal and interest on County-issued debt.

Assumptions for the County Auditor's revenue estimate include a 98% collection rate, which is applied to the Travis Central Appraisal District's certified taxable value that is published in the July-August timeframe each year. Estimated collections are projected conservatively by the County Auditor's Office and are based on historical trends, the local and national economy, as well as other information we may receive internally.

For the 10-year period from FY 2004 through FY 2013 the variance between the estimated ad valorem tax revenue and the actual receipts has ranged from 1% to 6%. Due to the economic downturn of 2008, the Auditor's Office became more conservative in their revenue estimation in the three succeeding years; therefore the variance between estimates and actual collections was greatest in those years. While at the national level the downturn resulted in a historic recession, the local economy realized a much shallower downturn that did not impact tax collections or the housing market and related appraisal values as was anticipated.

Chart 8



Source: Travis County Auditor’s Revenue Estimates, FY 2004 – FY 2015 and Consolidated Annual Financial Reports, FY 2004 – FY 2013

The County Auditor’s FY 2015 Revenue Estimate can be found in Volume II of this document. The CAFRs are located at [http://traviscountytexas.gov/county\\_auditor/reports.asp](http://traviscountytexas.gov/county_auditor/reports.asp).

## ALL FUNDS SUMMARY

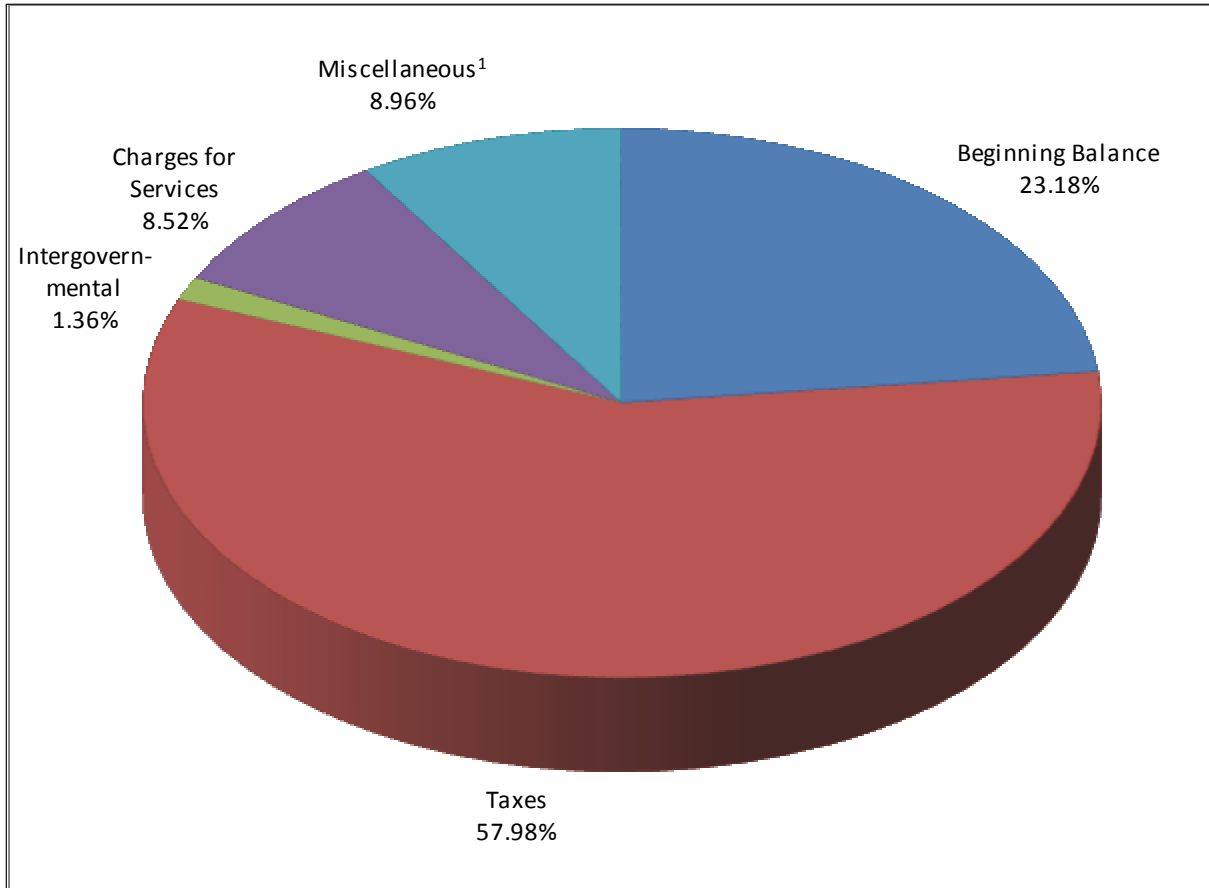
The Fiscal Year 2015 Adopted Budget total for all funds is \$911.0 million, an increase of \$53.9 million compared to the Fiscal Year 2014 Adopted Budget for all funds of \$857.1 million. This represents a 6.3% increase from the Fiscal Year 2014 Adopted Budget (including fund balance). Key changes are summarized in the table below.

Table 4  
Fiscal Year 2015 Adopted Budget – All Funds

	<b>FY 2014 Adopted Budget</b>	<b>FY 2015 Adopted Budget</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	\$618,685,261	\$650,897,476	\$32,212,215	5.21%
Road and Bridge Fund	16,780,312	18,509,007	1,728,695	10.30%
Debt Service Fund	96,948,783	101,827,855	4,879,072	5.03%
Internal Service Funds:				
Risk Management Fund	15,171,354	16,352,187	1,180,833	7.78%
Health Benefit Fund	79,799,845	83,544,330	3,744,485	4.69%
Other Funds (1)	45,005,865	55,290,678	10,284,813	22.85%
Less Transfers	(15,287,057)	(15,432,592)	(145,535)	0.95%
<b>Total</b>	<b>\$857,104,363</b>	<b>\$910,988,941</b>	<b>\$53,884,578</b>	<b>6.29%</b>

- (1) Expenditures in these funds are supported by specific, often restricted, revenue sources, which are estimated by the County Auditor. Also includes \$210,662 in funds from County Corporations and CAPSO that do not require approval by the Commissioners Court.

**Chart 9**  
**Where Does the Money Come From?**  
**All Funds**

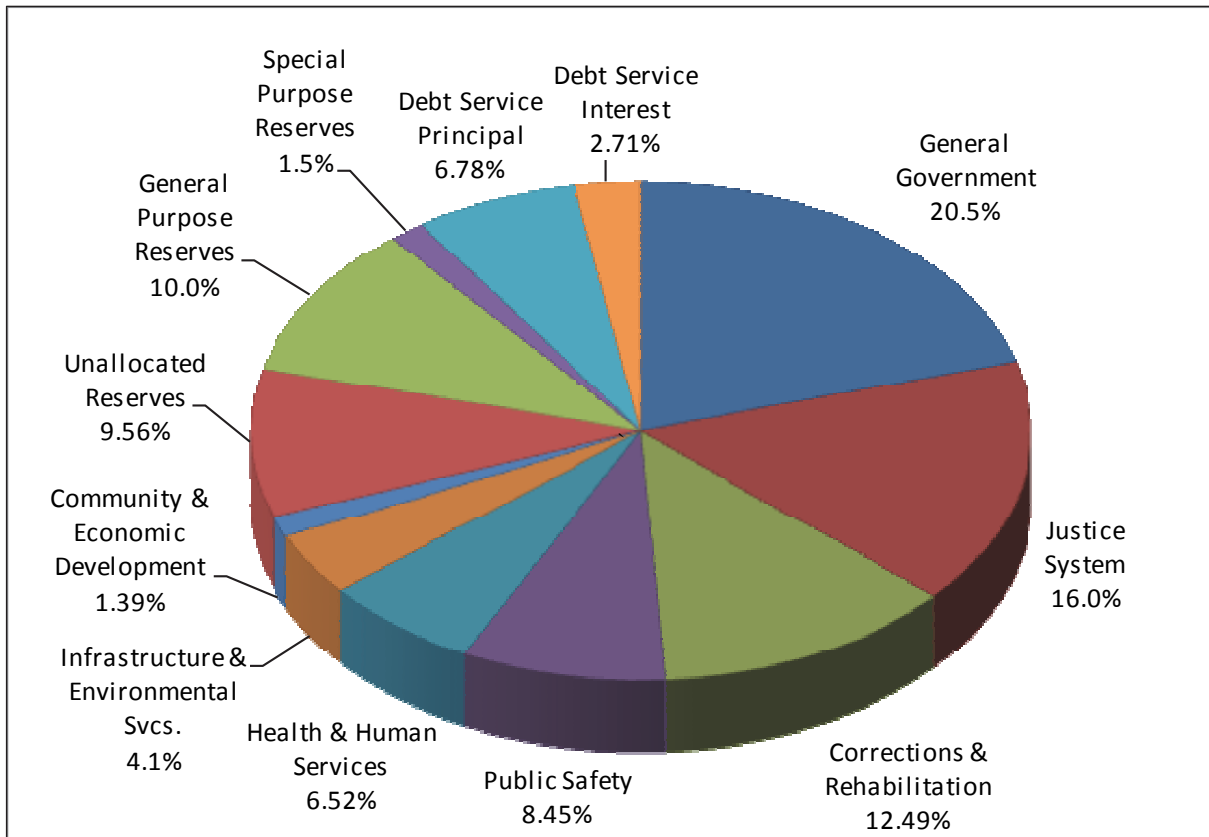


	FY 2014 ADOPTED BUDGET		FY 2015 ADOPTED BUDGET		2015 - 2014 DIFFERENCE	
Beginning Balance	\$186,814,947	21.80%	\$211,190,285	23.18%	\$24,375,338	13.05%
Taxes	510,847,695	59.60%	528,182,347	57.98%	17,334,652	3.39%
Intergovernmental	10,505,187	1.23%	12,382,822	1.36%	1,877,635	17.87%
Charges for Services	76,386,931	8.91%	77,636,678	8.52%	1,249,747	1.64%
Fines & Forfeitures (1)	4,800,966	0.56%	4,905,316	0.54%	104,350	2.17%
Interest (1)	1,713,103	0.20%	1,697,466	0.19%	-15,637	-0.91%
Net Change Fair Value (1)	(3,600,000)	-0.42%	(2,000,000)	-0.22%	\$1,600,000	N/A
Miscellaneous (1,2)	69,635,534	8.12%	76,994,027	8.45%	7,358,493	10.57%
<b>Total All Funds</b>	<b>\$857,104,363</b>	<b>100.00%</b>	<b>\$910,988,941</b>	<b>100.00%</b>	<b>\$53,884,578</b>	<b>6.29%</b>

(1) Fines & Forfeitures, Interest, Net Change in Fair Value are all combined in Miscellaneous on pie chart due to small percentages.

(2) Includes offsetting transfers and other amounts not included in the Adopted Budgeted of \$185,662 from County Corporations and \$25,000 from CAPSO to the General Fund, and \$179,937 for County contributions to grants.

**Chart 10**  
**Where Does the Money Go?**  
**All Funds**



	FY 2014 ADOPTED BUDGET		FY 2015 ADOPTED BUDGET		2015 - 2014 DIFFERENCE	
General Government (1)	\$172,222,275	20.09%	\$186,751,390	20.50%	\$14,529,115	8.44%
Justice System (1,2)	136,753,090	15.96%	145,719,567	16.00%	8,966,477	6.56%
Corrections & Rehabilitation (1)	107,742,471	12.57%	113,816,981	12.49%	6,074,510	5.64%
Public Safety (1)	81,952,794	9.56%	77,000,233	8.45%	-4,952,561	-6.04%
Health & Human Services (1)	53,482,582	6.24%	59,368,470	6.52%	5,885,888	11.01%
Infrastructure & Environmental (1,3)	33,598,733	3.92%	37,370,419	4.10%	3,771,686	11.23%
Community & Economic Dev. (1)	11,495,804	1.34%	12,667,080	1.39%	1,171,276	10.19%
Unallocated Reserves	84,211,595	9.83%	87,074,662	9.56%	2,863,067	3.40%
General Purpose Reserves (4)	75,687,911	8.83%	91,111,470	10.00%	15,423,559	20.38%
Special Purpose Reserves (4)	19,134,322	2.23%	13,633,352	1.50%	-5,500,970	-28.75%
Debt Service - Principal	56,270,000	6.57%	61,790,000	6.78%	5,520,000	9.81%
Debt Service - Interest	24,552,786	2.86%	24,685,317	2.71%	132,531	0.54%
	<u>\$857,104,363</u>	<u>100.00%</u>	<u>\$910,988,941</u>	<u>100.00%</u>	<u>\$53,884,578</u>	<u>6.29%</u>

- (1) Programmatic areas were subject to a variety of changes, including increases for FY 15 employee and retiree health requirements. New programmatic increases are described in detail in the Executive Summary.
- (2) Includes renovations and improvements to County facilities that will be made in preparation for a new District Court and County Court-at-Law, approved by the 83rd Legislature.
- (3) Includes additional resources for County's Road Program.
- (4) Changes in General Purpose and Special Purpose Reserves are detailed in the Executive Summary.

## PROPERTY TAX RATES AND IMPACT ON TAX BILLS

The total taxable value for all Travis County property is anticipated to increase from \$107.1 billion in the Fiscal Year 2014 Adopted Budget to \$119.9 billion for the Fiscal Year 2015 Adopted Budget. This amount was certified by the Travis Central Appraisal District on August 12, 2014. The data in the tables that follow, and presented elsewhere in this document, is based on values certified by the Travis Central Appraisal District.

The estimated value of new property totals \$2.7 billion, compared to new property value of \$2.3 billion last year. The tables that follow include the effective and adopted tax rates, and the estimated impact of the proposed tax rate of 45.63 cents per \$100 of taxable value on the residential homeowner declaring his or her house as a homestead.

Table 5  
Adopted Tax Rates  
(Per \$100 of Taxable Value)

Tax rate	Adopted 2014 Rate	Adopted 2015 Rate	Difference in Cents	% Difference
Operating	41.90¢	38.50¢	(3.40¢)	(8.11%)
Debt Service	7.56¢	7.13¢	(0.43¢)	(5.7%)
Total	49.46¢	45.63¢	(3.83¢)	(7.7%)

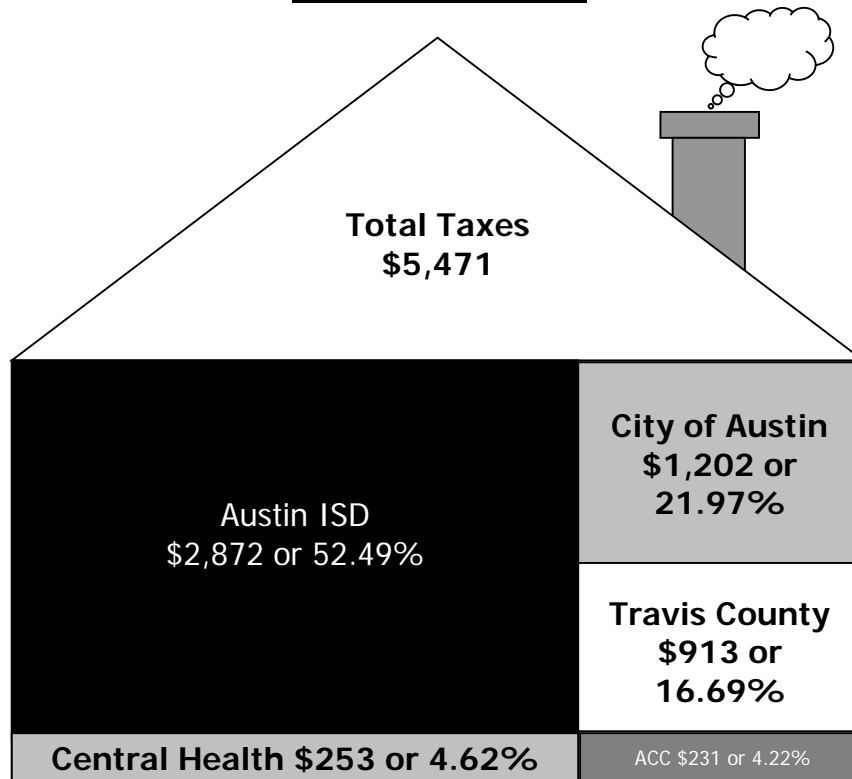
Table 6  
Estimated Impact on Homestead  
(All homestead values per Travis Central Appraisal District as of August 12, 2014)

	2014	2015	Difference
Median Taxable Value*	\$165,775	\$180,760	\$14,985
Average Taxable Value*	\$222,431	\$240,026	\$17,595
Tax Rate	49.46¢	45.63¢	(3.83¢)
Annual Property Taxes on Median Taxable Homestead Value	\$820	\$825	\$5
Annual Property Taxes on Average Taxable Homestead Value	\$1,100	\$1,095	(\$5)

\* Homestead value reflects 20% Homestead Exemption granted by Travis County and the 10% cap on the annual increase in homestead value.



**Chart 11**  
**Fiscal Year 2015 Property Tax Bill for Travis County Homestead**  
**Valued at \$250,000**



**Chart 12**  
**County Property Tax on the Median Travis County Homestead**  
**versus Median Family Income, 2005-2015**



Table 7

**TAX RATE HISTORY  
FY 2004 - FY 2015 ADOPTED**

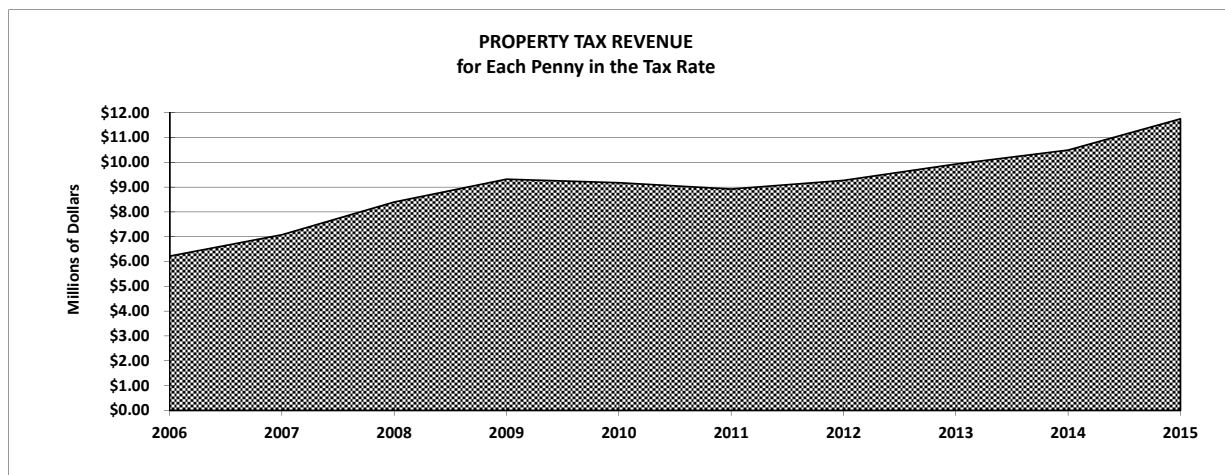
	<b>MAINTENANCE AND OPERATING (M&amp;O) TAX RATE</b>	<b>DEBT SERVICE TAX RATE</b>	<b>TOTAL TAX RATE</b>	<b>CURRENT PROPERTY TAX REVENUE</b>
<b>FY 2004</b>	\$0.3926	\$0.0992	\$0.4918	\$232,788,164 M&O \$58,819,628 Debt Service \$291,607,792 Total
<b>FY 2005</b>	\$0.3850	\$0.1022	\$0.4872	\$231,751,831 M&O \$61,519,577 Debt Service \$293,271,408 Total
<b>FY 2006</b>	\$0.3994	\$0.0999	\$0.4993	\$249,762,493 M&O \$62,471,890 Debt Service \$312,234,383 Total
<b>FY 2007</b>	\$0.3623	\$0.0876	\$0.4499	\$264,776,544 M&O \$64,019,943 Debt Service \$328,796,487 Total
<b>FY 2008</b>	\$0.3405	\$0.0811	\$0.4216	\$287,600,941 M&O \$68,500,547 Debt Service \$356,101,488 Total
<b>FY 2009</b>	\$0.3394	\$0.0728	\$0.4122	\$318,500,480 M&O \$68,317,133 Debt Service \$386,817,613 Total
<b>FY 2010</b>	\$0.3517	\$0.0698	\$0.4215	\$328,626,332 M&O \$65,220,694 Debt Service \$393,847,026 Total
<b>FY 2011</b>	\$0.3858	\$0.0800	\$0.4658	\$345,968,222 M&O \$71,740,430 Debt Service \$417,708,652 Total
<b>FY 2012</b>	\$0.4085	\$0.0770	\$0.4855	\$380,618,089 M&O \$71,744,413 Debt Service \$452,362,502 Total
<b>FY 2013</b>	\$0.4217	\$0.0784	\$0.5001	\$418,763,915 M&O \$77,854,140 Debt Service \$496,618,055 Total
<b>FY 2014</b>	\$0.4190	\$0.0756	\$0.4946	\$439,735,292 M&O \$79,341,259 Debt Service \$519,076,551 Total
<b>FY 2015</b>	\$0.3850	\$0.0713	\$0.4563	\$452,494,398 M&O \$83,799,611 Debt Service \$536,294,009 Total
<b>DIFFERENCE FY 15 - 14</b>	(\$0.0340)	(\$0.0043)	(\$0.0383)	\$12,759,106 M&O \$4,458,352 Debt Service \$17,217,458 Total

Chart 13

TRAVIS COUNTY TAXES ON THE AVERAGE/MEDIAN HOMESTEAD AND PROPERTY TAX REVENUE

FISCAL YEAR	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Change
<b>Avg. Appraised Value of a Homestead</b>	\$203,526	\$225,014	\$243,800	\$282,894	\$287,732	\$272,820	\$272,931	\$270,774	\$282,909	\$316,409	\$33,500
<b>Taxable Value</b>	\$162,080	\$180,011	\$195,040	\$211,388	\$218,761	\$217,812	\$215,892	\$214,567	\$222,431	\$240,026	\$17,595
<b>Tax Rate</b>	\$0.4993	\$0.4499	\$0.4216	\$0.4122	\$0.4215	\$0.4658	\$0.4855	\$0.5001	\$0.4946	\$0.4563	(\$0.0383)
<b>Tax</b>	\$809	\$810	\$822	\$871	\$922	\$1,015	\$1,048	\$1,073	\$1,100	\$1,095	(\$5)
FISCAL YEAR	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Change
<b>Med. Appraised Value of a Homestead</b>	\$159,900	\$172,378	\$187,695	\$207,674	\$216,827	\$208,028	\$203,749	\$200,755	\$209,385	\$238,926	\$29,541
<b>Taxable Value</b>	\$126,387	\$133,681	\$144,070	\$156,223	\$165,514	\$163,781	\$161,894	\$159,835	\$165,775	\$180,760	\$14,985
<b>Tax Rate</b>	\$0.4993	\$0.4499	\$0.4216	\$0.4122	\$0.4215	\$0.4658	\$0.4855	\$0.5001	\$0.4946	\$0.4563	(\$0.0383)
<b>Tax</b>	\$631	\$601	\$607	\$644	\$698	\$763	\$786	\$799	\$820	\$825	\$5

Average and median appraised values of a Homestead are values for each year according to the Travis Central Appraisal District at time of certification.



FISCAL YEAR	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Change
<b>Revenue (Millions)</b>	\$6.22	\$7.08	\$8.40	\$9.32	\$9.18	\$8.92	\$9.27	\$9.93	\$10.49	\$11.75	\$1.26

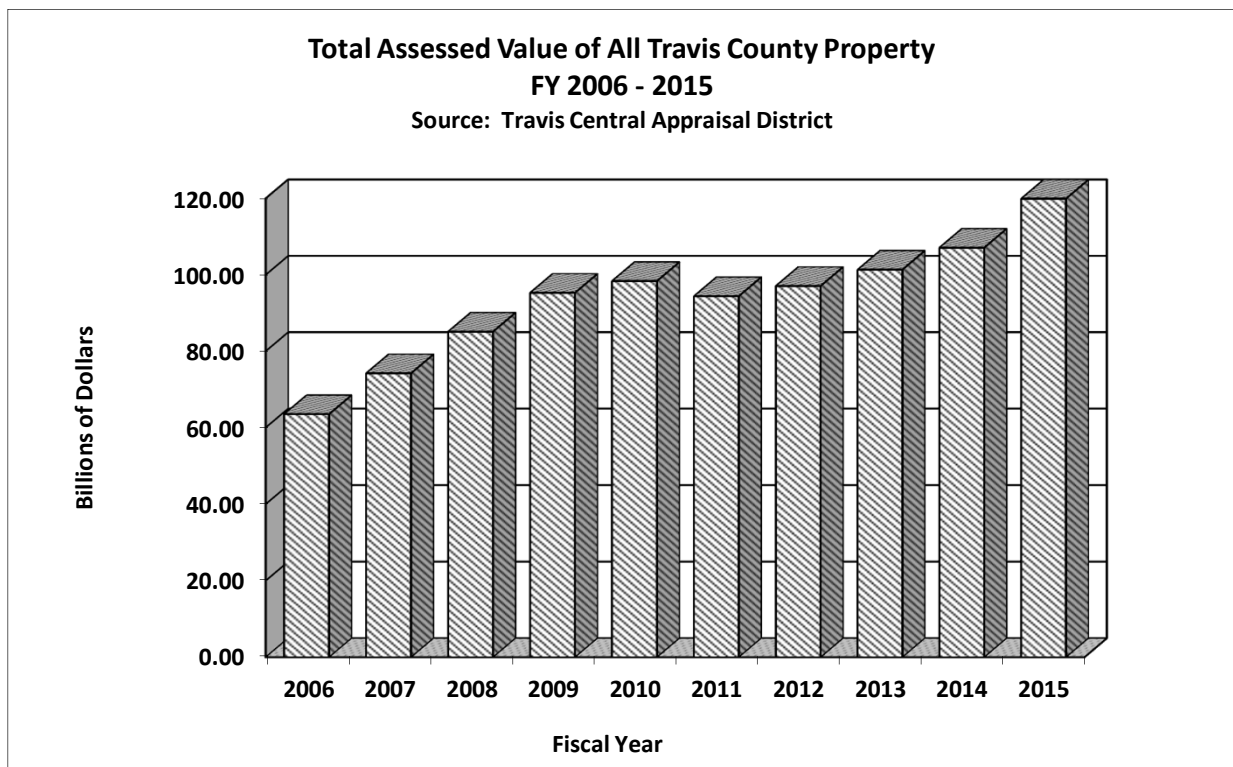
One cent of the proposed tax rate used for the FY 2015 Preliminary Budget generates approximately \$11.75 million in General Fund tax revenue based on a projected net taxable property value of \$119,926,668,466 and a collection rate of 98%.

Chart 14

**TOTAL ASSESSED VALUE OF ALL TAXABLE TRAVIS COUNTY PROPERTY  
FISCAL YEAR 2006 THROUGH FISCAL YEAR 2015**

Source: Travis Central Appraisal District

FISCAL YEAR	TOTAL TAXABLE VALUE	NEW CONSTRUCTION VALUE	APPRECIATION VALUE	TOTAL CHANGE IN VALUE
2006	63,484,891,844	1,929,845,340	444,800,432	2,374,645,772
2007	74,193,296,448	2,583,228,287	8,125,176,317	10,708,404,604
2008	85,096,373,147	3,260,766,707	7,642,309,992	10,903,076,699
2009	95,269,235,051	3,943,959,449	6,228,902,455	10,172,861,904
2010	98,355,097,325	2,926,977,219	158,885,055	3,085,862,274
2011	94,393,213,282	1,777,697,874	(5,739,581,917)	(3,961,884,043)
2012	97,054,517,458	3,544,836,553	(883,532,377)	2,661,304,176
2013	101,328,056,027	3,549,742,494	723,796,075	4,273,538,569
2014	107,087,701,114	2,330,290,888	3,429,354,199	5,759,645,087
2015	119,926,668,466	2,652,040,340	10,186,927,012	12,838,967,352

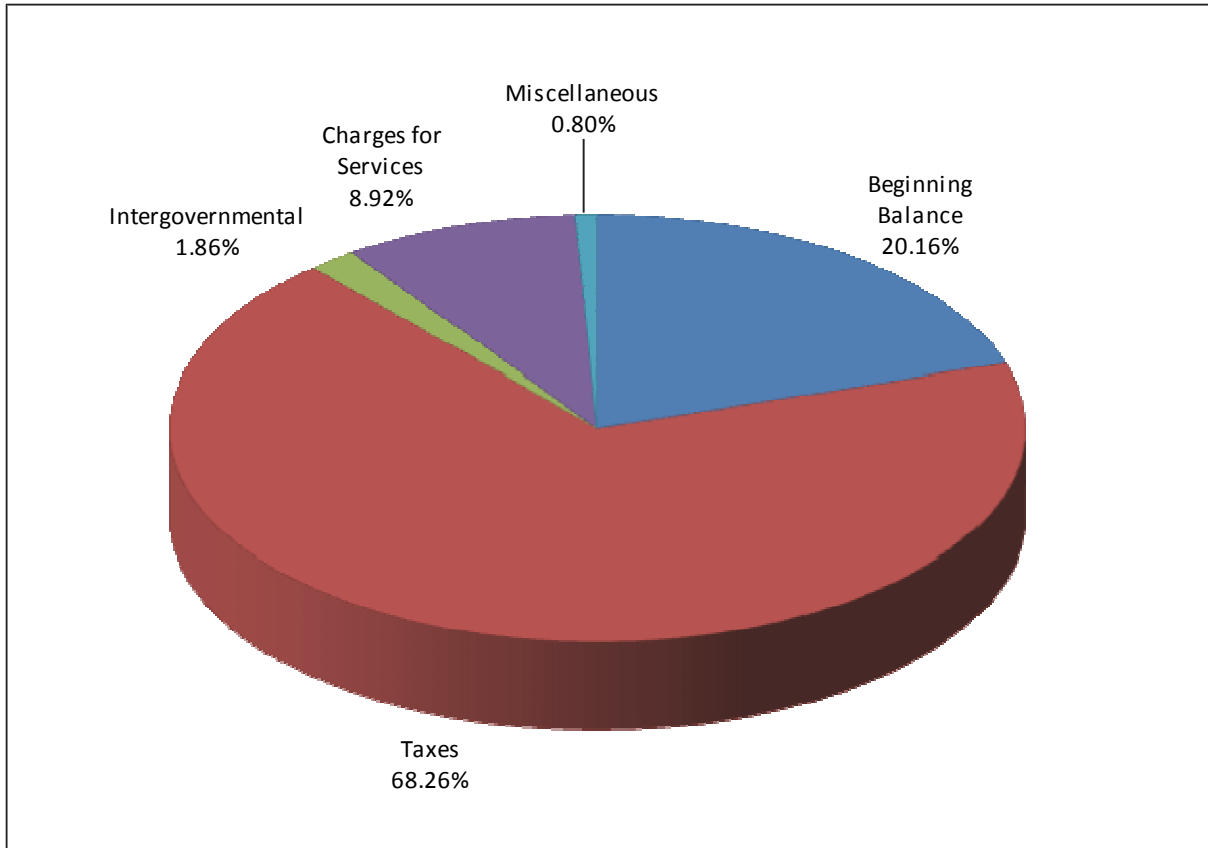


## **GENERAL FUND SUMMARY**

The Fiscal Year 2015 Adopted Budget total for the General Fund is \$650.9 million, an increase of \$32.2 million compared to the Fiscal Year 2014 Adopted Budget of \$618.7 million. This represents a 5.2% increase from the Fiscal Year 2014 Adopted Budget. This increase is due in part to the healthy beginning fund balance in the General Fund budget. The growth in the General Fund budget from FY 2014 to FY 2015 is 4.2% if the beginning fund balance is excluded from the calculation.

Budgetary changes are summarized in the General Fund Summary that follows. The bulk of this document focuses on the recommended expenditures and reserves in the General Fund, Travis County's largest fund.

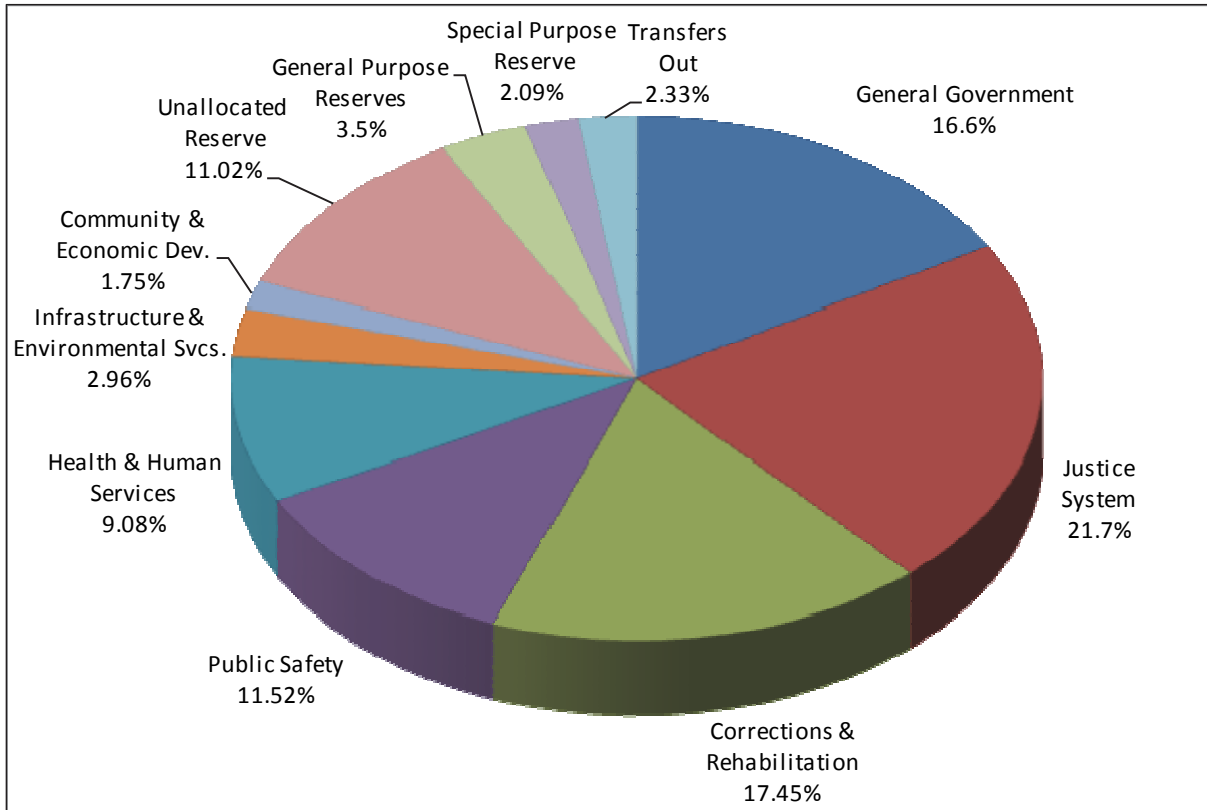
**Chart 15**  
**Where Does the Money Come From?**  
**General Fund**



	FY 2014 ADOPTED BUDGET		FY 2015 ADOPTED BUDGET		2015 - 2014 DIFFERENCE	
Beginning Balance	119,966,236	19.39%	\$131,214,841	20.16%	11,248,605	9.38%
Taxes	431,406,042	69.73%	444,305,978	68.26%	12,899,936	2.99%
Intergovernmental	10,260,483	1.66%	12,093,618	1.86%	1,833,135	17.87%
Charges for Services	56,164,308	9.08%	58,068,445	8.92%	1,904,137	3.39%
Fines & Forfeitures (1)	722,716	0.12%	485,684	0.07%	-237,032	-32.80%
Interest (1)	1,268,577	0.21%	1,292,029	0.20%	23,452	1.85%
Net Change Fair Value (1)	(3,600,000)	-0.58%	(2,000,000)	-0.31%	\$1,600,000	N/A
Miscellaneous (1)	2,256,484	0.36%	5,143,517	0.79%	2,887,033	127.94%
Transfers In (1)	240,415	0.04%	293,364	0.05%	52,949	22.02%
<b>Total General Fund</b>	<b>\$618,685,261</b>	<b>100.00%</b>	<b>\$650,897,476</b>	<b>100.00%</b>	<b>\$32,212,215</b>	<b>5.21%</b>

(1) Fines & Forfeitures, Interest, Net Change in Fair Value and Transfers In are all combined in Miscellaneous on pie chart due to small percentages.

**Chart 16**  
**Where Does the Money Go?**  
**General Fund**



	FY 2014		FY 2015		2015 - 2014	
	ADOPTED BUDGET		ADOPTED BUDGET		DIFFERENCE	
General Government (1)	\$100,495,246	16.24%	\$108,024,131	16.60%	\$7,528,885	7.49%
Justice System (1,2)	132,218,289	21.37%	\$141,247,695	21.70%	9,029,406	6.83%
Corrections & Rehabilitation (1)	107,550,546	17.38%	\$113,612,823	17.45%	6,062,277	5.64%
Public Safety (1)	78,581,145	12.70%	\$75,003,392	11.52%	-3,577,753	-4.55%
Health & Human Services (1)	53,182,458	8.60%	\$59,069,625	9.08%	5,887,167	11.07%
Infrastructure & Environmental Svcs. (1,3)	16,057,671	2.60%	\$19,285,828	2.96%	3,228,157	20.10%
Community & Economic Dev. (1)	10,183,302	1.65%	\$11,359,602	1.75%	1,176,300	11.55%
Unallocated Reserve	68,085,598	11.00%	\$71,722,124	11.02%	3,636,526	5.34%
General Purpose Reserves (4)	18,150,042	2.93%	\$22,799,676	3.50%	4,649,634	25.62%
Special Purpose Reserves (4)	19,134,322	3.09%	\$13,633,352	2.09%	-5,500,970	-28.75%
Transfers Out	15,046,642	2.43%	15,139,228	2.33%	92,586	0.62%
	<b>\$618,685,261</b>	<b>100.00%</b>	<b>\$650,897,476</b>	<b>100.00%</b>	<b>\$32,212,215</b>	<b>5.21%</b>

- (1) Programmatic areas were subject to a variety of changes, including increases for FY 15 employee and retiree health requirements. New programmatic increases are described in detail in the Executive Summary.
- (2) Includes renovations and improvements to County facilities that will be made in preparation for a new District Court and County Court-at-Law, approved by the 83rd Legislature.
- (3) Includes additional resources for County's Road Program.
- (4) Changes in General Purpose and Special Purpose Reserves are detailed in the Executive Summary.

## **DEPARTMENTAL BUDGET SUBMISSIONS AND OTHER CHANGES**

The base budgets for all departments, excluding capital, increased 5.4%, from \$464.9 million in Fiscal Year 2014 to \$490.2 million in the Fiscal Year 2015 Adopted Budget. This change represents programmatic investments from the prior budget cycle being incorporated into departmental budgets.

A few departments submitted budgets that were below target budget levels for Fiscal Year 2015. The reduction created by submissions under target totals \$175,706. More than 95% of the reduction is related to the utilities and leases budget that is centralized under the Facilities Management Department (FMD). The reduction accounts for parking leases that are no longer needed due to the implementation of zoned parking in the downtown campus and a building lease that is no longer needed since the Offices of Parental Representation and Child Representation have moved to the University Savings Building from lease space at 209 W. 9<sup>th</sup> Street.

The Adopted Budget also includes an overall reduction of \$119,426 related to the Planning and Budget Office's annual review of budgeted salary and related benefits savings. Temporary salary savings are achieved throughout the course of the year from the savings from salaries and related benefits not paid out during the time after an employee vacates a position and before the department or office hires a replacement for that position. This year the Planning and Budget Office adjusted the Civil Courts' budgeted salary savings to reflect recent turnover trends and added the County Auditor to the group of departments and offices that have these anticipated savings budgeted for FY 2015.



Table 8

<b>GENERAL FUND SUMMARY</b>					
	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted Budget		
			One-Time	Ongoing	Total
<b>Total Revenue:</b>					
Available Beginning Balance	114,021,855	119,966,236	131,214,841	-	\$ 131,214,841
Property Taxes	408,134,737	431,406,042	-	444,305,978	\$ 444,305,978
Other Revenue	65,949,000	67,312,983	2,500,000	72,876,657	\$ 75,376,657
<b>Total Revenue</b>	<b>\$ 588,105,592</b>	<b>\$ 618,685,261</b>	<b>\$ 133,714,841</b>	<b>\$ 517,182,635</b>	<b>\$ 650,897,476</b>
<b>General Purpose Reserves:</b>					
Unallocated Reserve	57,195,853	68,085,598	71,722,124	-	\$ 71,722,124
Allocated Reserve	6,920,945	10,718,725	11,659,901	3,567,396	\$ 15,227,297
Reserve for Emergencies & Contingencies	2,016,924	5,000,000	5,000,000	-	\$ 5,000,000
Capital Acquisition Resources Reserve	2,813,944	2,431,317	2,572,379	-	\$ 2,572,379
<b>Special Purpose Reserves:</b>					
Reserve for Replacement of Integrated Justice System	2,164,795	5,235,265	4,888,195	159,330	\$ 5,047,525
Reserve for Interlocal Agreements	2,166,175	1,950,308	2,037,550	109,874	\$ 2,147,424
Sheriff's Office Overtime Reserve		1,000,000	-	1,715,000	\$ 1,715,000
STAR Flight Maintenance Reserve	1,001,050	1,995,050	992,259	-	\$ 992,259
Civil & Family Justice Center Reserve	5,496,000	5,446,000	798,779	-	\$ 798,779
Annualization Reserve	65,768		-	714,606	\$ 714,606
Future Grant Requirements Reserve			-	550,000	\$ 550,000
Juvenile Justice Reserve	418,959	504,726	504,726	-	\$ 504,726
Reserve for State Cuts	250,000	250,000	-	500,000	\$ 500,000
Smart Building Maintenance Reserve	160,778	297,948	363,033	-	\$ 363,033
Fuel & Utilities Reserve	1,000,000	300,000	-	300,000	\$ 300,000
Reserve for External Social Services Contracts		1,155,025	-	-	\$ -
Reserve for 1115 Waiver Participation	1,000,000	1,000,000	-	-	\$ -
Salary Savings Reserve	400,000		-	-	\$ -
Transition Reserve	101,889		-	-	\$ -
<b>Reserves</b>	<b>\$ 83,173,080</b>	<b>\$ 105,369,962</b>	<b>\$ 100,538,946</b>	<b>\$ 7,616,206</b>	<b>\$ 108,155,152</b>
<b>Departmental Base Budgets</b>	<b>\$ 429,623,589</b>	<b>\$ 464,853,176</b>	<b>\$ -</b>	<b>\$ 490,187,659</b>	<b>\$ 490,187,659</b>
<b>Budget Changes &amp; Reductions</b>					
Departmental Budgets Submitted Below Target	(89,333)	(191,177)	-	(175,706)	\$ (175,706)
Salary Savings		444,829	-	(119,426)	\$ (119,426)
Other Changes	(100,168)	(859,573)	-	-	\$ -
<b>Budget Changes &amp; Reductions</b>	<b>\$ (189,501)</b>	<b>\$ (605,921)</b>	<b>\$ -</b>	<b>\$ (295,132)</b>	<b>\$ (295,132)</b>
<b>Changes in Pay &amp; Benefits:</b>					
Health Insurance Premiums	3,393,086	3,873,059	-	3,025,380	\$ 3,025,380
Pay Increase - Classified Pay Scale	6,320,281	5,715,073	-	3,074,848	\$ 3,074,848
Pay Increase - Peace Officers Pay Scale	10,134,755		-	826,729	\$ 826,729
Retirement Contributions	1,454,417	1,344,572	-	-	\$ -
Retiree Cost of Living Adjustment		624,154	-	-	\$ -
Elected Officials	201,978	287,271	-	-	\$ -
<b>Changes in Pay &amp; Benefits</b>	<b>\$ 21,504,517</b>	<b>\$ 11,844,129</b>	<b>\$ -</b>	<b>\$ 6,926,957</b>	<b>\$ 6,926,957</b>

Table 8 (Continued)

<b>GENERAL FUND SUMMARY</b>					
	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted Budget		
			One-Time	Ongoing	Total
<b>PROGRAM FUNDING PRIORITIES</b>					
<b>Maintenance of Current Service Levels</b>					
Maintenance of Emergency Aircraft	158,183	283,379	972,000	-	\$ 972,000
Jail Inmate Services/Costs		504,609	400,000	475,000	\$ 875,000
Critical Information Technology Systems Support	1,246,655	872,728	641,131	210,795	\$ 851,926
Associate Judge			23,408	401,141	\$ 424,549
Pavement Condition Survey			350,000	-	\$ 350,000
County-Wide Fuel/Maintenance Costs		888,000	-	174,400	\$ 174,400
Other Expenditures	4,631,813	3,163,094	329,855	538,606	\$ 868,461
<b>Subtotal Maintenance of Current Service Levels</b>	<b>6,036,651</b>	<b>5,711,810</b>	<b>2,716,394</b>	<b>1,799,942</b>	<b>4,516,336</b>
<b>Programs and Changes Approved Mid Year</b>					
Discovery Process			-	503,089	\$ 503,089
Health Care District Legal Services			-	179,962	\$ 179,962
Other Mid Year Changes	353,437	459,106	-	-	\$ -
<b>Subtotal Programs and Changes Approved Mid Year</b>	<b>353,437</b>	<b>459,106</b>	<b>-</b>	<b>683,051</b>	<b>683,051</b>
<b>Transfers between Departments/Funds</b>					
Road & Bridge Fund Support	2,370,114	2,115,407	-	1,500,000	\$ 1,500,000
Balcones Canyonlands Preservation	664,037	1,031,328	-	1,207,533	\$ 1,207,533
Public Integrity Unit		1,693,997	1,004,492	-	\$ 1,004,492
Risk Management			-	300,000	\$ 300,000
Other Departmental/Fund Transfers	774,292	249,258	47,500	90,589	\$ 138,089
<b>Subtotal Transfers between Departments/Funds</b>	<b>3,808,443</b>	<b>5,089,990</b>	<b>1,051,992</b>	<b>3,098,122</b>	<b>\$ 4,150,114</b>
<b>Other Funding Priorities</b>					
Social Services Funding	1,928,358	1,468,975	-	2,500,000	\$ 2,500,000
Cooperative Health and Public Safety Agreements	702,458	1,801,996	-	1,454,152	\$ 1,454,152
Security Improvements		358,487	408,694	256,792	\$ 665,486
District Attorney Interagency Agreements	424,950	432,000	450,266	-	\$ 450,266
Parenting in Recovery Grant Match		269,071	286,960	102,465	\$ 389,425
Tax Office		576,614	-	304,859	\$ 304,859
Integrated Justice System Replacement	708,775	748,981	43,806	226,315	\$ 270,121
Planning and Assessment Studies	690,000		259,700	-	\$ 259,700
Parks Operations and Maintenance	744,180	464,055	-	244,644	\$ 244,644
Public Defender Staffing			6,513	204,407	\$ 210,920
Other Expenditures	6,099,670	4,127,476	1,272,249	906,562	\$ 2,178,811
<b>Subtotal Other Funding Priorities</b>	<b>11,298,391</b>	<b>10,247,655</b>	<b>2,728,188</b>	<b>6,200,196</b>	<b>\$ 8,928,384</b>
<b>Capital Acquisition and Improvements</b>	<b>32,496,985</b>	<b>15,715,354</b>	<b>26,679,321</b>	<b>965,634</b>	<b>\$ 27,644,955</b>
<b>Program Funding Priorities</b>	<b>\$ 53,993,907</b>	<b>\$ 37,223,915</b>	<b>\$ 33,175,895</b>	<b>\$ 12,746,945</b>	<b>\$ 45,922,840</b>
<b>Total Expenditures</b>	<b>\$ 588,105,592</b>	<b>\$ 618,685,261</b>	<b>\$ 133,714,841</b>	<b>\$ 517,182,635</b>	<b>\$ 650,897,476</b>

## PROGRAM FUNDING PRIORITIES

The Fiscal Year 2015 Budget Guidelines directed departments and offices to first reprioritize within their existing resources to maintain current service levels or to fund any new needs. This practice encourages managers to maximize the use of each budgeted dollar. Given the prerequisite to manage within available resources, departments and offices were given the flexibility to create additional FTEs (full-time equivalents) if permanent resources could be found within the target budget and if the need for the new FTEs could be justified.

The following section highlights budget requests that, in most cases, required additional resources. Many of these requests are associated with the increased demand that occurs when funding is constrained over a period of time, as well as increased costs associated with maintenance agreements, mandated services, and other cost drivers. These increases or changes also include pilot programs, new programs approved during the current year by the Commissioners Court, transfers between departments and/or funds, and other miscellaneous changes. The focus of this section is on the General Fund budget.

### MAINTAINING CURRENT SERVICE LEVELS

The Fiscal Year 2015 Adopted Budget includes \$4,516,336 needed to continue to deliver current services and programs. This additional funding will allow departments and offices to continue executing approved programs. These increases are typically necessitated by factors that may include increased maintenance and contract costs, information technology infrastructure-related costs, and legal or other requirements to maintain current operations.

#### 1. Emergency Medical Services – Aircraft Maintenance – \$972,000

Travis County's STAR Flight provides 24/7 aerial emergency medical services with medical transport, swiftwater rescue, search and rescue, high-angle rescue, fire suppression/aerial reconnaissance and public safety assistance. The annual budget includes funding to cover routine maintenance costs and repairs; however, there is a need for additional funding for items that exceed routine support. In Fiscal Year 2015, there exists a required major expense for the engine overhaul of two aircraft. The work plan also includes several other system overhauls. In addition to the \$972,000 in one-time resources funded in the departmental budget, the Adopted Budget includes a special reserve of \$992,259, which is the amount unspent from \$3.2 million donated by Seton Hospital to support STAR Flight aircraft maintenance.

#### 2. Sheriff's Office – Inmate Operating Costs – \$875,000

The Travis County Sheriff's budget for inmate related costs is anticipated to require additional resources for FY 2015. The FY 2015 Adopted Budget includes recommended increases of \$875,000 for this program, consisting of \$400,000 for increased pharmaceuticals related to inflationary costs, a rising average daily population, and the discontinuation of a state program that provided resources to offset the cost of providing HIV medications to affected inmates. The Adopted Budget also includes \$275,000 for increased utility costs to operate the Travis County

Correctional Complex and \$200,000 for additional direct medical costs. Of these aforementioned amounts, \$400,000 is budgeted on a one-time basis and will be reviewed for ongoing funding as part of the FY 2016 budget process. In addition, there is a \$300,000 fuel and utilities reserve in the Adopted Budget that is available if approved utility increases for the Correctional Complex are insufficient.

### **3. Information Technology Services – Critical Information Technology Systems Support – \$851,926**

Information Technology Services (ITS) has been staging the implementation of a new telephone system, the Cisco Unified Communications Voice over Internet Protocol, over the past several fiscal years. This initiative replaces the legacy Nortel PBX telephone system, focusing first on buildings in the downtown campus. The Adopted Budget includes one-time funding of \$400,000 for a contract vendor and \$55,770 in ongoing maintenance. Capital costs related to this project are discussed in the Capital Acquisition and Improvements Program later in this document. This phase of the project requires upgrading the call center for the Tax Office, a complicated endeavor that requires external resources. In addition to funding for the Tax Office, FY 2015 funding includes the County Clerk's Office at 5501 Airport Road, the Ruiz Building at 5555 Airport Road, and the Austin Ridge facility at 8509 FM 969.

In addition, two information technology security projects are funded in the FY 2015 Adopted Budget. The first project, funded at \$236,156, will provide the County with contracted services for constant monitoring of the County's firewall system. The managed security service contract is designed to assist ITS in threat detection and resolution. The second project will ensure that Travis County meets the federal Criminal Justice Information Services (CJIS) security policy for hard drive encryption and advanced authentication. The Adopted Budget includes \$160,000 in one-time funding to allow ITS to hire a vendor to secure mobile data computers and laptops as required by the CJIS security policy. Complying with this requirement allows County law enforcement to maintain its CJIS clearance.

### **4. Civil Courts – Associate Judge – \$424,549**

The workload of the Child Protective Services (CPS) docket is increasing due to the booming population growth in Travis County. The number of CPS cases filed increased by almost 62% from FY 2008 to FY 2013, and the available judicial and administrative support resources have not increased in that time period. Beginning in 2012, an Associate Judge from the Juvenile Probation Department was temporarily loaned to the Civil Courts to assist the Judges with the increasing CPS and family law workload. The Juvenile Associate Judge will return to work full-time in the Juvenile Probation Department at the end of calendar year 2014.

The FY 2015 Adopted Budget includes funding for an Associate Judge, a Court Reporter, a Judicial Aide, and a Court Operations Officer (4.0 FTEs) at an ongoing annual personnel cost of \$396,341, and ongoing operating cost of \$4,800 and one-time operating cost of \$23,408. The addition of an Associate Judge dedicated to the Civil Courts CPS docket will increase the average amount of time spent on a CPS hearing from appropriately 9 minutes to 18 minutes,

greatly increasing the amount of time a Judge can devote to attending to the matters of importance on a CPS hearing in Travis County.

#### **5. Transportation and Natural Resources – Pavement Condition Survey – \$350,000**

Every five years, Transportation and Natural Resources (TNR) hires a vendor to conduct a digitized pavement condition survey of the entire roadway network that is placed in a software format. This software format allows the data to be used in various models for maximizing budget, operations, and performance in maintaining the entire County roadway system. Currently, there are over 1,270 centerline miles of roadway in Travis County that the Commissioners Court mandated to be maintained at 75% “Good to Fair” for arterials and 70% “Good to Fair” for all other roadways.

Many factors affect how quickly Travis County roadways deteriorate. Highly expansive clay soils predominately found east of Interstate Highway (IH) 35, large volumes of construction traffic, and preventative maintenance are the three most directly associated factors that determine how quickly (or slowly) pavement deteriorates. Preventative maintenance remains the only factor under absolute County control, an ongoing operation that consists of crack sealing, pothole patching, asphalt rejuvenation, chip seals, asphaltic overlays and roadway reconstruction.

Pavement maintenance is most effective when applied at the point in the degradation of the roadway prior to the beginning of a steep drop-off in quality. If \$1 is spent early enough in the pavement life, the County will see \$8 in savings compared to completing the maintenance just three to five years later. This pavement condition survey will help TNR determine how to most efficiently and effectively use limited resources to maintain 75% of County roads at a recommended condition of “Good to Fair.”

#### **6. Transportation and Natural Resources – Fleet Maintenance – \$174,400**

The cost of automotive parts and services has escalated over the past few years, making it difficult for TNR’s Fleet Maintenance division to appropriately maintain the County’s fleet of vehicles and heavy equipment within its base budget. The TNR General Fund budget includes an additional \$166,499 in funding for the department’s fleet maintenance program and \$7,901 for fuel and maintenance required for three new vehicles added to the County fleet. In addition, \$123,156 is recommended in the Road and Bridge Fund (a Special Fund outside the General Fund) for fleet maintenance for vehicles and equipment.

#### **7. Health and Human Services and Veterans Service – Social Service and Administrative Staffing – \$117,979**

Five new positions were funded through a combination of new resources and the internal reallocation of existing resources within the department to address increased workload. One Caseworker, one Indigent Burial Caseworker, and three Office Specialists were added to the department’s budget. The total cost for the five new FTEs was \$287,003. Of that amount, \$169,024 was internally reallocated by HHSVS. The net new resources approved for this staffing totals \$117,979.

**8. Civil Courts – Court Administration Docket Manager Consultant – \$110,000**

The current docket scheduling system, eDocket Scheduler, lacks significant functionality and uses obsolete software that is no longer supported by the vendor. One-time funding of \$110,000 will result in the replacement of the current system (purchased in 2008) with an enhanced system that will allow the Civil Courts to automate certain functions of docket management and operate more efficiently and effectively. The funding will also result in the County owning and maintaining the source code for the new software.

**9. Constable, Precinct One – North Campus Security – \$103,075**

Constable, Precinct One was given the task of providing security for the County's North Campus facility at 5501 Airport Boulevard beginning in FY 2008. During the FY 2014 budget process, Commissioners Court directed a subcommittee to work on a security staffing plan for the site. The staffing plan includes the continuation of funding for a Special Project Worker through FY 2015 at a cost of \$73,075 in one-time funding. A permanent solution will be considered as a part of the 2016 budget process after the newly hired County Security Manager in FMD is able to assess countywide security needs.

In addition, the Adopted Budget includes \$30,000 in ongoing funding for overtime and related benefits to support the office's workload needs and provide the necessary relief related to the security program for the North Campus facility.

**10. Medical Examiner's Office – Contract Increases – \$91,558**

Funding is included for cost increases related to three contracts critical to the daily operations of the Medical Examiner's Office (ME). Cadavers are transported to the ME facility from death scenes by a contract provider. A new cadaver transport contract has been finalized, and an additional \$77,480 in ongoing funding is included to adequately fund this service.

Additional ongoing funding of \$9,600 is included for the service contract for the Enzyme-Linked Immunosorbent Assay (ELISA). This assay allows direct drug screening in blood and other tissues and is a more sensitive and accurate technique than the immunoassay process previously used by the office. Finally, \$4,478 is included on an ongoing basis for a hazardous waste removal contract.

**11. Human Resources Management – Tuition Reimbursement Program – \$90,000**

In FY 2012, the Commissioners Court revised the tuition reimbursement policy that governs the amounts that employees may be reimbursed for taking undergraduate or graduate classes that are directly related to current or prospective job duties. The maximum reimbursement was raised to \$2,000 per fiscal year. With the increase in reimbursement, the Human Resources Management Department (HRMD) and PBO expected to see an increase in the number of employees who would avail themselves of this training opportunity; however, at that time it was not known what budget impact this policy change would have. When the allowable reimbursement was increased, HRMD had \$42,440 in ongoing funding within its budget based on the previous policy. To ensure that sufficient resources would be available to implement the

revised policy, Commissioners Court approved a \$200,000 Earmark against Allocated Reserve for this purpose in FY 2012. For FY 2013 and FY 2014, Commissioners Court established a \$150,000 Earmark against the Allocated Reserve.

HRMD did not use the Earmark in FY 2012 since the changes were in place for only part of the fiscal year. In FY 2013, Commissioners Court approved the transfer of \$90,566 to its budget. HRMD is expecting to request a similar sized transfer from the Allocated Reserve in FY 2014. The FY 2015 Adopted Budget includes \$90,000 in additional budget for HRMD plus a \$20,000 earmark against the Allocated Reserve to ensure that sufficient resources are available for this program.

### **12. General Administration – Appraisal District Budget – \$72,503**

Increased funding is included in the FY 2015 Adopted Budget to pay for valuation services provided by the Travis Central Appraisal District (TCAD) based on the budget originally submitted by the appraisal district. Travis County's annual liability to TCAD is a proportional share of the total cost of TCAD's operations shared among all the taxing jurisdictions in the County and is based on the value of the tax base and the adopted property tax rate. Travis County's total budget for these services for FY 2015 is currently \$2,857,471.

During the finalization of the FY 2015 Adopted Budget, TCAD submitted an amended proposed budget that included recommendations from the chief appraiser to help address tax-payer concerns about the fairness of the property tax system, particularly in regards to the equitable distribution of the property tax burden between residential and commercial property owners. The amended budget from TCAD provides additional litigation resources, staff to handle the increased volume of property tax protests, resources for the testing and calibration of mass appraisal models, and staff to research sales information, particularly for commercial properties where the district is currently only able to research 11% of known sales. The potential cost to Travis County for these changes is an additional \$417,087. The FY 2015 Adopted Budget includes an Earmark of this additional amount against the Allocated Reserve to allow Commissioners Court to discuss the revised budget proposal later during FY 2015.

### **13. Criminal Justice Planning – Workforce Development Program – \$59,394**

The FY 2015 Adopted Budget includes ongoing funding for an existing position that helps individuals with a criminal background prepare for and locate sustainable employment and acquire job training and readiness skills. This position was funded on a one-time basis for two years to allow the department to gather more data to measure the success of the program. The available data reveals that the program has been successful in finding clients full-time employment as well as increasing the number of area employers that hire ex-offenders.

### **14. Sheriff's Office – Security Electronics Upgrade – \$57,725**

Funding of \$57,725 in one-time operating as well as one-time capital is included in the FY 2015 Adopted Budget to replace the existing security electronic computers that control the doors and intercoms in a building at the Travis County Correctional Complex. This project includes

replacement computers, updated software, and improvements to physical infrastructure necessary for this security system.

### 15. Other Funding Needed to Maintain Delivery of Current Services – \$166,227

Increased funding needed to help maintain current service delivery throughout the County in the Fiscal Year 2015 Adopted Budget that is less than \$50,000 per departmental request is summarized in Table 9 below.

**Table 9**  
**Funding to Maintain Delivery of Current Services**

Department	Purpose	One-Time	Ongoing	Total
Facilities Management	Security services contract	\$40,900	\$0	\$40,900
Transportation and Natural Resources	US Hwy 290 Landfill post-closure maintenance of facility	0	30,060	30,060
Transportation and Natural Resources	School Crossing Guard Program	2,695	21,124	23,819
Facilities Management	Carpet replacement and systems furniture disassembly	21,275	0	21,275
County Attorney's Office	Full grant match for the Underage Drinking Prevention Program	0	18,088	18,088
Various	Austin Community College internship program	14,185	0	14,185
Transportation and Natural Resources	Maintenance of water quality structures (additional \$42,694 included in the Road & Bridge Fund for this purpose)	0	13,000	13,000
Criminal Courts	Judicial longevity pay	0	4,340	4,340
Historical Commission	Funds for historical markers	0	560	560
<b>Total</b>		<b>\$79,055</b>	<b>\$87,172</b>	<b>\$166,227</b>

## PROGRAMS AND CHANGES APPROVED MIDYEAR 2014

During Fiscal Year 2014, the Commissioners Court approved several programs that require continued funding in Fiscal Year 2015. The Adopted Budget includes additional funding of \$683,051 for the programs described below.

### 1. New Discovery Requirements – \$503,089

The 83<sup>rd</sup> Texas Legislature passed Senate Bill 1611, commonly known as the Michael Morton Act, which enhanced the required discovery procedures for prosecutors' offices in counties across the state. The Act requires that the prosecution proactively provide to the defense an electronic record of every piece of evidence obtained in each case. The prosecution must also track and index an account of the contents of every item and then compile this information into



a master list of evidence which must be agreed upon by each party to the case. The master list is entered into the court record prior to the disposition of every case, whether or not the case goes to trial. These requirements apply to every offense committed on or after January 1, 2014.

On June 10, 2014, Commissioners Court approved the midyear addition of four full-time Paralegal positions to the District Attorney's Office and four full-time positions (two Paralegals, one Office Manager, Sr., and one Evidence Technician) to the County Attorney's Office to handle the additional workload in each office. The Adopted Budget includes funding for the cost of the eight positions for FY 2015 of \$246,242 in the District Attorney's Office and \$256,847 in the County Attorney's Office.

## **2. Legal Support for Central Health – \$179,962**

On May 6, 2014, the Commissioners Court approved an amendment to an interlocal agreement between the Travis County Healthcare District, d/b/a Central Health, and Travis County. Section 1.5 of the agreement states that the County "... shall provide legal advice and counsel [to Central Health] through the Travis County Attorney's Office in compliance with Texas Health and Safety Code Section 281.056 ..." This amendment allows for the reimbursement by Central Health of two new positions, an Attorney V and a Paralegal at an annualized cost of \$179,962 for FY 2015, of which \$172,480 is for ongoing personnel and \$7,482 is for ongoing operating costs.

Before the amendment, the County provided two full-time attorneys, one paralegal, one legal secretary, and a part-time law clerk to support Central Health. The two additional positions are required by Central Health to handle demonstration years three through five of the 1115 Medicaid Transformation Waiver. During the three demonstration years, Central Health will be working through the Community Care Collaborative and its partnership with Seton Healthcare Family to transform health care delivery through the creation of an Integrated Delivery System and fourteen Delivery System Reform Incentive Payment (DSRIP) projects. The Community Care Collaborative will be entering into a number of contracts with health care providers to implement the DSRIP projects, which have a total valuation of \$237 million.

## **3. Transfer of Physical Security Technology Program – Cost Neutral**

On June 24, 2014, Commissioners Court approved the transfer of three ITS positions to FMD to manage the technology associated with physical security, such as video cameras and key card access to buildings, effective July 1, 2014. The three positions, an Information Security Manager, a Business Analyst II, and a Systems Engineer III, will report to the Security Manager in FMD. The transfer of the three positions included the reduction of \$343,612 in ongoing personnel budget from ITS and the corresponding increase in FMD.

## **TRANSFERS BETWEEN DEPARTMENTS AND FUNDS**

The Adopted Budget includes a net increase of \$4,150,114 for transfers between departments and funds. The majority of this increase is related to the continued imbalance of the Road and Bridge Fund given past legislative changes and increased road maintenance costs, and the

annual increase to the Balcones Canyonlands Preserve Fund. All changes impacting other funds are detailed below.

### **1. Road and Bridge Fund Subsidy – \$1,500,000**

Ongoing funding of \$1.5 million is included in the Fiscal Year 2015 General Fund Adopted Budget to maintain current service levels for the County's road system. The balance in the Road and Bridge Fund has seen a downward trend over the past several years; however, the fund saw an increase in Fiscal Year 2014. There is also \$2.2 million set aside in the capital improvements budget for road rehabilitation expenses that qualify for capitalization, which the Road and Bridge Fund cannot accommodate. In addition, the Adopted Budget includes a \$500,000 Earmark against the Allocated Reserve to identify a potential source of funding for additional resources that may be needed midyear in FY 2015. As these subsidies grow, the County Auditor has indicated that the Road and Bridge Fund will no longer be considered a "major fund" for audit purposes, and consolidating this fund into the General Fund in future years may be considered.

A portion of the \$1.5 million in General Fund resources will be used to begin a new focused reconstruction program in eastern Travis County to minimize the deterioration of the roadways in that area. Eastern Travis County roadways experience accelerated deterioration due to extremely poor subgrade soil conditions which are exacerbated by the extensive drought conditions.

### **2. Increase in Transfer to Balcones Canyonlands Preserve Fund – \$1,207,533**

The Balcones Canyonlands Preserve (BCP) is a system of preserves that exists as a multi-agency conservation effort. This effort operates under a regional Section 10(a) permit issued under the Endangered Species Act by the U.S. Fish and Wildlife Service. The permit was issued jointly to the BCP's two managing partners, the City of Austin and Travis County, in 1996. The Adopted Budget includes an increase in the transfer from the General Fund to the BCP Fund totaling \$1,207,533. The General Fund transfer is based on the increased tax revenue from new construction on land covered by BCP permits and individual 10(a) permits through the USFWS. The total transfer for Fiscal Year 2015 is budgeted at \$13.2 million.

### **3. District Attorney's Office – Public Integrity Unit – \$1,004,492**

In June 2013, the Texas Governor line-item vetoed approximately \$3.7 million in annual funding for the entirely state-funded District Attorney's Public Integrity Unit (PIU). Effective August 31, 2013, the state no longer provides any funding for the PIU. During the FY 2014 budget mark-up process, the Commissioners Court approved \$884,380 in one-time funding and \$878,266 in ongoing funding to support the operations of a smaller PIU for a total of \$1,762,646 in funding from the General Fund. In addition to this funding, the District Attorney was able to identify one-time funding of \$734,422 available from accumulated forfeited funds.

The personnel costs of the eight FTEs approved with one-time funding in FY 2014 totaled \$807,876. The estimated cost of these personnel in 2015 is \$814,427. The District Attorney's Office requested that these FTEs be funded with ongoing General Fund resources in FY 2015.

Ongoing resources continue to be extremely limited since the Commissioners Court is working to keep Travis County property taxes as affordable as possible. Fortunately, the District Attorney's Office has secured approximately \$1,000,000 in unanticipated revenue related to fines. This unanticipated revenue was secured by prosecution in the County in FY 2014 and will be available to allocate on a one-time basis towards the PIU's work in FY 2015. Therefore, the same eight FTEs have been included in the District Attorney's General Fund budget on a one-time basis. Two additional FTEs – previously funded by the Forfeited Property Account (FPA) – have been added to the General Fund this year on a one-time basis, for a total of 10 FTEs at a cost of \$1,004,492.

#### **4. Increase in Transfer to Risk Management Fund – \$300,000**

Additional funding is included for the transfer to the Risk Management Fund to cover contractual and insurance premium increases. The \$300,000 increase includes additional funds of \$30,000 for property insurance premiums, \$40,000 for internal property damage claims, \$18,000 for service contract increases, and \$212,000 for excess worker's compensation insurance above what is budgeted directly in departmental budgets.

#### **5. Other Transfers between Departments and Funds - \$138,089**

The Adopted Budget reflects the transfer of funding between several departments and offices to more accurately reflect where resources should be budgeted from a functional and oversight perspective.

- The Courthouse Security Fund is used to account for revenue and expenditures associated with security services in buildings that house a district or county court. If revenue generated by fees related to courthouse security is insufficient to cover costs, the General Fund may be required to subsidize the difference through either an increase in the General Fund operating transfer to the fund or the move of expenses from the special revenue fund to the General Fund. For FY 2015, projected revenue estimated for the Courthouse Security Fund requires that \$85,323 related to the cost of one FTE be moved to the General Fund budget within the Sheriff's Office. As described in the "Proposed Personnel Changes" earlier in this document, the Governmental Accounting Standards Board (GASB) Statement 54 requires that operating transfers be limited to no more than 80% of the overall revenue of a special revenue fund. This limit has been considered in this funding decision.
- An additional \$23,342 in funding is recommended for Pretrial Services to fund a greater allocation of the salaries of Adult Probation (CSCD) staff to better represent time spent on Pretrial business by the Adult Probation Director and Assistant Director. CSCD is funded with state dollars which are expressly prohibited from being spent on Pretrial functions. This adjustment is necessary to comply with state regulations based on the current organizational structure and operations of CSCD. This represents a net 0.13 FTE shift from CSCD to Pretrial Services on an ongoing basis.

- The Dispute Resolution Center continues to see a decrease in revenue that results in the need for an increase to the General Fund transfer to the Dispute Resolution Center Fund of \$40,000. The contract between the County and the Dispute Resolution Center is expected to be reviewed in FY 2015 to establish performance measures and to determine whether funding for these services should be budgeted in a special fund or as a contract within the Criminal Justice Planning budget.
- The State of Texas increased its allocation to the Professional Prosecutors Fund from \$62,500 to \$70,000 in FY 2014. Beyond this ongoing increase of \$7,500, the FY 2015 Adopted Budget also includes a one-time increase of \$7,500 from the state to account for the FY 2014 portion of the increase that was received in FY 2014 but not budgeted. A total of \$15,000 is included in the FY 2015 Adopted Budget for this purpose.
- The Adopted Budget includes \$507 in ongoing resources in the Juvenile Probation Department to increase the transfer to the Truancy Court Fund. The transfer will pay for increased benefits costs for the Associate Judge funded for the program.
- The budget for the Human Resources Management Department was reduced by \$26,083 to reflect the transfer of half an Administrative Associate position to special funds budgets (0.2 FTE to the Risk Fund and 0.3 FTE to the Employee Health Benefits Fund) to better reflect actual work assignments.

## OTHER FUNDING PRIORITIES

The Fiscal Year 2015 Adopted Budget includes \$8,928,384 for planning projects that have been reallocated from Fiscal Year 2014, agreements with other local governmental entities, grants, program additions funded by new revenue, and a variety of other increases highlighted as follows. In addition, the Adopted Budget reflects several adjustments to the base budget that served as a starting point for planning purposes.

The Commissioners Court's budget guidelines for the FY 2015 budget process urged departments to identify and implement opportunities for efficiencies. Several departments have implemented such efficiencies by repurposing existing funds to meet current needs. The Facilities Management Department, ITS, and Emergency Medical Services (EMS) funded a total of four positions using existing resources as part of their budget submissions. The Facilities Management Department funded a Human Resources Specialist I and an Office Specialist position by using permanent salary savings realized through recent retirements. Information Technology Services also used permanent salary savings to fund a Technical Trainer position as part of its budget submission. Likewise, EMS used permanent salary savings to internally fund a new STAR Flight Air Safety Officer as part of its budget submission.

### **1. Health and Human Services and Veterans Service – Social Service Contracts – \$2,500,000**

In FY 2013, the Commissioners Court voted to direct HHSVS to issue a Request for Proposals (RFP) to select agencies covering various categories of services with an intended funding level

of \$2,000,000. These funds have been added to the department's operating budget to continue the process of disbursing County social service dollars using a competitive procurement processes under the oversight of HHSVS and the Purchasing Office. Health and Human Services and Veterans Service plans to issue a procurement process for the social service areas of Workforce Development, Child and Youth Afterschool, and Holistic Family Services.

The FY 2015 Adopted Budget includes an additional \$500,000 in ongoing resources to undergo a competitive Request for Services (RFS) process for targeted investments in early childhood services that align with the 2012-2015 Travis County School Readiness Action Plan and support healthy outcomes for families with children under six years old.

In FY 2014, Commissioners Court approved a proposal by HHSVS to change the way that external social service investments are funded by the County. Health and Human Services and Veterans Service issued an RFS to select agencies providing early childhood services using existing funds of \$150,000 and \$500,000 recommended in the FY 2014 Adopted Budget, with an intended total funding level of \$650,000. Health and Human Services and Veterans Service staff has reviewed and scored proposals and in conjunction with the Purchasing Office has negotiated contracts for early childhood services with a start date of October 1, 2014.

## **2. Cooperative Health and Public Safety Agreements – \$1,454,152**

The County's EMS ground services interlocal agreement with the City of Austin was substantially renegotiated in 2014. The FY 2015 increase of \$769,779 covers base costs such as wage for both civilian and uniform personnel; a one-step increase for uniform staff; an increase in medical supplies; associated personnel benefit increases; and other related operating cost increases.

Travis County is a partner with the City of Austin in two interlocal agreements, one for the provision of public health services and the other for animal services. The increase in the HHSVS budget is comprised of \$378,791 for the public health interlocal and \$305,582 for the animal services interlocal. The increased costs are related in part to the cost model used in the interlocal agreements that apportions service costs on a per capita basis. The increasing Travis County population outside the Austin city limits adds to the County's cost. In addition, certain program enhancements are required by federal regulation.

## **3. Facilities Management Department – Countywide Security Improvements – \$665,486**

As part of the ongoing review being conducted by the new FMD Security Manager and the County Security Committee, an additional \$665,486 in funding is included in the FMD budget to consolidate security services contracts and improve security measures in several County facilities. In addition, the County's closed circuit television security cameras are being upgraded to a digital format.

## **4. District Attorney's Office – Interlocal Agreement Renewals – \$450,266**

Two annual interlocal agreements were renewed for the District Attorney's Office for FY 2015. The interlocal agreement with Texas Mutual Insurance, totaling \$430,266, allows the District

Attorney's Office to prosecute worker's compensation fraud cases. A \$20,000 annual contract with the Downtown Austin Alliance allows the District Attorney's Office to assign a full-time Assistant District Attorney to cases related to violent crimes, narcotics, and nuisance abatement in Austin's downtown business district.

#### **5. Criminal Justice Planning and Health and Human Services and Veterans Service – Parenting in Recovery – \$389,425**

The Parenting in Recovery Program funds the Travis County Family Drug Treatment Court through a combination of grants, in-kind contributions and cash match from various partners. This court brings together a coalition of community service providers who cooperatively provide a comprehensive continuum of service to women, children and families identified by CPS as exhibiting symptoms of substance use disorders.

An increase of \$102,465 in ongoing funds is included in the Criminal Justice Planning budget to continue an Attorney position that was previously funded through grant proceeds. This attorney will continue to provide ad litem representation to children whose parents are participants in the Family Drug Court Program. In addition, one-time operating funds of \$286,960 will be used by HHSVS to fund recovery supports, substance abuse treatment through a contract, and a child and family therapist at Austin Travis County Integral Care.

#### **6. Tax Assessor-Collector's Office – Tax Office Reorganization – \$304,859**

As part of a proposed multi-year reorganization plan to address internal controls, workload demands, and supervision needs in the department, the Tax Office budget has been increased by \$304,859 in ongoing resources to fund one Business Analyst II in the Administration Division, one additional Internal Auditor position in the Accounting Division, and two Tax Supervisors, one in the Property Tax Division and the second in the Motor Vehicle Division. An additional \$2,239 in one-time resources for operating expenses is included for this purpose.

#### **7. Countywide Project Support for the Integrated Justice System – \$270,121**

Travis County has joined the Conference of Urban Counties (CUC) in a consortium of Texas counties that plan to replace case management systems for various justice and public safety departments. The participating Counties desire to share technology in an effort to maximize efficiency and cost savings, hence the project short name of "TechShare."

In addition to a \$5 million reserve for this project, the FY 2015 Adopted Budget includes \$226,315 of ongoing resources in ITS to fund maintenance of the Justice of the Peace Odyssey system software-as-a-service license requirements and the CUC-led Prosecutor Module project. In addition, \$43,806 in one-time resources is recommended for Pretrial Services' expected overtime needs due to a schedule delay from FY 2014 to FY 2015 in the deployment and implementation of the TechShare case management component.

**8. Planning and Budget Office – Phase II Adult System Needs Analysis and Master Plan Update – \$259,700**

This project originated as the Travis County Correctional Complex Master Plan Study, initially funded for \$490,000 in FY 2011 based on a preliminary scope of work developed by FMD. Additional funds beyond the initial budget request are required for completion of Phase II of the project. Phase II will take the critical information developed in Phase I, including preferences identified by stakeholders through workshops, to determine space and facility needs at the Correctional Complex and the Central Booking facility. The total cost of Phase II was negotiated to \$288,390. A remaining balance of \$28,690 from Phase I is being applied to Phase II to reduce the amount included in the Adopted Budget to \$259,700.

**9. Transportation and Natural Resources – Park Operations and Maintenance – \$244,644**

The Adopted Budget includes \$107,010 for the creation of a new parks land manager position to manage the open space parkland currently being acquired along Onion Creek, Gilleland Creek, and the Pedernales River. In addition, the Adopted Budget includes \$100,000 in ongoing funding for contracted tree removal services to mitigate the risk posed to persons and property by dead or damaged trees throughout the County's park and open space system. The primary focus of the services will be the removal of hazardous trees from parks open to visitors. The budget also includes \$20,000 for the purchase of emergency supplies for parks first responders to ensure that supplies are not kept past their recommended expiration dates. Finally, the third of four years of funding to increase the parks building repair operating budget is included in the budget in the amount of \$17,634.

**10. Public Defender Staffing – \$210,920**

Two paralegal positions, one for the Office of Child Representation and one for the Office of Parental Representation, have been added to the FY 2015 Adopted Budget on an ongoing basis (\$122,624 personnel and \$10,353 operating). The addition of the paralegals is expected to result in an increase in the caseloads that each office can accept. The department believes that the more cases the Office of Child Representation and the Office of Parental Representation can handle, the fewer outside attorneys will need to be hired, resulting in a cost avoidance in civil indigent attorney fees.

The Juvenile Public Defender's Office handles indigent juvenile criminal cases in a more cost effective manner than a private attorney. An additional Attorney is funded in the Adopted Budget at a cost of \$77,943 to avoid additional court appointments of private attorneys for juvenile clients. The work done by this attorney will help to reduce the indigent attorney fee expenditures from the Civil Courts Legally Mandated Fees department. The cost of this position will be partially offset by one-time revenue from the University of Houston Law School.

**11. Criminal Justice Planning – Council on At-Risk Youth - \$200,000**

One-time funding of \$200,000 is included in the Criminal Justice Planning budget to continue the contract with the Council on At-Risk Youth, which provides a violence prevention program and other services to at-risk youth within three local middle schools. CARY's mission is to help

youth and promote safe schools and safe communities with the objective of closing the “pipeline to prison.”

### **12. Constable, Precinct Three – Motor Vehicle Inspection Program – \$141,749**

In FY 2011, two positions from the Constable, Precinct Three Criminal Division were internally reallocated to the Counterfeit Motor Vehicle Inspection Program (MVI) on a one-time pilot basis. Currently, the MVI program consists of a team of two investigators and two on-road deputies. The MVI team tracks and cites expired or counterfeit stickers and requires vehicles to undergo emissions tests to help keep the region in compliance with federal air quality standards, a long-term priority of the Commissioners Court. With this dedicated investigations team, the office has increased the law enforcement operations of the program in collaboration with state and local agencies. Counterfeit stickers can often be traced to the same vendor, and these falsified records are often tied to motor vehicle titling and registration. The Constable’s Office has uncovered numerous instances of felonious activities and large-scale criminal operations that can result in decreased revenue for the Tax Office Motor Vehicle Division. The Adopted Budget includes \$141,749 in ongoing resources to fund the two deputies that have been funded using one-time resources since FY 2011.

### **13. Purchasing Office – Commodities Buyers – \$141,098**

Two special project worker Commodities Buyer positions approved in FY 2013 and FY 2014 are recommended to become ongoing permanent positions within the Purchasing Office. These positions process routine non-contract purchases under \$5,000. The addition of these staff members has allowed the office to process 90% of purchase orders within three to five days. Without these positions, the workload would shift to the other buyers in the office and slow down the purchasing process, which would affect operations of all County departments since many purchases are extremely time-sensitive.

### **14. Information and Technology Services – Wireless Download for Sheriff’s Patrol Car Video – \$140,000**

One-time operating funds of \$140,000 have been added for a software upgrade to allow the wireless download of data from mobile data computers located in patrol cars. This upgrade will allow Sheriff’s Office law enforcement personnel to save significant time since they will now be able to download video wirelessly from their vehicles and will not be required to take their mobile data computers from their cars into the office to download data. Expedited delivery of evidence to prosecutors will allow staff of the County Attorney and District Attorney to comply with Michael Morton Act requirements more easily.

### **15. Sheriff’s Office – Mental Health Transport Officer – \$136,159**

The FY 2015 Adopted Budget includes \$136,159 to fund two Transport Officers. With this additional staff, the Sheriff’s Office will take over all mental health transports from the Travis County Jail to the Austin State Hospital and vice versa. This function is currently being conducted by the TCSO Crisis Intervention Unit, and this additional staff will allow Crisis Intervention deputies to respond to calls of service for consumers in a state of crisis. In addition,



the Sheriff's Office will adhere to best practices and industry standards when conducting the anticipated 361 writs and bench warrants that require mental health transports.

#### **16. Pretrial Services – Assessment Screenings – \$124,258**

Two Pretrial Officer FTEs were added in FY 2013 as a two-year pilot project to implement several actuarial assessment tools during the initial phase of the personal bond process. The results of these assessments helped to inform and shape Pretrial Officers' critical release recommendations to judges, providing them with data to identify defendants that may be appropriate to be released with a personal bond. In FY 2015, the pilot positions are included in the Adopted Budget for a second year on a one-time basis. These positions will be reconsidered for continuation in FY 2016, following an evaluation of the screening tools' effectiveness.

#### **17. Health and Human Services and Veterans Service – Literacy Programs and Child Protective Services – \$106,123**

Travis County received \$106,123 from the State Comptroller's Office in the middle of FY 2014 as a refund of unclaimed property related to electric cooperative capital credits. Commissioners Court approved the use of these funds for HHSVS programs: half for literacy programs, and half for CPS. The funds were not certified by the Auditor's Office in FY 2014, and will be added to the department's FY 2015 budget. These one-time funds are restricted to specific uses, and to allow the budget to be tracked, two internal order numbers (IOs) have been assigned to the funds.

#### **18. Justices of the Peace, Precincts One and Four – Special Project Workers – \$101,883**

The Adopted Budget includes \$101,883 in one-time funding for two Special Project Workers to address clean-up and records management needs in Justice of the Peace, Precinct One and Precinct Four. Funding of \$59,967 is included for Precinct One to address the backlog of both criminal and civil cases. A random sampling was conducted in FY 2014, resulting in the discovery of cases not properly updated or processed according to current state mandates. In addition, \$41,916 is included for Precinct Four to work on a scanning project that will allow the office to view all cases electronically in the Odyssey case management system. Funding of this request for Precinct Four will help eliminate Iron Mountain offsite storage fees for the storage of current paper-copy cases.

#### **19. Facilities Management Department – Move Costs of Renovation Projects – \$100,239**

There are several major and minor renovations recommended for funding in the FY 2015 Adopted Budget to accommodate new courts and new staffing in several offices. While the funding for the renovation costs is included in the capital budget (see the capital section later in this document), the one-time cost of \$100,239 associated with moving furniture and equipment post renovation is included in FMD's operating budget.

#### **20. General Administration – Property Appraisal Policy Consultant – \$100,000**

One-time funding of \$100,000 is included in the General Administration budget to hire a policy consultant to review the property appraisal methodology used by the Travis Central Appraisal District and prepare a report for Commissioners Court consideration.

**21. Emergency Medical Services – Standby STAR Flight Services at Circuit of the Americas – \$94,500**

As part of the efforts to ensure safety at the Circuit of the Americas, a contract with STAR Flight has been executed for helicopter(s) to be on standby during some events. The budgeted amount is an estimate for FY 2015, based on projected usage in FY 2013 and FY 2014. These additional expenditures will be paid by the Circuit of the Americas.

**22. Transportation and Natural Resources – Continuation of Countywide Recycling Program – \$77,594**

In FY 2014, the County converted to single stream recycling and the Travis County recycling program was expanded to include all County facilities and high-use parks. In FY 2014, Commissioners Court approved the use of one-time funds for program expansion. The FY 2015 Adopted Budget includes \$77,594 in ongoing funding for the program, to include contract services to provide recyclable material pick-up and the purchase of recycling/custodial supplies. An additional \$10,000 is funded in the 700 Lavaca Fund for this program.

**23. Sheriff’s Office – Crime Scene Specialist – \$64,788**

One additional Crime Scene Specialist position is funded for FY 2015. The Crime Scene Investigation Unit currently has four employees staffing a 24 hour per day call-out rotation. A fifth position brings this unit to the optimum level for such a rotation. The dedicated Crime Scene Unit will continue to respond to all Major Crimes investigations.

**24. Criminal Justice Planning – Workforce Development Program – \$57,948**

The Adopted Budget includes \$57,948 for a new position to expand workforce development services to individuals with criminal backgrounds. The program actively recruits local employers willing to hire ex-offenders. This is a new position beyond the existing position that was funded with one-time resources in FY 2014 and made permanent in FY 2015, described under the Maintenance of Current Effort section earlier in this document.

**25. Other Miscellaneous Budget Increases – \$592,472**

There are a small number of other miscellaneous budget increases throughout the County in the Fiscal Year 2015 Adopted Budget that are less than \$50,000. These are summarized below:

Table 10  
Other Miscellaneous Budget Increases

Department	Purpose	One-Time	Ongoing	Total
Records Management and Communication Resources	Start-up funding for the destruction of records stored in offsite storage that meet or exceed records retention laws	\$47,000	\$0	\$47,000
District Attorney’s Office	One-time contribution to Family Protection Fund that funds a nonprofit organization	44,676	0	44,676

Department	Purpose	One-Time	Ongoing	Total
	that provides family violence protection services			
Counseling and Education Services	County contribution to interlocal agreement for Planet Safe Center, a supervised, safe option for visitation and exchange services to families who have experienced violence	45,000	0	45,000
District Clerk's Office	Temporary personnel for a pilot program to improve collections of court fines and fees	44,293	0	44,293
Transportation and Natural Resources	Acquisition of aerial photographs through Capital Area Council of Governments	42,000	0	42,000
Transportation and Natural Resources	Capital Metro Transit Pass Program (another \$40,227 is Earmarked against the Allocated Reserve)	40,227	0	40,227
District Clerk's Office	Overtime and associated benefits to address customer service needs related to the new e-Filing system	34,377	0	34,377
Records Management and Communication Resources	Continuation of the pilot program that helps <i>pro se</i> clients receive occupational drivers' licenses and license reinstatement	34,048	0	34,048
Transportation and Natural Resources	Partial funding for GIS Analyst position (remainder internally funded)	6,750	18,393	25,143
Transportation and Natural Resources	Air quality technical work with the Capital Area Council of Governments	25,000	0	25,000
Transportation and Natural Resources	Capital Area Metropolitan Planning Organization transportation modeling	25,000	0	25,000
Information Technology Services	NEOGOV, an online application used for recruiting by the Human Resources Management Department	0	25,000	25,000

Department	Purpose	One-Time	Ongoing	Total
Justice of the Peace, Precinct 3	Reclassification of three positions for organizational parity with other precincts	0	19,736	19,736
Planning and Budget Office	Increase in transfer from Corporations for additional expenditures	0	16,913	16,913
Probate Court	Replacement of e-Courtroom equipment	15,000	0	15,000
Health and Human Services and Veterans Service	Half the cost of reclassifications still pending from the Market Salary Survey of 2012	0	14,409	14,409
Tax Assessor Collector	Travel and training to Hamer Enterprises user meeting	0	14,000	14,000
Tax Assessor Collector	Modification to the EZ Access property tax software	12,000	0	12,000
Transportation and Natural Resources	Fuel and maintenance costs for two new Sheriff's Office vehicles	0	11,768	11,768
Planning and Budget Office	Related to new securities lending agreement	0	11,022	11,022
Counseling and Education Services	Crime victims' fund increase for victim services	0	9,343	9,343
Records Management and Communication Resources	Service agreement for uninterrupted power supplies	0	8,075	8,075
Historical Commission	Re-budget grant match from FY 2014 to FY 2015	7,500	0	7,500
Tax Assessor-Collector	Annual subscription to online skip tracing database for Justice Court collections	0	6,500	6,500
Various Departments	Resources under \$5,000 each for various services, equipment and other adjustments	4,800	9,642	14,442
<b>Total Other</b>		<b>\$427,671</b>	<b>\$164,801</b>	<b>\$592,472</b>

## INVESTMENTS IN THE WORKFORCE

An important goal in developing the Adopted Budget for Fiscal Year 2015 was funding the primary cost drivers projected for FY 2015. Under the budget guidelines established by Commissioners Court at the beginning of the budget process, any funds available beyond the target budget level would need to be used to fund several outstanding program priorities from prior budget years and to maintain benefits at levels similar to those in prior years. As estimates

were refined, the projected costs of health insurance and the County’s retirement plan were reduced. The reduction in benefit costs left resources available to fund modest compensation increases for the County’s classified and peace officer positions.

**HEALTH BENEFITS**

Travis County began a self-insured health benefits plan in 2002. Under a self-insured program, the actual insurance claims made by employees are paid directly from County resources with an insurance carrier hired to administer claims processing (i.e., a third party administrator). The primary benefits of being self-insured are that the plan can provide a better level of benefits for employees and can provide more control over increasing health premiums for the County. The Commissioners Court determines the plan funding and benefit structure on an annual basis. Despite this added control, a self-insured plan does not necessarily reduce overall health care expenses.

On February 19, 2014, HRMD benefits staff and managers throughout the County were presented with the Plan Executive Report from United Healthcare (UHC), the County’s third party administrator (TPA) of the self-insured plan. The report provided an analysis of the prior plan year costs, claims experience, plan trends and high dollar cost drivers. The report indicated that the plan’s combined medical and pharmacy per member per month cost for FY 2013 was trending at a 6% increase over the prior year. This trend fit the recent history experienced by the County in the growth of the County contribution to the employee health plan.

Table 11  
Increases in County Composite Contribution  
to Employee Health Plan

Fiscal Year	Original Actuary Estimate	Actual Increase after Plan Design Changes
2013	7.7%	5.7%
2014	8.7%	5.8%

Recent trends in the County’s cost of the employee health plan and the aging of the County’s workforce indicated a continuing trend of a 6% increase in County cost. As a result, the cost drivers presented to Commissioners Court in March 2014 included an estimated 6% increase in the County cost of the employee health plan. Combined with the estimated increase in the contribution to the County’s retirement plan, discussed in the following section, the FY 2015 cost driver for the employee health plan and retirement plan was estimated at a \$5 million to \$6 million increase over the FY 2014 budget.

In April 2014, Milliman, the County’s contract actuary for the plan, provided staff with the initial actuary report indicating a higher than budgeted trend of 6.29%. This rate projection was driven by an increase in the number of high cost claimants, higher than expected prescription drug costs, and the high claim costs of the County’s EPO Health Plan (the richest plan of the three offered by the County).

Concurrent with the development of projections of increased health plan costs, HRMD benefits staff, the Purchasing Office, and a County employee evaluation committee reviewed and analyzed responses to an RFP for the provision of TPA services, pharmacy benefit management (PBM) services, vision insurance, and stop-loss insurance.

On June 10, 2014, Commissioners Court approved new contracts for TPA and PBM services and for vision insurance. The TPA services contract includes a wellness allowance of \$150,000 per year, an on-site Health Coach for the duration of the contract, and a reduction to the administration fee. HRMD is working on developing a proposal for a major rescaling and restructuring of the County Wellness Program for Commissioners Court consideration in the coming months.

On July 1, 2014, Commissioners Court approved a health benefit plan that includes design changes required by the Patient Protection and Affordable Care Act. In addition, rates for employee premiums were increased and the structure of employee premiums was changed. In the past, employee-only health care premiums were \$0 for the Co-EPO and the PPO, the low-range and mid-range health benefits plans. For FY 2015, the employee-only premium for the PPO is set at \$10 per month. These changes were recommended by the Employee Benefits Committee to promote the long-term stability of the health plan. The changes were also recommended by UHC to increase member consumerism and accountability, which are key to managing the cost of the health plan. The plan design changes and the new contracts resulted in the County's contribution to the employee health plan dropping to 4% from the projection of 6.29% provided in April 2014.

The Employee Health Benefits Fund was established at a level of \$18,334,435 million in FY 2002 and has grown to \$83,544,330 million in the FY 2015 Adopted Budget. The Auditor's revenue estimate includes a beginning balance in this fund of \$19.7 million, plus \$63.8 million in premium income, and approximately \$85,000 in interest income. The Allocated Reserve for the fund is \$18.3 million. The budget available in the individual departments and offices was updated after open enrollment was completed for Fiscal Year 2015 to reflect health benefit coverage selected by employees and retirees for next year. These changes were incorporated in the Adopted Budget.

## **RETIREMENT**

Travis County is one of 639 employers that participate in the Texas County and District Retirement System (TCDRS). As a member of TCDRS, Travis County employees contribute to the retirement system at actuarially determined rates. County employees contribute 7% of their salary (the highest allowed by TCDRS) to the County retirement plan as set by Commissioners Court. In 2014, the County contributed 13.67% of employee salaries to the plan that included the cost of a 2% Cost of Living Adjustment (COLA) awarded to retirees. For plan year 2014, the funded ratio of Travis County's plan is at 84%. The funded ratio is the percent of the plan's accrued liabilities that are funded by the plan's actuarial assets.

There are several factors that impact the County's contribution rate. The performance of the retirement system's portfolio of investments makes a large impact on the County's required contribution. Every year, TCDRS reviews its portfolio's performance and works with the plan actuary, Milliman, to determine the rate for the next plan year. The 2008 stock market crash impacted the TCDRS portfolio as it did all investors' portfolios. With the losses sustained in 2008, TCDRS projected that employer contributions would have to increase to over 16% of pay to make up for the losses. Since 2008, the County's contribution rate has increased from 10.71% to 13.67%.

Given TCDRS projections that the County's contribution rate would continue increasing over the next several years, the cost drivers presented to Commissioners Court showed a projected 5% to 6% increase in the contribution rate. As discussed on the preceding pages, this resulted in the FY 2015 cost driver for the employee health plan and retirement plan being estimated at a \$5 million to \$6 million increase over the FY 2014 budget. However, the portfolio's performance in 2013 realized a 16.4% return, more than double the projected return of 8%. At its annual member conference, TCDRS projected that contribution rates will no longer grow to 16% of pay, but will remain stable. Milliman projects that employers in the plan will see an average decrease in contributions of about 0.5% over the next few years. This decrease assumes that there are no plan changes and that the economic assumptions underlying the projections hold.

One plan change that can impact the County's contribution rate is the awarding of a COLA to retirees. A COLA increases retiree benefits to make up for the loss of buying power due to inflation. There are two kinds of COLAs that can be awarded:

1. Flat-rate: Increases the benefit amounts of all County retirees by the same percentage. The County chooses the percentage up to a limit set by the TCDRS Board of Trustees. This limit is 2% for the 2015 plan year.
2. CPI-Based: Each retiree's benefit is increased according to how much inflation has occurred as measured by the Consumer Price Index (CPI). The County chooses the percentage of CPI change it wishes to cover.

Funding a COLA would increase the County's required contribution rate. Because COLAs are funded over 15 years, repeated COLAs cause incremental increases to the required contribution rate. In FY 2014, Commissioners Court approved a 2% COLA for retirees for the 2014 plan year, the funding of which will be reflected in Travis County's contribution rate through the 2029 plan year. The impact of a 1% COLA for plan year 2015 is an increase in the County contribution rate from 13.67% to 13.69% and a decrease in the funded ratio from 84.1% to 83.8%.

TCDRS has informed the County that the required contribution rate was dropping from 13.67% to 13.56% for plan year 2015. This drop in the retirement contribution rate is projected to save the County less than \$290,000. The FY 2015 Adopted Budget maintains the retirement contribution rate at the higher rate of 13.67%. This will help move the County to a higher

funded ratio over time, an investment that can hedge against economic losses in the future. In addition, the savings from dropping to the lower rate is *de minimus* when considered in light of the County’s \$651 million General Fund budget. For plan year 2015, the funded ratio rises to 84.1%, because of the performance of the plan’s portfolio and from keeping the contribution rate steady.

**COMPENSATION**

The Commissioners Court has invested significant resources in the recent past to ensure that its workforce is competitive with market conditions. In 2012, a comprehensive market salary survey of the County’s classified workforce was conducted, and the Commissioners Court implemented recommendations resulting from this survey in April 2012. In September 2012, pay increases for law enforcement and corrections employees covered by the Peace Officer Pay Scale (POPS) were approved. The average rate of pay increases for POPS employees was 11.4%. At that time, wages for these employees had not been adjusted for several years. POPS employees in the Sheriff’s Office had received a step increase in 2009 and a 2.5% across the board adjustment in October 2010. POPS employees elsewhere in the County had not received an increase in wages since 2009. No funding for a step increase was approved for FY 2014.

Table 12  
History of Employee Compensation, FY 2010 – FY 2014

Employee Type	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
<b>Regular Classified</b>	0%	2.5% COLA	3.5% MSS Approx. Adj <sup>1</sup>	0%	3% across the board increase
<b>Peace Officer</b>	0% No Step Inc.	2.5% COLA No Step Inc.	11.4% avg. inc. for all POPS <sup>2</sup> No Step Inc.	0% No Step Inc.	0% No Step Inc.

COLA – Cost of Living Adjustment  
MSS – Market Salary Survey

In March 2014, discussions with the Commissioners Court regarding budget development focused on a goal of funding the primary cost drivers identified by PBO, including employee benefits. The Commissioners Court held an employee public hearing on June 26, 2014, to allow all County employees to provide input on County compensation and benefits and on proposed revisions to the County compensation policy. Employees who testified at the public hearing expressed their satisfaction with the County’s benefits package but stated that some compensation levels, especially at the lower pay grades, were inadequate for the cost of living

<sup>1</sup> Because these increases were meant to bring employees to the average of the market, approximately 25% of classified employees did not see a pay increase because their job titles were already at or above the market. This increase was effective April 2012.

<sup>2</sup> This increase was effective September 2012.



in the urban core of Travis County. A large portion of Travis County's jobs are located in the urban core.

As a result of prudent changes to the employee health plan and the exceptional return experienced by the County's retirement plan, the FY 2015 Adopted Budget includes funding for compensation for regular employees on the classified pay scale and an anniversary step increase for POPS employees. These compensation increases include \$3,074,818 for a \$1,000 ongoing salary increase for regular employees who were hired as of April 1, 2014 and earned no more than the full-time equivalent of \$100,000 after the salary increase.

In addition, Commissioners Court approved funding of \$1,541,335 for POPS to receive an anniversary step increase to move along their prescribed pay grade. Of that amount, \$826,729 was included in the departmental budgets and another \$714,606 was included in an Annualization Reserve. The funding set aside in this reserve accounts for the portion of the anniversary step increase that occurs after the October 1, 2014 start of the fiscal year. This reserve will be used to fully fund the anniversary step increase in FY 2016.

With some exceptions, Travis County has historically linked salary adjustments for elected officials to increases approved for employees on the classified pay scale. For Fiscal Year 2013, the compensation staff in HRMD conducted a market salary review of elected officials who are not on the judicial pay scale. They also reviewed Justice of the Peace salaries and recommended that those salaries be removed from the judicial pay scale. Based on the very limited market population in urban Texas counties from which to draw information for elected officials, the County's compensation staff do not recommend following a market approach in the future to establish these salaries. In FY 2014, Commissioners Court approved a 3% across the board salary increase for elected officials in addition to legislatively required salary increases for elected officials on the judicial pay scale.

For FY 2015, Commissioners Court did not approve funding for an increase to the salaries of elected officials. The decision on setting elected officials' salaries had to be made in August to meet statutory deadlines. The decision on employee compensation was not made until the September budget mark-up process, precluding the Commissioners Court from continuing the historic linkage between salary increases for elected officials and County employees for FY 2015.

## **PERSONNEL CHANGES**

There is a net increase of 50.6 FTEs in the Fiscal Year 2015 General Fund Adopted Budget. However, a portion of the General Fund FTE increase is related to the transfer of FTEs to and from the General Fund due to resource availability and accounting requirements in the special funds. When considering the total FTE change across all budgeted funds, the change is a net increase of 41.1 FTEs. The number of new FTEs in the General Fund for FY 2015 is significantly lower than the 102.15 FTEs added in FY 2013 or the 79.42 FTEs added in FY 2014.

The following table outlines the changes in FTEs from Fiscal Year 2014 to Fiscal Year 2015. These changes include 9.25 FTEs approved by the Commissioners Court during Fiscal Year 2014 subsequent to the adoption of the budget that are continued in the FY 2015 Adopted Budget. New positions, as well as other changes, totaling 15.35 FTEs, were included in PBO’s Preliminary Budget primarily in response to identified cost drivers and increased demand for County services in a growing community. Another 26 FTEs were approved during and subsequent to budget mark-up primarily to meet growing service demands.

Table 13  
General Fund Position Changes

Timeframe	Net Change
Changes Approved Midyear FY 2014	9.25
New Positions and Other Changes Included in the Preliminary Budget	15.35
New Positions and Other Changes Approved During Budget Mark-Up and Thereafter	26.00
<b>Net Position Changes to General Fund</b>	<b>50.60</b>

The greatest number of new positions funded in the General Fund for FY 2015 is related to the transfer of 13 existing positions in the Sheriff’s Office that were previously budgeted within the Courthouse Security Fund and supported through an operating transfer from the General Fund. For FY 2015, the operating transfer is reallocated within the Sheriff’s Office General Fund budget to fund this cost neutral position transfer. This is a planned action related to a Governmental Accounting Standards Board (GASB) requirement that operating transfers cannot be more than 80% of the overall revenue of a special revenue fund. A 14<sup>th</sup> FTE in the Sheriff’s Office was moved from the Courthouse Security Fund to the General Fund due to a reduction in the revenue available in this special revenue fund.

The three tables that follow detail a five-year staffing comparison of FTEs within departments and offices and position-specific changes from FY 2014 to FY 2015. Table 14 includes the five-year staffing comparison for each department and office for positions funded in the General Fund and Special Funds. Table 15 includes the five-year staffing comparison for each department and office for positions funded in the General Fund.

**Table 14**  
**Staffing Comparison in General Fund and Special Funds**

<b>Department Name</b>	<b>FY 2011 FTE</b>	<b>FY 2012 FTE</b>	<b>FY 2013 FTE</b>	<b>FY 2014 FTE</b>	<b>FY 2015 FTE</b>	<b>FY 2015 - FY 2014</b>
Civil Courts	76.50	76.50	76.50	76.50	80.50	4.00
Civil Service Commission	1.00	1.00	1.00	1.00	1.00	0.00
Community Supervision & Corrections <sup>1</sup>	297.00	296.50	284.75	280.75	280.62	(0.13)
Constable, Precinct 1	22.00	24.00	24.00	24.00	24.00	0.00
Constable, Precinct 2	34.00	35.00	35.00	35.00	35.00	0.00
Constable, Precinct 3	29.00	29.00	29.00	29.00	29.00	0.00
Constable, Precinct 4	19.00	19.00	20.50	23.00	23.00	0.00
Constable, Precinct 5	55.00	55.50	56.00	56.00	56.00	0.00
Counseling & Education Services	44.00	43.00	43.00	41.95	41.95	0.00
County Attorney	185.50	185.50	190.00	197.50	203.50	6.00
County Auditor	82.00	82.00	84.00	87.00	88.00	1.00
County Clerk	120.00	120.00	121.00	122.00	122.00	0.00
County Commissioner, Precinct 1	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 2	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 3	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 4	4.00	4.00	4.00	4.00	4.00	0.00
County Judge	5.00	5.00	5.00	5.00	5.00	0.00
County Treasurer	6.00	6.00	8.00	8.00	8.00	0.00
Criminal Courts	85.50	85.50	72.00	72.00	70.00	(2.00)
Criminal Justice Planning	10.00	38.00	39.00	44.00	48.00	4.00
Dispute Resolution Center <sup>2</sup>	0.00	0.00	0.00	0.00	0.00	0.00
District Attorney	167.13	168.63	171.13	186.63	193.13	6.50
District Clerk	109.00	108.00	111.00	115.50	116.00	0.50
Emergency Medical Services	33.00	33.00	32.00	32.00	33.00	1.00
Emergency Services	17.00	17.00	18.00	19.00	19.00	0.00
Facilities Management Department	137.00	137.00	140.00	145.00	153.00	8.00
General Administration	2.50	2.50	2.50	2.00	2.00	0.00
Health & Human Svcs. & Veterans Svc.	178.04	181.04	188.29	216.40	215.00	(1.41)
Historical Commission	0.00	0.00	0.00	0.00	0.00	0.00
Human Resource Mgmt. Department	38.00	37.50	38.50	38.50	39.00	0.50
Information Technology Services	106.00	107.00	114.00	111.00	109.00	(2.00)
Justice of the Peace, Precinct 1	15.00	15.00	14.00	16.00	16.00	0.00
Justice of the Peace, Precinct 2	32.00	33.00	33.00	31.00	31.00	0.00
Justice of the Peace, Precinct 3	25.50	25.50	25.50	25.50	25.50	0.00
Justice of the Peace, Precinct 4	16.00	16.00	16.00	16.00	16.00	0.00
Justice of the Peace, Precinct 5	15.00	15.00	15.00	15.00	15.00	0.00
Juvenile Probation	462.50	462.50	467.50	471.00	471.00	0.00
Juvenile Public Defender	13.00	13.00	13.00	14.00	15.00	1.00
Medical Examiner	35.50	35.50	37.00	38.00	38.00	0.00
Planning and Budget Office	16.00	18.00	18.00	18.00	18.00	0.00
Pretrial Services	57.18	57.18	77.98	78.83	78.96	0.13
Probate Court	10.67	11.67	12.00	13.00	13.00	0.00
Purchasing	33.00	35.00	37.00	36.00	37.00	1.00
Records Mgmt. & Comm. Resources	41.00	41.00	44.75	44.25	44.25	0.00
Sheriff	1,510.50	1,588.50	1,621.50	1,636.50	1,642.50	6.00
Tax Assessor-Collector	130.00	131.00	134.00	142.50	146.50	4.00
Texas AgriLife Extension	14.00	14.00	14.00	0.00	0.00	0.00
Transportation & Natural Resources	401.55	402.05	410.80	417.80	420.80	3.00
Veterans Service	6.00	6.00	7.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>4,709.57</b>	<b>4,829.07</b>	<b>4,918.20</b>	<b>4,998.10</b>	<b>5,039.20</b>	<b>41.10</b>

<sup>1</sup> Community Supervision and Corrections FTE totals include state funded employees.

<sup>2</sup> Prior budgets indicated that the Dispute Resolution Center has 7 FTE. However, the personnel count for this department is not directly funded by Travis County.

**Table 15**  
**Staffing Comparison in General Fund**

<b>Department Name</b>	<b>FY 2011 FTEs</b>	<b>FY 2012 FTEs</b>	<b>FY 2013 FTEs</b>	<b>FY 2014 FTEs</b>	<b>FY 2015 FTEs</b>	<b>FY 2015 - FY 2014</b>
Civil Courts	72.07	73.00	72.98	72.98	76.98	4.00
Civil Service Commission	1.00	1.00	1.00	1.00	1.00	0.00
Community Supervision & Corrections	6.00	6.00	6.00	6.00	6.00	0.00
Constable, Precinct 1	22.00	24.00	24.00	24.00	24.00	0.00
Constable, Precinct 2	34.00	35.00	35.00	35.00	35.00	0.00
Constable, Precinct 3	29.00	29.00	29.00	29.00	29.00	0.00
Constable, Precinct 4	19.00	19.00	20.50	23.00	23.00	0.00
Constable, Precinct 5	55.00	55.50	56.00	56.00	56.00	0.00
Counseling & Education Services	44.00	43.00	43.00	41.95	41.95	0.00
County Attorney	185.50	185.50	190.00	197.50	203.50	6.00
County Auditor	82.00	82.00	84.00	87.00	88.00	1.00
County Clerk	108.10	108.10	110.21	111.21	111.21	0.00
County Commissioner, Precinct 1	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 2	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 3	4.00	4.00	4.00	4.00	4.00	0.00
County Commissioner, Precinct 4	4.00	4.00	4.00	4.00	4.00	0.00
County Judge	5.00	5.00	5.00	5.00	5.00	0.00
County Treasurer	6.00	6.00	8.00	8.00	8.00	0.00
Criminal Courts	84.50	84.50	72.00	72.00	70.00	(2.00)
Criminal Justice Planning	10.00	38.00	39.00	44.00	48.00	4.00
District Attorney	167.13	168.63	171.13	186.63	193.13	6.50
District Clerk	108.00	107.97	110.97	113.00	113.00	0.00
Emergency Medical Services	33.00	33.00	32.00	32.00	33.00	1.00
Emergency Services	17.00	17.00	18.00	19.00	19.00	0.00
Facilities Management Department	127.60	127.60	130.60	136.00	141.00	5.00
General Administration	2.50	2.50	2.50	2.00	2.00	0.00
Health & Human Svcs. & Veterans Svc.	178.04	181.04	188.29	213.40	212.00	(1.41)
Human Resource Mgmt. Department	15.66	14.66	16.00	16.00	15.50	(0.50)
Information Technology Services	105.00	106.00	113.00	110.00	108.00	(2.00)
Justice of the Peace, Precinct 1	14.00	14.00	13.00	15.00	15.00	0.00
Justice of the Peace, Precinct 2	32.00	32.00	32.00	30.06	30.03	(0.03)
Justice of the Peace, Precinct 3	23.50	23.50	23.50	23.50	23.50	0.00
Justice of the Peace, Precinct 4	15.00	15.00	15.00	15.00	15.00	0.00
Justice of the Peace, Precinct 5	15.00	15.00	15.00	15.00	15.00	0.00
Juvenile Probation	457.50	457.50	462.50	466.00	467.00	1.00
Juvenile Public Defender	13.00	13.00	13.00	14.00	15.00	1.00
Medical Examiner	35.50	35.50	37.00	38.00	38.00	0.00
Planning and Budget Office	16.00	18.00	18.00	18.00	18.00	0.00
Pretrial Services	57.18	57.18	75.98	76.83	76.96	0.13
Probate Court	9.17	9.17	9.50	10.50	10.50	0.00
Purchasing	33.00	35.00	37.00	36.00	37.00	1.00
Records Mgmt. & Comm. Resources	27.63	27.63	30.87	31.04	31.04	0.00
Sheriff	1,472.50	1,550.50	1,585.50	1,600.50	1,620.50	20.00
Tax Assessor-Collector	130.00	131.00	134.00	142.50	146.50	4.00
Texas AgriLife Extension	14.00	14.00	14.00	0.00	0.00	0.00
Transportation & Natural Resources	182.50	178.20	186.30	193.15	195.05	1.90
Veterans Service	6.00	6.00	7.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>4,086.58</b>	<b>4,201.17</b>	<b>4,303.32</b>	<b>4,382.74</b>	<b>4,433.34</b>	<b>50.60</b>

Table 16  
Position Changes List

I. Positions Added or Removed in the General Fund						
Department	Fund	Title*	Position #	Grade	FTE Change	Effective Date
Civil Courts	0001	Assoc Judge/Magistrate/Referee	52956	001	1.00	10/01/14
Civil Courts	0001	Court Reporter	53026	025	1.00	10/01/14
Civil Courts	0001	Judicial Aide	53027	016	1.00	10/01/14
Civil Courts	0001	Court Operations Officer	53028	017	1.00	10/01/14
Constable, Precinct 3	0001	Constable Deputy	1802,8	061	(2.00)	10/01/14
Constable, Precinct 3	0001	Constable Deputy	1802,8	061	2.00	10/01/14
County Attorney	0001	Attorney V	52503	028	1.00	05/27/14
County Attorney	0001	Paralegal	52504	018	1.00	05/27/14
County Attorney	0001	Office Mgr Sr	52528	021	1.00	06/16/14
County Attorney	0001	Evidence Tech	52529	018	1.00	06/16/14
County Attorney	0001	Paralegal	52526-7	018	2.00	06/16/14
County Auditor	0001	Office Specialist	52904	012	1.00	10/01/14
Criminal Courts	0001	Office Specialist Sr	01532	013	(1.00)	11/05/13
Criminal Courts	0001	Office Specialist Sr	01546	013	(1.00)	03/01/14
Criminal Justice Planning	0001	Social Services Program Specialist	50652	017	(1.00)	10/01/14
Criminal Justice Planning	0001	Paralegal	52902	018	1.00	10/01/14
Criminal Justice Planning	0001	Paralegal	52903	018	1.00	10/01/14
Criminal Justice Planning	0001	Social Services Program Specialist	50652	017	1.00	10/01/14
Criminal Justice Planning	0001	Attorney III	50402	025	1.00	10/01/14
Criminal Justice Planning	0001	Social Services Program Specialist	52976	017	1.00	10/01/14
District Attorney	0001	Paralegal	52551-4	018	4.00	06/03/14
District Attorney	0001	Attorney VII	01427	030	(1.00)	10/01/14
District Attorney	0001	Attorney VI	01428	029	(1.00)	10/01/14
District Attorney	0001	Paralegal	01457	018	(1.00)	10/01/14
District Attorney	0001	Legal Secretary	01432	015	(0.50)	10/01/14
District Attorney	0001	Accountant	01291	017	1.00	10/01/14
District Attorney	0001	Investigator	01406	067	1.00	10/01/14
District Attorney	0001	Attorney VII	01427	030	1.00	10/01/14
District Attorney	0001	Attorney VI	01428	029	1.00	10/01/14
District Attorney	0001	Legal Secretary	01432	015	1.00	10/01/14
District Attorney	0001	Paralegal	01457	018	1.00	10/01/14
Emergency Medical Services	0001	Helicopter Pilot Sr	52905	026	1.00	10/01/14
Facilities Management	0001	Information Security Mgr	00332	029	1.00	06/24/14
Facilities Management	0001	Business Analyst II	00368	024	1.00	06/24/14
Facilities Management	0001	Systems Engineer III	00393	027	1.00	06/24/14
Facilities Management	0001	Office Specialist	52906	012	1.00	10/01/14
Facilities Management	0001	Human Resources Specialist I	52907	018	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Planner Sr	05397	021	0.25	11/12/13
Health & Human Svcs & Veterans Svc	0001	Inventory Specialist	50238-9	010	(2.00)	07/01/14
Health & Human Svcs & Veterans Svc	0001	Case Worker	51303-4	016	(2.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Asst	50903-4	011	(2.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Planner	05966	019	(1.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Worker	52076	018	(1.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Worker	05965	018	(1.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Mgr	51305	019	(1.00)	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Program Administrator	05255	021	0.01	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Program Coord	05256	018	0.13	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Program Coord	05254	018	0.21	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Mgr	05382	019	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Case Worker	52928	016	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Office Specialist	52930	012	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Office Specialist	52931	012	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Office Specialist	52932	012	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Case Worker	52929	016	1.00	10/01/14
Health & Human Svcs & Veterans Svc	0001	Social Services Asst	50903-4	011	2.00	10/01/14
Human Resources Management	0001	Administrative Asst II	00291	015	(0.50)	10/01/14

Table 16  
Position Changes List

I. Positions Added or Removed in the General Fund						
Department	Fund	Title*	Position #	Grade	FTE Change	Effective Date
Information Technology Services	0001	Information Security Mgr	00332	029	(1.00)	06/24/14
Information Technology Services	0001	Business Analyst II	00368	024	(1.00)	06/24/14
Information Technology Services	0001	Systems Engineer III	00393	027	(1.00)	06/24/14
Information Technology Services	0001	Technical Trainer I	52876	022	1.00	10/01/14
Justice of the Peace, Precinct 2	0001	Juvenile Case Mgr	01639	015	(0.03)	10/01/14
Juvenile Probation	0001	Juvenile Probation Officer III	04035	017	1.00	11/07/13
Juvenile Public Defender	0001	Attorney I	52901	022	1.00	10/01/14
Pretrial Services	0001	CSCD Deputy Chief	03469	001	0.04	10/01/14
Pretrial Services	0001	Adult Probation Dir	03466	001	0.09	10/01/14
Purchasing	0001	Pur Support Specialist III	00633	017	(1.00)	05/31/14
Purchasing	0001	Pur Purchasing Agent Asst II	50135	020	1.00	10/01/14
Purchasing	0001	Pur Purchasing Agent Asst II	50136	020	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer	01532	081	1.00	11/05/13
Sheriff's Office	0001	Corrections Officer	01546	081	1.00	03/01/14
Sheriff's Office	0001	Victim Counselor	03124	016	1.00	09/01/14
Sheriff's Office	0001	Security Coord	02359	013	1.00	10/01/14
Sheriff's Office	0001	Certified Peace Officer Sr	02389	084	1.00	10/01/14
Sheriff's Office	0001	Certified Peace Officer Sr	02364	084	1.00	10/01/14
Sheriff's Office	0001	Corrections Lieutenant	02352	089	1.00	10/01/14
Sheriff's Office	0001	Corrections Sergeant	02354	088	1.00	10/01/14
Sheriff's Office	0001	Certified Peace Officer Sr	02365	084	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02366	083	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02367	083	1.00	10/01/14
Sheriff's Office	0001	Certified Peace Officer Sr	02368	084	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02369	083	1.00	10/01/14
Sheriff's Office	0001	Certified Peace Officer Sr	02373	084	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02374	083	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02375	083	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer Sr	02376	083	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer	53029	081	1.00	10/01/14
Sheriff's Office	0001	Corrections Officer	53030	081	1.00	10/01/14
Sheriff's Office	0001	Crime Scene Specialist	53031	018	1.00	10/01/14
Tax Assessor-Collector	0001	Tax Supv	52952	020	1.00	10/01/14
Tax Assessor-Collector	0001	Internal Auditor	52954	021	1.00	10/01/14
Tax Assessor-Collector	0001	Business Analyst II	52955	024	1.00	10/01/14
Tax Assessor-Collector	0001	Tax Supv	52953	020	1.00	10/01/14
Transportation & Natural Resources	0001	Engineering Tech	04710	014	(1.00)	01/01/14
Transportation & Natural Resources	0001	Environmental Specialist Sr	04756	019	(1.00)	07/01/14
Transportation & Natural Resources	0001	Environmental Specialist Sr	04756	019	0.20	07/01/14
Transportation & Natural Resources	0001	Environmental Specialist	04761	018	0.40	07/01/14
Transportation & Natural Resources	0001	Environmental Specialist Sr	04756	019	0.40	07/01/14
Transportation & Natural Resources	0001	Road Maintenance Worker	50238-9	010	2.00	07/01/14
Transportation & Natural Resources	0001	Financial Analyst Sr	04661	020	(0.50)	10/01/14
Transportation & Natural Resources	0001	Financial Analyst Sr	04660	020	(0.50)	10/01/14
Transportation & Natural Resources	0001	Asst Public Works Dir	04929	029	(0.10)	10/01/14
Transportation & Natural Resources	0001	Park Land Manager	53055	022	1.00	10/01/14
Transportation & Natural Resources	0001	GIS Analyst	53001	018	1.00	10/01/14
			General Fund Total		50.60	

Table 16  
Position Changes List

II. Positions Added or Removed in Other Funds						
Department	Fund	Title*	Position #	Grade	FTE Change	Effective Date
Community Supervision & Corrections	State	Adult Probation Dir	03466	001	(0.09)	10/01/14
Community Supervision & Corrections	State	CSCD Deputy Chief	03469	001	(0.04)	10/01/14
District Clerk	0139	Law Library Specialist	51604	015	0.50	06/16/14
Facilities Management	0002	Building Maintenance Coord	52676	014	1.00	09/01/14
Facilities Management	0002	Building Maintenance Worker Sr	52677	013	1.00	09/01/14
Facilities Management	0002	Building Maintenance Worker	52678	011	1.00	09/01/14
Human Resources Management	8955	Administrative Asst II	00291	015	0.20	10/01/14
Human Resources Management	8956	Health & Wellness Program Administrator	05857	023	0.50	06/03/14
Human Resources Management	8956	Administrative Asst II	00291	015	0.30	10/01/14
Justice of the Peace, Precinct 2	0137	Juvenile Case Mgr	01639	015	0.03	10/01/14
Juvenile Probation	0107	Juvenile Probation Officer III	04035	017	(1.00)	11/07/13
Sheriff's Office	0111	Security Coord	02359	013	(1.00)	10/01/14
Sheriff's Office	0111	Certified Peace Officer Sr	02389	084	(1.00)	10/01/14
Sheriff's Office	0111	Certified Peace Officer Sr	02364	084	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Lieutenant	02352	089	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Sergeant	02354	088	(1.00)	10/01/14
Sheriff's Office	0111	Certified Peace Officer Sr	02365	084	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02366	083	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02367	083	(1.00)	10/01/14
Sheriff's Office	0111	Certified Peace Officer Sr	02368	084	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02369	083	(1.00)	10/01/14
Sheriff's Office	0111	Certified Peace Officer Sr	02373	084	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02374	083	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02375	083	(1.00)	10/01/14
Sheriff's Office	0111	Corrections Officer Sr	02376	083	(1.00)	10/01/14
Transportation & Natural Resources	0145	Environmental Specialist	04761	018	(0.20)	07/01/14
Transportation & Natural Resources	0145	Environmental Specialist	04761	018	(0.20)	07/01/14
Transportation & Natural Resources	0145	Environmental Specialist Sr	04756	019	0.20	07/01/14
Transportation & Natural Resources	0145	Environmental Specialist Sr	04756	019	0.20	07/01/14
Transportation & Natural Resources	0145	Asst Public Works Dir	04929	029	0.10	10/01/14
Transportation & Natural Resources	0145	Financial Analyst Sr	04661	020	0.50	10/01/14
Transportation & Natural Resources	0145	Financial Analyst Sr	04660	020	0.50	10/01/14
			Special Funds Total		(9.50)	
			All Funds Total		41.10	

\*Title refers to the Actual Title of the position, not the Budgeted Title.

## CAPITAL ACQUISITION AND IMPROVEMENTS PROGRAM

A total of \$133.6 million in capital funding is included in the Fiscal Year 2015 Adopted Budget from the following basic sources:

- General Fund Capital Acquisition Resources Account of \$27.6 million in approved projects and equipment, and a reserve of \$2.6 million for a total of \$30.2 million;
- Proceeds from the issuance of new Certificates of Obligation in the amount of \$44.4 million, including issuance costs of approximately \$180,000;
- Debt proceeds of \$36.0 million that will be issued as part of the long-term bonds authorized by the voters in 2011;
- Debt proceeds that will be issued for state highway projects totaling \$23.0 million; and
- Other funds of approximately \$30,000.

Every year, the County budgets resources to improve public facilities and infrastructure assets for the benefit of the citizens of Travis County. Many of these projects span multiple years and require years of planning and construction, while others can be completed in a shorter timeframe. Routine projects and Court-approved, multi-year planning initiatives are typically funded either through “pay-as-you-go” cash financing that is segregated in an account within the General Fund called the Capital Acquisition Resources (CAR) account or through debt financing by the issuance of Certificates of Obligation (COs).

Larger scale road, park and other significant infrastructure projects are typically funded through long-term bonds. A large portion of Travis County’s long-term debt is related to projects authorized by the voters. Travis County’s voter approved twenty-year bonds are generally the lowest of any similar public securities. The last bond election for County projects was in November 2011, when voters authorized the Commissioners Court to issue \$214,945,000 for road, drainage, bridge, bike/pedestrian, park, and land conservation projects. The County also issues long-term State Highway Bonds for applicable road projects that are a part of the state highway system.

The County also budgets capital projects in special revenue funds that are established and funded with specific taxes or other revenue sources designated by law to finance particular functions or activities of government.

The Adopted Budget includes funding for capital projects and equipment that meet the following criteria:

- Projects either in the middle or end of their multi-year phased implementation,



- Projects where there is little choice but to fund them for health and safety purposes or to avoid greater future expenses,
- Equipment that continues the maintenance of countywide information systems infrastructure,
- Projects that have already been partially funded by the Commissioners Court or have a contractual obligation to implement,
- Projects that have revenue certified to cover their cost, or
- Projects the Court has already provided directions to include for funding.

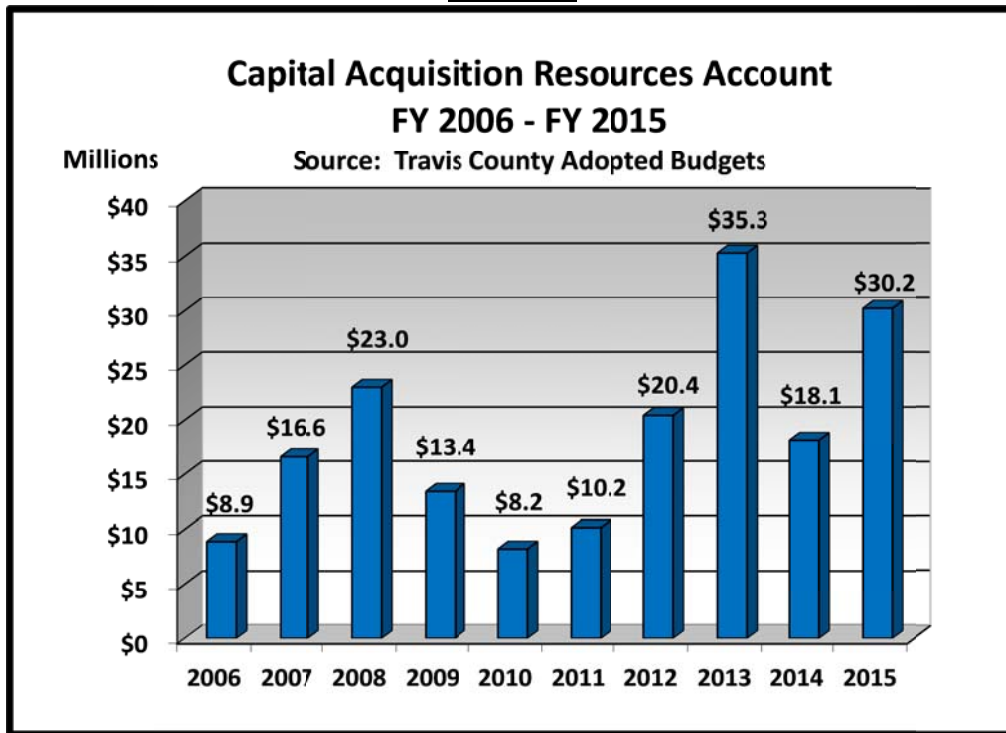
## **PAY-AS-YOU-GO FINANCING**

### **General Fund Capital Acquisition Resources**

The County uses pay-as-you-go financing as one method to fund capital acquisition and improvements. These resources are segregated within the General Fund in a special account called the CAR account. Fund balance is the primary revenue source for this account and allows the County to use cash to fund capital equipment and large one-time projects, including projects that may be ineligible for Certificate of Obligation funding. By using cash, the County avoids paying interest on debt that otherwise would be paid on bonds issued to finance the project and preserves the County's debt capacity for future needed improvements.

The CAR account has been quite variable over the years, driven by economic circumstances, capital needs, and other sources and constraints on debt financing. The FY 2015 Adopted Budget establishes the CAR account at \$30.2 million. This amount includes a reserve of \$2.6 million and planned expenditures of \$27.6 million. Since 2006, CAR-funded projects have ranged from a low of \$8.2 million to a high of \$35.3 million in 2013. The County ensures that the use of current revenues to fund projects within CAR does not diminish the availability of resources for needed services or the County's ability to respond to emergencies.

Chart 17



One of the projects included in the FY 2015 Adopted Budget is the construction of courtrooms and associated changes for the new 450<sup>th</sup> District Court and new County Court-at-Law #9 approved by the Texas Legislature during the 83<sup>rd</sup> Legislative Session. The new courts will be located on the second floor of the Criminal Justice Center (CJC) which results in the need to renovate portions of the CJC and the adjacent Gault Building. This project totals \$4.14 million and is anticipated to be completed by January 2016 to allow the new courts to begin operations by the second quarter of FY 2016. The need for space within the CJC for these new courts has resulted in a number of capital projects and the related movement of offices and departments in the County’s downtown campus to ensure space is available for this mandated function. This plan includes a new building for the District Attorney’s Office that will be discussed within the Certificates of Obligation section that follows.

Other highlights of the FY 2015 CAR budget include \$2.7 million for planning, design and construction to upgrade the heating hydronic system for the CJC. Upgrading this system is an important investment to ensure the infrastructure systems are in place to consistently provide adequate hot water to the CJC, Gault Building, and Downtown Jail for the future. There is also \$2.2 million budgeted for annual roadway maintenance and construction and \$1 million for Hot Mix Asphalt Concrete (HMAC) and alternative paving projects to increase the useful life of the County’s roadway system and maintain current road standards. The CAR account also includes \$2 million for centrally budgeted information technology resources for the replacement of older and outdated desktop and notebook computers and printers that follows the County’s IT replacement policy. The complete list of CAR-funded items or projects included in the Fiscal Year 2015 Adopted Budget follows.

**Table 17**  
**General Fund Capital Outlay and Improvement Projects - CAR Account**

<b>Project Description</b>	<b>New Cost</b>	<b>Replace Cost</b>	<b>Total Cost</b>
Capital Furniture	-	20,950	20,950
Maintenance of Current Effort - Technology	-	125,525	125,525
<b>Civil Courts (122) Total</b>	<b>\$ -</b>	<b>\$ 146,475</b>	<b>\$ 146,475</b>
Body Armor - Vests	-	8,460	8,460
<b>Constable, Precinct Three (133) Total</b>	<b>\$ -</b>	<b>\$ 8,460</b>	<b>\$ 8,460</b>
Document Management System Misdemeanor Module Review and Correction of Vista Data*	225,000	-	225,000
Kroll Report Category A Recommendations*	40,000	-	40,000
New Voting System (\$1 million rebudgeted from FY 14)*	2,000,000	-	2,000,000
Workstation Space in each Criminal Court	35,000	-	35,000
<b>County Clerk's Office (120) Total</b>	<b>\$ 2,300,000</b>	<b>\$ -</b>	<b>\$ 2,300,000</b>
Disaster Recovery Infrastructure*	75,000	-	75,000
Maintenance of Current Effort - Technology	-	147,550	147,550
Software Programming Enhancements	88,000	-	88,000
<b>Criminal Courts (124) Total</b>	<b>\$ 163,000</b>	<b>\$ 147,550</b>	<b>\$ 310,550</b>
Scanners	14,962	-	14,962
<b>District Attorney's Office (123) Total</b>	<b>\$ 14,962</b>	<b>\$ -</b>	<b>\$ 14,962</b>
Collections Software	55,000	-	55,000
<b>District Clerk's Office (121) Total</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>
EMS Interlocal Base Budget Ambulance	-	446,000	446,000
Radios	27,068	-	27,068
<b>Emergency Medical Services (159) Total</b>	<b>\$ 27,068</b>	<b>\$ 446,000</b>	<b>\$ 473,068</b>
Annual Motorola Lease Purchase Payment No. 4 of 5	-	473,445	473,445
<b>Emergency Services (147) Total</b>	<b>\$ -</b>	<b>\$ 473,445</b>	<b>\$ 473,445</b>
502 E. Highland Mall - Roof Replacement	376,890	-	376,890
5501 Airport Blvd. - CES Lobby Remodel	24,525	-	24,525
5501 Airport Blvd. - County Clerk Remodel*	107,269	-	107,269
5501 Airport Blvd. - Tax Office Addition and Renovation	101,656	-	101,656
700 Lavaca Street - 13th Floor Remodel for FMD	1,798,063	-	1,798,063
Arch Security Category A*	14,500	-	14,500
Criminal Justice Center - 1st Floor Remodel	433,386	-	433,386
Criminal Justice Center - New 2nd Floor Courts	3,414,403	-	3,414,403
Criminal Justice Center - Upgrade Heating Hydronic System	-	2,700,000	2,700,000
East Service Center - Site Environmental Improvement	493,200	-	493,200
Gault Building - 1st Floor Remodel	117,793	-	117,793
Gault Building - 2nd Floor Remodel	112,758	-	112,758
Gault Building - Basement Remodel	65,104	-	65,104
Gault Building - Decommission Data Center Equipment*	23,465	-	23,465
Gault Building - Upgrade Cooling Towers	297,000	-	297,000
Granger Building - Parking Garage Improvements*	77,255	-	77,255
Granger Building - Renovations	2,367,590	-	2,367,590
Granger Building - Renovations Facility Systems*	53,771	-	53,771
HMS Courthouse - Elevators Upgrade	-	336,380	336,380
HMS Courthouse - Upgrade AC Chillers	-	626,560	626,560
New Purchasing Warehouse - Construction	1,201,636	-	1,201,636
New Purchasing Warehouse - Design and Regulatory Phase*	223,000	-	223,000

**Table 17**  
**General Fund Capital Outlay and Improvement Projects - CAR Account**

<b>Project Description</b>	<b>New Cost</b>	<b>Replace Cost</b>	<b>Total Cost</b>
Ray Martinez Building - Replace Rooftop HVAC Unit	115,618	-	115,618
South Community Center*	166,000	-	166,000
Space Related Costs for Tax Office Reorganization*	25,000	-	25,000
USB - 3rd Floor Renovation for OPR	28,450	-	28,450
USB - 4th Floor Renovation for OCR	29,950	-	29,950
USB - Air Handler Unit*	13,500	-	13,500
<b>Facilities Management (114) Total</b>	<b>\$ 11,681,782</b>	<b>\$ 3,662,940</b>	<b>\$ 15,344,722</b>
Centrally Budgeted Information Systems	146,223	1,992,770	2,138,993
Infrastructure Completion at 700 Lavaca Street*	100,000	-	100,000
Technology Related Costs for Tax Office Reorganization*	26,607	-	26,607
Unified Communications - Voice Over IP Telephony	607,549	-	607,549
<b>Information Technology Services (112/190) Total</b>	<b>\$ 880,379</b>	<b>\$ 1,992,770</b>	<b>\$ 2,873,149</b>
Kitchen Equipment	-	85,734	85,734
<b>Juvenile Probation (145) Total</b>	<b>\$ -</b>	<b>\$ 85,734</b>	<b>\$ 85,734</b>
Gas Chromatography/Thermal Conductivity Detector	21,000	-	21,000
Positive Pressure Manifold	-	7,200	7,200
Rough Pump	7,900	-	7,900
<b>Medical Examiner's Office (138) Total</b>	<b>\$ 28,900</b>	<b>\$ 7,200</b>	<b>\$ 36,100</b>
AED End-of-Life Replacement	-	29,600	29,600
Crime Scene Specialists	7,892	-	7,892
Evidence Management System	200,000	-	200,000
Keywatch Upgrade	95,000	-	95,000
Kitchen Equipment Replacement	-	152,500	152,500
Mental Health Transport Officer	12,870	-	12,870
Security Electronics Upgrade	-	142,275	142,275
Upper Tier Fencing	40,000	-	40,000
X-Ray Machine for Medical Services	-	55,000	55,000
<b>Sheriff's Office (137) Total</b>	<b>\$ 355,762</b>	<b>\$ 379,375</b>	<b>\$ 735,137</b>
Tax Office Reorganization Furniture	15,668	-	15,668
<b>Tax Office (108) Total</b>	<b>\$ 15,668</b>	<b>\$ -</b>	<b>\$ 15,668</b>
Centrally Budgeted Vehicle Accessories	-	125,000	125,000
Halloween Flood Buyouts	513,457	-	513,457
Hamilton Pool Preserve Restroom Replacement	-	365,000	365,000
HMAC and Alternative Paving Projects	-	1,000,000	1,000,000
Mental Health Transport Officers Vehicle	50,210	-	50,210
Parks Land Manager Vehicle/Equipment	37,608	-	37,608
Replacement Facility Riding Lawn Mowers	-	21,000	21,000
Road and Bridge Maintenance Supplement	-	2,200,000	2,200,000
Southeast Metro Park Baseball Playscape Replacement	-	110,000	110,000
Traffic Signals Installations	300,000	-	300,000
Vehicle for Crime Scene Specialist	50,210	-	50,210
<b>Transportation and Natural Resources (149) Total</b>	<b>\$ 951,485</b>	<b>\$ 3,821,000</b>	<b>\$ 4,772,485</b>
<b>Project Total</b>	<b>\$ 16,474,006</b>	<b>\$ 11,170,949</b>	<b>\$ 27,644,955</b>
<b>CAR Reserve</b>			<b>\$ 2,572,379</b>
<b>Grand Total</b>			<b>\$ 30,217,334</b>

\*Projects rebudgeted from FY 2014.

Table 18 below provides a list of the information technology projects for offices and departments budgeted centrally within the CAR account in ITS. The equipment includes desktop computers, notebook computers, telephones, and ancillary infrastructure and services. Table 23 later in this document lists vehicles and heavy equipment budgeted centrally in TNR from various funding sources.

**Table 18**  
**Centrally Budgeted Information Systems Outlay – CAR Account**

Description	New Cost	Replace	Total Cost
Equipment for Downtown Services (1010 Lavaca Street and the Criminal Justice Center)	17,235	-	17,235
Equipment for Two Customer Service Window Workstations	11,634	-	11,634
<b>Counseling and Education Services (140) Total</b>	<b>\$ 28,869</b>	<b>\$ -</b>	<b>\$ 28,869</b>
Equipment for Reclassification of Project Manager I	4,742	-	4,742
Equipment for Computers and Additional Workstation Space in each Criminal County Court-at-Law Courtroom	24,129	-	24,129
<b>County Clerk (120) Total</b>	<b>\$ 28,871</b>	<b>\$ -</b>	<b>\$ 28,871</b>
Equipment for Office of Parental Representation's Paralegal	4,657	-	4,657
Equipment for Office of Child Representation's Paralegal	4,657	-	4,657
Equipment for Workforce Development Program Position	4,657	-	4,657
<b>Criminal Justice Planning (155) Total</b>	<b>\$ 13,971</b>	<b>\$ -</b>	<b>\$ 13,971</b>
Equipment for Accountant Associate for Collections	4,657	-	4,657
<b>District Clerk (121) Total</b>	<b>\$ 4,657</b>	<b>\$ -</b>	<b>\$ 4,657</b>
Equipment for Lavaca 700 Street Staffing	5,767	-	5,767
<b>Facilities Management (114) Total</b>	<b>\$ 5,767</b>	<b>\$ -</b>	<b>\$ 5,767</b>
Equipment for Assistant Public Defender	4,056	-	4,056
<b>Juvenile Public Defender's Office (143) Total</b>	<b>\$ 4,056</b>	<b>\$ -</b>	<b>\$ 4,056</b>
Equipment for Burial Caseworker	5,666	-	5,666
Equipment for Office Support Specialists	17,253	-	17,253
Equipment for Eligibility Caseworker	5,751	-	5,751
<b>Health and Human Services and Veterans Services (158) Total</b>	<b>\$ 28,670</b>	<b>\$ -</b>	<b>\$ 28,670</b>
Equipment for Crime Scene Specialist	3,447	-	3,447
<b>Sheriff's Office (137) Total</b>	<b>\$ 3,447</b>	<b>\$ -</b>	<b>\$ 3,447</b>
Equipment for Tax Office Reorganization	16,397	-	16,397
<b>Tax Office (108) Total</b>	<b>\$ 16,397</b>	<b>\$ -</b>	<b>\$ 16,397</b>
Equipment for GIS Analyst	3,447	-	3,447
Equipment for Parks Land Manager	8,071	-	8,071
<b>Transportation and Natural Resources (145) Total</b>	<b>\$ 11,518</b>	<b>\$ -</b>	<b>\$ 11,518</b>
<b>Centralized Computer Services (190) Total</b>	<b>\$ -</b>	<b>\$ 1,992,770</b>	<b>\$ 1,992,770</b>
<b>Grand Total for Centrally Budgeted Information Systems Outlay Budgeted in ITS (112/190)</b>	<b>\$ 146,223</b>	<b>\$ 1,992,770</b>	<b>\$ 2,138,993</b>

**Other Funds**

In addition to the resources provided through the General Fund CAR Account, this cash on hand funding method is used within select special funds. For FY 2015, \$29,240 is budgeted for the scheduled replacement of computer equipment budgeted in the Justice Court Technology Fund. Revenue for this fund is based on the collection of a \$4 technology fee assessed on all defendants convicted of a misdemeanor offense in a Justice Court and is authorized for the purchase of this equipment.

Table 19  
Capital Outlay and Improvement Projects – Other Funds

Description	New	Replace	Cost
Replacement of Computers and Other Technology Equipment Centrally Budgeted for Justice of the Peace, Pct.	-	7,225	7,225
Replacement of Computers and Other Technology Equipment Centrally Budgeted for Justice of the Peace, Pct.	-	13,560	13,560
Replacement of Computers and Other Technology Equipment Centrally Budgeted for Justice of the Peace, Pct.	-	8,455	8,455
<b>Justice Court Technology Fund Total</b>	<b>\$ -</b>	<b>\$ 29,240</b>	<b>\$ 29,240</b>
<b>Total Capital in Other Funds</b>	<b>\$ -</b>	<b>\$ 29,240</b>	<b>\$ 29,240</b>

**DEBT FINANCING**

Debt financing of capital equipment or projects involves the issuance of Voter Approved Bonds, Certificates of Obligation, or State Highway Bonds. The use of debt financing is an important method of funding capital projects as some large capital outlays are challenging to fund within a single budget year. In addition, financing through short-term or long-term debt allows the County to distribute the tax burden over the life of the asset.

Based on the County’s strong financial position, the County is able to issue debt at a lower rate than most municipalities and counties. Standard & Poor’s and Moody’s rating agencies recently reaffirmed the County’s Triple A credit rating that has been awarded continuously since 2001. Travis County is one of five counties out of the 254 counties in the State of Texas receiving this designation. A part of the County’s strong financial practices is the annual review of the County’s debt model, which includes all outstanding debt along with the projected issuance amounts for approved projects and projected routine capital needs. The debt model is used for planning purposes to help the County remain within the guidelines established by the Commissioners Court in its approved debt policy. The debt policy incorporates industry-standard ratios of indebtedness.

The Commissioners Court has established a debt policy that is intended to maintain a prudent approach toward the issuance of debt. The policy provides guidance governing the issuance, management, and the continuing evaluation and reporting of all Travis County debt obligations. The policy is intended to provide parameters 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. The guidelines are meant to serve as parameters in serving the public interest, not absolute requirements. The Travis County Debt Policy and Legal Debt Margin information can be found in Section IV – Appendices.

**Voter Authorized Bonds**

Two separate bond authorizations that voters have approved in the last decade are outlined below.

- **November 2005 Bond Authorization**

A total of \$150,875,000 in roads, parks, and jail projects was approved by voters. This included \$65,225,000 for roads, road-related drainage, and right-of-way; \$62,150,000 for parks and open space parkland; and \$23,500,000 for jail facility replacement beds and renovations. All authorized amounts were issued by Fiscal Year 2011.

- **November 2011 Bond Authorization**

Voters authorized the Commissioners Court to issue \$214,945,000 for road, drainage, bridge and bike/pedestrian projects, as well as park and land conservation projects. The table below shows the amount of the original authorization and how much is scheduled to be issued in Fiscal Year 2015, along with the remaining authorization.

Table 20  
Projects Funded by Voter Authorized Bonds

Project	Original Authorization	Issued Through 2014	Proposed Issuance in 2015	Remaining Authorization
Prop. 1: Roads, Drainage, Bridge and Bike/Pedestrian Projects	\$132,840,000	\$78,845,000	\$23,450,000	\$30,545,000
Prop. 2: Parks and Land Conservation Projects	82,105,000	58,660,000	12,555,000	\$10,890,000
<b>Total – November 2011 Bonds</b>	<b>\$214,945,000</b>	<b>\$137,505,000</b>	<b>\$36,005,000</b>	<b>\$41,435,000</b>

Voter approved projects included in the proposed FY 2015 issuance based on the current annual cash flow needs include funding for road projects such as the Blake-Manor Road project that will widen the two lane road to a four lane divided arterial with bike lanes and sidewalks; resources for a new four lane divided arterial with bike lanes and sidewalks that will connect FM 973 to Blake-Manor Road; as well as the final allocation to complete the Cameron Road project (Howard Lane to SH 130) that will widen the two lane road to a four lane divided arterial with bike lanes and sidewalks.

The approved cash flow budget at the time of the adoption of the FY 2015 budget for the 2011 voter approved program includes \$32,720,000 to be issued in FY 2016, \$5,490,000 to be issued in FY 2017 and \$3,225,000 to be issued in FY 2018 to complete the program. Park and open space projects included in the approved cash flow requirements for the proposed FY 2015 issuance include resources for Arkansas Bend Park and Dink Pearson Park to improve

infrastructure and restore land to natural conditions at both parks. Also included are resources to continue the Onion Creek Open Space Parkland Project.

The County continuously evaluates the infrastructure and space needed to serve the future requirements of Travis County. As a part of these efforts, planning is underway for a new Civil and Family Court House. Over 300,000 people annually use the historic Heman Marion Sweatt (HMS) Courthouse and the older infrastructure will not allow for expansion for additional courts required for current and future space needs. The County purchased land for the proposed project in late 2010. The County plans to include the project in a referendum placed before voters in 2015.

**State Highway Projects**

The County has the authority to issue bonds for state highway projects. In January 2012, Travis County entered into an agreement with the State for two pass-through financing projects for the Farm to Market Road (FM) 1626 Project and the FM 969 Project. The FM 1626 Project will widen the shoulders of FM 1626 from west of Brodie Lane to FM 2304. The FM 969 Project will be completed in two phases and will ultimately widen and reconstruct FM 969 from FM 3177 to Hunter's Bend Road. The first phase will widen the roadway to provide a continuous left turn lane, shoulders and a sidewalk on one side of the roadway from FM 3177 to FM 973. Phase II will provide two additional travel lanes along with a continuous left turn lane, shoulders and a sidewalk on the other side of the road from Phase I. Travis County has an agreement with the State for the partial reimbursement of direct construction costs.

The Commissioners Court also approved an interlocal agreement with the Central Texas Regional Mobility Authority (CTRMA) and Hays County for the completion of State Highway 45 (SH45) Southwest between Loop 1 (MOPAC) and FM 1626. The agreement calls for Travis County to contribute \$15 million towards the project. The Commissioners Court approved using State Highway Bonds as the financing method. The County has already contributed \$2.5 million of the \$15 million to the project that will be reimbursed once bond proceeds are received in FY 2015.

The table below shows the amount of the original budget and how much is scheduled to be issued in Fiscal Year 2015, along with the amounts to be issued in future fiscal years.



**Table 21**  
**Projects Funded by State Highway Bonds**

<b>Project</b>	<b>Original Budget</b>	<b>Issued Through 2014</b>	<b>Proposed Issuance in 2015</b>	<b>Remaining Budget</b>
FM 1626	\$12,223,300	\$4,120,000	\$0	\$8,103,300
FM 969 Phase I	10,361,000	2,490,000	7,870,000	1,000
FM 969 Phase II	7,767,600	1,840,000	0	5,927,600
<b>Subtotal – State Highway Bonds Pass-through Financing Projects</b>	<b>\$30,351,900</b>	<b>\$8,450,000</b>	<b>\$7,870,000</b>	<b>\$14,031,900</b>
SH 45 Southwest Project	\$15,000,000	\$0	\$15,000,000	\$0
Estimated Issuance Costs	100,000	0	100,000	0
<b>Subtotal for SH 45 Southwest</b>	<b>\$15,100,000</b>	<b>\$0</b>	<b>\$15,100,000</b>	<b>\$0</b>
<b>Total for State Highway Bonds</b>	<b>\$45,451,900</b>	<b>\$8,450,000</b>	<b>\$22,970,000</b>	<b>\$14,031,900</b>

### **Certificates of Obligation (COs)**

The amount of total debt proposed to be issued through COs in Fiscal Year 2015 is \$44,415,000, including estimated issuance costs of \$179,912. This funding will cover several significant and critical projects such as the second phase of a new courts system office building on 11<sup>th</sup> Street for the District Attorney's Office called the Ronald Earle Building. The District Attorney's Office currently resides in space at the Criminal Justice Center needed for the two new courts discussed earlier. The new building will provide sufficient space to meet the District Attorney's projected requirements through 2035. Funding for the engineering, design and some minor construction of the building was included in the FY 2014 Certificates of Obligation. Resources needed for the second phase of the project total \$29.7 million and are included in the 2015 planned issuance. This project is currently being reviewed to determine if the budget is appropriately sized for the construction phase. Construction scheduled to begin in September 2014 is pending the outcome of this review. Funding for the final phase of the project will be requested as a part of the FY 2016 budget process and is currently estimated at \$7,091,807.

Another multi-year project included in the proposed FY 2015 issuance is a new Medical Examiner's facility to be located adjacent to the STAR Flight facility at 7800 Old Manor Road. The current facility has exceeded capacity and cannot be readily expanded. The new building will be designed to accommodate future growth and ensure Travis County maintains its National Association of Medical Examiners (NAME) accreditation in a state-of-the-art facility. Programming and design funds totaling \$2.2 million was included in the FY 2014 Certificates of Obligation. An additional \$2 million is proposed for the FY 2015 issuance with construction scheduled to begin the second quarter of FY 2015 and last approximately 11 months. An

additional \$25 million will be requested over the FY 2016 and FY 2017 budget processes to complete the building.

The FY 2015 Adopted Budget also includes \$7.5 million in the proposed COs to replace vehicles and heavy equipment that will be budgeted centrally within the fleet program in TNR. The timely and scheduled replacement of these assets ensures lower fuel and maintenance costs and that the vehicles and equipment are available in good working order for County programs. Funding for the Hot Mix Asphalt Concrete (HMAC) and Alternative Paving Program is included to extend the useful life of County road assets and delay more expensive reconstruction expenses thereby saving valuable taxpayer resources. In addition, \$500,000 is included for Phase III of the scheduled upgrade of perimeter security fencing at the Travis County Correctional Complex.

The table that follows shows the projects funded with five-year COs and those funded with twenty-year COs.

**Table 22**  
**Capital Acquisition and Improvements – Certificates of Obligation**

<b>Projects Proposed to be Funded with Five-Year Certificates of Obligation</b>			
<b>Description</b>	<b>New Cost</b>	<b>Replace Cost</b>	<b>Total Cost</b>
New Medical Examiner Facility	2,000,000	-	2,000,000
Executive Office Building Window Upgrade	-	352,219	352,219
<b>Facilities Management Department (114) Total</b>	<b>\$ 2,000,000</b>	<b>\$ 352,219</b>	<b>\$ 2,352,219</b>
Phase III of Upgrade to Perimeter Security Fencing at the Travis County Correctional Complex (TCCC)	-	500,000	500,000
<b>Travis County Sheriff's Office (137) Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
Centrally Budgeted Vehicles and Heavy Equipment	732,760	6,763,940	7,496,700
HMAC and Alternative Paving Projects	-	4,200,000	4,200,000
<b>Transportation and Natural Resources (149) Total</b>	<b>\$ 732,760</b>	<b>\$10,963,940</b>	<b>\$11,696,700</b>
<b>Short-Term Project Total</b>	<b>\$ 2,732,760</b>	<b>\$11,816,159</b>	<b>\$14,548,919</b>
<b>Short-Term Issuance Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,081</b>
<b>Five-Year Short-Term Certificates of Obligation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$14,610,000</b>
<b>Projects Proposed to be Funded with Twenty-Year Certificates of Obligation</b>			
<b>Description</b>	<b>New Cost</b>	<b>Replace Cost</b>	<b>Total Cost</b>
Ronald Earle Building	29,686,169	-	29,686,169
<b>Facilities Management Department (114) Total</b>	<b>\$29,686,169</b>	<b>\$ -</b>	<b>\$29,686,169</b>
<b>Long-Term Project Total</b>	<b>\$29,686,169</b>	<b>\$ -</b>	<b>\$29,686,169</b>
<b>Long-Term Issuance Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 118,831</b>
<b>Twenty-Year Long-Term Certificates of Obligation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$29,805,000</b>
<b>FY 2015 Proposed Certificates of Obligation</b>			<b>\$44,415,000</b>
* Amounts and projects subject to change prior to planned issuance in spring 2015.			

Table 23 that follows provides a detailed list of the vehicles and heavy equipment budgeted centrally in TNR and funded by the proposed FY 2015 CO issuance and General Fund Pay-as-You-Go resources. The information is listed by County office and department number and distinguishes between replacement and new equipment and funding source.

**Table 23**  
**Centrally Budgeted Vehicles and Heavy Equipment**

	Description	Unit Cost	Qty	New Cost	Replace	Total Cost
149	1/2 Ton Extended Cab Pickup Truck 4WD For Parks Land Manager Position	30,000	1	30,000	-	30,000
137	Patrol SUV (Chevy Tahoe) For Crime Scene Specialist Position	50,210	1	50,210	-	50,210
137	Patrol SUV (Chevy Tahoe) For Mental Health Transport Officer Positions	50,210	1	50,210	-	50,210
114	Replacement Facility Riding Lawn Mowers	10,500	2	-	21,000	21,000
137	Centrally Budgeted Vehicle Accessories*	Various	Various	-	125,000	125,000
<b>Total for Centrally Budgeted Vehicles and Heavy Equipment in the Capital Acquisition Resources (CAR) General Fund Account</b>				<b>\$130,420</b>	<b>\$ 146,000</b>	<b>\$ 276,420</b>
	Description	Unit Cost	Qty	New Cost	Replace	Total Cost
114	Toro Riding Mower 3070	11,525	1	-	11,525	11,525
114	Personnel Carrier 2814,3031	22,750	2	-	45,500	45,500
114	F350 Pickup Truck With Service Body 2759,2222,2664	32,250	3	-	96,750	96,750
114	One-Ton Cargo Van 2140	25,500	1	-	25,500	25,500
114	Compact SUVs (Hybrid) 2762H, 2763H	25,750	2	-	51,500	51,500
114	Standard Size SUV for Security Manager	28,000	1	28,000	-	28,000
115	Vehicle For Purchasing Warehouse	29,010	1	29,010	-	29,010
119	County Attorney Vehicle 2017	30,000	1	-	30,000	30,000
120	1/2 Ton Crew Cab Pickup Truck	25,750	1	25,750	-	25,750
135	Sedan 2753	35,250	1	-	35,250	35,250
137	3/4 Ton Long Bed Crew Cab Pickup Truck 4WD 1889	29,750	1	-	29,750	29,750
137	1/2 Ton Long Bed Reg Cab Pickup Truck 2WD 1880	25,750	1	-	25,750	25,750
137	SUV Mid 2WD 4D Explorer 2939	49,700	1	-	49,700	49,700
137	Patrol Car Full Size 4D PP 3078,3084,3116,3190,3191,3216,3217,3220,3221,3222, 3225,3228,3356,3357,3358,3362,3363,3365,3369,3458, 3459,3463,3465,3466,3467,3468,3470,3471,3475,3476, 3480,3482,3484,3486,3494,3522,3524,3526,3527,3461, 3462,3496,3497,3498,3151,3232,3233*	49,700	47	-	2,210,900	2,210,900
137	Motorcycle Police 3380,3383,3384,3385,3386	32,500	5	-	162,500	162,500
137	SUV Full 2WD Tahoe PP 3392	49,700	1	-	49,700	49,700
137	Cargo Van Ext 2745, 2746	33,750	2	-	67,500	67,500
137	Cargo Prisoner Van Ext 2747	47,500	1	-	47,500	47,500
137	Cargo Van Ext 2748	47,500	1	-	47,500	47,500
137	15-Passenger Full-Size Van Ext 2585	47,500	1	-	47,500	47,500
139	Eight-Passenger Mini Van 2503	26,750	1	-	26,750	26,750
139	Trailer, 8' Enclosed 2505	4,150	1	-	4,150	4,150
145	Seven-Passenger Mini Van , 2767, 2771	24,500	2	-	49,000	49,000
149	Water Trucks	125,000	2	250,000	-	250,000
149	Recycler	400,000	1	400,000	-	400,000

**Table 23**  
**Centrally Budgeted Vehicles and Heavy Equipment**

	Description	Unit Cost	Qty	New Cost	Replace	Total Cost
149	SUV Mid 4WD 4D Explorer SU2218	25,750	1	-	25,750	25,750
149	1/2 Ton Ext Cab Short Bed Pickup Truck 2WD P2249P	25,750	1	-	25,750	25,750
149	1/2 Ton Ext Cab Short Bed Pickup Truck 4WD P2543	28,500	1	-	28,500	28,500
149	Mower Riding Rotary 52" RI3072	11,525	1	-	11,525	11,525
149	Backhoe Front Loader TNR3210	92,400	1	-	92,400	92,400
149	Dozer Crawler TNR2609	120,000	1	-	120,000	120,000
149	Excavator Telescoping Arm Wheel EX2425	333,500	1	-	333,500	333,500
149	Loader Wheel 4WD TNR2518	249,750	1	-	249,750	249,750
149	Sweeper Broom TNR3508	57,500	1	-	57,500	57,500
149	One-Ton Long Bed Crew Cab Pickup Truck 2WD Drw P276	35,250	1	-	35,250	35,250
149	1/2 Ton Ext Cab Short Bed Pickup Truck 2WD P1628	28,750	1	-	28,750	28,750
149	1/2 Ton Ext Cab Short Bed Pickup Truck 4WD P2756H	27,750	1	-	27,750	27,750
149	3/4 Ton Ext Cab Pickup Truck 2WD P2658	28,750	1	-	28,750	28,750
149	Truck Knuckle Boom Attachment CI2415	187,400	1	-	187,400	187,400
149	Cement Truck 9 Cubic Yard CM1910	150,000	1	-	150,000	150,000
149	Distributor Truck TNR2353	180,000	1	-	180,000	180,000
149	Dump Truck 12 Cubic Yard TNR2192	96,310	1	-	96,310	96,310
149	Emulsion Truck 3840 Gallon TNR2241	165,250	1	-	165,250	165,250
149	One-Ton Crew Srvc Body Pickup Truck Srw SB2500	43,500	1	-	43,500	43,500
149	One-Ton Crew Srvc Body Pickup Truck Srw SB2508	43,500	1	-	43,500	43,500
149	One-Ton Crew Srvc Body Pickup Truck Srw SB2775	43,500	1	-	43,500	43,500
149	One-Ton Crew Srvc Body Pickup Truck Srw SB2794	43,500	1	-	43,500	43,500
149	15 Passenger Full Size Van Ext V2778	26,750	1	-	26,750	26,750
149	Mower Riding Rotary 109" RI3185	64,200	1	-	64,200	64,200
149	Mower Riding Rotary 124" RI3305	63,050	1	-	63,050	63,050
149	Mower Riding Rotary 124" RI3306	63,050	1	-	63,050	63,050
149	Mower Riding Rotary 109" RI3307	64,200	1	-	64,200	64,200
149	Mower Riding Rotary 109" RI3308	64,200	1	-	64,200	64,200
149	Mower Riding Rotary 72" RI3309	20,400	1	-	20,400	20,400
149	Personnel Carrier PC2983, PC2984, PC2985, PC2986, PC2989, PC2993, PC2815	22,750	7	-	159,250	159,250
149	1/2 Ton Crew Cab Pickup Truck With Srvc Bdy 2WD P2769 P2773	25,750	2	-	51,500	51,500
149	One-ton Pickup Truck with Srvc Body Ext SRW2663 SB279	42,500	2	-	85,000	85,000
149	Reg Cab Long Body Pickup Truck 2WD 1/2T P2238P P223	25,750	2	-	51,500	51,500
149	Water Truck 2000 Gallon TNR2230, TNR2231	165,250	1	-	165,250	165,250
149	Excavator Telescoping Arm Wheel EX2424	333,500	1	-	333,500	333,500
149	Emulsion Truck 2000 Gallon TNR2240, TNR2239	130,000	2	-	260,000	260,000
149	Loader Wheel 4WD TNR2521	159,730	1	-	159,730	159,730
<b>Total for Centrally Budgeted Vehicles and Heavy Equipment Within Proposed 2015 Certificates of Obligation</b>				<b>\$732,760</b>	<b>\$ 6,763,940</b>	<b>\$ 7,496,700</b>
<b>Total for Centrally Budgeted Vehicles and Heavy Equipment (All Funding Sources)</b>				<b>\$863,180</b>	<b>\$ 6,909,940</b>	<b>\$ 7,773,120</b>

\*The amount budgeted within the proposed Certificates of Obligation has been reduced by \$125,000 for vehicle accessories, which are centrally budgeted in the Capital Acquisition Resources (CAR) General Fund Account.

## RESERVES

Travis County has three primary types of budgeted reserves, which are referred to as the Unallocated Reserve, General Purpose Reserves, and Special Purpose Reserves.

**Table 24**  
**Reserves History**

Reserve Name	Adopted FY 2013	Adopted FY 2014	Adopted FY 2015	2015 - 2014 Difference	% Change
<b>Unallocated Reserve</b>	<b>\$57,195,853</b>	<b>\$68,085,598</b>	<b>\$71,722,124</b>	<b>\$3,636,526</b>	<b>5.3%</b>
Allocated Reserve	\$6,920,945	\$10,718,725	\$15,227,297	\$4,508,572	42.1%
Capital Acquisition Resources Reserve	\$2,813,944	\$2,431,317	\$2,572,379	\$141,062	5.8%
Reserve for Emergencies & Contingencies	\$2,016,924	\$5,000,000	\$5,000,000	\$0	0.0%
<b>General Purpose Reserves - Subtotal</b>	<b>\$11,751,813</b>	<b>\$18,150,042</b>	<b>\$22,799,676</b>	<b>\$4,649,634</b>	<b>25.6%</b>
Reserve for Replacement of IJS	\$2,164,795	\$5,235,265	\$5,047,525	(\$187,740)	-3.6%
Reserve for Interlocal Agreements	\$2,166,175	\$1,950,308	\$2,147,424	\$197,116	10.1%
Sheriff's Office Overtime Reserve	\$0	\$1,000,000	\$1,715,000	\$715,000	71.5%
STAR Flight Maintenance Reserve	\$1,001,050	\$1,995,050	\$992,259	(\$1,002,791)	-50.3%
Civil and Family Court House Reserve	\$5,496,000	\$5,446,000	\$798,779	(\$4,647,221)	-85.3%
Juvenile Justice Reserve	\$418,959	\$504,726	\$504,726	\$0	0.0%
Reserve for State Funding Cuts	\$250,000	\$250,000	\$500,000	\$250,000	100.0%
Smart Building Maintenance Reserve	\$160,778	\$297,948	\$363,033	\$65,085	21.8%
Reserve for 1115 Waiver Participation	\$1,000,000	\$1,000,000	\$0	(\$1,000,000)	-100.0%
Fuel & Utilities Reserve	\$1,000,000	\$300,000	\$300,000	\$0	0.0%
Transition Reserve	\$101,889	\$0	\$0	\$0	0.0%
Other Allocated Reserves*	\$465,768	\$1,155,025	\$1,264,606	\$109,581	9.5%
<b>Special Purpose Reserves - Subtotal</b>	<b>\$14,225,414</b>	<b>\$19,134,322</b>	<b>\$13,633,352</b>	<b>(\$5,500,970)</b>	<b>-28.7%</b>
<b>Total Reserves</b>	<b>\$83,173,080</b>	<b>\$105,369,962</b>	<b>\$108,155,152</b>	<b>\$2,785,190</b>	<b>2.6%</b>

\* Other Allocated Reserves can be found in Note 5 on Table 2

## UNALLOCATED RESERVE

The Unallocated Reserve is established as a buffer in the event of a disaster or an emergency of an extraordinary nature. The Commissioners Court has sometimes called it "the untouchable reserve." This reserve is protected in such a way that if any portion is appropriated during the year for use in anticipation of bond funds being received, it is then replenished within the remainder of the year. The balance in this reserve demonstrates the County's fiscal soundness and is a key consideration in the credit rating process.

The County's bond and financial advisors have historically recommended an Unallocated Reserve level of between 8% and 12% of budgeted spending during any given fiscal year to ensure that adequate contingency funding is in place. Maintenance of this reserve on an ongoing basis is one of the key factors in the County's sound financial management practices. The Commissioners Court's Financial and Budgeting Guidelines have established the goal for the Unallocated Reserve ratio between 10% and 12%. Since 1989, a ratio of at least 11% has been maintained by the Commissioners Court.

Due to an accounting change in Fiscal Year 2013, a portion of the County's fund balance, previously unbudgeted, became available. Because this accounting change created a very rare increase in the beginning balance of the General Fund, the Commissioners Court decided to increase the Unallocated Reserve to 12% of proposed spending in the General Fund. The total Fiscal Year 2015 General Fund Unallocated Reserve is again recommended at 12% of General Fund spending in the Adopted Budget, or \$71,722,124.

## **GENERAL PURPOSE RESERVES**

The County's General Purpose Reserves are budgeted at levels projected to be sufficient to fund expenditures related to emergencies that may arise during the fiscal year and to fund known or potential operating and capital expenditures.

### **Allocated Reserve**

The Allocated Reserve is dedicated to known or potential expenditures, and some or all of this reserve may be spent during the year. Potential claims against funds set aside in the Allocated Reserve are referred to as "earmarks," and are used to signal to the Commissioners Court that a department or office may have a justified need for a midyear transfer of resources to their budget for a specific purpose. The earmarks do not represent appropriations, and are not considered to be departmental resources unless allocation of an earmark is approved by the Commissioners Court during the year and the funds transferred to that department. These proposed earmarks against the Allocated Reserve total \$7,488,711 in the Fiscal Year 2015 Adopted Budget, and a listing of the earmarks is provided in Section II. The Fiscal Year 2015 Adopted Budget includes an Allocated Reserve of \$15,227,297.

**Table 25**  
**Earmarks on Allocated Reserve**

Department	Description	Amount
Civil Courts	Family Drug Treatment Court Grant	\$ 142,655
Civil Courts-Legally Mandated Fees	Legally Mandated Fees	200,000
Criminal Courts	Veterans Court Grant	180,412
Criminal Courts	Bailiff Transition to Sheriff's Office	35,000
Criminal Courts-Legally Mandated Fees	Legally Mandated Fees	70,000
District Attorney	Environmental Protection Unit Grant	18,010
Emergency Medical Services	STAR Flight Air Communication Specialist	325,000
General Administration	Travis Central Appraisal District	417,087
General Administration	Waller Creek TIF	50,000
Human Resources	Tuition Reimbursement Program	20,000
Human Resources	ACC Internship Program	20,000
Medical Examiner's Office	Deputy Medical Examiner	243,847
Planning and Budget Office	Civil and Family Justice Center	125,000
Purchasing Office	HUB Program Specialist	45,983
Sheriff's Office	Inmate Operating Costs	300,000
Transportation and Natural Resources	West Service Center	4,000,000
Transportation and Natural Resources	Road Maintenance Operating Supplement	500,000
Transportation and Natural Resources	Maintenance of Current Effort - Fleet Non-Fuel Line Items	160,000
Transportation and Natural Resources	Park Forestry Services	50,000
Transportation and Natural Resources	Transit Pass Program	40,227
Transportation and Natural Resources	Work Order System Additional Funding	95,490
Undesignated	450th District Court Start-Up Costs	250,000
Undesignated	Contracted Security Services	200,000
<b>Total Allocated Reserve Earmarks</b>		<b>\$ 7,488,711</b>

### Capital Acquisition Resources Account Reserve

The CAR Account Reserve is similar to the Allocated Reserve, but is used as a funding source for one-time capital expenditures. It may be used to fund additional capital outlay or project needs that are developed during the year or pay for cost increases associated with previously approved projects. The Fiscal Year 2015 Adopted Budget includes a CAR Reserve of \$2,572,379 with earmarks totaling \$1,519,950.

**Table 26**  
**Earmarks on Capital Acquisition Resources Reserve**

Department	Description	Amount
Civil Courts	Audio Visual and Judges Workbench	\$ 70,000
Information Technology Services	Network End of Life Equipment	200,000
Juvenile Probation	Master Plan Phase II	400,000
Transportation and Natural Resources	Hamilton Pool Road	500,000
Transportation and Natural Resources	Sidewalks - ADA Upgrades	100,000
Transportation and Natural Resources	Guardrail - New Installations	50,000
Transportation and Natural Resources	Failing Vehicles	192,750
Transportation and Natural Resources	Sandy Creek Park Proceeds	7,200
<b>Total Capital Acquisition Resources Reserve Earmarks</b>		<b>\$ 1,519,950</b>

### **Reserve for Emergencies and Contingencies - \$5,000,000**

An Emergency Reserve was first established in FY 2010 with funding of \$4,950,000. The original purpose of the reserve was to provide one-time contingency funding in the event that worsening economic conditions at the national or state level had a significant impact on Travis County. The reserve was used by the Commissioners Court during the budget mark-up process for FY 2013 to fund several one-time needs that totaled approximately \$2.9 million. The funds were replenished in FY 2014 with monies from the one-time accounting change that created an increase in the beginning balance of the General Fund for FY 2014. The FY 2015 Adopted Budget has this reserve budgeted at \$5 million.

### **SPECIAL PURPOSE RESERVES**

Special purpose reserves can represent planned future spending at a funding level that has not yet been refined sufficiently for budgetary allocation to a particular County department or office. These reserves can also be designated as contingency funds that could potentially be tapped if circumstances or events create the unexpected need for additional funds.

#### **Reserve for Replacement of Integrated Justice System – \$5,047,525**

Travis County has joined the Conference of Urban Counties (CUC) in a consortium of Texas counties that need to replace their case management systems for various justice and public safety departments. The participating counties desire to share technology in an effort to maximize efficiency and cost savings. The project has adopted the short name of “TechShare.” In addition, several departments are replacing the Vista document management system (DMS) with the On Base DMS to better organize and store the voluminous records generated by the justice system. This reserve has been established to provide funding to standardize all justice systems on one platform.

The FY 2015 Adopted Budget includes a \$5,047,525 Integrated Justice System (IJS) Reserve. This includes the continued implementation of the Prosecutor module (\$370,659), continued development and implementation of a Criminal Courts module (1,299,842), development of Phase I of the Juvenile Case Management System (\$545,000 rebudgeted from FY 2014),



development of a Civil and Probate Courts module (\$1,000,000), continued implementation of the On Base DMS (\$750,000) and ITS hardware and integration costs (\$910,000). Funding of \$172,024 is also available in the FY 2015 IJS Reserve for two Senior Planners in the Civil Courts. These positions will serve as subject matter experts and provide critical input from the Civil Courts' perspective during the development and implementation of the TechShare Civil and Probate module. Because timelines for this portion of the TechShare project are in flux, funding has been included in the reserve instead of directly in the department. The Civil Courts will request Commissioners Court approval at the appropriate time for the hiring of these two new FTEs midyear in FY 2015.

#### **Reserve for Interlocal Agreements – \$2,147,424**

The County has several cooperative interlocal agreements with area governments and agencies, including the City of Austin and several other state and local partners in public safety and public service efforts. The annual payments for the services covered under these agreements are often under negotiation during the budget development process and have not been finalized at the time the budget is adopted. As a result of this timing issue, \$2,147,424 has been included as a reserve for estimated FY 2015 payments associated with two interlocal agreements, the Combined Transportation, Emergency & Communications Center (CTECC) interlocal and the Regional Radio System (RRS) interlocal.

#### **Sheriff's Office Overtime Reserve – \$1,715,000**

Over the last few years, there have been changes to the pay cycle and pay scale for POPS positions. In addition, a new financial system and operational changes have increased overtime expenditures in FY 2014. The Sheriff's Office typically has been able to absorb overtime expenditures in excess of the budget through vacancy savings. That was not the case in FY 2014 and the Sheriff's Office requested the transfer of the \$1 million overtime reserve to its budget to fund overtime pay. Based on the overtime expenditure growth from FY 2013 to FY 2014, this reserve has been increased from \$1,000,000 to \$1,378,000, plus benefits, for a total amount of \$1,715,000. Having a reserve in addition to budgeting overtime in the Sheriff's Office is prudent in the event that additional resources are needed. The Planning and Budget Office will continue to work closely with the Sheriff's Office to monitor overtime expenditures throughout the year and keep the Commissioners Court apprised of the situation.

#### **STAR Flight Maintenance Reserve – \$992,259**

In FY 2011, a Memorandum of Understanding was signed between the Seton Family of Hospitals and Travis County for the dedicated basing rights of an additional STAR Flight aircraft at the Dell Children's Medical Center. As part of the agreement, Seton provided the County with an unconditional contribution of \$3.2 million. The contribution was to be paid over a five-year period in annual installments of \$640,000. The County received the last \$640,000 payment in Fiscal Year 2014. The Commissioners Court approved the use of the contributions for the establishment of a special maintenance reserve that would fund future major aircraft maintenance for the STAR Flight helicopter fleet.

Over the last few years, repairs and improvements totaling \$1,235,741 have been approved. In Fiscal Year 2015, this reserve totals \$992,259, with the remaining \$972,000 budgeted directly in Emergency Services for aircraft maintenance.

**Civil and Family Justice Court House Reserve – \$798,779**

This special reserve was established for the planning and design of a new Civil and Family Court House and has been used to fund the planning and management work necessary to prepare for a bond referendum for this project in May of 2015. In FY 2014, the reserve was budgeted at \$5,446,000. This amount was equal to the reserve of \$5,496,000 that was carried forward from the prior fiscal year, less a \$50,000 contract executed with the County's consultant, URS Corporation, for Phase IA work. In FY 2014, the Commissioners Court executed contracts with URS for Program Management Services and with Hellmuth, Obata and Kassabaum LP (HOK) for Independent Representative/Compliance Architect (IR/CA) services. These contracts were funded in part from the Civil and Family Court House Reserve and totaled \$4,453,221. In addition, \$194,000 has been transferred for miscellaneous contracts for the project to prepare final cost estimates. The remaining funds in FY 2014 total \$798,779 and will be carried into FY 2015.

In FY 2015, it is expected that this reserve will be used to fund a judicial planning consultant to bring judicial expertise to the project and a technology consultant for the Civil Courts to develop a strategic technology plan for the new building. The technology consultant will assist the project team during design of the building specifications and performance requirements for the court spaces. Court technology is a unique and dynamic field and development of the facility infrastructure should plan for the advancements of technologies in this arena. The planning consultant will interface with the building architects, the Planning and Budget Office and FMD and will clearly articulate the needs of the judiciary. The cost of these two consultants is \$325,000.

This reserve may also be used to assist in bridging the gap in cash flow funding needed between a successful May 2015 election and the issuance of voter approved debt in FY 2016. It is anticipated that up to \$600,000 will be needed in the summer of 2015 for Phase III of the URS work. Funds remaining in the Civil and Family Justice Court House Reserve are expected to be sufficient to cover a majority of this need. An additional \$125,000 is listed as an Earmark on the General Fund Allocated Reserve in the event it is needed. In addition, these expenses will be eligible for a reimbursement resolution and PBO will work closely with project staff to ensure a funding plan is in place for Phase III of the URS contract as well as Phase IV costs for each of the URS and HOK contracts and the amount required for the Design-Build contract. This will ensure that the County can solicit the work in FY 2015 (all of which can be reimbursed through the bond proceeds) and that no additional funds need to be budgeted into the reserve to cash flow the contracted work. Phase V for each of the contracts will be part of an FY 2016 budget request, along with the funds needed for the Design-Build contract to cash flow the beginning of construction for the project.

**Future Grant Requirements Reserve – \$550,000**

In FY 2010, the Court established a \$500,000 reserve for future grant match requirements. This reserve was increased to \$596,369 in FY 2011 and maintained in FY 2012. It was used once that year to fund a new Grants Financial Auditor position in the County Auditor's Office to assist in the management of an increasing number of county grants. The reserve was dissolved in FY 2013. Nevertheless, over the last few years, the Commissioners Court has approved various earmarks on the County's Allocated Reserve for established grant programs that could potentially lose funding. Many of these programs provide services related to court programs. This reserve is established to allow the Commissioners Court funding flexibility if program monies are lost and the value of the program has been proven through successful performance measures.

**Juvenile Justice Reserve – \$504,726**

The Juvenile Justice Reserve was first established in the Fiscal Year 2010 Budget to provide the Juvenile Probation Department with bridging resources, should they be needed, to address some of the challenges from unsettled issues within the Texas Department of Juvenile Justice statewide system and other unexpected needs, should they arise. The original amount of \$250,000 was increased in FY 2013 to \$418,959 and again in FY 2014 to \$504,726 to provide funding flexibility for increases in the external placement of juveniles. Accordingly, this funding is recommended to be continued to mitigate these additional placement needs. Service levels could also potentially be impacted because of new legislation that would allow more youth to be served.

**Reserve for State Cuts – \$500,000**

This reserve was originally established in FY 2012 after the 82<sup>nd</sup> Texas Legislative Session. The Commissioners Court set aside \$300,000 for potential state budget reductions that could affect Austin Travis County Integral Care (formerly MHMR). A general contingency of \$250,000 was included in the Fiscal Year 2013 Budget. This amount was then continued into Fiscal Year 2014 to mitigate the potential loss of key state-funded FTEs in the Juvenile Probation Department. While the final result of potential state funding cuts to this program area from the Texas Department of Juvenile Justice is not yet known, current projections indicate a potential loss of funding for four juvenile probation officers assigned to the court services unit. These officers provide important services in preparing reports and investigations that are reviewed by the courts for dispositional hearings, and are vital to the operations of the Juvenile Probation Department. It is recommended that this reserve be delineated for the purpose of funding these potential cuts should they occur.

**SMART Building Maintenance – \$363,033**

The SMART Building Reserve will be continued in FY 2015 to cover maintenance costs for the SMART building purchased in FY 2009, and for the new SMART building constructed by the County in FY 2011. The reserve has covered maintenance costs for the new building since January 2012. The FY 2014 projected ending reserve balance of \$270,917 will fall to the General Fund ending fund balance and will be appropriated in the FY 2015 reserve in addition to the

new revenue of \$92,116. This reserve is funded by a maintenance fee included in the lease agreements between Travis County and Adult Probation (CSCD).

**Fuel and Utilities Reserve – \$300,000**

A reserve in the amount of \$300,000 is maintained in the FY 2015 Adopted Budget as a contingency in the event of increased fuel and utilities costs. The countywide fuel budget is driven primarily by changes in the cost of fuel and the number of miles driven by county vehicles. Given that fuel prices can be volatile these funds will help cushion the County if fuel prices were to rise sharply during the fiscal year. The TNR fuel budget was increased by \$888,000 in FY 2014 to reflect recent spending trends.

Utility rates increased in October 2012. Centralized utilities are budgeted at the same levels as FY 2013 since the County has spent less than what was budgeted in recent years. In FY 2014, \$220,000 was transferred midyear from the utility reserve to the utility line items associated with the Travis County Correctional Complex. Additional funds were appropriated to the Sheriff's Budget as a result, but it is reasonable to assume that these budgets will continue to need to be "right-sized" in the coming years as costs are incurred. This reserve will help accommodate such a need.

**Annualization Reserve – \$714,606**

A reserve totaling \$714,606 was established in the FY 2015 Adopted Budget to set aside the budget to fully fund the POPS anniversary step increase in FY 2016. The funding set aside in this reserve accounts for the portion of the anniversary step increase that occurs after the October 1, 2014 start of the fiscal year.

## WORKS CITED

United States Congress, Joint Economic Committee. (2014, November). *Economic Snapshot: Texas*. Retrieved 2014, from

[http://www.jec.senate.gov/public//index.cfm?a=Files.Serve&File\\_id=cd6ebbf4-4459-b5ac-96e239fd24a5](http://www.jec.senate.gov/public//index.cfm?a=Files.Serve&File_id=cd6ebbf4-4459-b5ac-96e239fd24a5)

Bureau of Economic Analysis . (2014, October 30). *GDP Highlights* . Retrieved from Bureau of Economic Analysis, U.S. Department of Commerce:

<http://www.bea.gov/newsreleases/national/gdp/gdphighlights.pdf>

City of Austin. (2014). *Austin Website*. Retrieved 2014, from

<http://www.austintexas.gov/page/top-ten-demographic-trends-austin-texas>

Community Advancement Network . (2013). *Community Dashboard 2013*. Retrieved 2014, from Community Advancement Network :

[https://austintexas.gov/sites/default/files/files/City\\_Manager/CANCommunityDashboard2013.pdf](https://austintexas.gov/sites/default/files/files/City_Manager/CANCommunityDashboard2013.pdf)

Community Advancement Network. (2014, May 7). *Community Dashboard 2014*. Retrieved 2014, from Community Advancement Network:

<http://www.cancommunitydashboard.org/files/2014CANCommunityDashboard.pdf>

Congressional Budget Office. (2013, February). *The Budget and Economic Outlook: Fiscal Years 2013 to 2023*. Retrieved 2014, from Congressional Budget Office:

<http://www.cbo.gov/sites/default/files/cbofiles/attachments/43907-BudgetOutlook.pdf>

Dietz, R. (2014, August 5). *Build It and the Jobs Will Come*. Retrieved 2014, from U.S. News &

World Report: <http://www.usnews.com/opinion/economic-intelligence/2014/08/05/which-states-are-building-the-most-homes-and-why>

Federal Reserve Bank of Dallas. (2014, October 30). *U.S. Growth Pace Moderate; Inflation Low; Employment Data Mixed*. Retrieved 2014, from

[www.dallasfed.org/research/update/us/2014/1407.cfm](http://www.dallasfed.org/research/update/us/2014/1407.cfm)

Phillips, K. (2014). *2014 Economic Outlook: Still Good to be in Texas*. Retrieved 2014, from Federal Reserve Bank of Dallas, San Antonio Branch:

[http://gtot.unt.edu/sites/default/files/The%20State%20of%20the%20Texas%20Economy\\_0.pdf](http://gtot.unt.edu/sites/default/files/The%20State%20of%20the%20Texas%20Economy_0.pdf)

Sperling's Best Places. (2014). *Sperling's Best Places*. Retrieved 2014, from Economy in Travis County, Texas: <http://www.bestplaces.net/economy/county/texas/travis>

Susan Combs, Texas Comptroller of Public Accounts. (2014, November 3). *Comptroller's Weekly Economic Outlook*. Retrieved 2014, from The Texas Economy:  
<http://thetexasconomy.org/economic-outlook/>

Susan Combs, Texas Comptroller of Public Accounts. (2014, May 19). *Fiscal Notes* . Retrieved 2014, from Window on State Government :  
<http://www.window.state.tx.us/comptrol/fnotes/fn14Q3/homesales.php>

Susan Combs, Texas Comptroller of Public Accounts. (2014, November 3). *Key Economic Indicators*. Retrieved 2014, from The Texas Economy:  
<http://thetexasconomy.org/economic-outlook/key-indicators/>

Texas Home Town Locator. (2014). *Travis County Texas Information*. Retrieved November 2014, from TX HomeTownLocator: <http://texas.hometownlocator.com/tx/travis/>

Travis Central Appraisal District. (2014). *Organization*. Retrieved November 2014, from Travis Central Appraisal District: <http://www.traviscad.org/organization.html>

Travis County Health and Human Services & Veterans Service, Research & Planning Division. (2014, March). *Workforce Development: 2013 Community Impact Report*. Retrieved 2014, from TravisCountyTX.gov Web site:  
[http://www.co.travis.tx.us/health\\_human\\_services/research\\_planning/publications/cir/2013/workforce-development.pdf](http://www.co.travis.tx.us/health_human_services/research_planning/publications/cir/2013/workforce-development.pdf)

Travis County Health and Human Services & Veterans Services. (2012). *Travis County Snapshot from American Community Survey 2010*. Retrieved 2014, from  
[https://www.traviscountytexas.gov/images/health\\_human\\_services/Docs/ACS\\_2010.pdf](https://www.traviscountytexas.gov/images/health_human_services/Docs/ACS_2010.pdf)

United States Census Bureau. (2014, September 16). *Newsroom*. Retrieved 2014, from United States Census Bureau, U.S. Department of Commerce:  
<http://www.census.gov/newsroom/press-releases/2014/cb14-169.html>

United States Census Bureau. (2014, July 8). *State & County QuickFacts*. Retrieved 2014, from United States Census Bureau: <http://quickfacts.census.gov/qfd/states/48/48453.html>

United States Department of Labor, Bureau of Labor Statistics . (2013, December 19). *Economics News Release*. Retrieved 2014, from Bureau of Labor Statistics:  
<http://www.bls.gov/news.release/ecopro.nr0.htm>

FISCAL YEAR 2015 ADOPTED BUDGET  
SECTION II – GENERAL FUND DEPARTMENT AND OFFICE  
NARRATIVES

Chart 18  
Organization of Fund Structure – General Fund

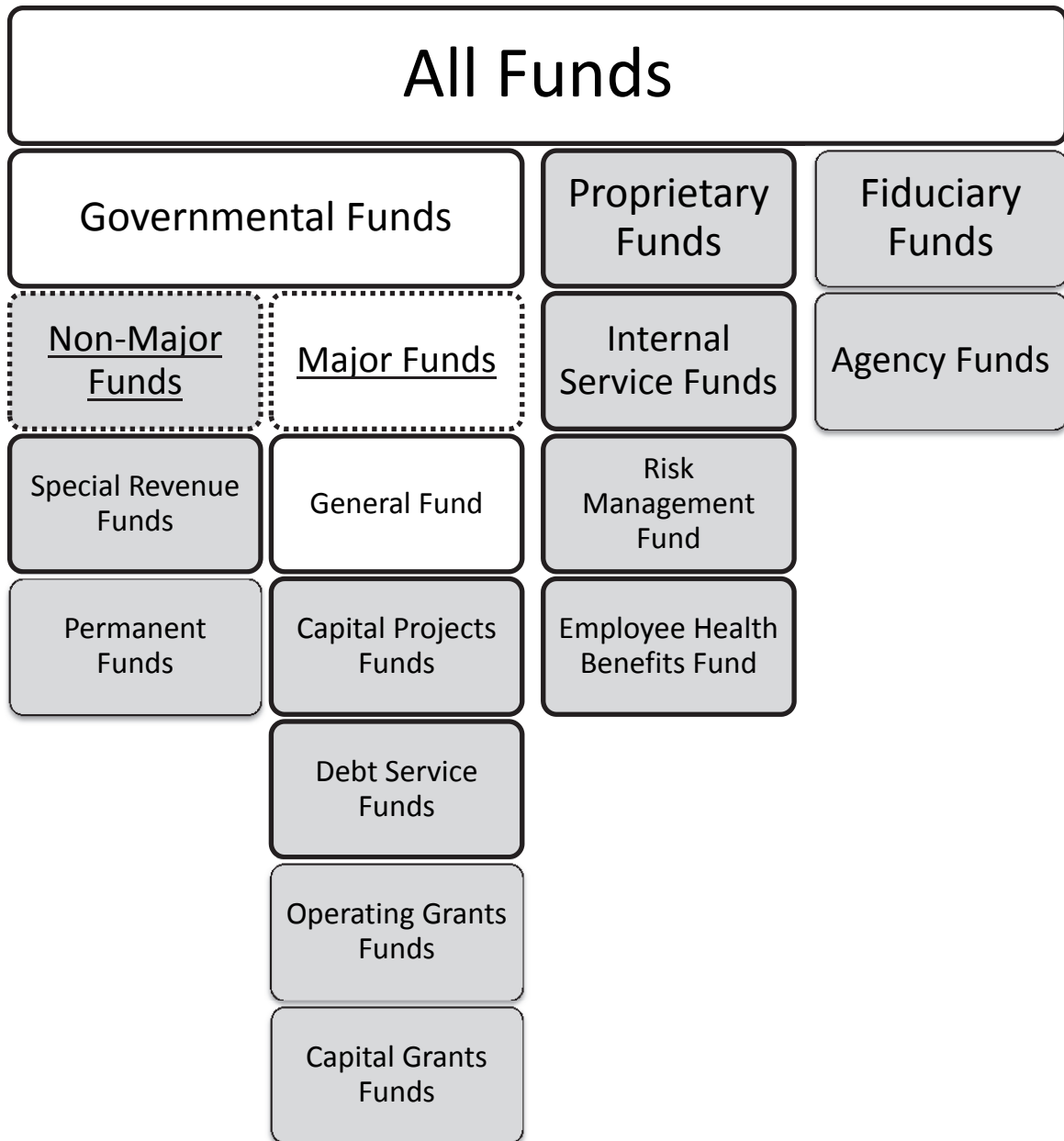




Table 27  
General Fund Departmental Budget History

Department Name	Adopted FY 2013	Adopted FY 2014	Adopted FY 2015	2015 - 2014 Difference	% Change
Civil Courts	\$6,303,458	\$6,480,279	\$7,141,929	\$661,650	10.2%
Civil Court Legally Mandated Fees	\$2,940,573	\$3,250,651	\$3,251,843	\$1,192	0.0%
Civil Service Commission	\$92,376	\$110,170	\$102,029	(\$8,141)	-7.4%
Community Supervision & Corrections	\$564,015	\$599,840	\$559,196	(\$40,644)	-6.8%
Constable, Precinct 1	\$2,003,037	\$1,998,454	\$2,124,373	\$125,919	6.3%
Constable, Precinct 2	\$2,735,301	\$2,797,352	\$2,857,210	\$59,858	2.1%
Constable, Precinct 3	\$2,307,681	\$2,336,987	\$2,363,372	\$26,385	1.1%
Constable, Precinct 4	\$1,624,701	\$1,781,104	\$1,817,597	\$36,493	2.0%
Constable, Precinct 5	\$4,385,174	\$4,427,839	\$4,506,236	\$78,397	1.8%
Counseling and Education Services	\$3,546,333	\$3,606,879	\$3,636,554	\$29,675	0.8%
County Attorney	\$16,959,561	\$18,233,184	\$19,003,355	\$770,171	4.2%
County Auditor	\$10,853,517	\$11,624,197	\$10,997,669	(\$626,528)	-5.4%
County Clerk	\$9,633,213	\$11,403,396	\$10,156,504	(\$1,246,892)	-10.9%
County Commissioner, Precinct 1	\$365,899	\$380,120	\$384,620	\$4,500	1.2%
County Commissioner, Precinct 2	\$364,831	\$376,901	\$391,316	\$14,415	3.8%
County Commissioner, Precinct 3	\$359,096	\$380,108	\$385,489	\$5,381	1.4%
County Commissioner, Precinct 4	\$352,920	\$363,594	\$378,852	\$15,258	4.2%
County Judge	\$454,781	\$485,013	\$492,458	\$7,445	1.5%
County Treasurer	\$809,468	\$836,920	\$850,477	\$13,557	1.6%
Criminal Courts	\$6,574,762	\$6,718,856	\$6,735,613	\$16,757	0.2%
Criminal Courts Legally Mandated Fees	\$8,442,719	\$8,742,719	\$8,742,719	\$0	0.0%
Criminal Justice Planning	\$4,104,313	\$4,372,421	\$4,709,695	\$337,274	7.7%
District Attorney	\$17,524,583	\$20,016,046	\$20,615,386	\$599,340	3.0%
District Clerk	\$7,528,936	\$7,892,307	\$8,119,220	\$226,913	2.9%
Emergency Medical Services	\$19,407,179	\$20,006,815	\$21,889,426	\$1,882,611	9.4%
Emergency Services	\$4,781,918	\$6,648,650	\$5,136,743	(\$1,511,907)	-22.7%
Facilities Management Department	\$10,073,725	\$10,624,849	\$12,053,478	\$1,428,629	13.4%
Centralized Rent & Utilities	\$4,837,821	\$4,537,130	\$4,368,875	(\$168,255)	-3.7%
General Administration	\$4,755,726	\$4,462,603	\$4,625,066	\$162,463	3.6%
Health & Human Svcs & Veterans Svc	\$32,293,147	\$33,053,308	\$36,455,356	\$3,402,048	10.3%
Healthcare Contra Account <sup>1</sup>	(\$3,305,938)	\$0	\$0	\$0	0.0%
Historical Commission	\$9,442	\$7,942	\$10,002	\$2,060	25.9%
Human Resources Mgmt Department	\$12,984,047	\$14,207,163	\$15,477,035	\$1,269,872	8.9%
Information Technology Services <sup>2</sup>	\$22,325,266	\$22,874,535	\$23,828,094	\$953,559	4.2%
Justice of the Peace, Precinct 1	\$1,004,962	\$1,039,364	\$1,119,497	\$80,133	7.7%
Justice of the Peace, Precinct 2	\$1,987,956	\$1,981,034	\$1,984,651	\$3,617	0.2%
Justice of the Peace, Precinct 3	\$1,388,219	\$1,440,805	\$1,483,743	\$42,938	3.0%
Justice of the Peace, Precinct 4	\$956,273	\$998,180	\$1,070,561	\$72,381	7.3%
Justice of the Peace, Precinct 5	\$999,796	\$1,036,837	\$1,054,497	\$17,660	1.7%
Juvenile Probation	\$35,624,105	\$36,474,397	\$37,042,245	\$567,848	1.6%
Juvenile Public Defender	\$1,426,110	\$1,504,440	\$1,606,330	\$101,890	6.8%
Medical Examiner	\$4,407,871	\$4,627,769	\$4,755,827	\$128,058	2.8%
Planning and Budget Office	\$2,099,092	\$2,090,915	\$2,390,635	\$299,720	14.3%
Pretrial Services	\$5,095,573	\$5,390,504	\$5,503,532	\$113,028	2.1%
Probate Court	\$1,779,865	\$1,871,490	\$1,952,102	\$80,612	4.3%
Purchasing	\$3,670,716	\$3,804,005	\$3,787,625	(\$16,380)	-0.4%
Records Mgmt & Comm Resources	\$5,103,818	\$5,553,484	\$5,451,538	(\$101,946)	-1.8%
Sheriff	\$147,433,519	\$150,351,858	\$153,524,622	\$3,172,764	2.1%
Tax Assessor-Collector	\$8,367,827	\$9,275,652	\$9,780,624	\$504,972	5.4%
Transportation & Natural Resources <sup>3</sup>	\$32,096,244	\$34,520,879	\$38,421,553	\$3,900,674	11.3%
<b>Total Dept Budgets Excluding CAR<sup>4</sup></b>	<b>\$472,435,527</b>	<b>\$497,599,945</b>	<b>\$515,097,369</b>	<b>\$17,497,424</b>	<b>3.5%</b>
<b>Total CAR Budgets (excludes reserve)<sup>4</sup></b>	<b>\$32,496,985</b>	<b>\$15,715,354</b>	<b>\$27,644,955</b>	<b>\$11,929,601</b>	<b>75.9%</b>
<b>Total Dept Budgets</b>	<b>\$504,932,512</b>	<b>\$513,315,299</b>	<b>\$542,742,324</b>	<b>\$33,832,671</b>	<b>6.6%</b>

<sup>1</sup> The healthcare contra amounts were budgeted directly in relevant departments beginning in FY 2014, resulting in decreases to those departments' budgets in comparison to FY 2013.

<sup>2</sup> Centralized Computer Services expenditures are budgeted in the Capital Acquisition Resources Account (CAR).

<sup>3</sup> Centralized Fleet Services expenditures are budgeted in Transportation & Natural Resources.

<sup>4</sup> Departmental budgets exclude Capital Acquisition Resources (CAR) funds shown in Total CAR Budgets.

## Civil Courts (122)

### Mission Statement & Program Goals

The mission of the Travis County Civil Courts is to fairly and efficiently dispose of cases filed within our courts. As Judges, we have a responsibility to foster the improvement of the justice system of Travis County while ensuring the delivery of quality court services and the prudent use of county resources.

*Fiduciary Responsibilities*

Adjudicate and resolve civil disputes in an expeditious and timely manner.

*Efficiency and Effectiveness Improvements*

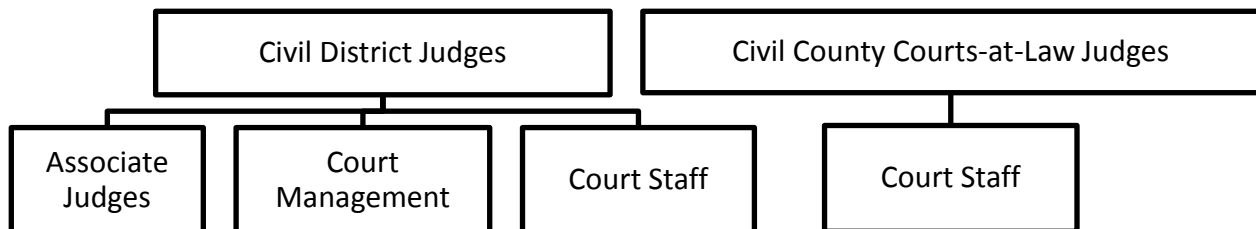
Improve the effectiveness, economy and efficiency of court operations.

*Human Resources*

Provide a progressive, challenging, team-oriented work environment that encourages employees to identify and implement improvements.

*Technology*

Develop technology innovations that improve court operations.

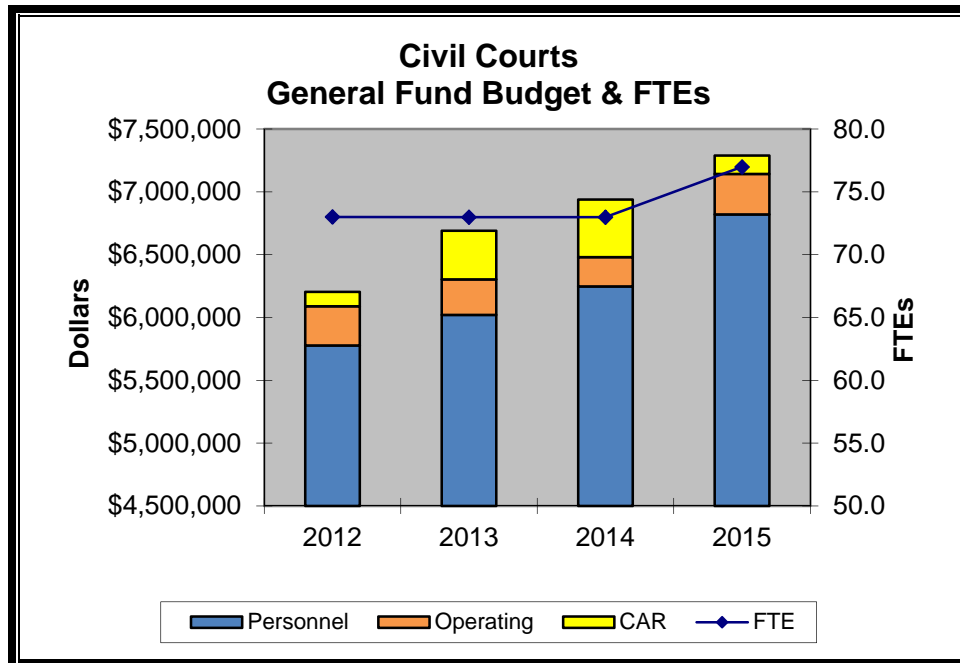


### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>District Courts</b>				
Civil Cases Disposed	20,056	19,857	19,000	19,000
Clearance Rate ( <i>Filings/Dispositions</i> )	96%	98%	97%	97%
% of Cases Disposed Over 18 Months Old	14%	16%	12%	12%
<b>County Courts-at-Law</b>				
Civil Cases Disposed	12,584	11,609	12,778	12,800
Clearance Rate ( <i>Filings/Dispositions</i> )	104%	92%	90%	90%
% of Cases Disposed Over 18 Months Old	27%	24%	30%	30%

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 5,777,405	\$ 6,019,964	\$ 6,247,065	\$ 6,820,507	\$ 573,442
Operating	\$ 312,194	\$ 283,494	\$ 233,214	\$ 321,422	\$ 88,208
CAR (Capital)	\$ 113,720	\$ 283,494	\$ 457,867	\$ 146,475	\$ (311,392)
<b>Total</b>	<b>\$ 6,203,319</b>	<b>\$ 6,586,952</b>	<b>\$ 6,938,146</b>	<b>\$ 7,288,404</b>	<b>\$ 350,258</b>
FTEs	73.00	72.98	72.98	76.98	4.00



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Civil Courts increased by \$350,258 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 5.0% increase. The majority of the increase was in the personnel budget, while the capital allocation was less than last year.

**Programmatic Funding**

Programmatic funding in FY 2015 includes a reduction of FY 2014 one-time personnel expenses of \$2,796 for an Austin Community College (ACC) intern. One-time operating costs of \$50,000 for a security assessment of the Heman Marion Sweatt (HMS) Courthouse were also removed.

An Associate Judge and related support staff were added to the Civil Courts’ budget in FY 2015 due to an increase in the department’s CPS and family law caseload in recent years. The total

number of CPS cases filed increased by almost 62% from FY 2008 to FY 2013. The need for an additional Associate Judge was compounded by the departure of an Associate Judge in the Juvenile Probation Department who has been working on the CPS docket in the Civil Courts since 2012. This judge will return to the Juvenile Probation Department full-time after December 31, 2014.

An Associate Judge, Court Reporter, Judicial Aide, and Court Operations Officer (4.0 FTEs) were added to the Civil Courts' budget at an ongoing annual personnel cost of \$396,341, as well as an ongoing operating cost of \$4,800 for office supplies and travel and training costs. One-time operating funds of \$23,408 were appropriated for office furniture and computer equipment.

In addition, \$110,000 in one-time operating funding is included in the Civil Courts' budget for the creation of a new court administration docketing tool.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$63,913 for the Civil Courts. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$28,048 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

### ***Administrative and Other Funding Changes***

The FY 2015 Civil Courts budget includes a one-time net increase of \$16,797 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,598 to the Civil Courts.

In addition, \$60,412 was added on an ongoing basis to the Civil Courts' personnel budget to reduce the department's budgeted salary savings based on current vacancy rates. Due to a change in the employment status of visiting judges per Internal Revenue Service regulations, \$8,889 in ongoing personnel funding was added to the Civil Courts' budget to account for anticipated increased expenditures on benefits. Finally, \$3,436 was added to the personnel budget for judicial longevity pay.

### ***Capital Funding***

#### ***General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the Civil Courts totals \$146,475 for the following FY 2015 capital equipment and projects:

- \$125,525 for standard replacements of technological equipment, and
- \$20,950 for high-priority furniture replacement in the Civil Courthouse.

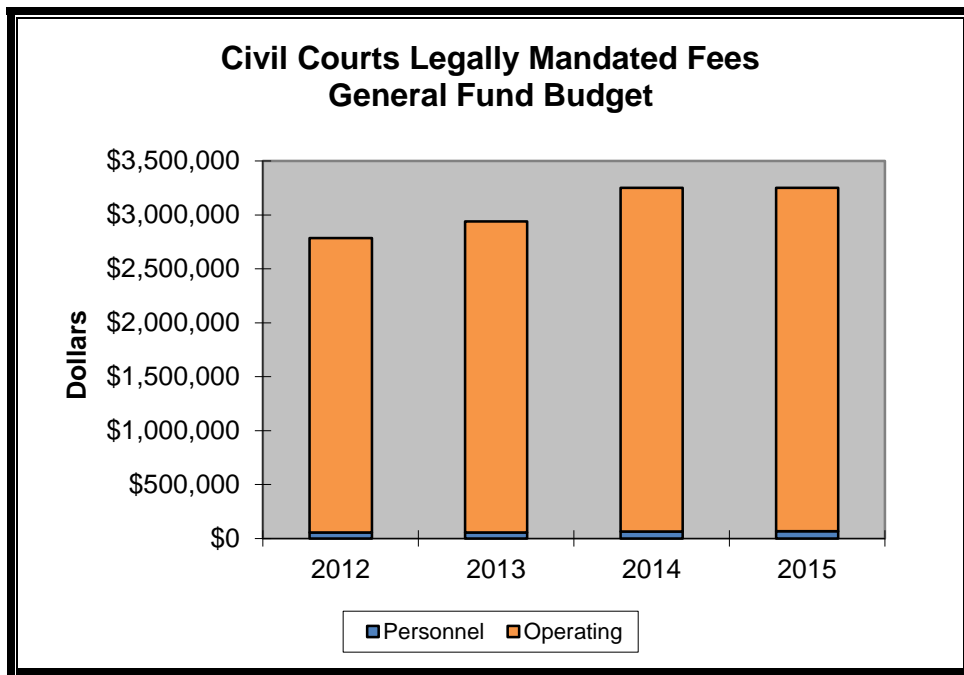
## Civil Courts Legally Mandated Fees (193)

### Mission Statement & Program Goals

The Civil Courts Legally Mandated Fees budget provides for a number of costs directly related to civil trials. The largest expense in the budget is for statutory fees paid to attorneys of indigent defendants who cannot afford counsel but require legal representation. Also included in the budget are fees for interpreters, visiting court reporter costs, court transcripts for indigents, travel related expenses for visiting judges, supplemental salaries for the Judges for the 3rd Court of Appeals, and Travis County’s portion of the judicial district expenses for the 3rd Judicial Administrative Region.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 54,040	\$ 54,837	\$ 64,918	\$ 66,110	\$ 1,192
Operating	\$ 2,730,000	\$ 2,885,736	\$ 3,185,733	\$ 3,185,733	\$ -
Total	\$ 2,784,040	\$ 2,940,573	\$ 3,250,651	\$ 3,251,843	\$ 1,192



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for Civil Courts Legally Mandated Fees increased by \$1,192 from the FY 2014 Adopted Budget. This very small increase was in the personnel budget.

### ***Programmatic Funding***

While funding for civil legally mandated fees was not increased, the FY 2015 Adopted Budget includes an earmark on Allocated Reserve of \$200,000 to be used for these mandated services in the event of higher than expected costs.

### ***Administrative and Other Funding Changes***

The FY 2015 Civil Courts Legally Mandated Fees budget includes an increase of \$1,192 to correct the benefits calculation for the County portion of salary supplements provided to Justices of the 3rd Court of Appeals. The State of Texas fully reimburses Travis County for the payment of these supplements and the benefits associated with them.

### ***Capital Funding***

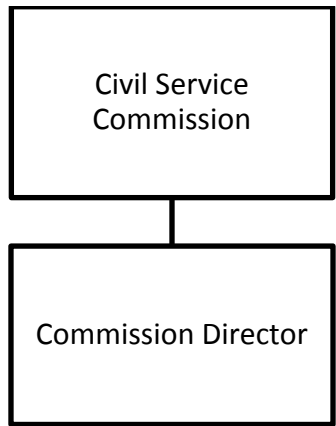
This office did not receive any capital funding for FY 2015.

## Civil Service Commission (154)

### Mission Statement & Program Goals

The mission of the Civil Service Commission is to promote a quality office by establishing and enforcing rules and regulations that pertain to employee selection, advancement, benefits, rights and working conditions consistent with the Sheriff’s Office needs and circumstances.

The Commission develops, establishes and enforces rules and regulations that cover the employee work environment in the Travis County Sheriff’s Office, including employee selection, advancement, rights and general working conditions statutorily required under Local Government Code 158.

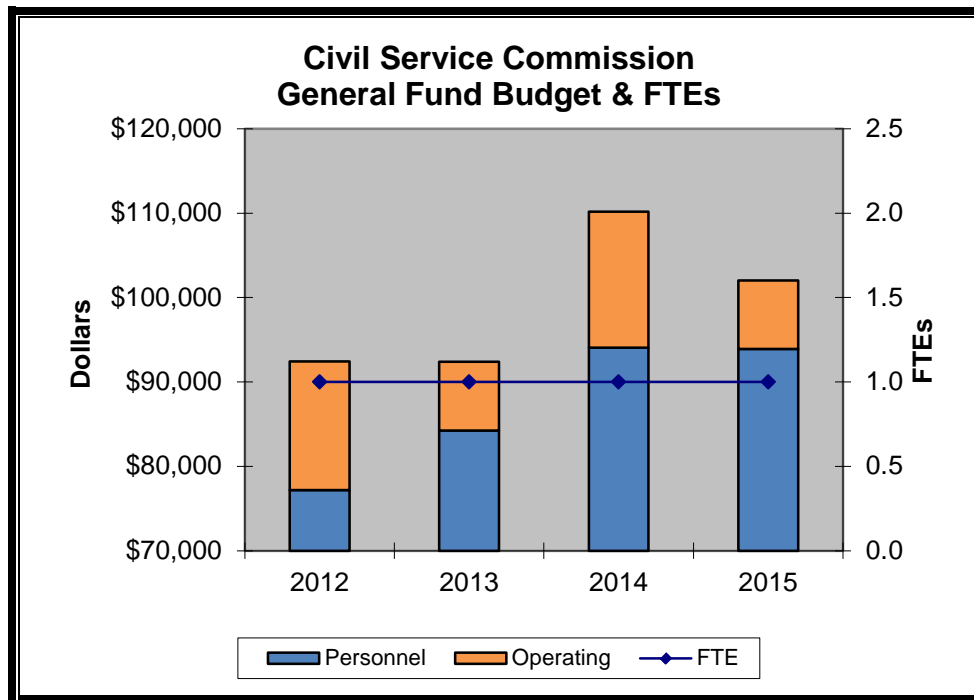


### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of Grievances Submitted	2	4	3	3
Number of Hearings Conducted	3	1	2	2
Number of Meetings	4	2	2	3
Number of Advancement Exams	66	97	100	100
Number of Promotional Applicants	230	235	240	240
Number of Promotional Review Boards	52	70	70	70
Number of Patrol Review Boards	33	40	35	35
Number of Patrol Exams	0	87	70	70

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 77,195	\$ 84,254	\$ 94,048	\$ 93,907	\$ (141)
Operating	\$ 15,223	\$ 8,122	\$ 16,122	\$ 8,122	\$ (8,000)
Total	\$ 92,418	\$ 92,376	\$ 110,170	\$ 102,029	\$ (8,141)
FTEs	1.00	1.00	1.00	1.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Civil Service Commission decreased by \$8,141 from the FY 2014 Adopted Budget. This is a 7.4% decrease. The majority of the decrease was in the operating budget.

**Programmatic Funding**

Every other year the Civil Service Commission receives funds for a statutorily required codification of civil service rules. The \$8,000 biannual expense was added in FY 2014 and removed from the departmental budget for FY 2015. It will be added back as part of the FY 2016 budget.



***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,216 for the Civil Service Commission. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$374 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 Civil Service Commission budget includes a one-time net decrease of \$1,706 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$25 to the Civil Service Commission budget.

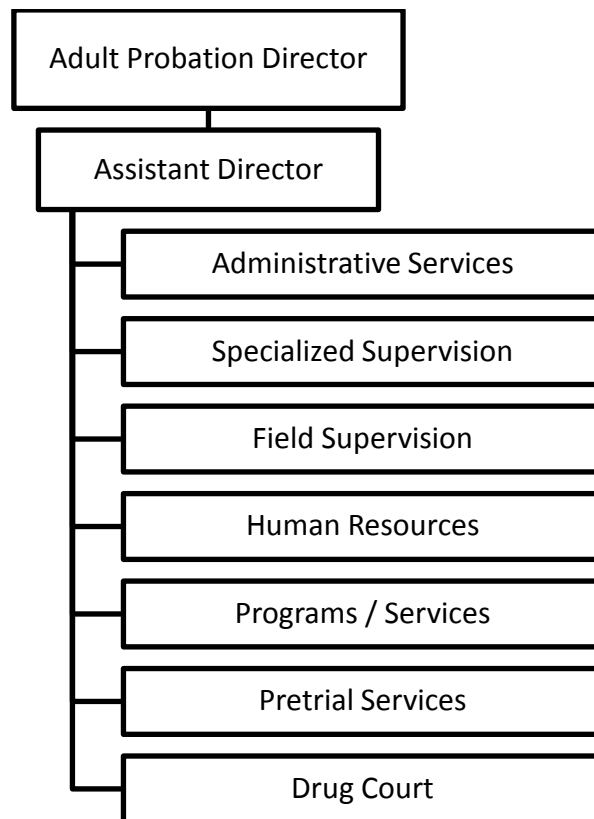
# Community Supervision and Corrections (139)

## Mission Statement & Program Goals

The mission of the Travis County Community Supervision and Corrections Department (Adult Probation) is to impact the community by making it safer and changing the lives of those placed under its supervision.

Adult Probation works with the community so each individual on supervision successfully:

- Makes amends to the community/victims;
- Meets their supervision conditions; and
- Fully participates in programs and services to positively change their lives and be law abiding.



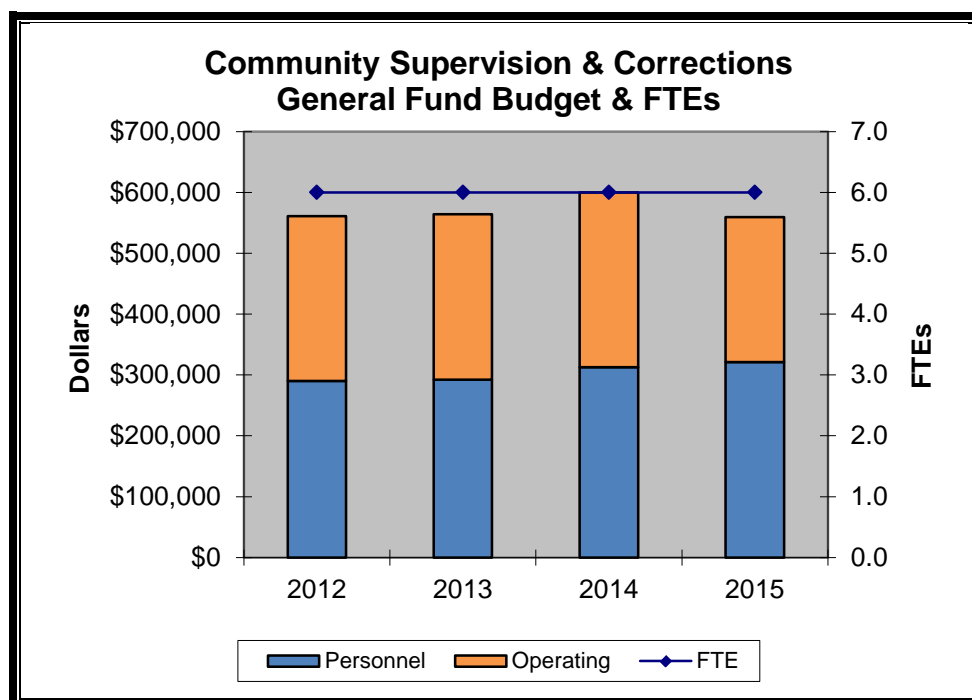
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Cases probated by local court	5,271	4,937	5,300	5,100
Cases accepted for courtesy supervision	1,541	1,526	1,600	1,550
Cases accepted and assigned to misdemeanor Pretrial Diversion Supervision	55	87	100	100
Average number of direct cases	10,700	10,323	11,200	11,000
Probationers successfully discharged	4,372	4,103	5,000	4,500
Community service restitution hours completed	182,574	172,006	188,000	180,000
Restitution disbursements	\$2,032,762	\$1,933,218	\$1,900,000	\$1,900,000
Collected County funds	\$1,099,947	\$1,035,339	\$1,200,000	\$1,050,000
Average caseload – specialized	48	42	52	50
Average caseload – non-specialized	116	118	112	115

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 290,125	\$ 292,128	\$ 312,878	\$ 320,905	\$ 8,027
Operating	\$ 271,013	\$ 271,887	\$ 286,962	\$ 238,291	\$ (48,671)
Total	\$ 561,138	\$ 564,015	\$ 599,840	\$ 559,196	\$ (40,644)
FTEs*	6.00	6.00	6.00	6.00	-

\*The FY 2015 FTE count includes 274.62 State-funded positions and 6.0 County-funded positions.



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Community Supervision and Corrections Department decreased by \$40,644 from the FY 2014 Adopted Budget. This is a 6.8% decrease. The personnel budget increased while the operating budget decreased.

### ***Programmatic Funding***

FY 2014 one-time operating funds totaling \$10,300 were removed from the FY 2015 Adopted Budget for this department. In addition, \$39,218 of the operating budget was removed on an ongoing basis in order to centrally budget County funds spent on security services.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$7,280 for the Community Supervision and Corrections Department. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,594 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

### ***Administrative and Other Funding Changes***

The FY 2015 Adopted Budget includes a shift of \$847 from personnel to operating.

### ***Capital Funding***

#### ***General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the Community Supervision and Corrections Department includes \$30,900 centrally budgeted in Transportation and Natural Resources (TNR) for the replacement of a vehicle and a trailer that meet both the age and mileage requirements for replacement in FY 2015.

## Constable Summary

### Overview

The primary responsibility of the five Constables in Travis County is to serve civil and criminal process to persons and establishments identified by the courts. The Constables' responsibilities also include providing neighborhood security, traffic control, and enforcing disabled parking and truancy codes. The five offices are liable to and elected by voters in their respective precincts.

The total Adopted Budgets for FY 2015 for all the Constable offices is \$13,677,248. The services provided collectively by the Constables are projected to generate revenue totaling \$4,238,741 in FY 2015.

### Adopted Budgets FY 2015

	Constable Pct. 1	Constable Pct. 2	Constable Pct. 3	Constable Pct. 4	Constable Pct. 5	Totals
Personnel	\$2,062,534	\$2,748,610	\$2,294,988	\$1,763,734	\$4,393,728	\$13,263,594
Operating	\$61,839	\$108,600	\$68,384	\$53,863	\$112,508	\$405,194
CAR	\$0	\$0	\$8,460	\$0	\$0	\$8,460
Total	\$2,124,373	\$2,857,210	\$2,371,832	\$1,817,597	\$4,506,236	\$13,677,248
FTE	24.00	35.00	29.00	23.00	56.00	167.00
Revenue	\$440,752	\$837,216	\$551,377	\$367,940	\$2,041,456	\$4,238,741

The estimated revenue listed above is that attributed to the Constables' offices revenue line items only. There is also revenue attributed to the Justice Courts that is collected in part through the efforts of the Constables' offices.

In addition, Constable Precinct Two and Constable Precinct Three have entered into interlocal agreements with small governmental jurisdictions such as villages, school districts and municipal utility districts for law enforcement services. The budgets of those offices reflect the costs of providing those revenue-producing services.

# Constable, Precinct One (131)

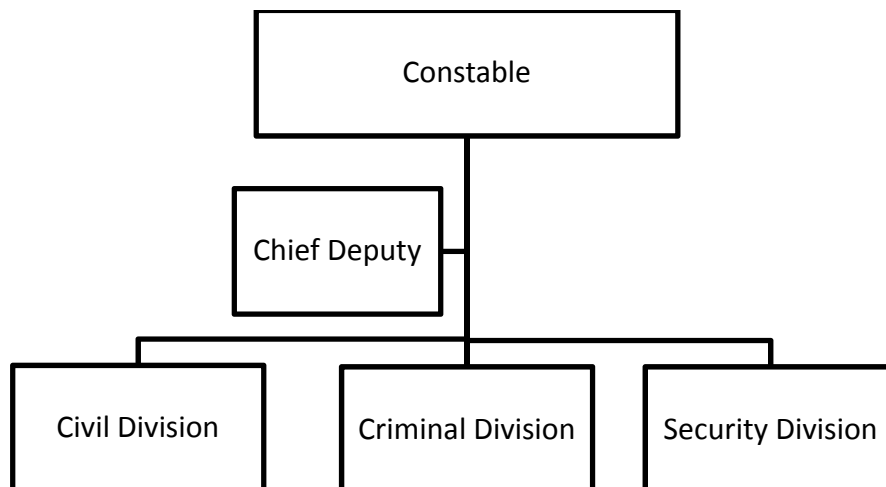
## Mission Statement & Program Goals

The mission of the Travis County Precinct One Constable’s Office is to serve the citizens of Precinct One in an efficient, professional and ethical manner while exhibiting integrity, a concern for public safety, courtesy, and fairness in all interactions with the public including ongoing efforts to combat truancy and in executing both civil and criminal processes to persons and establishments identified by the courts.

The Civil Division records and executes all incoming legal documents from the Justice, County, District, and Federal Courts. The main goal of the program is the service of civil process from the courts. This division is also given the task of enforcing court ordered judgments.

The Criminal Division program’s primary function is the execution of misdemeanor warrants, and any other criminal process issued from Justice of the Peace Precinct One (JP1), and any other Texas Judicial system. Other documents include Summons, Subpoenas, and Peace Bond Warrants.

The Security Division’s primary goals are the protection of the JP1 Court and protection of employees and the physical assets at the County offices located on Airport Boulevard. The Security Division also provides Tax Office security at the Heflin location.

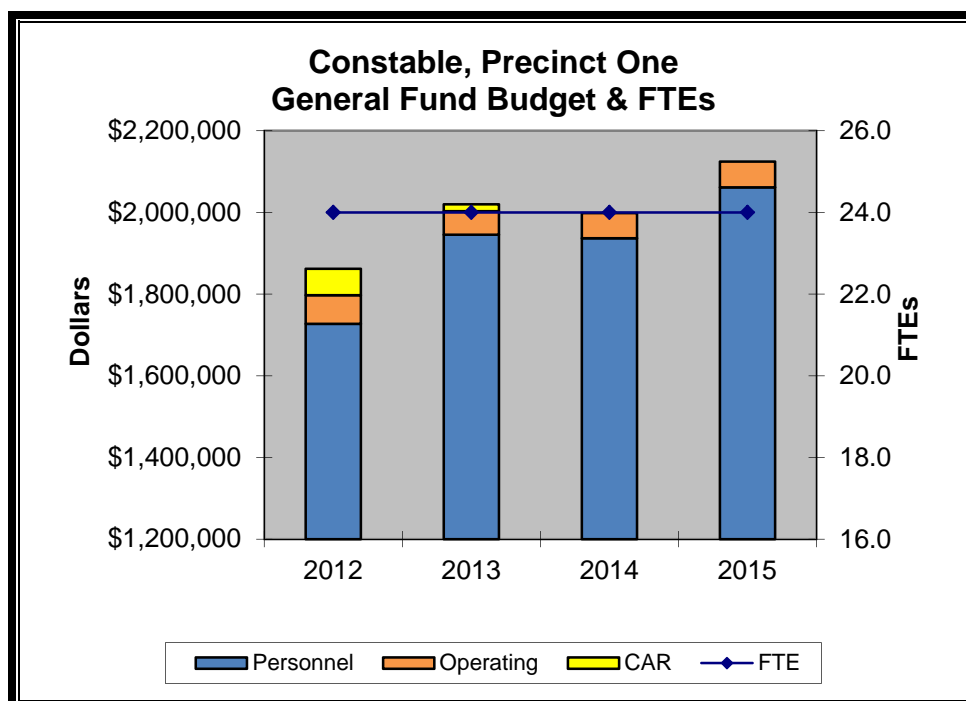


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division</b>				
Civil Process Documents Received	5,896	5,000	5,000	5,000
Civil Process Documents Executed	5,896	5,000	5,000	5,000
Percent Processed	100%	100%	100%	100%
<b>Criminal Division</b>				
Warrants Received	3,648	3,595	5,047	6,000
Warrants Executed	1,840	2,400	5,047	6,000
Percent Executed	75%	100%	100%	100%
<b>Security Division</b>				
Calls for Service	63	90	120	120
Calls Cleared	63	90	120	120
Percent Cleared	100%	100%	100%	100%
Trial Bailiff Attended	6,000	6,499	7,910	5,200

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,727,227	\$1,945,370	\$1,936,787	\$2,062,534	125,747
Operating	\$70,281	\$57,667	\$61,667	\$61,839	172
CAR (Capital)	\$64,318	\$17,000	\$0	\$0	-
Total	\$1,861,826	\$2,020,037	\$1,998,454	\$2,124,373	125,919
FTEs	24.00	24.00	24.00	24.00	-



## FY 2015 Adopted Budget

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Constable, Precinct One Office increased by \$125,919 from the FY 2014 Adopted Budget. This is a 6.3% increase. The majority of the increase was in the personnel budget.

### ***Programmatic Funding***

The office's personnel budget was reduced by a total of \$26,221 related to the removal of one-time funds allocated to the department in FY 2014, including \$23,425 for a Special Project Worker Deputy to provide security at the County Clerk and Tax Assessor offices located at 5501 Airport Boulevard for one month, and \$2,796 for a fall semester Austin Community College intern.

The personnel budget was increased by \$70,875 in one-time funding to continue a Special Project Worker Deputy Constable position for an additional year to maintain the approved level of security coverage at the North Campus security at the County Clerk and Tax Assessor-Collector offices. The office also received \$2,837 in one-time funding for an Austin Community College Intern temporary position for the fall 2014 semester.

The personnel budget includes an additional ongoing \$30,000 to increase the overtime budget, which was deemed inadequate for the security functions performed by the office and increased accordingly.

The office's operating budget was reduced by \$4,200 related to one-time funds for expired body armor in the office that was replaced in FY 2014.

The operating budget was increased by \$2,200 in one-time funding related to the Special Project Worker Deputy. The budget was also increased by \$3,155 in ongoing funding to provide a budget restoration to the Constable's Office, which has, in recent years, submitted budgets below the target level in an effort to reduce costs to the County, thus losing flexibility in the operating budget.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$26,214 for the Constable, Precinct One Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$8,978 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.



***Administrative and Other Funding Changes***

The FY 2015 Constable, Precinct One budget includes a one-time net increase of \$9,866 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$2,215 to the department.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

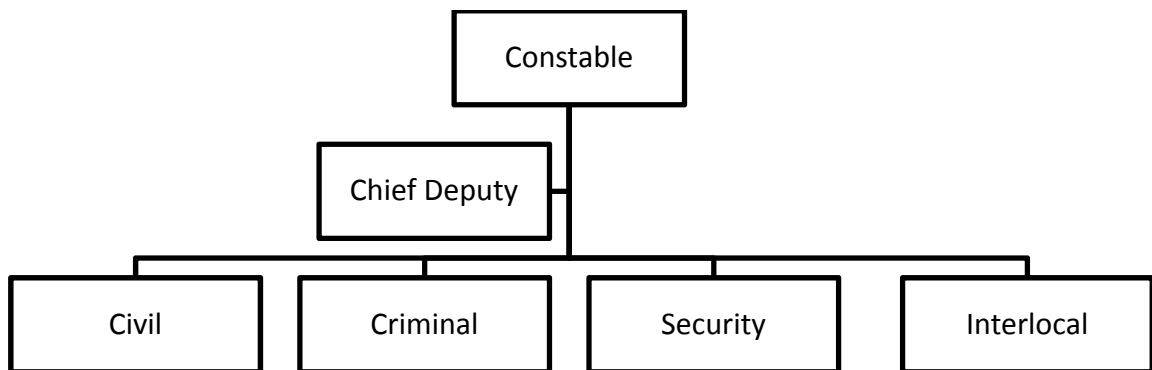
There is \$18,410 centrally budgeted in Information Technology Services (ITS) to fund replacement PCs.

## Constable, Precinct Two (132)

### Mission Statement & Program Goals

The Mission of Constable Precinct Two is to be **Courteous** to all people. To **Service** all civil and criminal process issued by the courts in a professional manner with due diligence. Constable Precinct Two will provide **Protection** for the public by enforcing all local, state, and environmental laws as authorized by statute. The Precinct Two Constable’s Office will provide services to the community and work in collaboration with other Constable Offices and law enforcement agencies in and around Travis County.

*“Courtesy, Service and Protection”*

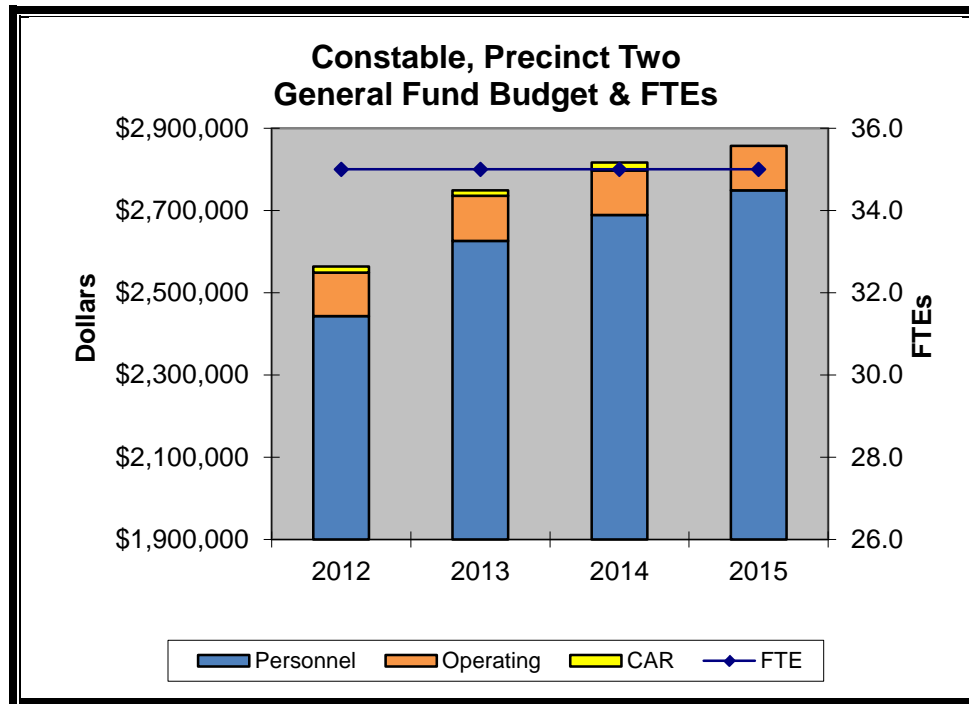


### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division</b>				
Civil Process Received	5,733	5,810	5,800	5,800
Civil Process Cleared	100%	100%	100%	100%
<b>Criminal Division</b>				
Warrants Entered	4,500	4,500	3,700	4,500
Warrants Cleared	1,980	2,499	3,200	3,500
<b>Security Division</b>				
People Screened in Precinct 2 Offices	218,713	182,518	195,000	200,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$2,443,096	\$2,626,286	\$2,688,752	\$2,748,610	59,858
Operating	\$105,719	\$109,015	\$108,600	\$108,600	-
CAR (Capital)	\$15,000	\$13,900	\$18,900	\$0	(18,900)
Total	\$2,563,815	\$2,749,201	\$2,816,252	\$2,857,210	40,958
FTEs	35.00	35.00	35.00	35.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Constable Precinct Two Office increased by \$40,958 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 1.5% increase. The personnel budget increased while the capital budget decreased.

**Programmatic Funding**

The department submitted its budget \$24 under target, but the personnel budget was increased by \$1,413 to restore this amount and other budget reductions that were submitted by the office as a part of the FY 2004 and 2007 budget processes. The office submitted its budget under target in both years. This reduction has been in place since that time, but is

restored in for FY 2015 to provide flexibility for personnel adjustments and retention pay for this small department with little to no turnover.

The budget was increased by \$3,546 to add longevity pay and related fringe benefits for this small department. Longevity pay grows annually with long-term employees, and the department, which has a low rate of turnover, has gradually lost the flexibility to cover this overage internally.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$34,608 for the Constable Precinct Two Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$13,093 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 Constable Precinct Two Office budget includes a one-time net increase of \$4,408 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in increase of \$2,814 to the Office.

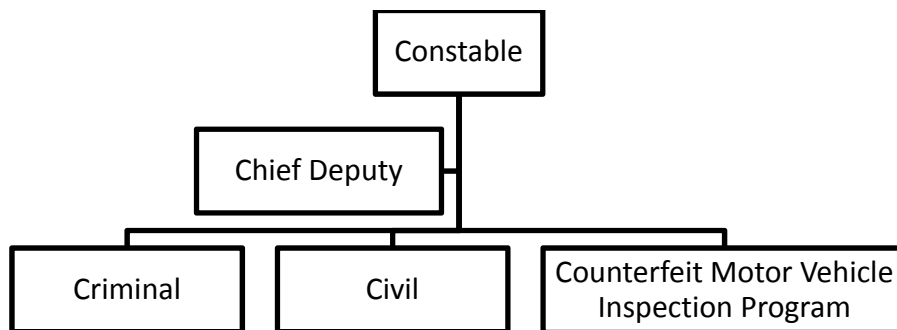
***Capital Funding***

While this office did not receive any capital funding for FY 2015, the FY 2015 Adopted Budget includes \$15,520 centrally budgeted in Information Technology Services (ITS) for Mobile Digital Computers (MDCs).

# Constable, Precinct Three (133)

## Mission Statement & Program Goals

The mission of Constable Precinct Three is to serve all civil and court documents with the utmost professionalism and integrity. We also strive to build coalitions with neighborhoods and collaborate on safer communities, which uphold and enhance our high quality of life in Southwest Travis County.

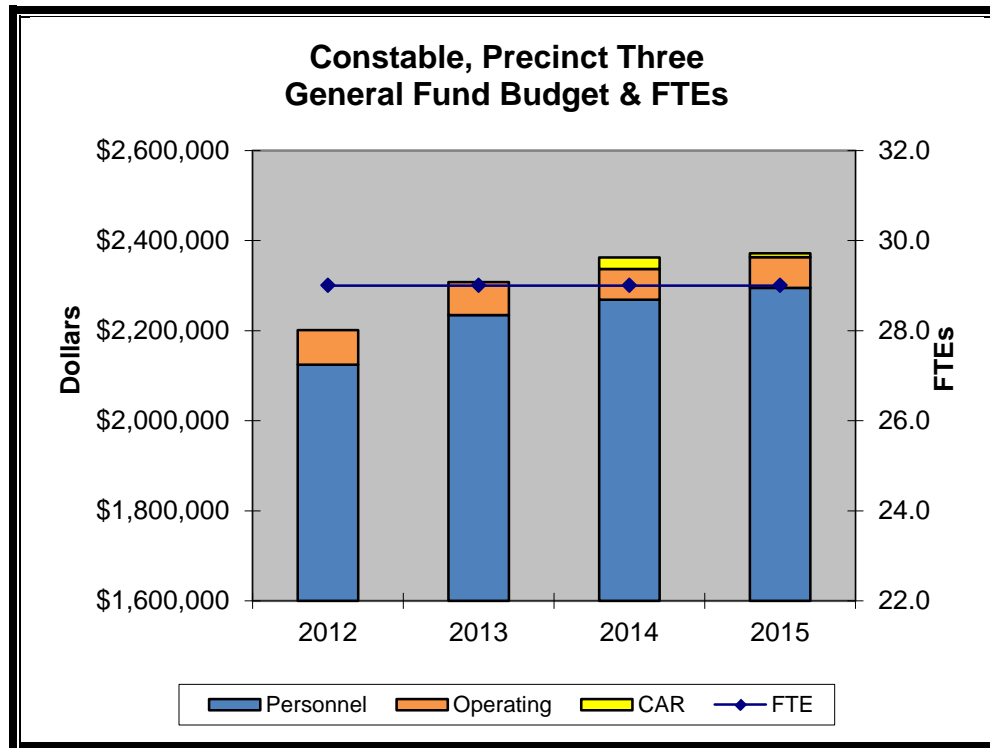


## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division</b>				
Civil Process Received	2,791	2,622	2,600	2,800
Civil Process Executed	2,847	2,620	2,600	2,800
<b>Criminal Division</b>				
Warrants Received	9,204	6,257	8,000	8,000
Warrants Executed	10,744	4,359	8,000	8,000
Traffic Citations Issued	1,805	5,133	4,000	4,000
Subdivision Patrol Service (Shady Hollow) Hours	2,080	2,080	2,080	2,080
Court Bailiff Precinct 3 Hours	2,272	2,272	2,272	2,272
<b>Counterfeit Motor Vehicle Inspection Permit Program</b>				
Total Counterfeit Certificate Citations	217	2246	2266	1100
Vehicles Retested and Passed	73	874	875	400
Vehicles Not Retested	59	537	535	250
Vehicles Retested and Failed	8	140	140	75

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$2,124,499	\$2,234,390	\$2,268,603	\$2,294,988	26,385
Operating	\$76,402	\$73,291	\$68,384	\$68,384	-
CAR (Capital)			\$25,200	\$8,460	(16,740)
Total	\$2,200,901	\$2,307,681	\$2,362,187	\$2,371,832	9,645
FTEs	29.00	29.00	29.00	29.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Constable Precinct Three Office increased by \$9,645 from the FY 2014 Adopted Budget, including CAR capital funding. This is less than a 1% increase. The majority of the increase was in the personnel budget.

**Programmatic Funding**

While one-time funding for two Counterfeit Motor Vehicle Inspection Program (CMVIP) Deputy Constables totaling \$140,557 was removed from the office’s target budget, the two CMVIP Deputy Constables have been approved for ongoing funding in the amount of \$141,749 for FY 2015 and beyond.

Due to action during the 83rd Texas Legislative Session that restored access to Low Income Repair Assistance Program/Local Initiative Project (LIRAP/LIP) funds, the Constable Precinct Three has had the opportunity to receive these grant funds through Transportation and Natural Resources (TNR) in FY 2014. These funds have helped to subsidize the CMVIP program costs in the office. The Constable's Office has worked to maximize the potential of this program, which helps provide emissions reductions in the mobile sector for Central Texas, performs a public safety mission by citing unsafe and uninspected vehicles, and helps ensure that revenue related to motor vehicle registration is not diverted from Travis County.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$26,802 for the Constable Precinct Three Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$10,099 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$13,870 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$2,162 to the office.

***Capital Funding***

Cash funding for capital equipment and projects for the Constable, Precinct Three Office totals \$8,460, related to the purchase of body armor vests for deputies in the office.

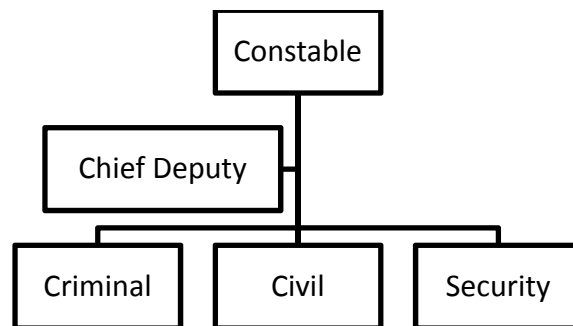
# Constable, Precinct Four (134)

## Mission Statement & Program Goals

The primary mission of the Precinct Four Constable’s Office is to effectively execute civil and criminal process in accordance with Federal and State law, Texas Rules of Civil and Criminal Procedure, and Travis County Code.

Our mission is a critical component of the administration of justice in Travis County.

- The proper execution of civil process by our office ensures that citizens receive the benefits of due process. Staff members are sensitive and responsive to both plaintiffs and defendants in the performance of their duties.
- The execution of criminal and family law ensures the protection of Travis County citizens and expedites case resolution.
- The Constable’s Office also provides courtroom security/bailiff services for the Precinct Four Justice Court as well as operating the building’s security checkpoint that screens the more than 150,000 probationers and visitors annually at the Ray Martinez Building on McKinney Falls Parkway. Employees and visitors for four county departments are protected from workplace violence through our patrols and screening for weapons and contraband.



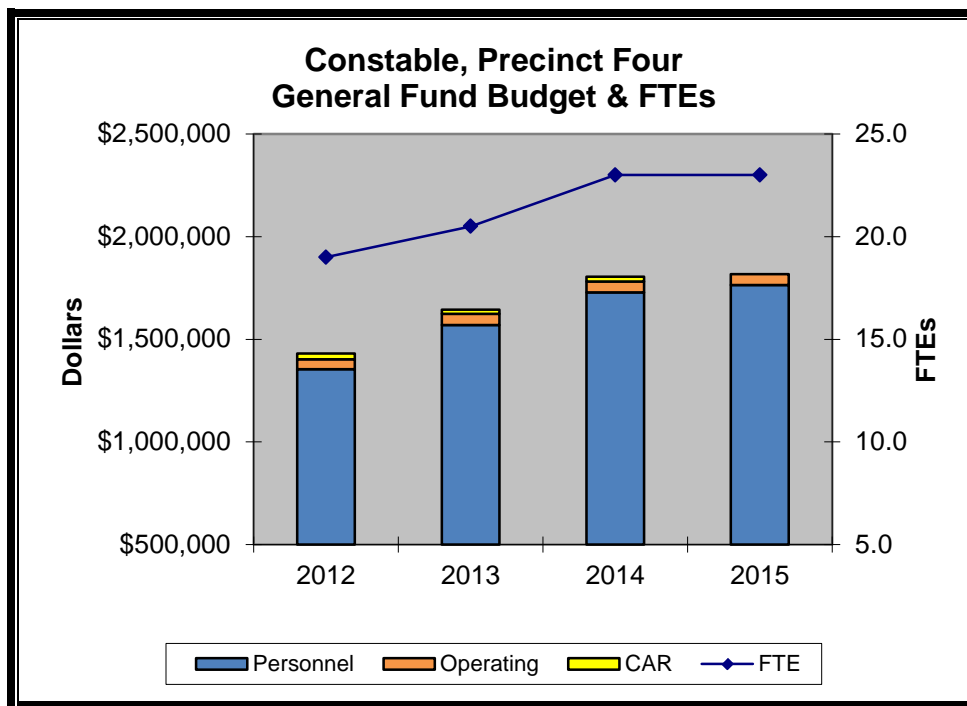
## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division</b>				
Civil Process Received	4,110	4,028	3,726	3,726
Civil Process Executed	96.9%	100%	100%	100%
<b>Criminal Division</b>				
Warrant Intake and Processing	4,075	3,500	3,472	3,472
Warrants Executed	5,659	4,800	5,960	5,960
<b>Security Division</b>				
Post Hours per week	120	120	160	176
Number of visitors screened	157,272	150,000	150,000	150,000



**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,354,340	\$1,568,821	\$1,728,846	\$1,763,734	34,888
Operating	\$48,129	\$55,880	\$52,258	\$53,863	1,605
CAR (Capital)	\$27,700	\$19,698	\$24,552	\$0	(24,552)
Total	\$1,430,169	\$1,644,399	\$1,805,656	\$1,817,597	11,941
FTEs	19.00	20.50	23.00	23.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Constable, Precinct Four Office increased by \$11,941 from the FY 2014 Adopted Budget, including CAR capital funding. This is less than a 1% increase. The personnel and operating budgets increased, while the capital budget decreased.

**Programmatic Funding**

In FY 2014, Commissioners Court approved a three-month hiring delay of many newly created positions, effectively reducing the personnel budget on a one-time basis for FY 2014. Consequently, the Constable, Precinct Four Office Target Budget includes the addition of \$22,539 ongoing to annualize the salaries of two positions in the department, a half-time Court Clerk I and a Constable Deputy.

The Constable, Precinct Four Office operating budget includes a decrease of \$2,500 related to one-time operating costs associated with new positions in the FY 2014 Adopted Budget.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$14,450 for the Constable, Precinct Four Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$8,604 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$9,240 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$1,771 to the office.

In addition, \$869 was transferred from Records Management and Communication Resources (RMCR) to the office budget as a reimbursement for the lower cost of an ongoing lease of a multifunction copier device.

As part of its budget submission, the office internally reallocated \$3,236 from its personnel budget to its operating budget.

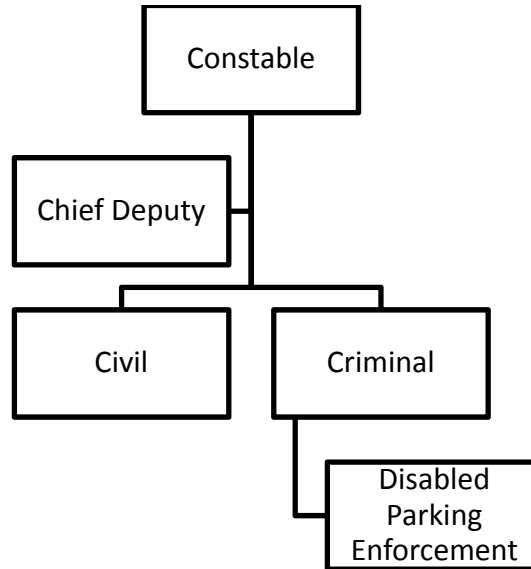
***Capital Funding***

This office did not receive any capital funding for FY 2015, but \$1,445 was centrally budgeted in Information Technology Services (ITS) for replacement PCs.

# Constable Precinct Five (135)

## Mission Statement & Program Goals

The mission of Constable Precinct Five is to execute all court issued documents received by this office in a timely and efficient manner, enforce state laws and enforce disabled parking as authorized by statute.

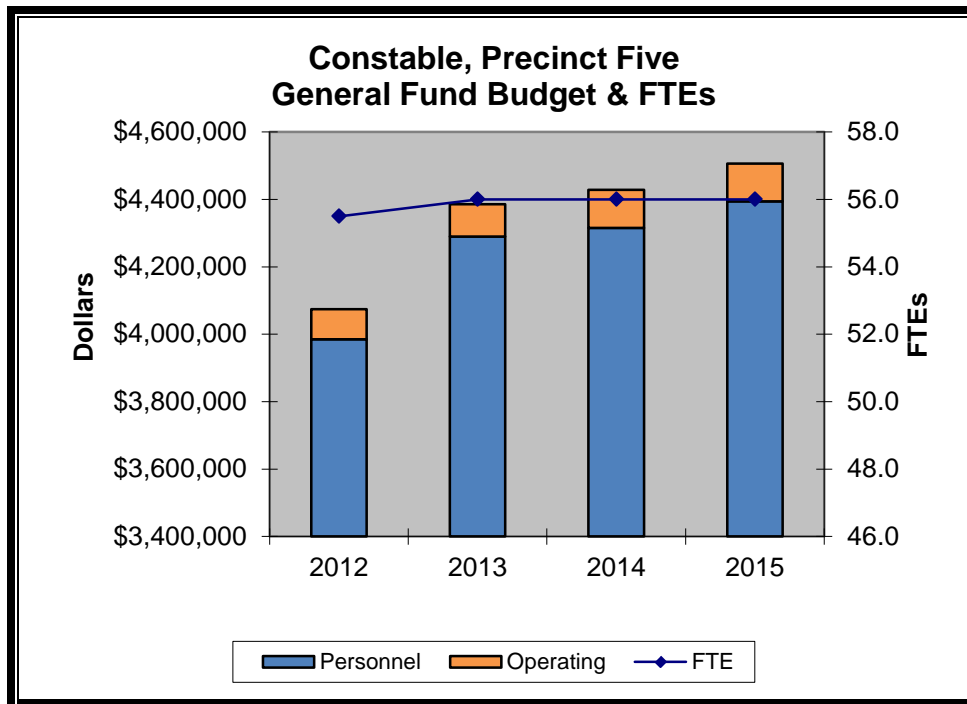


## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Civil Process Received	50,586	50,518	50,500	50,500
Civil Process Processed	100%	100%	100%	100%
Warrants Received	2,393	2,865	2,290	2,500
Warrants Cleared	1,184	2,479	2,300	2,300
Disabled Parking Tickets Issued	1,269	2,181	2,230	2,300
Disabled Parking Tickets Cleared	1,286	1,654	2,000	2,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$3,985,507	\$4,290,174	\$4,315,331	\$4,393,728	78,397
Operating	\$88,682	\$95,000	\$112,508	\$112,508	-
Total	\$4,074,189	\$4,385,174	\$4,427,839	\$4,506,236	78,397
FTEs	55.50	56.00	56.00	56.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Constable Precinct Five Office increased by \$78,397 from the FY 2014 Adopted Budget. This is a 1.8% increase. The entirety of the increase was in the personnel budget.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$54,523 in ongoing funding for the Constable Precinct Five Office, plus \$426 for a one-time increase to employees for whom the salary increase caused their salary to exceed the maximum of their pay grade. In addition, the FY 2015 Adopted Budget includes additional resources totaling

\$20,948 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 Constable Precinct Five Office budget includes a one-time net decrease of \$1,143 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$3,643 to the department.

***Capital Funding***

This office did not receive any capital funding for FY 2015. However, the FY 2015 Adopted Budget includes \$35,250 budgeted centrally in TNR to fund one replacement vehicle.

## Counseling and Education Services (140)

### Mission Statement & Program Goals

---

The Counseling and Education Services (CES) mission is to promote public safety and crime reduction, assist clients, and support agencies benefiting crime victims. This is accomplished by providing alcohol/drug and family violence assessments, case-management and evidence based rehabilitation programs. CES provides services for adults and juveniles referred from the justice system and other community agencies.

#### Intake & Screening Assessments

CES provides both Alcohol and Drug and Family Violence assessments to the Travis County Courts.

#### Alcohol & Drug Classes/Programs

CES provides Alcohol and Other Drug (AOD) classes and related programs on a continuous basis. These consist of four Department of State Health Services “State Certified” programs and four classes developed by CES.

#### Case Management Services

The goal of CES case management is to facilitate the successful completion of the client’s court ordered alcohol & drug counseling recommendations for clients identified as being high risk for relapse and recidivism.

#### Juvenile Education Classes

The intent of CES Juvenile Education Classes is to provide the Municipal Court, Juvenile Court, and Justice of the Peace Courts an early intervention in their continuum of options for court ordered sanctions. Often the various courts use the CES option for deferred prosecution. Deferred prosecution options are especially viable when the goal is to minimize costly formal court processing and to provide the least punitive sanction.

#### Adult Education Classes

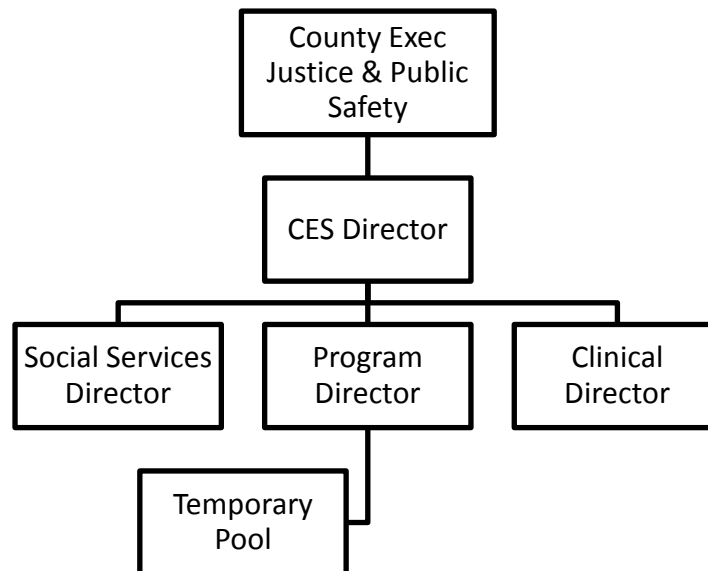
The Adult Education Classes provide clients opportunities for personal growth and development with the ultimate goal of lessening the propensity for future law violations.

#### Safe Havens Grant

PlanetSafe is a collaborative project between Travis County and SafePlace funded by the Office on Violence against Women (OVW), U.S. Department of Justice. The project is funded to support the supervised visitation and safe exchange of children in situations involving domestic violence, child abuse, sexual assault, or stalking.

#### Crime Victims Fund

The Crime Victims Fund resources are managed through contracts to 20 different agencies that provide services to crime victims in Travis County.

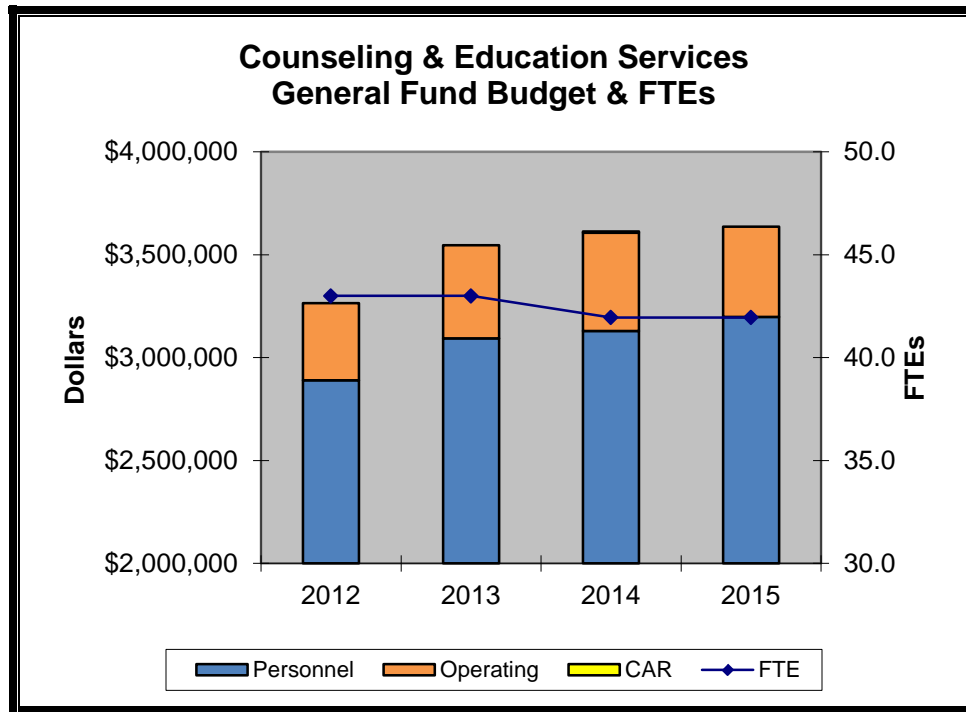


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
# of Alcohol/Other Drug (AOD) assessments completed (Licensed Counselors)	3,774	4,371	5,714	5,714
# clients registered in AOD classes	5,228	5,006	5,499	5,499
# clients completing AOD classes	4,467	4,371	4,709	4,709
# clients assigned to AOD case management program	1,124	1,072	790	790
# clients successfully completing AOD case management program	592	612	514	514
# clients assigned to Family Violence case management	229	300	125	125
# of Family Violence assessments completed	1,874	1,778	1,606	1,606
# clients successfully completing Family Violence case management	50	75	70	70
# clients referred to Juvenile Classes	361	479	317	317
# clients completed the Juvenile Classes	236	411	259	259
# clients referred to Adult Education classes	3,881	3,377	2,873	2,873
# of clients completing Adult Education classes	2,518	2,580	1,972	1,972
# crime victims served by Crime Victims Fund programs	4,578	4,645	5,032	5,032

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$2,890,462	\$3,094,504	\$3,129,506	\$3,197,297	\$67,791
Operating	\$374,354	\$451,829	\$477,373	\$439,257	(\$38,116)
CAR (Capital)	\$0	\$0	\$6,305	\$0	(\$6,305)
Total	\$3,264,816	\$3,546,333	\$3,613,184	\$3,636,554	\$23,370
FTEs	43.00	43.00	41.95	41.95	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Counseling and Education Services Department (CES) increased by \$23,370 from the FY 2014 Adopted Budget, including CAR capital funding. This is less than a 1% increase. The personnel budget increased while the operating and capital budgets decreased.

**Programmatic Funding**

Travis County continued \$45,000 in one-time funding for the Safe Havens grant program supporting SafePlace. This will be the third consecutive fiscal year that Travis County has supported funding a manager position for SafePlace. The current grant is expected to end in May of 2015. In May, SafePlace, rather than Travis County, will be the lead on the PlanetSafe



grant. There is no net change to the budget for this program as one-time funds were removed and then added back into the FY 2015 Adopted Budget.

There was an increase to the Crime Victims Fund of 5% totaling \$9,343. The increased funding will allow CES to provide the various agencies that serve victims the opportunity to keep up with the continuous rising cost and services demands.

Other small changes include the removal of one-time funding of \$2,300 to improve cellular coverage of their Airport Boulevard office.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$41,251 for CES. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$15,692 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

### ***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net increase of \$14,144 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$696 to the department.

In addition, \$47,759 was transferred to the Facilities Management Department due to the consolidation of physical security contracts to be managed by the Security Director.

The department reallocated \$2,600 from the personnel to the operating budget.

### ***Capital Funding***

There is \$17,235 centrally budgeted in Information Technology Services (ITS) for five computers to expand the use of automated assessments for family violence and alcohol and drug clients. The new computers will allow the counselors to spend more time on actual assessments rather than data entry.

In addition, \$11,634 was included for two computers for two additional service windows added to the lobby of the department's Airport Boulevard location.

## County Attorney (119)

### Mission Statement & Program Goals

---

The mission of the County Attorney's Office is to provide:

- A full range of civil legal services in a timely manner;
- Superior legal representation for the State in misdemeanor cases and for victims of family violence;
- Processing, collecting and accounting for bad checks and statutory fees, restitution ordered by courts in criminal cases, attorney's fees on protective orders, enforcement fees on tax cases and reimbursement of college work study funds.

#### Civil Division

The Texas Constitution requires that the County Attorney must advise the elected officials of the county, in writing, regarding their duties, when requested. Most of the duties of the civil divisions of the Travis County Attorney's Office derive from this constitutional requirement and are not optional, provided the Office is asked to provide those services by an elected official.

However, there are many statutes requiring the Travis County Attorney to perform certain specific "civil" duties which are performed by the civil divisions of the Travis County Attorney's Office. Many of those duties must be performed by the Travis County Attorney regardless of whether an elected official makes a request for the services.

#### Criminal Division

The County Attorney's Office receives, reviews, files, and prosecutes through appeal all Class "B" and "A" misdemeanor criminal cases in Travis County Courts-at-Law and District Courts, as well as Class "C" misdemeanors filed in Justice of the Peace Courts. These divisions also provide services for victims of domestic violence applying for protective orders. The criminal divisions represent the District and County Attorney's Office in expunction hearings. These divisions also conduct public awareness programs for DWI, traffic safety, and family violence cases.

The criminal Trial Court Division represents the State in Travis County's various specialty court programs, including the DWI court, the misdemeanor mental health docket, the veterans' court and the pre-trial diversion program. The director and/or the assistant directors of this Division serve on the steering committees for these specialty court programs and were active in the planning and implementation of each program.

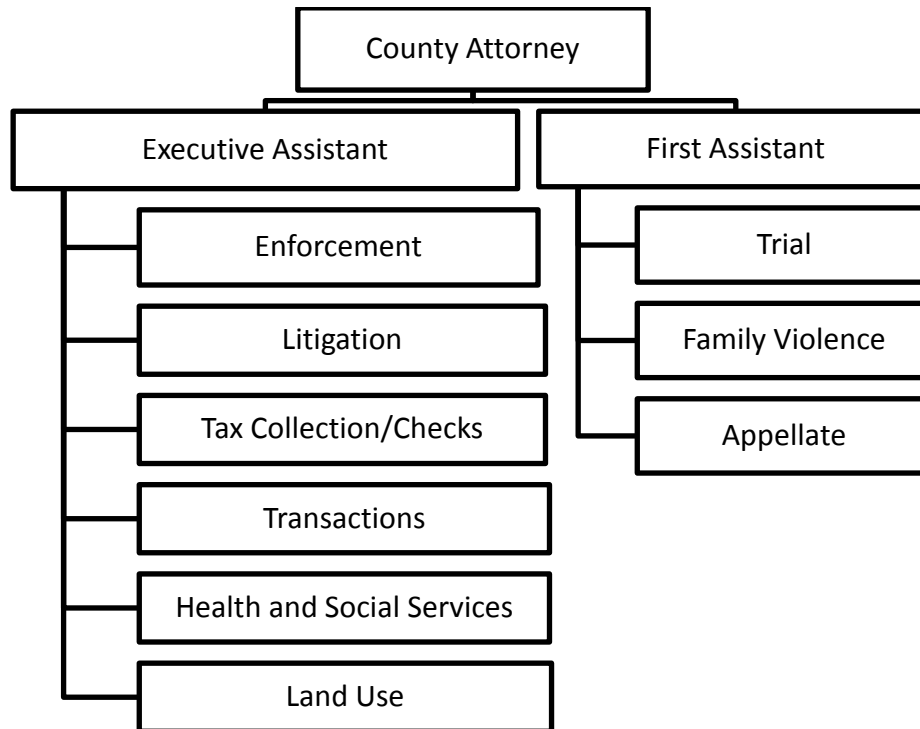
The Mental Health Section of the Family Violence Division is charged with representing the State in mental health commitments under the Texas Mental Health Code when individuals are believed to be a danger to themselves or others. This Section also represents the State in removal actions when elderly or disabled individuals are in danger of neglect or exploitation.

**Check Division**

The division provides the service of processing, collecting and accounting for bad checks, statutory fees, and restitution ordered by the courts in criminal cases, attorney’s fees for protective orders, and reimbursement of college work study funds.

**Comprehensive Underage Drinking Prevention Program**

This program provides community education and increases public awareness of the legal and social consequences of underage drinking.



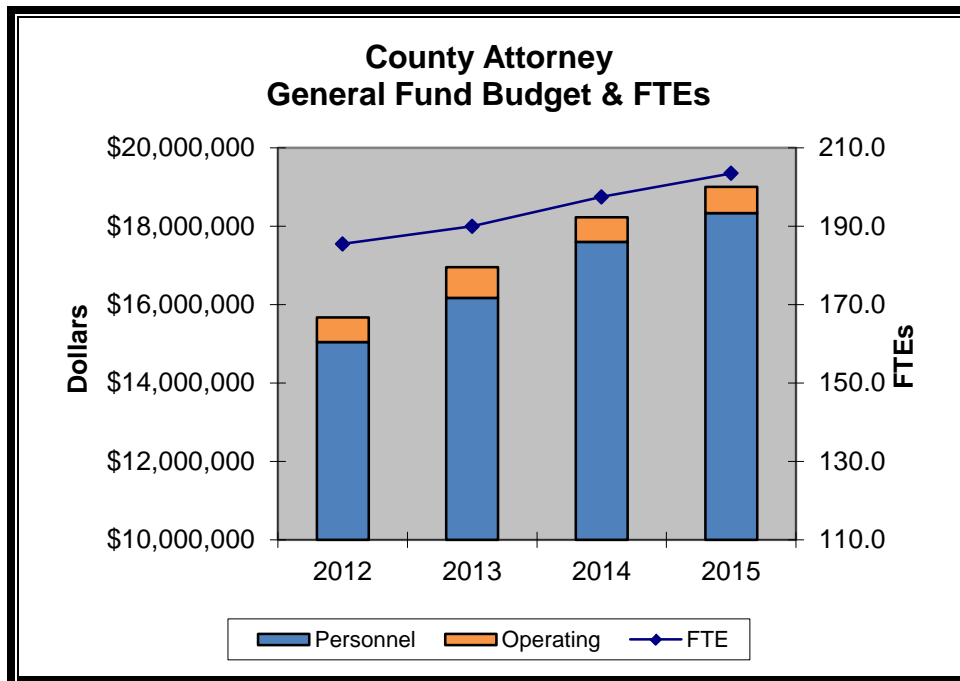
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division</b>				
Billable hours per attorney and paralegal	1,759	1,664	1,621	1,715
Property tax collection rate	98.50%	99.16%	99.00%	99.00%
Amount of bond forfeiture collections	\$1,269,407	\$1,286,988	\$1,096,998	\$1,096,998
<b>Criminal Division</b>				
Average number of days to file case	26	35	35	35
Cases filed (including Hot Checks)	30,482	31,268	29,648	30,466
Number of days between first setting and final disposition on Jail Reduction Docket	.59	.60	<1	<1
Number of DWI cases filed	6,091	6,902	6,222	6,405
Number of DWI cases disposed	5,967	5,145	5,186	5,433

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
Number of protective orders filed	881	809	809	809
Number of protective orders obtained	654	634	634	634
Number of mental health hearings	6,493	6,551	6,551	6,551
Number of polluted sites investigated & closed	334	464	374	391
<b>Check Division</b>				
Number of checks filed	5,854	4,418	2,642	2,600
Amount of restitution received	\$1,033,772	\$916,975	\$822,313	\$800,000
<b>Underage Drinking Prevention Program</b>				
Number of people reached	33,616	38,199	30,000	35,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 15,047,393	\$ 16,170,907	\$ 17,602,424	\$ 18,337,962	\$ 735,538
Operating	\$ 629,495	\$ 788,654	\$ 630,760	\$ 665,393	\$ 34,633
Total	\$ 15,676,888	\$ 16,959,561	\$ 18,233,184	\$ 19,003,355	\$ 770,171
FTEs	185.50	190.00	197.50	203.50	6.00



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the County Attorney's Office increased by \$770,171 from the FY 2014 Adopted Budget. This is a 4.2% increase. The majority of the increase was in the personnel budget.

### ***Programmatic Funding***

One-time FY 2014 operating expenses totaling \$5,938 were removed from the FY 2015 Adopted Budget. In addition, ongoing personnel costs totaling \$50,432 were added to the budget for new positions added in FY 2014 that were budgeted for a January 1, 2014 start date to ensure the annualized funds would be in place for FY 2015.

Ongoing personnel expenditures of \$256,847 were added to the County Attorney's budget to fund 4.0 FTEs that were added midyear in FY 2014 to comply with new state discovery requirements. An additional 2.0 FTEs, totaling \$172,480 in ongoing personnel costs and \$7,482 in ongoing operating costs, were added midyear in FY 2014 to provide additional legal services to Central Health. These costs will be reimbursed by Central Health per a longstanding interlocal agreement with the County.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$165,300 in ongoing resources for the County Attorney's Office, plus \$1,539 for a one-time increase for redlined employees. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$77,434 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

### ***Administrative and Other Funding Changes***

The FY 2015 County Attorney's Office budget includes a one-time net increase of \$14,677 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$3,170 to the office.

In recent years, the County Attorney's Office has provided a contribution from the County Attorney Processing Site Orders (CAPSO) Fund to supplement the County Attorney's General Fund budget for Travis County's contribution to a grant from the Texas Department of Transportation, which has supported the longstanding Underage Drinking Prevention Program. The FY 2015 Adopted Budget includes \$18,088 on an ongoing basis to fully support the match

requirements for the grant. This amount was previously funded on a one-time basis each year. CAPSO funds are expected to continue to be provided to the General Fund to help offset these costs.

An ongoing increase of \$7,500 was added to the budget for an annual transfer to the County Attorney's Professional Prosecutors Fund (0122) to match an increase in state funding received to support that fund. A one-time increase of \$7,500 was also included to account for the FY 2014 portion of the increase that was received in FY 2014 but not budgeted.

***Capital Funding***

*General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for the County Attorney's Office includes \$30,000 centrally budgeted in Transportation and Natural Resources (TNR) for one replacement vehicle.

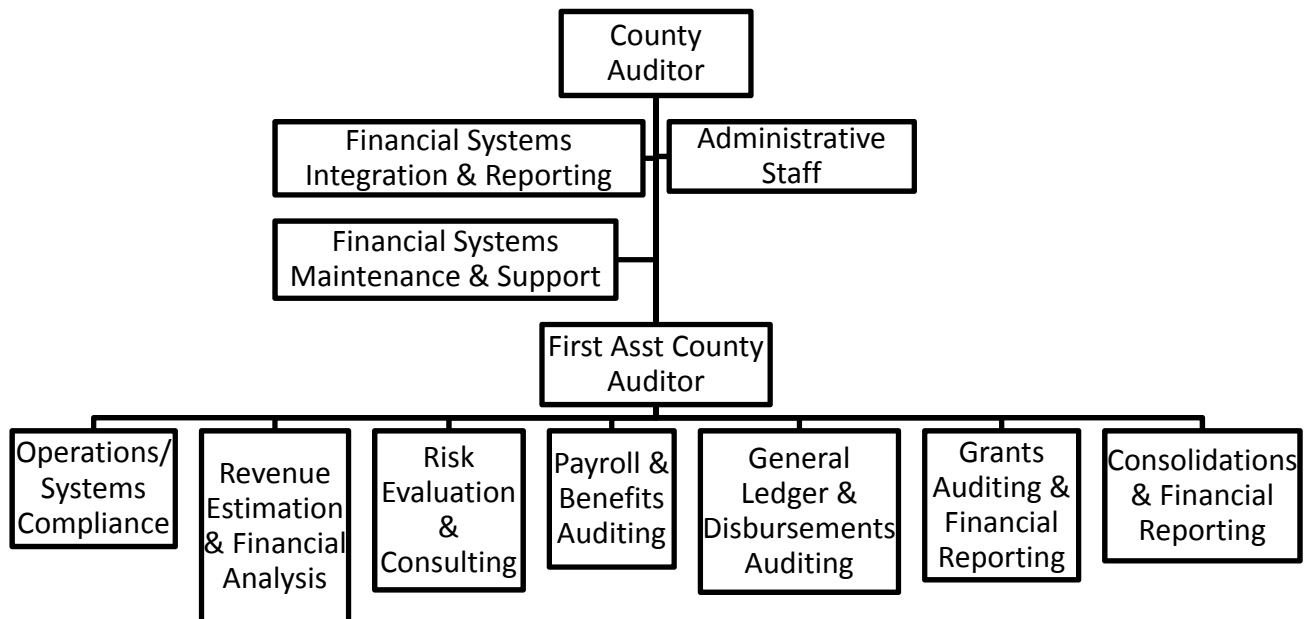
## County Auditor (106)

### Mission Statement & Program Goals

The mission of the Travis County Auditor’s Office is to provide reliable financial services that ensures financial integrity, promotes accountability in government, and maintains the public trust. The Auditor’s Office accomplishes this through the general oversight of all county records, the strict enforcement of all laws governing county finances, the audit of all records pertaining to county finance, and the ability to ensure the proper collecting and accounting of all funds including money and property held for third parties.

Within the resource parameters provided by the District Judges and the Commissioners Court, the Auditor’s Office is to:

- Provide general oversight of all county financial records
- Strictly enforce all laws governing county finances
- Audit all records pertaining to county finance
- Collect and account for all funds including money and property held for third parties
- Report on all county finances
- Process payroll for all county employees
- Audit and report on all county grant programs



## Key Program Statistics

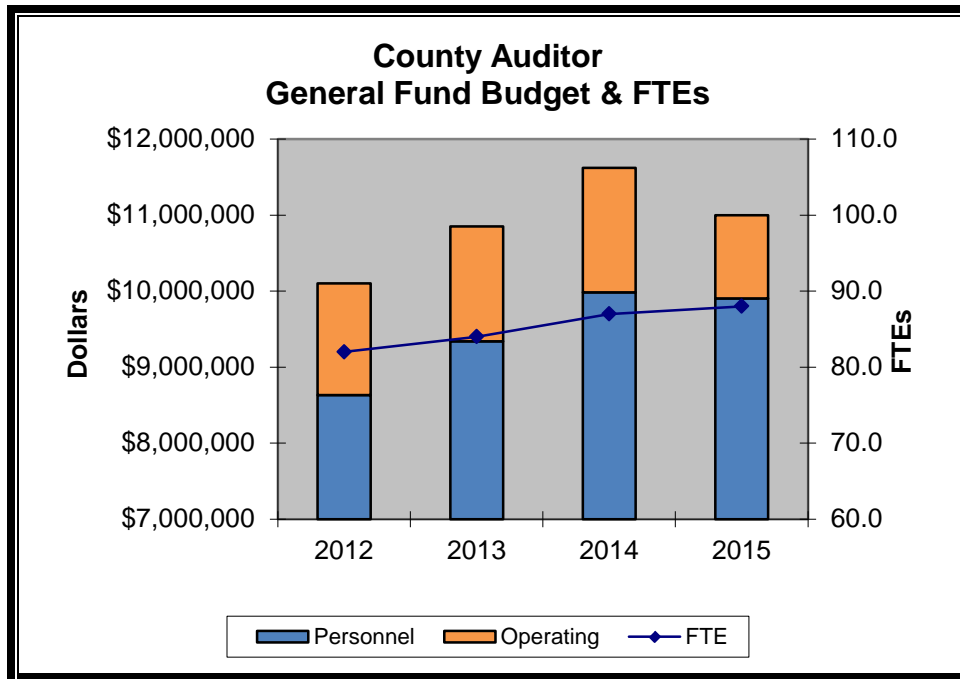
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected
<b>FINANCIAL REPORTING</b>				
Unqualified audit opinion from independent audit firm with no significant audit findings	100% Statutory Basis (OCBOA)	100% GAAP Basis	100% GAAP Basis	100% GAAP Basis
Certificate of Excellence (GFOA)	NA	100%	Submission Pending	100%
<b>REVENUE ESTIMATING</b>				
General Fund Revenue Estimate as a percent of actual revenue	95%	97%	95%	95-101%
<b>GENERAL LEDGER &amp; DISBURSEMENTS AUDITING</b>				
# of A/P Invoice transactions	133,277	134,172	119,724	120,000
# of active contracts	1,569	1,332	1,042	1,100
<b>PAYROLL AUDITING</b>				
# of Payroll checks	128,173	140,331	143,543	146,375
# of PAFs	8,211	3,666	2,945	4,511
<b>GRANTS AUDITING</b>				
# of Grants	237	223	222	230
% of Grantor Reports on time	99%	98%	100%	100%
<b>RISK EVALUATION &amp; CONSULTING</b>				
# of Reviews	32	35	30	34
# of Special Projects	13	18	19	18
<b>FINANCIAL SYSTEMS MAINTENANCE &amp; SUPPORT</b>				
Unplanned SAP production server downtime from 6am -9pm M-F	NA	<1%	<1%	<1%
SAP Classroom training effectiveness	NA	>90%	>90%	>90%
Timely Training	NA	>95%	>95%	>95%

\*SAP is the County's electronic financial system.

## Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Personnel	\$8,633,466	\$9,339,539	\$9,985,033	\$9,902,782	(\$82,251)
Operating	\$1,467,665	\$1,513,978	\$1,639,164	\$1,094,887	(\$544,277)
Total	\$10,101,131	\$10,853,517	\$11,624,197	\$10,997,669	(\$626,528)
FTEs	82.00	84.00	87.00	88.00	1.00





A budget decrease of \$544,277 in operating funds is related to one-time costs for the implementation of the new financial system countywide.

## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the County Auditor’s Office decreased by \$626,528 from the FY 2014 Adopted Budget. This is a 5.4% decrease. The majority of the decrease was in the operating budget.

### Programmatic Funding

The FY 2015 Adopted Budget includes a new Office Specialist position to provide front office receptionist support across the second of three floors the Auditor’s Office occupies in 700 Lavaca Street. The office had a temporary position fulfilling this responsibility and this change will keep the position on a permanent full-time basis. This additional position is funded using existing personnel budget in the office.

### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$35,335 in ongoing and \$19,437 in one-time funding for the County Auditor’s Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$32,544 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs

for this office. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$2,517 to the office.

**Administrative and Other Funding Changes**

The FY 2015 County Auditor budget includes a one-time net increase of \$12,788 to account for employee medical insurance elections made during open enrollment for FY 2015.

The FY 2015 Adopted Budget includes a reduction of \$179,838 to account for projected FY 2015 salary and benefit savings in the office. The budgets of most of the larger departments and offices in the County include an estimate of anticipated savings within the personnel budget for salaries and related benefits and health benefit contributions from the County related to annual employee turnover. The savings are budgeted in a number of negative (contra) budgets within departments. PBO has reviewed budgeted salary savings for the Auditor's Office and has determined that this amount reflects the lowest average vacancy and benefit savings given a three year history.

In addition, \$1,535 was transferred from the County Auditor's budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

# County Clerk (120)

## Mission Statement & Program Goals

---

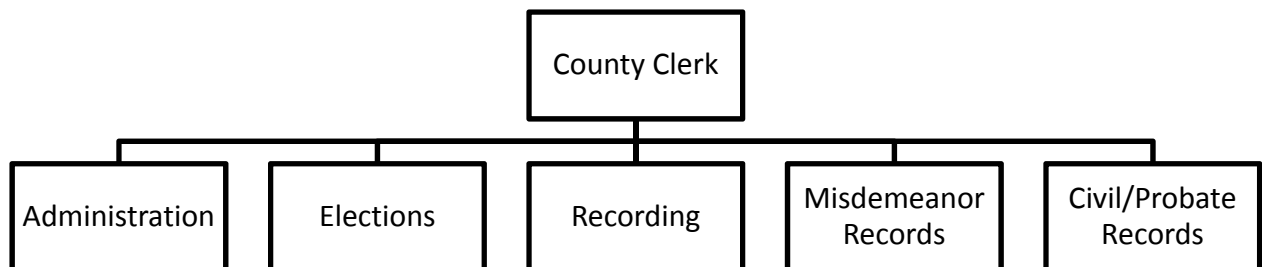
The mission of the County Clerk’s Office is to promptly and efficiently serve as the official recordkeeper for the public and the courts, and to conduct fair and convenient elections for Travis County voters.

**Elections:** Responsibilities include conducting mandated general and special elections. The Elections Division also contracts with other entities for the use of election equipment, and provides election administration consultation and services.

**Recording:** Responsibilities include accepting and filing all documents pertaining to real property records for Travis County (including deeds, deeds of trust, warranty deeds, liens against property from court judgments, federal and state tax liens, UCC liens against personal property, and plats), issuing and recording marriage licenses, filing assumed names for businesses (DBA’s), and providing a system for retrieving these documents for public use.

**Misdemeanor Records:** Responsibilities include supporting six County Courts-at-Law that handle misdemeanor cases. The division processes new filings and documents, and provides up-to-date, accessible information to the public regarding County Court misdemeanor records. Other services include providing a Court Clerk for each County Court, attending docket calls with appropriate case files, filing court documents, data entry of case dispositions, fingerprinting convicted defendants, and issuing warrants and/or summonses.

**Civil/Probate:** Responsibilities include filing and maintaining records for and issuance of related notices, citations, and writs for all civil cases where the County Courts-at-Law have jurisdiction; and protective orders, civil bond forfeiture cases, appeals from Justice of the Peace Courts, condemnations and issuance of related notices, citations, and writs for all probate cases in Travis County Probate Court; and mental health cases and condemnation cases.

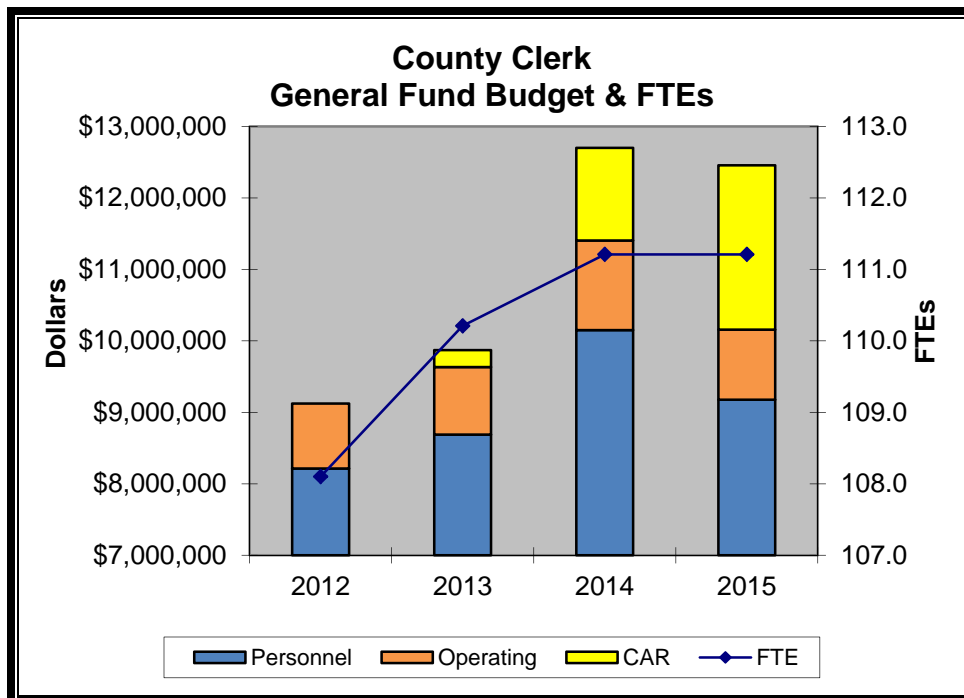


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of elections conducted	30	34	34	39
Number of civil lawsuits filed	8,392	8,141	7,097	7,100
Number of bond forfeiture cases filed	3,772	3,216	2,702	3,000
Number of probate cases filed	2,078	2,273	2,119	2,300
Number of mental health cases filed	3,322	3,379	3,134	3,200
Number of documents noted on computer docket detail	157,176	143,025	118,613	120,000
Number of new criminal cases filed with charging instrument	30,086	30,685	29,669	29,473
Number of real property documents recorded	214,353	260,343	213,339	224,006
Number of marriage licenses issued	9,216	9,258	9,535	10,011
Number of foreclosures filed	6,331	4,130	2,353	2,471

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$8,213,060	\$8,689,595	\$10,149,757	\$9,177,094	(\$972,663)
Operating	\$909,072	\$943,618	\$1,253,639	\$979,410	(\$274,229)
CAR (Capital)	\$0	\$237,000	\$1,297,320	\$2,300,000	\$1,002,680
Total	\$9,122,132	\$9,870,213	\$12,700,716	\$12,456,504	(\$244,212)
FTEs	108.10	110.21	111.21	111.21	-



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the County Clerk decreased by \$244,212 from the FY 2014 Adopted Budget, including CAR capital funding. While capital funding increased, the net budget change is a 1.9% decrease. The majority of the net decrease was in the personnel budget.

### ***Programmatic Funding***

The only significant programmatic change to the County Clerk's budget is related to the administration of elections. One of the primary responsibilities of the County Clerk is to manage elections within Travis County; because the number and complexity of elections varies from year to year, the budget for elections also varies. For FY 2015 there are fewer elections expected and so the amount budgeted for election related expenses in the General Fund decreased by \$1,432,841, of which \$1,133,241 was personnel related and \$299,600 was operating.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$133,896 for the County Clerk. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$45,715 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

### ***Administrative and Other Funding Changes***

The FY 2015 County Clerk budget includes a one-time net increase of \$9,196 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$2,014 to the office.

The County Clerk moved \$26,215 from its personnel budget to operating budget to internally fund a variety of inflationary expense increases. In addition, \$844 was transferred from the County Clerk's budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

### ***Capital Funding***

#### ***General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for County Clerk totals \$2,300,000 in FY 2015. Of this amount, \$1,265,000 is funding originally approved in FY 2014 for capital equipment and

projects that were not completed in that fiscal year and are rebudgeted for FY 2015. The rebudgeted capital includes:

- \$1,000,000 to begin to invest in a new voting system for Travis County;
- \$225,000 for a replacement document management system; and
- \$40,000 for improvements to the County Clerk Offices.

The remaining \$1,035,000 includes an additional \$1,000,000 for the new voting system, increasing the total investment for this project to \$2,000,000. The remaining \$35,000 was added to create space for the County Clerk staff in the Courtrooms.

In addition to the funding above, there is also \$28,871 centrally budgeted in Information Technology Services (ITS) for additional computers associated with the courtroom remodel listed above and an additional personal computer associated with a project manager position.

Also, \$25,750 is centrally budgeted in Transportation and Natural Resources (TNR) for the purchase of a new vehicle to assist with elections and the transportation of items between County Clerk office locations.

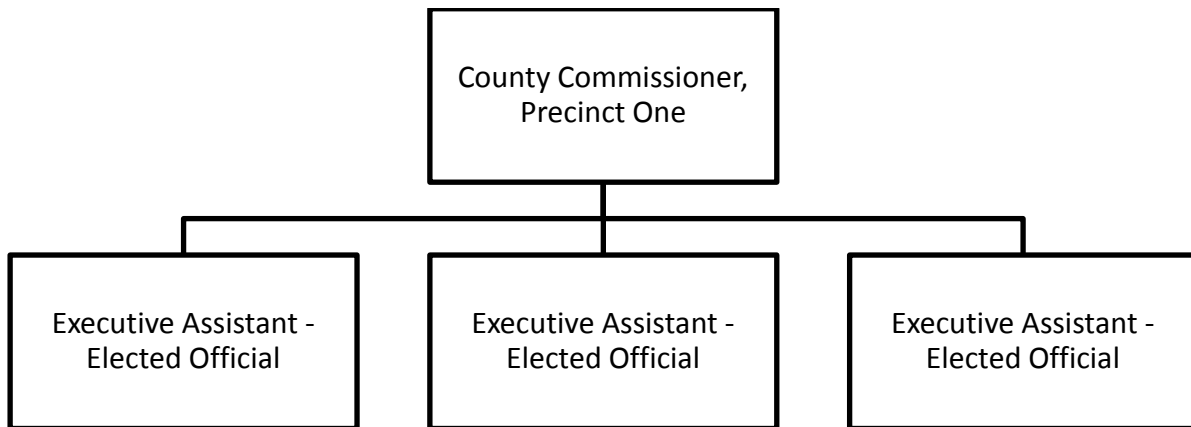
## County Commissioner, Precinct One (102)

### Mission Statement & Program Goals

The mission of the Precinct One County Commissioner is to use County resources to promote governmental efficiency and fiscal responsibility.

The Commissioner will:

- Provide executive oversight of departmental initiatives,
- Determine, implement, and enforce Travis County policies, and
- Ensure adequate roads, better parks, improved County services for the indigent, and the efficient delivery of other County programs.

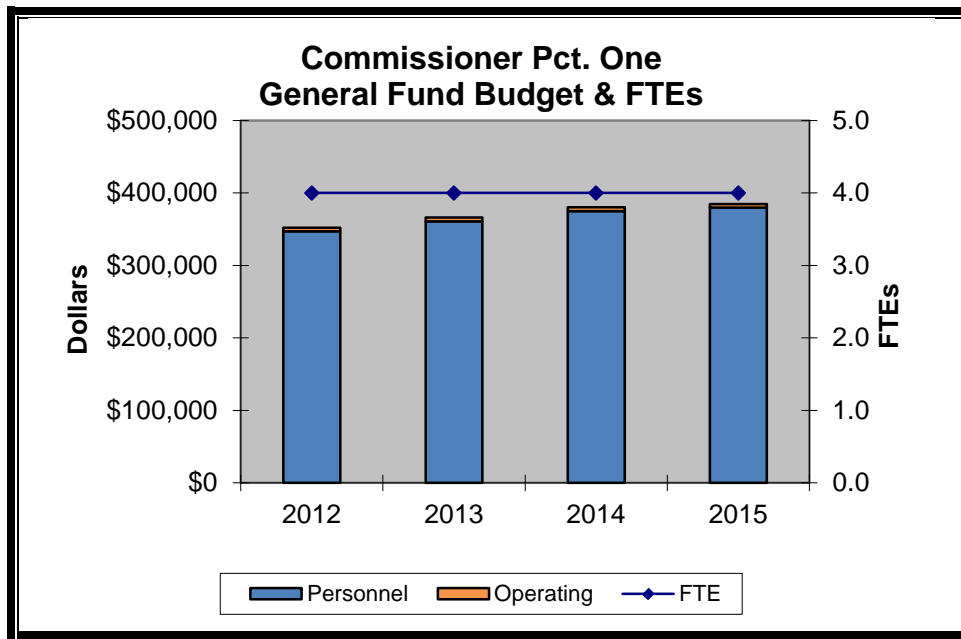


### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of agenda items sponsored	215	230	235	235
Number of committees and boards on which the Precinct One Commissioner serves	13	13	13	13
Number of special projects	35	35	35	35
Number of letters written on behalf of constituents	1,300	1,300	1,300	1,300
Number of speeches/presentations given on various topics	85	90	90	90

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 346,924	\$ 360,899	\$ 375,120	\$ 379,620	\$ 4,500
Operating	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total	\$ 351,924	\$ 365,899	\$ 380,120	\$ 384,620	\$ 4,500
FTEs	4.00	4.00	4.00	4.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Commissioner, Precinct One Office increased by \$4,500 from the FY 2014 Adopted Budget. This is a 1.2% increase. The entirety of the increase was in the personnel budget.

**Programmatic Funding**

The County Commissioner in Precinct One represents the northeastern quadrant of the County.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$3,646 for the office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,496 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office.



***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net decrease of \$836 to account for employee medical insurance elections made during open enrollment for FY 2015. There is a \$291 increase to longevity pay and related benefits for this small office with little turnover. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$97 to the office.

***Capital Funding***

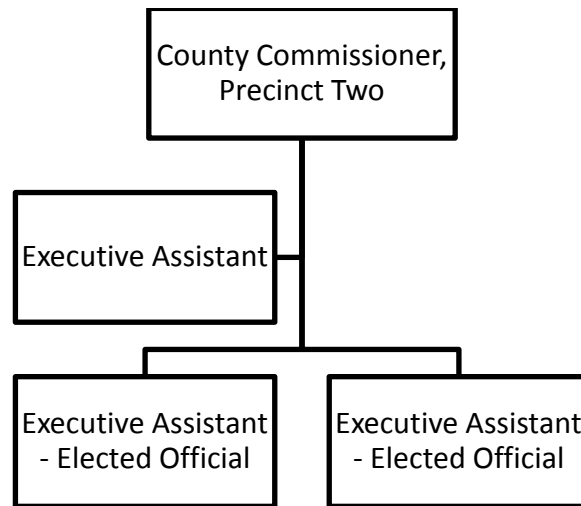
This office did not receive any capital funding for FY 2015.

## County Commissioner, Precinct Two (103)

### Mission Statement & Program Goals

---

The mission of the Precinct Two County Commissioner is to facilitate operational efficiency in county government and create opportunities for innovation and collaboration between regional governments, state and federal governments, proxy entities, and individuals to promote and maximize quality of life.

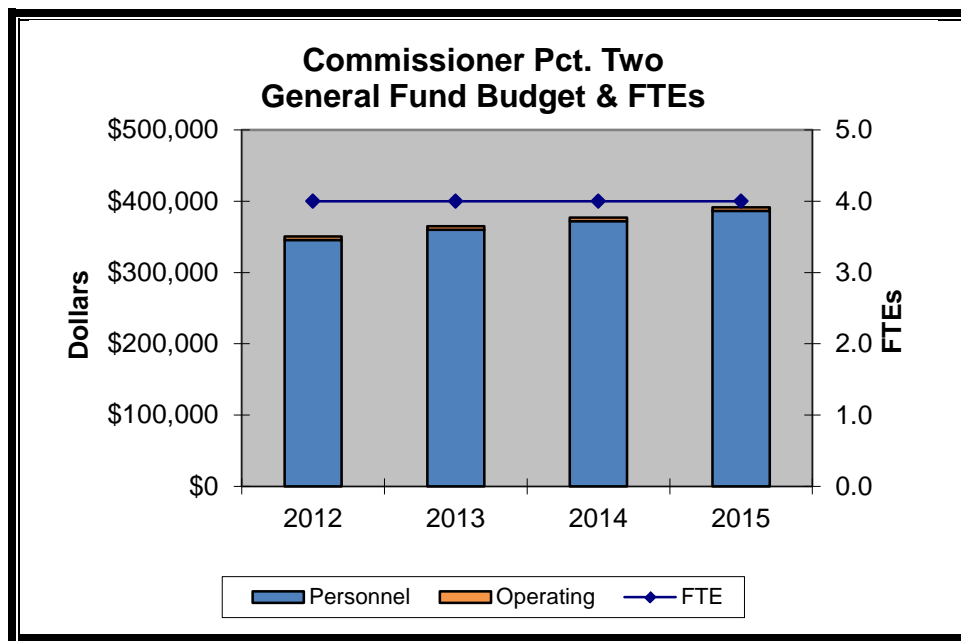


### Key Program Statistics

- **Attendance:** the Commissioner has a 90% or better attendance record for voting sessions and work sessions.
- **Punctuality:** the Commissioner has an above average punctuality rating.
- **Constituent issues:** excluding issues requiring less than one day to address, this office receives approximately 20 or more issues per month.
- **Resolution time:** this office resolves 90% of issues within one week of receiving communication from a constituent.
- **Ratio of issues by subject area:** although this distribution does not reflect the relative importance of these issues to this office, programmatic goals set and constituent issues raised in the past year break down approximately in the following manner:
  - Transportation 40%
  - Justice and Public Safety 10%
  - Environmental 15%
  - Health and Human Services 10%
  - Emergency Services 25%

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 345,524	\$ 359,831	\$ 371,901	\$ 386,316	\$ 14,415
Operating	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total	\$ 350,524	\$ 364,831	\$ 376,901	\$ 391,316	\$ 14,415
FTEs	4.00	4.00	4.00	4.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Commissioner, Precinct Two increased by \$14,415 from the FY 2014 Adopted Budget. This is a 3.8% increase. The entirety of the increase was in the personnel budget.

**Programmatic Funding**

The County Commissioner in Precinct Two represents areas in northern, central, and western parts of the County.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$3,646 for the office. In addition, the FY 2015 Adopted Budget includes

additional resources totaling \$1,496 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net increase of \$5,776 to account for employee medical insurance elections made during open enrollment for FY 2015. There is a one-time increase of \$2,837 for the participation in the County's Austin Community College (ACC) internship program. There is a \$754 increase to longevity pay and related benefits for this small office with little turnover. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$94 to the office.

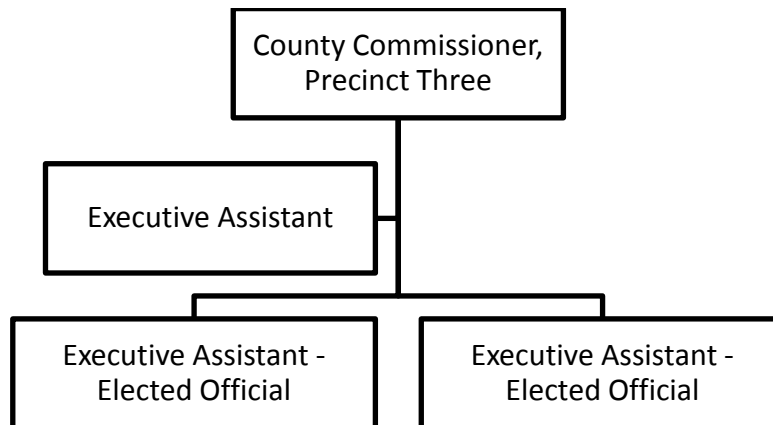
***Capital Funding***

This office did not receive any capital funding for FY 2015.

## County Commissioner, Precinct Three (104)

### Mission Statement & Program Goals

The mission of the Precinct Three Commissioner is to provide the constituents of Travis County with superior and innovative service, to be judicious and efficient in the expenditure of resources, and to promote a safe, clean, and healthy environment.



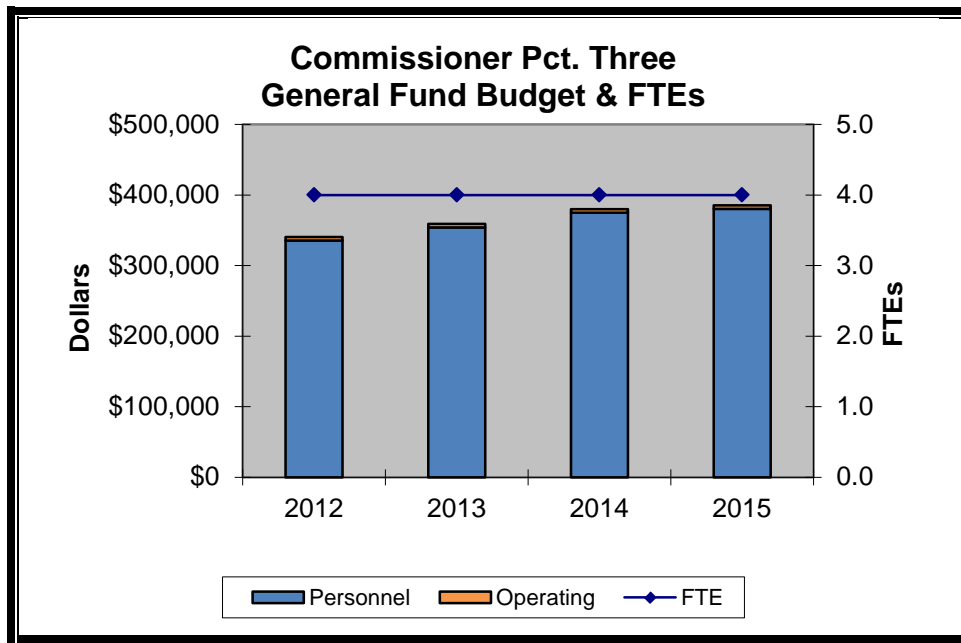
### Key Program Statistics

Measures	FY 2012 Actual*	FY 2013 Actual*	FY 2014 Projected	FY 2015 Projected
Number of committees and boards the Commissioner Pct. 3 serves	N/A	11	12	12
Number of phone calls received	N/A	7,800	13,000	14,000
Number of meetings attended by Commissioner and staff	N/A	1,950	2,800	3,000
Number of Pct. 3 maintained lane miles	N/A	1,396	1,396	1,413

\*The County Commissioner, Precinct Three, was elected into office beginning January 2013.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 335,489	\$ 354,096	\$ 375,108	\$ 380,489	\$ 5,381
Operating	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total	\$ 340,489	\$ 359,096	\$ 380,108	\$ 385,489	\$ 5,381
FTEs	4.00	4.00	4.00	4.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Commissioner, Precinct Three increased by \$5,381 from the FY 2014 Adopted Budget. This is a 1.4% increase. The entirety of the increase was in the personnel budget.

**Programmatic Funding**

The County Commissioner in Precinct Three represents the western quadrant of the County.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$3,646 for the office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,496 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net increase of \$328 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$89 to the office.

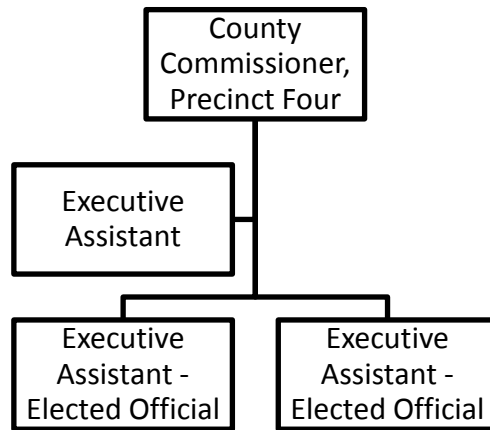
***Capital Funding***

This office did not receive any capital funding for FY 2015.

## County Commissioner, Precinct Four (105)

### Mission Statement & Program Goals

The mission of the Travis County Commissioner Precinct Four Office is to provide an effective and efficient team style of government, resulting from the process of strategic planning. This will enable the office to provide for a better use of existing tax base for the benefit of the residents of Travis County, better management of county departments, and improved services to meet the constituents' needs.



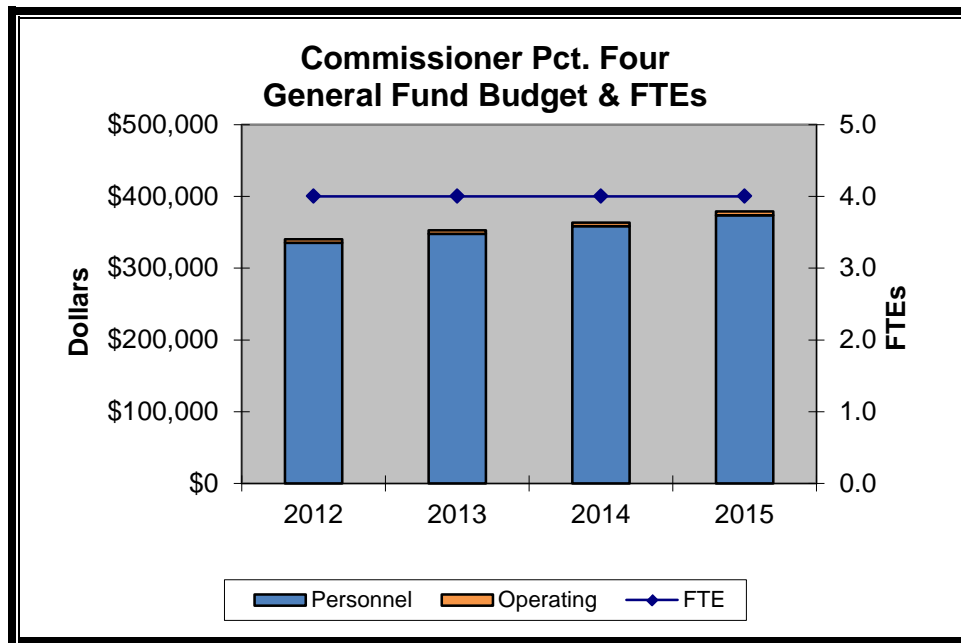
### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of internal work orders for Precinct Four	3,175	3,200	3,300	3,600
Number of referrals made to HHS	625	625	550	590
Number of referrals made to other departments within or outside of the County	525	550	525	700
Number of committees and boards on which the Precinct Four Commissioners serves	14	15	14	14
Neighborhood Meetings – Established (per year)	0	3	6	6



**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 335,394	\$ 347,920	\$ 358,594	\$ 373,852	\$ 15,258
Operating	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total	\$ 340,394	\$ 352,920	\$ 363,594	\$ 378,852	\$ 15,258
FTEs	4.00	4.00	4.00	4.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Commissioner, Precinct Four increased by \$15,258 from the FY 2014 Adopted Budget. This is a 4.2% increase. The entirety of the increase was in the personnel budget.

**Programmatic Funding**

The County Commissioner in Precinct Four represents the southern quadrant of the County.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$2,435, of which \$60 was funded on a one-time basis. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,496 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net increase of \$9,268 to account for employee medical insurance elections made during open enrollment for FY 2015. An increase of \$2,154 restores funding from a reduction submitted by the office in FY 2004 to mitigate revenue shortfalls at that time. The restoration of these funds will be used in the recruiting of a staff position that became vacant in FY 2014. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$95 to the office.

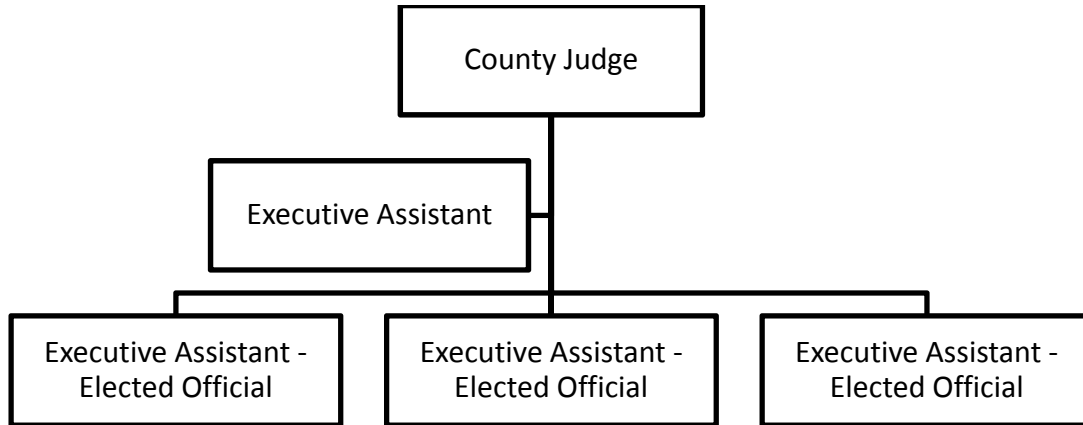
***Capital Funding***

This office did not receive any capital funding for FY 2015.

# County Judge (101)

## Mission Statement & Program Goals

The mission of the County Judge is to provide leadership, coordination, and assistance to County offices in a manner that promotes high quality and efficiency in the delivery of County services to the public

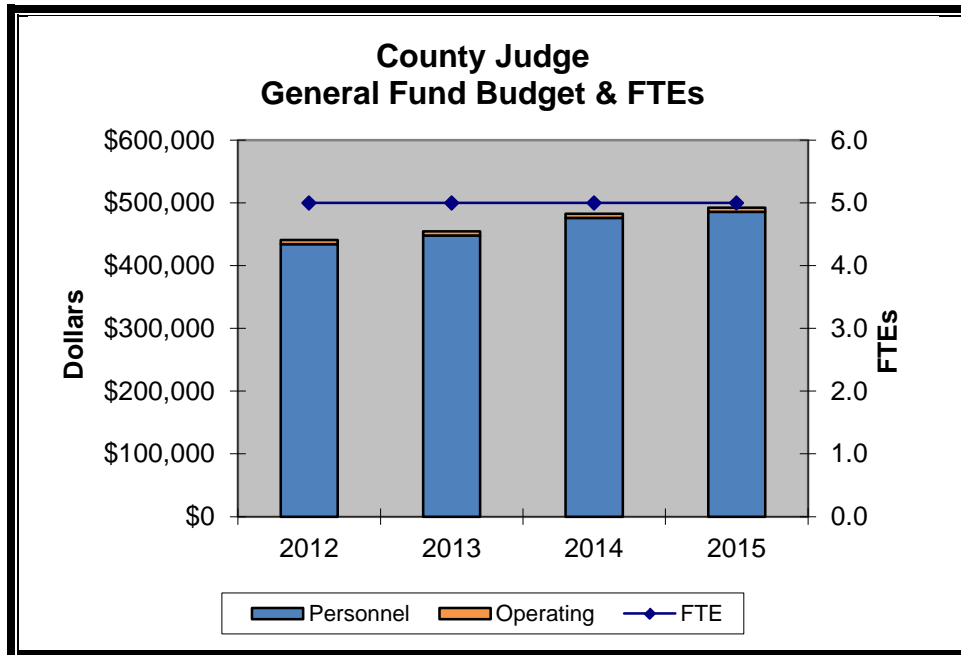


## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Percentage of meetings attended by County Judge	99%	98%	99%	99%
Percentage of agendas distributed by Thursday	100%	100%	100%	100%
Total number of agenda items	2,565	2,425	2,500	2,500
Number of TABC hearings held	4	4	2	2
Number of phone call received	28,896	26,394	27,000	27,000
Number of piece of mail received	7,224	3,486	5,000	5,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 434,387	\$ 448,281	\$ 478,513	\$ 485,958	\$ 7,445
Operating	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ -
Total	\$ 440,887	\$ 454,781	\$ 485,013	\$ 492,458	\$ 7,445
FTEs	5.00	5.00	5.00	5.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Judge increased by \$7,445 from the FY 2014 Adopted Budget. This is a 1.5% increase. The entirety of the increase was in the personnel budget.

**Programmatic Funding**

The County Judge is the presiding officer of the Commissioners Court. The County Judge’s Office is responsible for preparing the Court’s agenda each week. While each County Commissioner is elected by the voters of his or her precinct, the County Judge is elected by all voters of Travis County. The County Judge’s Office did not request any additional funding for programmatic changes.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$4,860 for the County Judge's Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,870 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 County Judge's Office budget includes a one-time net increase of \$278 to account for employee medical insurance elections made during open enrollment for FY 2015. There is a \$559 increase to longevity pay and related benefits for this small office with little turnover. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$122 to the office.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

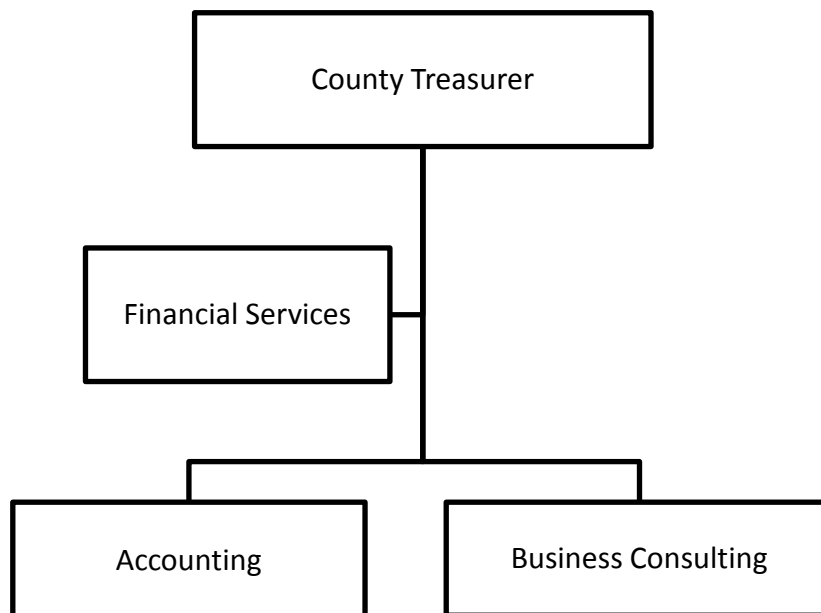
# County Treasurer (107)

## Mission Statement & Program Goals

---

The mission of the County Treasurer’s office is to provide for the safekeeping of all County funds by performing as the chief custodian of County finances. The department is responsible for:

- Receiving, accounting, and disbursing all moneys belonging to the County;
- Keeping the public fully informed of County government fiscal affairs;
- Registering all claims against the County;
- Expediting the payment to all jurors;
- Improving the processing of funds;
- Performing fiduciary responsibilities as paying agent/registrar of all Travis County bonds;
- Increasing interest and accelerating the availability of funds;
- Monitoring the portfolio of Travis County;
- Purchasing and monitoring collateral for all County funds;
- Collecting and reporting unclaimed property held by Travis County; and
- Continually improving the efficiency and effectiveness of the Treasury's administrative operations.

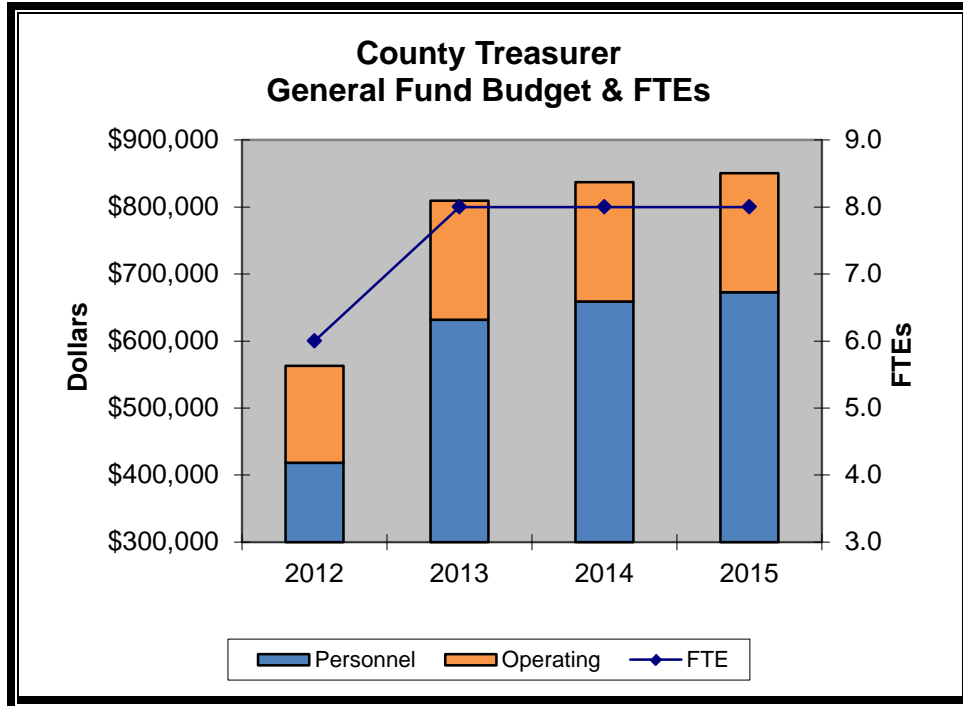


**Key Program Statistics**

<b>Measures</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Projected</b>	<b>FY 2015 Projected</b>
Warrants drawn on controlled disbursement account allowing for immediate use of excess funds for investing	38,451	33,552	30,000	30,000
Number of cash receipts processed	12,894	12,241	12,500	12,500
Number of warrants (jury, claims, cash bonds) processed	57,177	50,314	50,000	50,000
Service fee retained for prompt filing of state reports	\$345,839	\$323,195	\$350,000	\$350,000
Percentage by which County assets are collateralized	145%	148%	170%	170%
Number of bank accounts requiring collateral	112	110	107	107
Warrants drawn on controlled disbursement account allowing for immediate use of excess funds for investing	38,451	33,552	30,000	30,000

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$ 418,164	\$ 631,633	\$ 659,211	\$ 672,768	\$ 13,557
Operating	\$ 144,933	\$ 177,835	\$ 177,709	\$ 177,709	\$ -
Total	\$ 563,097	\$ 809,468	\$ 836,920	\$ 850,477	\$ 13,557
FTEs	6.00	6.00	8.00	8.00	-



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the County Treasurer’s Office increased by \$13,557 from the FY 2014 Adopted Budget, a 1.6% increase from FY 2014. This increase is found wholly in the Office’s personnel budget.

### Programmatic Funding

There were no programmatic funding changes to the County Treasurer’s FY 2015 budget.

### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$7,290 for the County Treasurer’s Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$2,993 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office.

### Administrative and Other Funding Changes

The FY 2015 County Treasurer’s budget includes a one-time net increase of \$3,440 to account for employee medical insurance elections made during open enrollment for FY 2015. Also



included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$166 to the office.

***Capital Funding***

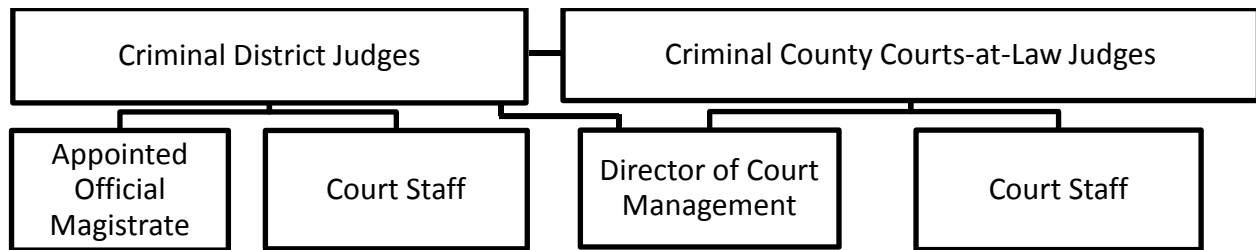
This office did not receive any capital funding for FY 2015.

# Criminal Courts (124)

## Mission Statement & Program Goals

The mission of the Criminal Courts is to provide a judicial forum in which Criminal District and County Court at Law cases may be resolved in keeping with the laws of the State of Texas.

The District Courts consist of seven Courts under the direction of an elected District Court Judge, one Court under the direction of a Magistrate (appointed by the District Judges), and a Criminal Courts Administration Office. The County Courts at Law consist of six Courts under the direction of elected County Court Judges.



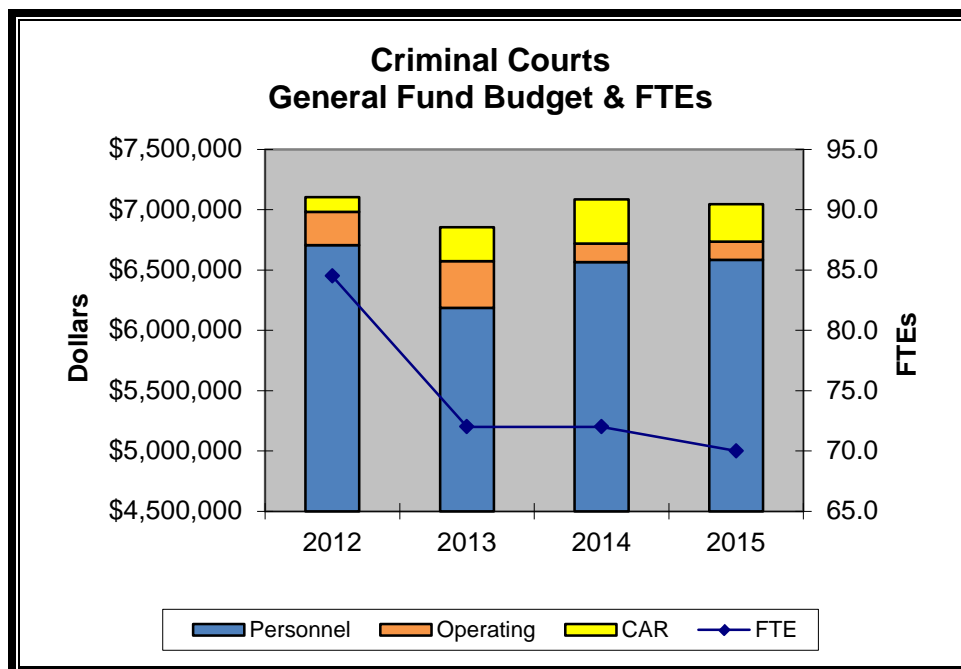
## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>District Courts</b>				
Total cases pending (beginning of the year)	19,305	18,349	19,231	19,542
Number of cases on docket	11,065	12,251	11,958	12,323
Number of dispositions	12,010	11,326	11,786	11,922
Clearance rate (dispositions/filings)	109%	92%	98%	97%
Cases on docket (end of the year)	5,868	5,698	6,530	6,825
<b>County Courts</b>				
Number of new cases	32,774	32,454	31,168	32,115
Number of dispositions	36,937	34,868	36,398	36,998
Clearance rate (dispositions/filings)	113%	107%	116%	115%
Total cases pending at the end of the year	62,128	59,705	68,789	68,243
Average number of cases without settings	114	71	84	81
Ability of Courts to set cases within five days	95%	95%	95%	95%
Number of defendants receiving a court-appointed attorney at Jail Call	8,236	8,396	8,223	8,215

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Measures for Specialty Courts</b>				
<b>County Court at Law #4</b>				
Number of family violence cases	2,893	2,472	2,806	2,757
Number of protective order hearings	471	504	472	485
Number of dispositions	2,902	2,604	2,134	2,235
Amount of time between arrest and disposition	6 months	6 months	6 months	6 months
<b>Veterans Court</b>				
Number of veterans screened	628	630	635	635
Number of veterans accepted	41	41	45	45
Number of veterans receiving linkage in VA Services	59	59	70	70

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 6,706,179	\$ 6,185,082	\$ 6,566,904	\$ 6,583,661	\$ 16,757
Operating	\$ 274,797	\$ 389,680	\$ 151,952	\$ 151,952	\$ -
CAR (Capital)	\$ 123,803	\$ 278,880	\$ 366,614	\$ 310,550	\$ (56,064)
Total	\$ 7,104,779	\$ 6,853,642	\$ 7,085,470	\$ 7,046,163	\$ (39,307)
FTEs	84.50	72.00	72.00	70.00	(2.00)



In FY 2013, the Drug Court program moved to the Pretrial Services Department, reducing the Criminal Courts budget by \$782,516 and 12.5 FTEs on an ongoing basis.

## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Criminal Courts decreased by \$39,307 from the FY 2014 Adopted Budget, including CAR capital funding. This is less than a 1% decrease. The personnel budget increased while the budget allocated for capital purchases decreased.

### ***Programmatic Funding***

In accordance with the recommendation of the Travis County Security Committee, the Criminal Courts began transitioning their Bailiff/Office Specialist positions to Sheriff's Deputies in the Travis County Sheriff's Office (TCSO) through attrition. In FY 2014, two Bailiff/Office Specialist positions were vacated, and the Criminal Courts transferred those FTEs and the associated personnel budget to TCSO. This change reduced the Criminal Courts' FY 2015 budget by \$98,443 and 2.0 FTEs.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and totaling \$64,311 in ongoing resources for the Criminal Courts, plus \$689 for a one-time increase for redlined employees. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$26,373 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the Criminal Courts.

Due to a change in the employment status of visiting judges per Internal Revenue Service regulations, \$9,630 in ongoing personnel funding was added to the Criminal Courts' budget to account for anticipated increased expenditures on benefits. Additionally, \$4,340 was added to the personnel budget for judicial longevity pay due to the department having no turnover to accommodate the increase internally.

### ***Administrative and Other Funding Changes***

The FY 2015 Criminal Courts budget includes a one-time net increase of \$11,499 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,642 to the Criminal Courts.

**Capital Funding**

*General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for the Criminal Courts totals \$310,550. Of this amount, \$75,000 is funding originally approved in FY 2014 for information technology disaster recovery infrastructure that was rebudgeted for FY 2015 to complete the project.

The remaining \$235,550 is for the following FY 2015 capital equipment and projects:

- \$147,550 for standard replacements of technological equipment, and
- \$88,000 for Judges Workbench software programming enhancements.

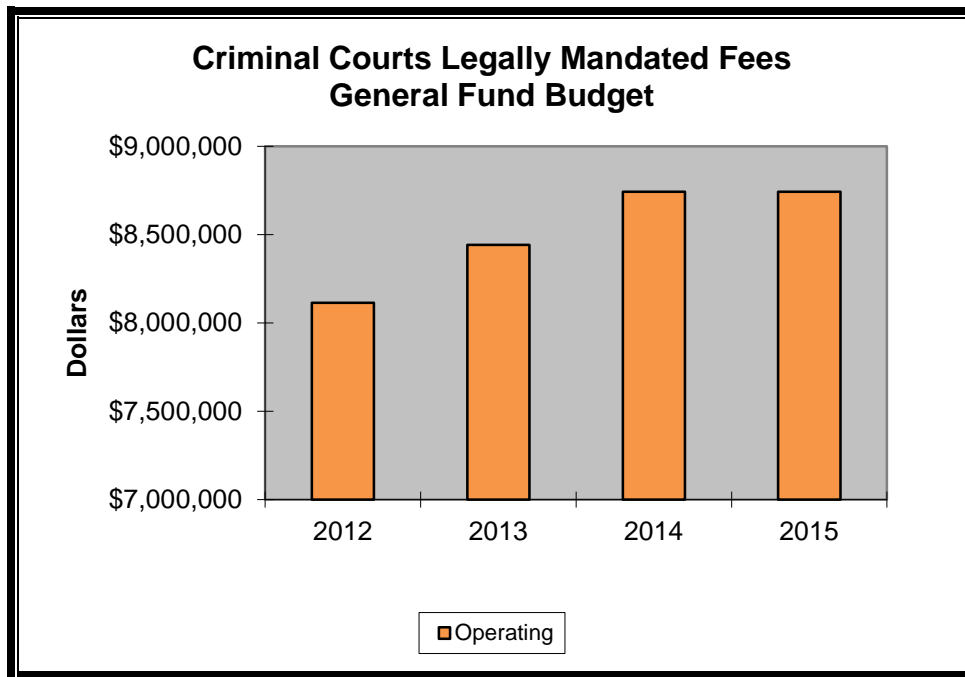
## Criminal Courts Legally Mandated Fees (194)

### Mission Statement & Program Goals

The Criminal Courts Legally Mandated Fees budget provides for a number of costs directly related to criminal trials or appeals. The largest expense in the budget is for statutory fees paid to attorneys of indigent defendants who cannot afford counsel but require legal representation for felony and misdemeanor cases. Also included in the budget are fees for interpreters, jury expenses, psychiatric evaluations, substitute court reporter costs, court transcripts for indigents, court costs related to mental health clients at out-of-county state hospitals, travel-related expenses for visiting judges, and investigation and expert witness costs.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$ 8,114,683	\$ 8,442,719	\$ 8,742,719	\$ 8,742,719	\$ -
Total	\$ 8,114,683	\$ 8,442,719	\$ 8,742,719	\$ 8,742,719	\$ -



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for Criminal Courts Legally Mandated Fees did not change from the FY 2014 Adopted Budget.

### ***Programmatic Funding***

The FY 2015 Adopted Budget includes an earmark on Allocated Reserve of \$70,000 to be used for criminal legally mandated fees in the event of increased costs above what is budgeted.

### ***Capital Funding***

This department did not receive any capital funding for FY 2015.

## Criminal Justice Planning (155)

### Mission Statement & Program Goals

---

The mission of the Criminal Justice Planning (CJP) Department is to support the Travis County Commissioners Court and key stakeholders by providing quality data analysis and facilitating the planning and implementation of countywide initiatives for the enhancement of public safety. This service comes in the form of research of best practices, presentation of data from various criminal justice data sources, evaluations of programs and systems, and targeted analyses as directed. CJP also researches and implements strategies that seek to improve the management of criminal justice populations through greater efficiencies and effective programs. Department staff serves as leaders, liaisons, and facilitators, representing Travis County on several interagency partnerships with various criminal justice-related missions.

#### Office of Child Representation

The Office of Child Representation (OCR) provides quality legal services for children and youth involved in civil Child Protective Services legal cases and helps control the growth of indigent attorney fees expenditure budget. OCR serves as the attorney ad litem for individual clients, as well as the guardian ad litem in many cases. OCR also provides social work services to clients and conducts public outreach and training about the work of the department.

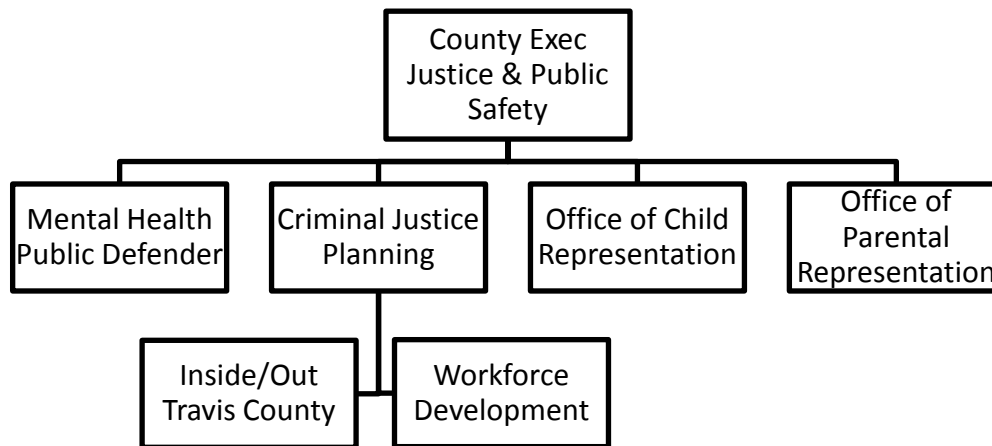
#### Office of Parental Representation

The Travis County Office of Parental Representation (OPR) provides quality, efficient legal representation for the indigent primary parent in child abuse and neglect cases pending in Travis County. Furthermore, this office has a goal to reduce the cost of private attorney appointments for Travis County.

#### Mental Health Public Defender

The mission of the Mental Health Public Defender is to minimize the number of days a person with mental illness spends in jail, increase the number of dismissals among defendants with mental illness, reduce recidivism by providing intensive case management and finally enhance the legal representation by providing attorneys with specialized knowledge needed to defend persons with mental illness.





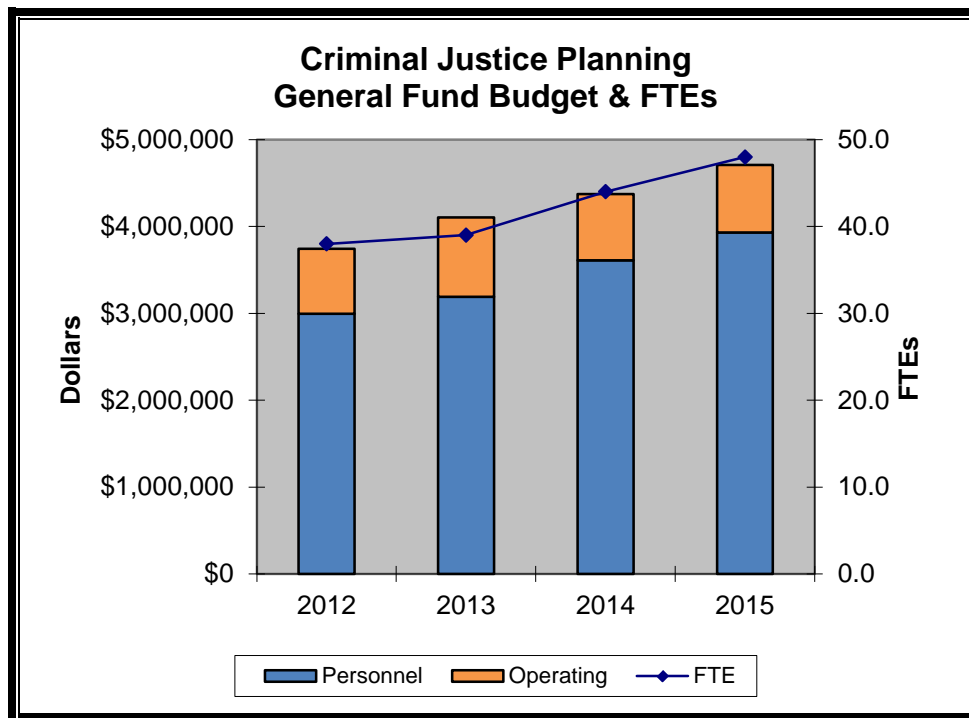
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Criminal Justice Planning</b>				
# programs planned	3	4	3	3
# programs implemented	3	4	3	3
# programs evaluated	12	2	4	3
# program studies completed	10	2	4	3
# prepared responses to request for information	5	5	10	10
# projects planned	10	10	5	5
# working committees chaired or participated in	8	10	12	10
# of CJP staff participating in special workgroups or task forces	10	8	10	10
# of grants researched	5	5	5	5
# of CJP developed grant applications	3	3	3	3
# of developed grant applications with joint participation	3	3	3	3
<b>OCR</b>				
Target Monthly Caseload	223	255	244	230
Target Case-Related Attorney Hours	8,123	10,067	9,000	8,500
Target Case-Related Paralegal/Legal Asst Hours	3,676	3,075	2,980	3,100
<b>OPR</b>				
Average Case Load	226	226	226	226
Average Monthly Atty Hours	711	770	715	720

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Successful Outcomes	89%	89%	87%	87%
<b>MHPDO</b>				
# Legal Cases Accepted	340	321	500	500
# Dismissals	125	131	250	250
# of Cause # Represented	394	385	600	600
# Social Cases Accepted	447	456	525	525
#Receiving Community Referrals	1,869	2,061	1,900	1,900
# of Mental Health Assessments	386	418	490	490
# of Clients maintained arrest/jail free for 6 months or greater	304	N/A	400	400

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$2,993,636	\$3,189,301	\$3,609,736	\$3,931,560	\$321,824
Operating	\$751,188	\$915,012	\$762,685	\$778,135	\$15,450
Total	\$3,744,824	\$4,104,313	\$4,372,421	\$4,709,695	\$337,274
FTEs	38.00	39.00	44.00	48.00	4.00



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Criminal Justice Planning Department increased by \$337,274 from the FY 2014 Adopted Budget. This is a 7.7% increase. The majority of the increase was in the personnel budget.

### ***Programmatic Funding***

One existing FTE previously funded on a one-time basis (net personnel increase of \$1,901) and one new FTE (\$57,948 personnel) were added to support the Workforce Development program. The Workforce Development program helps individuals with a criminal background prepare for and locate sustainable employment and acquire job training and job readiness skills. The program also actively recruits local employers willing to hire ex-offenders. This program exceeded the expectations of the department. A total of 69% of the program's clients are employed. The program placed almost twice as many ex-offenders in full-time employment than expected. In addition, more employers have been contacted and are willing to hire offenders than originally predicted.

Two paralegal positions, one for the Office of Child Representation and one for the Office of Parental Representation, were added on an ongoing basis (\$122,624 personnel and \$10,353 operating). The addition of the paralegals is expected to result in an increase in the caseloads that each office can accept. The department believes that the more cases OCR and OPR can handle, the fewer outside attorneys will need to be hired, resulting in a cost avoidance in civil indigent attorney fees.

The Council on At-Risk Youth (CARY) was funded at a cost of \$200,000 on a one-time basis. CARY's mission is to help youth and promote safe schools and safe communities with the objective of closing the "pipeline to prison." There is no net increase in the funding since the same amount was removed from the FY 2015 Target Budget and then added back into the FY 2015 Adopted budget. This is the ninth year of Travis County support.

One previously grant-funded Attorney III position (\$95,030 personnel and \$7,435 operating) was added to the General Fund in FY 2015. This position has been fully funded since September 30, 2012 through the Parenting in Recovery II (PIR-II) grant. This grant was funded by Administration for Children and Families and concluded on September 29, 2014. The PIR-II grant allowed the Travis County Family Drug Court Team (TCFDCT or Drug Court Team) to provide an attorney ad litem through OCR to represent the children whose parents are participants of the Drug Court program.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$47,381 for Criminal Justice Planning. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$16,087 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$18,226 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$921 to the department.

In addition, \$2,338 was transferred from the department budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

***Capital Funding***

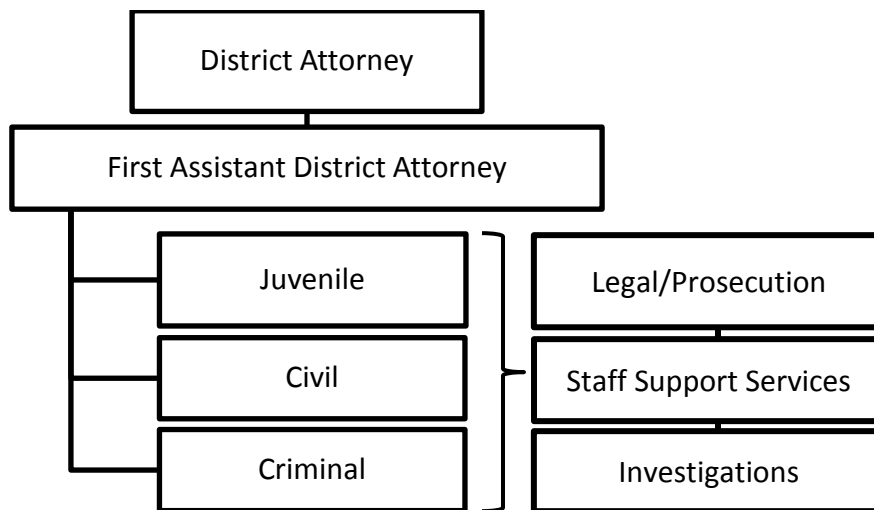
There is \$13,971 centrally budgeted in Information Technology Services (ITS) for computer and telephone equipment for the new paralegal and workforce development positions.

# District Attorney (123)

## Mission Statement & Program Goals

The mission of the District Attorney’s Office is to see that justice is done by providing the highest quality legal representation for the public and for individual victims of crime and by supporting the community’s efforts to strengthen itself and solve problems.

The department is organized into nine divisions. The Administration Division is responsible for the planning, implementation, and coordination of the legal support and business functions of the District Attorney’s Office. The primary functions of the Appellate Division are to represent the State of Texas in appeals arising from criminal proceedings, juvenile adjudications, and termination of parental rights, and to respond to writs of habeas corpus and motions for post-conviction DNA testing. The Courts Division of the District Attorney’s Office represents the people of the State of Texas and the victims in felony criminal cases pending in District Court. The Family Justice Division handles legal matters within the jurisdiction of the District Attorney’s Office relating to children and families. The Grand Jury/Intake Division is the primary intake unit for felony cases flowing into the seven District Courts comprising the Travis County felony court system. The Investigations Division provides litigation support to attorneys preparing cases for presentation to the Grand Jury, hearings, and trials. The Special Prosecution Division is composed of the Public Integrity Unit, White Collar Crime Unit, and Worker’s Compensation Fraud Unit. The District Attorney’s Office’s specialty courts and units, housed in the Strategic Prosecution Division, consist of the Drug Diversion Court, Mental Health Court Team, Veterans Court, COPE docket, Critical Incident Unit, Environmental Protection Unit, and the Community Prosecution Unit. Finally, the Victim/Witness Division is responsible for providing services to victims of crime as mandated in Article I, Section 30 of the Texas Constitution, Chapter 56 of the Code of Criminal Procedure, and in Chapter 57 of the Family Code.

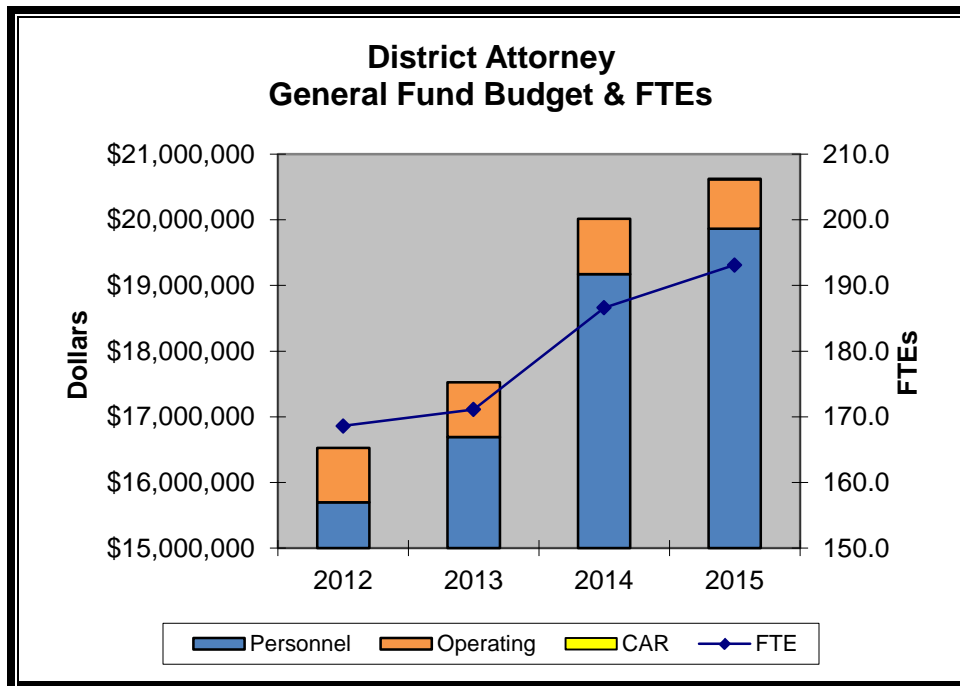


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
# of services to victims and witnesses	90,449	83,060	84,000	77,000
# of criminal court dispositions	12,010	11,397	9,922	10,659
# of juvenile dispositions	1,658	1,705	1,700	1,700
# of new cases opened for Grand Jury review	11,500	11,772	12,000	12,500
# of appellate briefs filed	79	96	95	95
White Collar Crime Unit restitution ordered	\$838,635	\$607,919	\$1,000,000	\$500,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 15,698,733	\$ 16,690,548	\$ 19,174,496	\$ 19,865,372	\$ 690,876
Operating	\$ 827,770	\$ 834,035	\$ 841,550	\$ 750,014	\$ (91,536)
CAR (Capital)	\$ -	\$ -	\$ -	\$ 14,962	\$ 14,962
Total	\$ 16,526,503	\$ 17,524,583	\$ 20,016,046	\$ 20,630,348	\$ 614,302
FTEs	168.625	171.125	186.625	193.125	6.50



Prior to FY 2014, the District Attorney’s Public Integrity Unit (PIU) was entirely funded by the state and consisted of 34.5 FTEs; its most recent budget was \$7.5 million per biennium. All state funding for the PIU was eliminated by the State of Texas effective September 1, 2013. During the FY 2014 budget development process, the Commissioners Court approved the addition of 15 FTEs to the General Fund budget to allow the District Attorney’s Office to operate a smaller-

sized PIU that solely dealt with Travis County issues. This accounted for most of the increase to the office's budget in FY 2014.

## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the District Attorney's Office increased by \$614,302 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 3.1% increase. The personnel budget increased while the operating budget decreased.

### ***Programmatic Funding***

The FY 2015 Adopted Budget includes ongoing personnel expenditures of \$245,242 and ongoing operating costs of \$1,000 to fund 4.0 FTEs that were added midyear in FY 2014 to comply with new state discovery requirements. The Michael Morton Act requires that the prosecution proactively provide to the defense an electronic record of every piece of evidence obtained in each case.

A net one-time personnel increase of \$196,616 and 2.0 FTEs was included for continued County funding of the Public Integrity Unit (PIU). One-time PIU operating costs of \$76,504 were removed from the FY 2015 budget.

In addition, there is a net one-time increase of \$19,740 and 0.5 FTE to the personnel budget and a net one-time decrease of \$1,474 to the operating budget to account for a change to the District Attorney's interlocal agreement with Texas Mutual Insurance to prosecute workers compensation fraud cases. This additional 0.5 FTE was previously funded by a non-budgeted fund under the control of the District Attorney's Office. Beginning in FY 2015, Texas Mutual Insurance has agreed to reimburse the General Fund for this expense.

A net \$12,222 was removed from the FY 2015 operating budget on a one-time basis for this year's General Fund transfer to the District Attorney's Family Protection Fund (0130), as the General Fund transfer was slightly over-budgeted in FY 2014. One-time personnel funding of \$20,000 for the Downtown Austin Alliance interlocal agreement was continued in FY 2015 with no change to the budget. This interlocal agreement allows the District Attorney's Office to assign a full-time Assistant District Attorney position to cases relating to violent crimes, narcotics, and nuisance abatement matters in Austin's downtown business district.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$166,876 in ongoing resources for the District Attorney's Office, plus \$614 for a one-time increase for redlined employees. In addition, the FY 2015 Adopted Budget includes additional resources

totaling \$67,334 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the District Attorney's Office. One-time personnel expenditures for an FY 2014 compensation increase for redlined employees totaling \$1,898 were removed from the FY 2015 budget.

***Administrative and Other Funding Changes***

The FY 2015 District Attorney's Office budget includes a one-time net decrease of \$2,316 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,332 to the District Attorney's Office.

In addition, \$2,336 was transferred from the District Attorney's budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

***Capital Funding******General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the District Attorney's Office totals \$14,962 for scanning equipment.



## District Clerk (121)

### Mission Statement & Program Goals

---

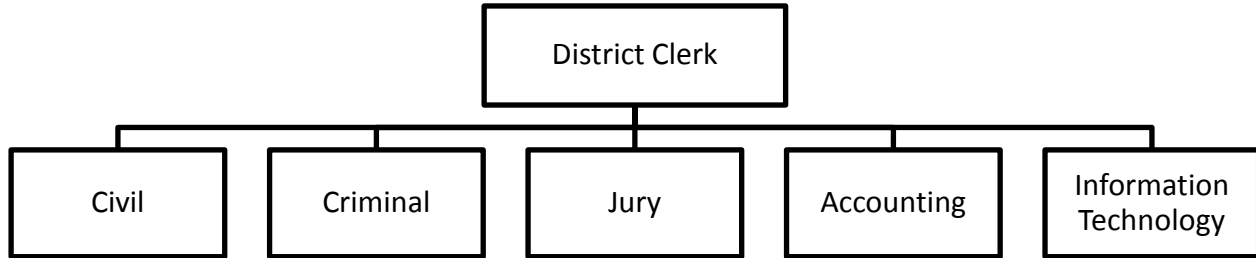
The Office of the District Clerk was constitutionally created by the State of Texas to serve a vital role in the justice system. The mission of the Travis County District Clerk's Office is to provide quality services to and develop a smooth exchange of information with:

- Local trial and appellate courts;
- County departments and other criminal and civil justice agencies;
- Attorneys and other professionals involved with court cases;
- The media and other organizations interested in the justice system; and
- The general public of Travis County, Texas, and beyond.

The goals of the District Clerk's Office include:

- Establish and maintain a permanent record of case filings and District Court proceedings and report case information to various authorities;
- Inform parties to a lawsuit of the existence of the cause of action via the issuance of citation and notice and of proceedings in the suit via issuance of notices, subpoenas, and show cause writs; plus, implement the decisions made in the District Courts through issuance of writs and abstracts of judgment in civil matters and judgments, warrants or commitments in criminal matters;
- Support the justice system by staffing hearings, preparing case records and disseminating them among the various courtrooms where hearings will be held, and providing jury panels to all trial courts of Travis County and the City of Austin;
- To the extent practical, use the Internet to provide all services of the office, including filing of court documents, requests for issuance of process, and viewing information contained within the records of District Court proceedings;
- To participate in the collection of court costs routinely assessed in civil cases and as ordered by the court in civil and criminal cases;
- To function as the official Jury Office for the County and manage all jury matters, including summoning, assigning, and paying jurors; and
- To preserve the history of the County and the community through a program of historic records preservation.

In addition, the District Clerk is a certified passport application accepting agency certified by the U.S. Department of State.

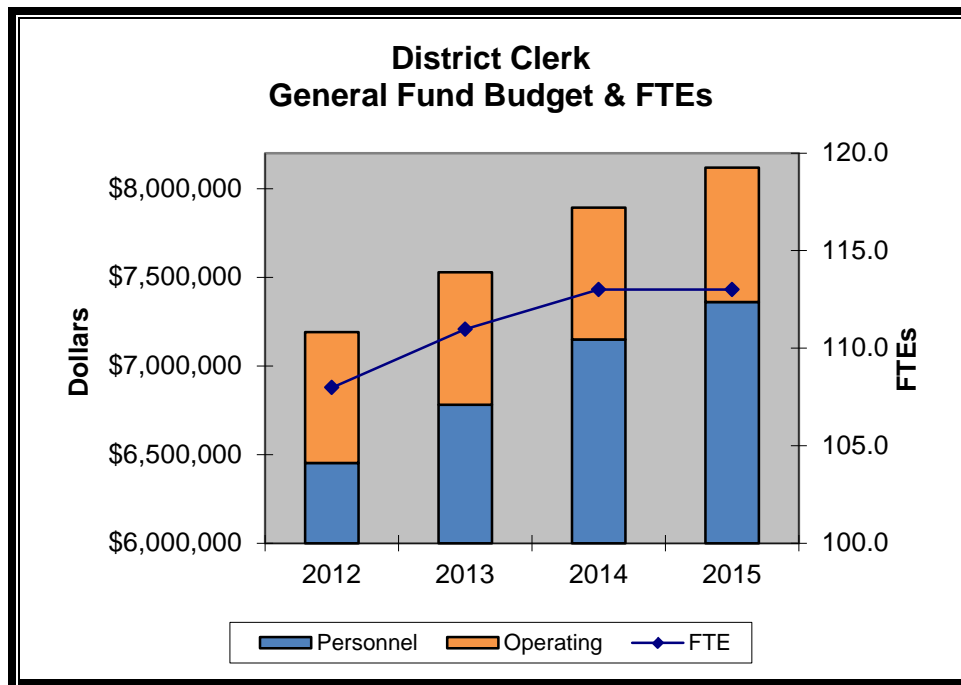


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
New civil cases filed – family	13,861	13,399	10,661	10,874
New civil cases filed – general civil	7,410	6,874	5,554	5,665
New criminal cases filed – indictment/revocation/other	13,891	14,745	14,650	14,650
# of motions to revoke probation	3,300	3,318	3,300	3,300
Criminal cases pulled for court	83,793	76,075	80,000	80,000
Passport applications processed	10,585	22,261	23,401	23,869

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 6,452,057	\$ 6,780,755	\$ 7,149,084	\$ 7,359,353	\$ 210,269
Operating	\$ 738,289	\$ 748,181	\$ 743,223	\$ 759,867	\$ 16,644
CAR (Capital)	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Total	\$ 7,190,346	\$ 7,528,936	\$ 7,892,307	\$ 8,174,220	\$ 281,913
FTEs	107.97	110.97	113.00	113.00	-



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the District Clerk’s Office increased by \$281,913 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 3.6% increase. The majority of the increase was in the personnel budget.

### Programmatic Funding

One-time FY 2014 operating costs totaling \$5,800 were removed from the FY 2015 Adopted Budget. In addition, ongoing personnel costs totaling \$11,531 were added to the budget for a new position added in FY 2014 that was budgeted for a January 1, 2014 start date to ensure the annualized funds would be in place for FY 2015.

The District Clerk’s Office plans to undertake a research project to increase collections from past civil and criminal cases. One-time personnel funds totaling \$39,293, as well as \$5,000 for one-time operating costs, have been added to the District Clerk’s budget to hire the temporary equivalent of an Accountant Associate to carry out this project.

As a result of the implementation of a new e-filing system for civil cases statewide in December 2013, the District Clerk’s Office has experienced an increased need for customer support as case filers become acclimated with the system. One-time personnel resources totaling \$34,377 have been added to the Office’s budget to accommodate overtime for this short-term need.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$121,482 for the District Clerk's Office, plus \$1,216 for a one-time increase for redlined employees. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$42,270 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this District Clerk's Office.

***Administrative and Other Funding Changes***

The FY 2015 District Clerk's Office budget includes a one-time net decrease of \$20,694 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,762 to the District Clerk's Office. The FY 2015 Adopted Budget also includes a shift of \$17,444 from personnel to operating.

***Capital Funding***

***General Fund Capital Acquisition Resources Account***

Cash funding for capital projects totals \$55,000 budgeted in the District Clerk's Office and \$4,657 centrally budgeted in the Information Technology Services Department for a pilot collections project.

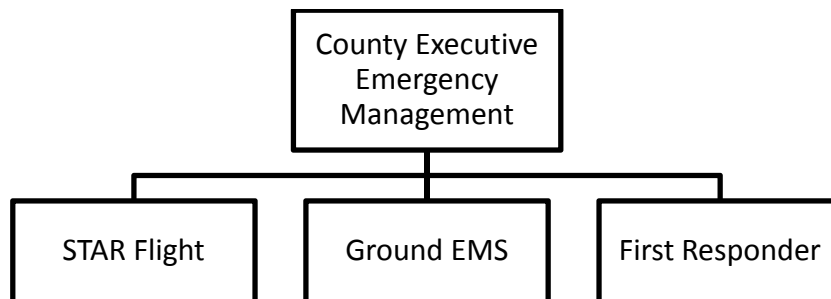
# Emergency Medical Services (159)

## Mission Statement & Program Goals

Travis County Emergency Medical Services (TCEMS) will provide leadership for the planning, coordination, and delivery of public safety services to enhance the safety of the citizens and visitors of Travis County, emphasizing innovation, integrity, and a responsible stewardship of the public trust. TCEMS is comprised of the STAR Flight Aeromedical program along with the budget for the ground Emergency Medical Services Interlocal with the City of Austin and the Travis County Emergency Services Districts programs.

The purpose of the STAR Flight program is to provide a regional multi-mission public safety aviation response for the residents of Travis County and the various counties in the Central Texas area.

The purpose of the Ground EMS program is to provide emergency medical services throughout the entire geographical area of the City of Austin and areas outside the City of Austin in Travis County.



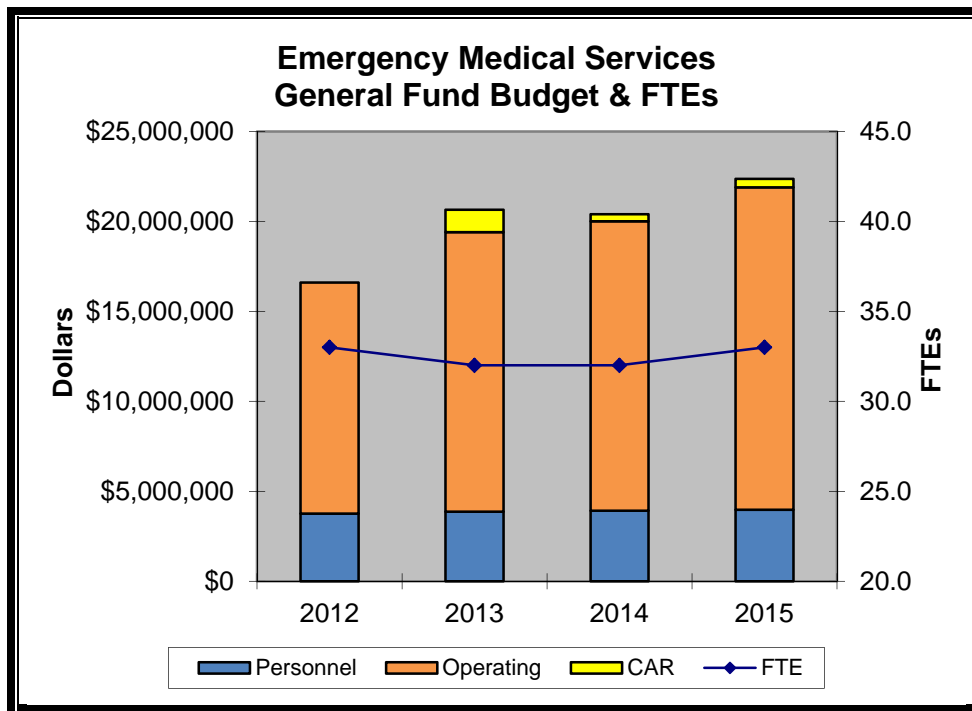
## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>STAR Flight</b>				
Number of Patient Transports	542	578	731	731
Out of County Patient Transports	400	396	487	487
Number of Search and Rescue Missions	101	103	100	100
Number of Law Enforcement Missions	28	24	35	35
Number of Fire Missions	9	16	35	35
Flight Missed Due to Mechanical Failure	3	4	3	5

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Ground EMS</b>				
Total County Responses	16,944	17,657	18,812	19,752
% of Cardiac Arrest Patients Delivered to Medical Facility with a Pulse	37%	37.8%	37%	39%

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$3,761,629	\$3,867,074	\$3,922,541	\$3,969,457	\$46,916
Operating	\$12,837,810	\$15,540,105	\$16,084,274	\$17,919,969	\$1,835,695
CAR (Capital)	\$0	\$1,238,922	\$396,382	\$473,068	\$76,686
Total	\$16,599,439	\$20,646,101	\$20,403,197	\$22,362,494	\$1,959,297
FTEs	33.00	32.00	32.00	33.00	1.00
Cert. of Obligation		\$2,302,015			\$ -



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Emergency Medical Services increased by \$1,959,297 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 9.6% increase. The majority of the increase was in the operating budget.

**Programmatic Funding**

Travis County contracts with the City of Austin for ambulance service in the County. Often this interlocal agreement is not finalized until after the budget is adopted, so the expected increase is not budgeted in the department but in a special purpose reserve under the control of Commissioners Court. For FY 2014 this was the case, and the incremental increase of \$375,375 to the EMS budget was added mid-year during FY 2014 and continued in the FY 2015 budget.

The incremental ambulance service agreement for FY 2015 was approved prior to the adoption of the budget and the incremental cost of \$769,779 is part of this budget as well. These two items total \$1,145,154 and represent the majority of the operating increase to the FY 2015 EMS budget.

Every year, STAR Flight provides a list of anticipated and possible major maintenance needs for inclusion in the budget. For FY 2015, STAR Flight has provided a list of items totaling \$972,000 that will need to be replaced/overhauled in FY 2015. The cost of one-time repairs in FY 2014 was \$283,379, which was removed from the FY 2015 budget. Most of the items are directly tied to flight time of the air medical units. Through the agreement with Seton Family of Hospitals to support the third helicopter, the County has annually received \$640,000 for the last five years to support large STAR Flight maintenance items. These donated funds are held in the STAR Flight Maintenance Reserve. The cost of the FY 2015 maintenance items will come from these funds.

Within the department's existing personnel budget allocation, EMS reallocated funds to create a dedicated Air Safety Officer to ensure that STAR Flight operations continue to meet or exceed federal standards of safe operations. This had no net cost but did add an additional position to the number of full time equivalents (FTEs) in the department.

Finally, the EMS operating budget was increased by \$1,920 due to an increase in the cost of providing safety equipment at hospital helipads. This cost is funded through revenue received by the County from the hospitals to improve aircraft safety.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$32,938 for the Emergency Medical Services. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$12,527 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

**Administrative and Other Funding Changes**

The FY 2015 Emergency Medical Services budget includes a one-time net increase of \$12,498 to account for employee medical insurance elections made during open enrollment for FY 2015.

The budget includes modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$4,501 to the department.

In addition, \$6,546 was transferred from the Emergency Medical Services budget to the Emergency Services budget to fund two salary adjustments within the Emergency Services Budget.

***Capital Funding***

*General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for Emergency Medical Services totals \$473,068. \$446,000 is for two replacement ambulances as part of the agreement with the City of Austin for the provision of ground ambulance service in the County. Also included is \$27,068 to replace four STAR Flight operation radios.



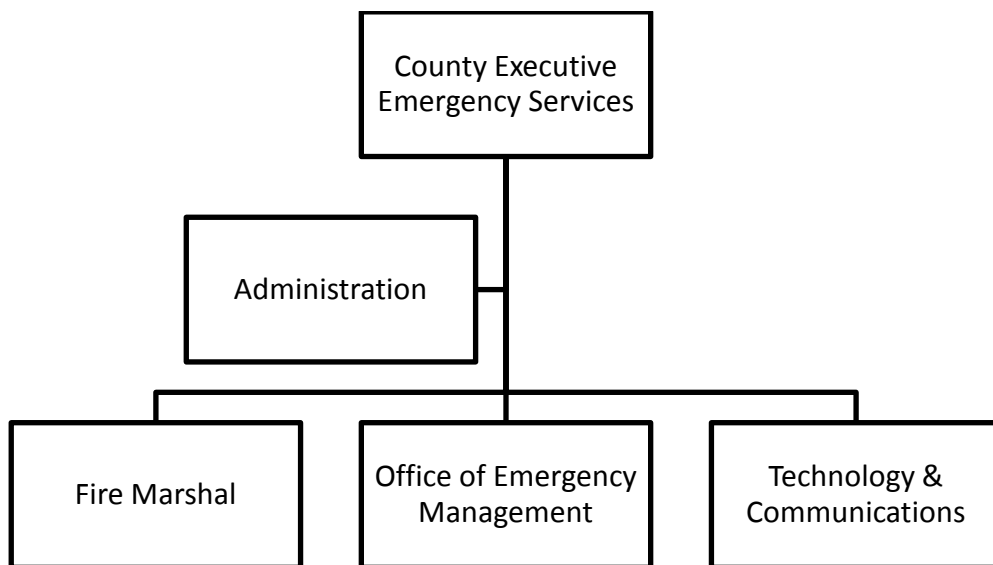
# Emergency Services (147)

## Mission Statement & Program Goals

Travis County Emergency Services will provide leadership for the planning, coordination, and delivery of emergency services in the operational provision of administration; technology and communications; fire investigations; emergency management; air emergency medical transport, search and rescue, fire suppression, law enforcement, and homeland security (STAR Flight); ground emergency medical transport (EMS); 9-1-1 service (CTECC); and medico legal investigations (Medical Examiner’s Office). Emergency Services will enhance the safety and welfare of the residents and visitors of Travis County, emphasizing innovation, integrity and responsible stewardship of the public trust.

Emergency Services has three major programs:

- The Fire Marshal’s Office must respond to and investigate fires, within a specified time frame, that occur in the unincorporated areas of the county and aid municipalities with fire investigations through interlocal agreements and upon request. The FMO determines if a fire was intentionally set (arson) or was accidental in nature. A criminal investigation is initiated if a fire is determined to be arson
- The Office of Emergency Management (OEM) coordinates the planning, response and recovery components of Travis County agencies to incidents or events that exceed the ability/resources of the normal emergency response system.
- The goal of the Technology & Communications program is to ensure the availability of effective and efficient wireless communications, emergency communications, and information systems for public safety and public service agencies within Travis County outside the City of Austin.

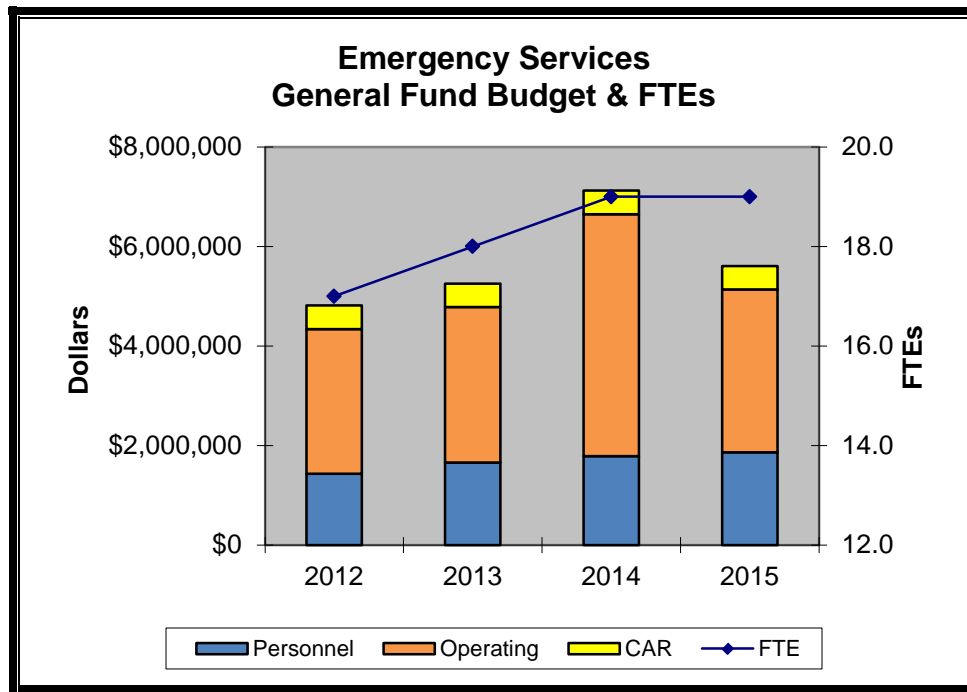


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Cities/agencies assisted with Emergency Management planning programs	25	23	20	20
Nr. of Drills/EOC Activations	7	10	9	7
Nr. of fires investigated	75	99	70	90
Nr. of Fires in Unincorporated Travis County	1,300	520	600	600
Nr. of inspections conducted	1,980	698	600	700
Construction plans reviewed	483	348	210	200
Nr. of Fire Education and Training Initiatives	55	29	40	50

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,433,993	\$1,656,222	\$1,786,259	\$1,860,789	\$74,530
Operating	\$2,905,590	\$3,125,696	\$4,862,391	\$3,275,954	(\$1,586,437)
CAR (Capital)	\$476,444	\$473,444	\$473,445	\$473,445	\$0
Total	\$4,816,027	\$5,255,362	\$7,122,095	\$5,610,188	(\$1,511,907)
FTEs	17.00	18.00	19.00	19.00	-



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for Emergency Services decreased by \$1,511,907 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 21.2% decrease. The personnel budget increased while the operating budget decreased.

Currently there is \$2,130,365 budgeted in a reserve that will likely be added to the departmental operating budget once the agreements are approved. Once those funds are added, the departmental budget will reflect a 7.9% increase from the previous fiscal year.

### ***Programmatic Funding***

Emergency Services has two significant regional interlocal agreements, one for the maintenance and operation of a regional radio system (RRS) and the other for the maintenance and operations of the Combined Transportation and Emergency Communication Center (CTECC). The FY 2015 Budget for these items in Emergency Services was reduced by a total of \$1,586,437. Each year's budget allocation includes a variety of one-time expenses. The funds removed for FY 2014 represent the one-time allocation being removed from the FY 2015 Budget. As of the adoption of the FY 2015 budget, the interlocal agreements governing the operation of these operations have not been approved. The estimated additional cost for these interlocal agreements is \$2,130,365. These funds are currently budgeted as part of the County's reserves until the interlocal agreements are approved.

During FY 2014, Commissioners Court approved to move Assistant and Deputy Fire Marshal positions to the Peace Officer Pay Scale (POPS). This change was made to be consistent with how other Travis County Texas Commission on Law Enforcement certified peace officers are treated by the County, and to provide a more competitive pay scale for recruitment. The Fire Marshal's staff was the last group of certified peace officers in Travis County to not be included on the POPS pay scale. This change resulted in an increase of \$56,429 to the Emergency Services budget.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$16,198 for the Department. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$6,430 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

***Administrative and Other Funding Changes***

The FY 2015 Emergency Services budget includes a one-time net decrease of \$14,604 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$913 to the department.

In addition, there is an increase of \$6,546 from an ongoing adjustment from the Emergency Medical Services budget to the Emergency Services budget to fund two salary adjustments within the Emergency Services Budget.

***Capital Funding***

Cash funding for the annual Motorola Contract Lease/Purchase Payment (MCLP) of \$473,445 was continued for the fourth of a five years installment plan to replace the County's radio infrastructure.

## Facilities Management Department (114)

### Mission Statement & Program Goals

---

The mission of Facilities Management (FMD) is to manage the planning, design, construction, maintenance, operations and leases for facilities that effectively meet the economic and functional needs of Travis County.

The goals of the Administration Division are to provide managerial, financial, parking management and other administrative support to the seven operating divisions of the Facilities Management Department in order to support departmental goals.

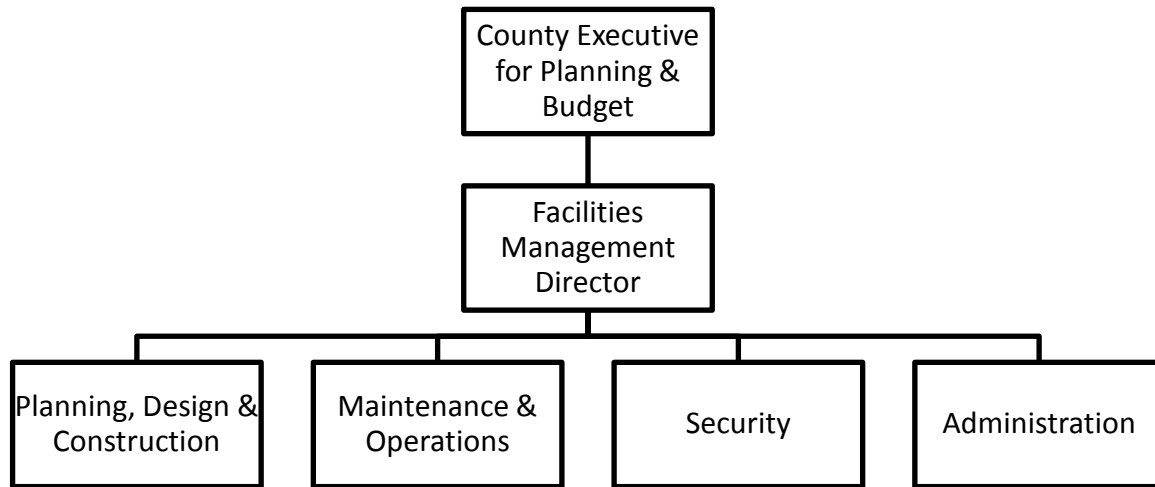
The goal of the Grounds Keeping program is to preserve and maintain the grounds of assigned Travis County facility assets in a safe, attractive and environmentally sound condition. This includes proactively maintaining each property so that work orders are kept to a minimum.

Program goals for the Custodial Division include providing custodial services for downtown and major facilities with in-house forces aligned into four teams and to continue training in-house staff on acceptable quality of service standards and cleaning techniques for County facilities.

The Security Services program provides security of County facilities. Security Services personnel provide basic watchman services for County properties after normal duty hours, and provide security assistance during business hours.

The Planning, Design & Construction Division's goal is to apply design and construction industry best professional practices tailored to the requirements of each project they manage.

Program goals for the Maintenance Division include continuing to improve the responsiveness to work requests from County departments, maintaining or improving response record where fire, life safety, health or facility damage issues require immediate attention, continuing emphasis on proactive preventive maintenance with a focus on the aesthetics of the buildings and facilities and the upgrade of equipment at its end of life, and optimizing the use of service contracts to augment in-house workforce.



**Key Program Statistics**

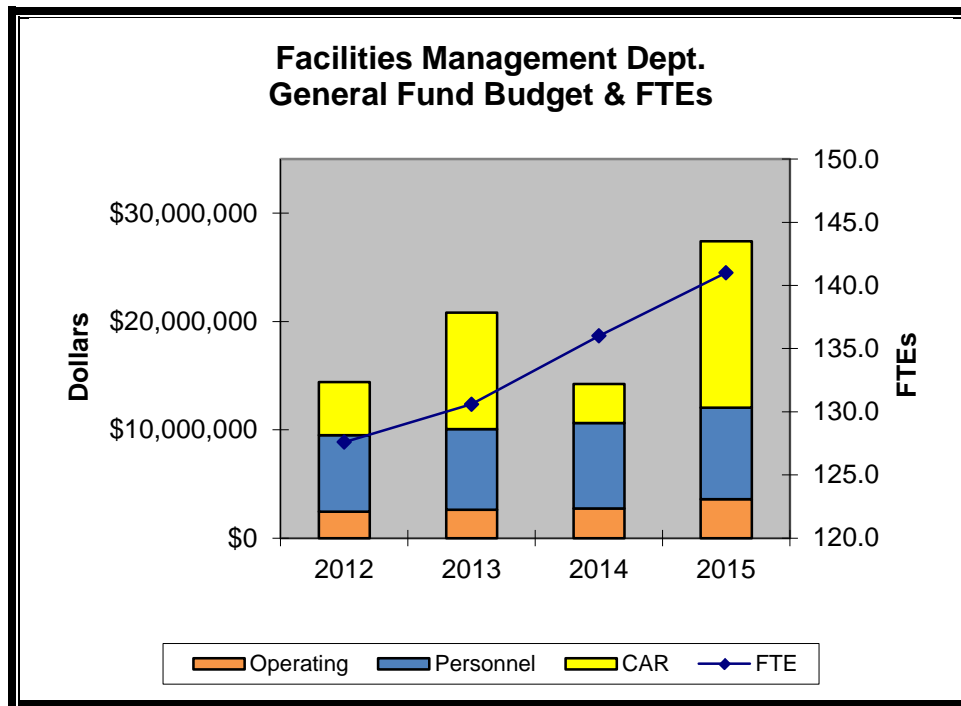
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Percent of correct contract modifications processed within departmental policy deadlines (1 week)	97%	92%	97%	97%
Percent of purchase requisitions processed within departmental policy deadlines (1 week)	97%	98%	99%	99%
Percent construction contract modifications	12.5%	8%	8%	5%
Percent construction schedule variance	15%	5%	5%	5%
Percent design contract modifications	10%	4%	4%	2%
Percent design schedule variance	15%	16%	16%	5%
Total # of grounds keeping work orders completed	147	172	200	250
Total # of custodial work orders completed	677	639	744	850
Total # of custodial calls, including moves.	646	680	800	875
Avg # of maintenance call in jobs per month	300	475	400	400

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Percent of "emergency calls" closed within 48 hours	100%	100%	95%	95%
Percent of maintenance job orders that are self-identified	70%	51%	60%	70%
Percent of "routine" calls closed within a month	90%	90%	90%	90%
Average number of maintenance call-in jobs per month	300	475	400	400

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$7,052,881	\$7,469,310	\$7,898,644	\$8,457,909	\$559,265
Operating	\$2,444,339	\$2,604,415	\$2,726,205	\$3,595,569	\$869,364
CAR (Capital)	\$4,919,328	\$10,752,549	\$3,595,424	\$15,344,722	\$11,749,298
Total	\$14,416,548	\$20,826,274	\$14,220,273	\$27,398,200	\$13,177,927
FTEs	127.60	130.60	136.00	141.00	5.00
Cert. of Obligation*	\$8,401,705	\$9,639,730	\$10,247,175	\$32,038,388	\$21,791,213

\*The FY 2015 Certificate of Obligation amount is pending final approval of the issuance.



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Facilities Management department increased by \$13,177,927 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 92.7% increase. The substantial increase is due to increased budgeted capital expenditures for a variety of projects including the build out of two new courts.

### ***Programmatic Funding***

Three positions, an Information Security Manager, Business Analyst II and System Engineer III, moved from Information Technology Services (ITS) to Facilities Management (FMD). These three positions will administer the physical security program which will manage the technology associated with physical security, such as video cameras and key card access to buildings, and will report to the Security Manager in FMD. A total of \$343,612 in personnel costs was transferred from ITS to FMD's budget due to this change.

Two building security guard special project worker positions were added (\$62,072 personnel and \$7,413 operating) to assist with building security at the downtown Law Library and Executive Office Building. One-time operating of \$110,110 was added for magnetometers for the Executive Office Building as well as \$367,180 added to centralize all security contracts under the new Security Director. In addition, \$351,732 in operating was added for migration of closed circuit television cameras to a digital format.

Other operating changes include \$21,275 to replace carpet and move furniture for renovations, and \$100,239 for moving costs related to office relocations. One-time FY 2014 operating funds removed from the department's FY 2015 Target Budget include \$67,000 for STAR Flight Hangar lighting and \$21,585 for security costs.

Facilities Management internally funded two positions, an office specialist and a human resources specialist, to assist the department in their growing administrative workload.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$140,157 for FMD. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$51,247 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department. FY 2014 one-time funds of \$19,271 were removed for pay increases for employees with pay greater than the pay grade maximum.



### ***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$24,373 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$5,821 to the department.

### ***Capital Funding***

#### *General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for Facilities Management totals \$15,344,722. Of this amount, \$703,760 is funding originally approved in FY 2014 for capital equipment and projects that were not completed in that fiscal year and are rebudgeted for FY 2015. The rebudgeted capital includes:

- \$223,000 for the design and regulatory phase of the new purchasing warehouse,
- \$166,000 for improvements to the South Community Center,
- \$131,026 for Granger Building renovations,
- \$107,269 for a remodel of the County Clerk's Office at Airport Boulevard,
- \$25,000 for Tax Office improvements,
- \$23,465 for decommissioning IT equipment in the basement of the Gault Building,
- \$14,500 for various security improvements, and
- \$13,500 to complete the installation of an air handling unit at the University Savings Building.

The remaining \$14,640,962 is for the following FY 2015 capital equipment and projects:

- \$3,414,403 for construction of two new courtrooms on the second floor of the Criminal Justice Center (CJC),
- \$2,700,000 to replace the heating system at the CJC,
- \$2,367,590 to complete renovations of the Granger Building,
- \$1,798,063 to renovate the 13<sup>th</sup> floor of 700 Lavaca to relocate the Facilities Management Department,
- \$1,201,636 for the first phase of construction for the new Purchasing warehouse,
- \$729,041 for various renovations to the Gault Building and first floor of the CJC to accommodate personnel who were displaced by new courts construction,
- \$626,560 to upgrade chillers at the Heman Marion Sweatt (HMS) Courthouse,
- \$493,200 for the first phase of environmental improvement to the East Service Center,
- \$376,890 for a replacement roof at 502 East Highland Mall Boulevard,
- \$336,380 to complete the upgrade of elevators at the HMS Courthouse,
- \$297,000 to upgrade cooling towers for the Gault Building,
- \$115,618 to replace a rooftop HVAC unit at the Ray Martinez (Pct. 4) Building,

- \$101,656 for additional renovation to the Tax Office's Airport Boulevard location to accommodate new staff and expand the lobby,
- \$58,400 to renovate the University Savings Bank Building to accommodate the Office of Child Representation and the Office of Parent Representation, and
- \$24,525 to renovate the lobby of Airport Boulevard location for the Counseling and Education Services Department.

#### *Certificates of Obligation Funding*

The FY 2015 Adopted Budget includes \$32,038,388 for capital equipment and projects proposed to be included in the issuance of Certificates of Obligation (COs). The project list and amounts will be finalized during the first quarter of FY 2015 for issuance in the spring.

- \$29,686,169 for the second year of construction costs of the Ronald Earle Building to accommodate the District Attorney's Office,
- \$2,000,000 for first year construction costs for a new Medical Examiner facility, and
- \$352,219 to upgrade windows at the Executive Office Building.

In addition to the equipment and projects listed above, there is also \$279,775 budgeted centrally in TNR within existing or proposed COs to fund 10 new and replacement vehicles and mowers.

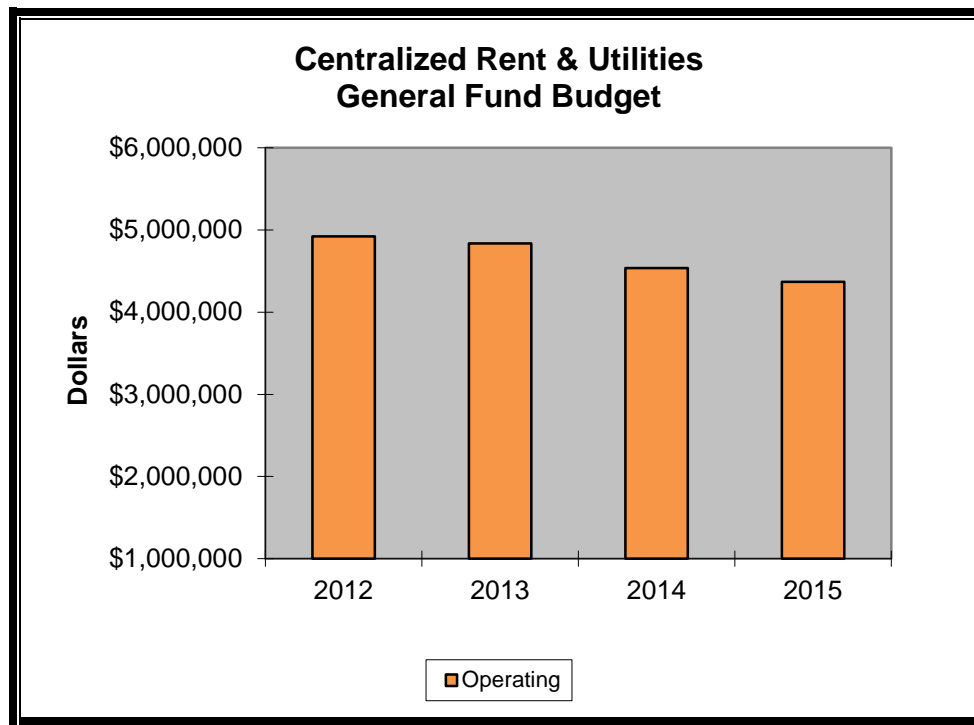
## Centralized Rent and Utilities (191)

### Mission Statement & Program Goals

The Centralized Rent and Utilities budget includes centralized Travis County leases and utilities expenditures and is managed by the Facilities Management Department (FMD).

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating-Leases	\$861,678	\$778,030	\$477,339	\$309,084	(\$168,255)
Operating-Utilities	\$4,059,791	\$4,059,791	\$4,059,791	\$4,059,791	\$0
<b>Total</b>	<b>\$4,921,469</b>	<b>\$4,837,821</b>	<b>\$4,537,130</b>	<b>\$4,368,875</b>	<b>(\$168,255)</b>



### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Centralized Rent and Utilities Department decreased by \$168,255 from the FY 2014 Adopted Budget. This is a 3.7% decrease.

***Programmatic Funding***

The utilities budget has not grown over the past three years. This is due primarily to management of the County's energy efficiency program. As new facilities are built, FMD strives to achieve Leadership in Energy and Environmental Design (LEED) certification. In addition, FMD has replaced old HVAC systems, lighting, windows, etc. with more energy efficient systems, materials and products.

The building and parking lease budget is zero-base budgeted every year. This year, FMD reduced its FY 2015 budget by \$168,255 to account for parking leases that are no longer needed due to the implementation of zoned parking in the Downtown campus. In addition, scheduled for summer of 2015 the Office of Child Representation and in fall of 2014 Office of Parental Representation will be vacating their lease space at 209 W. 9th St and moving to the University Savings Bank Building.

## General Administration (110)

### Mission Statement & Program Goals

This department is an administrative function of the Commissioners Court. The General Administration budget is used for expenditures that do not easily fit into any other department.

The budget has traditionally included these five types of expenditures:

- Travis County Appraisal District fees;
- County membership and participation fees for various community organizations;
- Contracts for services that are for countywide purposes;
- Performance-based pay for County Executives; and
- Transfers from the General Fund to other County Funds.

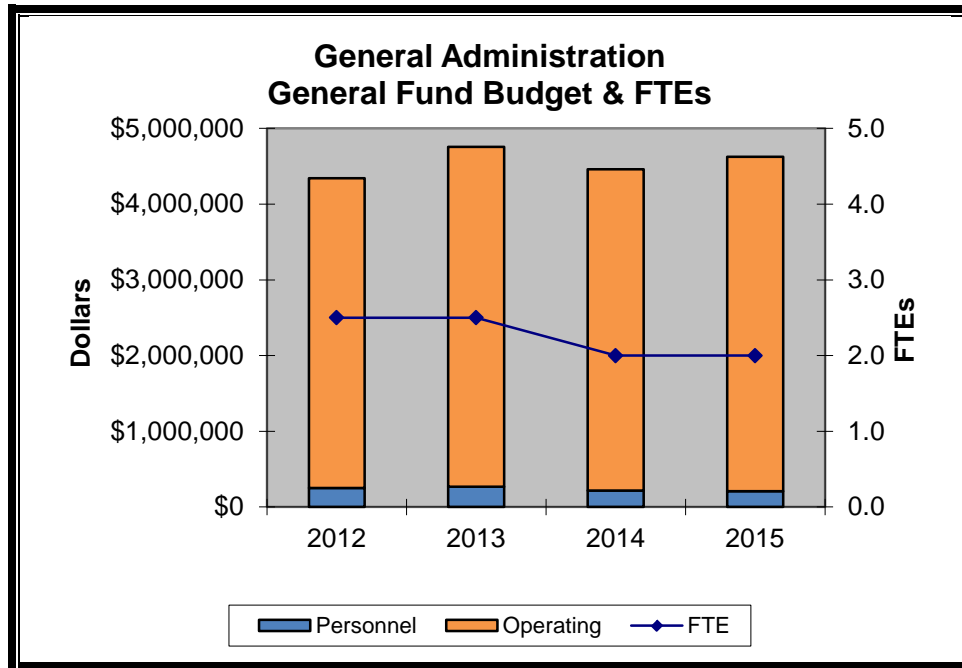
The General Administration budget also includes expenditures related to the Intergovernmental Relations Office, which was created in 2008 and reports directly to the Commissioners Court. The key program statistics below refer to this function.

### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Legislative Metrics</b>				
# of Bills and Joint Resolutions (JRs) tracked	N/A	1,497	N/A	1,200
# of Bills and JRs analyzed	N/A	1,187	N/A	750
% of Bills and JRs analyzed (ATLAS)	N/A	79%	N/A	75%
# of Legislative Priorities set by Court	N/A	15	N/A	11
% of Legislative Priorities addressed	N/A	93%	N/A	100%
% of Legislative Priorities accomplished	N/A	60%	N/A	50%
<b>Intergovernmental Relations Metrics</b>				
Number of meetings of Intergovernmental Relations Liaisons	4	4	4	4
Outreach meetings with other institutions	N/A	N/A	10	10
<b>Appointments Process Metrics</b>				
# of Court appointments facilitated	3	15	3	11
# of Applications received and processed	11	34	25	25

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 252,766	\$ 268,630	\$ 217,191	\$ 207,151	\$ (10,040)
Operating	\$4,087,987	\$4,487,096	\$4,245,412	\$4,417,915	\$ 172,503
Total	\$4,340,753	\$4,755,726	\$4,462,603	\$4,625,066	\$ 162,463
FTEs	2.00	2.00	2.00	2.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for General Administration increased by \$162,463 from the FY 2014 Adopted Budget. This is a 3.7% increase. The operating budget increased while the personnel budget decreased.

**Programmatic Funding**

There is an ongoing increase of \$72,503 budgeted directly in the department and an earmark against the Allocated Reserve of \$417,087 for Travis County’s estimated proportional share of the total cost of the Travis Central Appraisal District’s operation. These costs are shared between all the taxing jurisdictions in the County based each jurisdiction’s tax levy. The increased contribution is based on recommendations from the Chief Appraiser to help address taxpayer concerns about the fairness of the property tax system, particularly in regards to the

equitable distribution of the property tax burden between residential and commercial property owners. The budget also includes a \$100,000 one-time increase to fund a property tax appraisal policy expert for Travis County to independently study this issue.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,216. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$748 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net decrease of \$268 to account for employee medical insurance elections made during open enrollment for FY 2015. There is an ongoing reduction of \$14,519 for a technical correction for resources that should be removed in FY 2014 for a position that was eliminated. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$54 to the office. There is a one-time personnel increase of \$2,837 for the participation in the County's Austin Community College (ACC) internship program. Lastly, the General Fund contribution for the Dispute Resolution Center is continued at the same level of funding as the prior year with no impact to the budget.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

## Health and Human Services and Veterans Service (158)

### **Mission Statement & Program Goals**

---

The purpose of the Health and Human Services and Veterans Service Department (HHSVS) is to maximize quality of life for all people in Travis County by:

- Protecting vulnerable populations;
- Investing in social and economic well-being;
- Promoting healthy living: physical, behavioral, and environmental; and
- Building a shared understanding of our community.

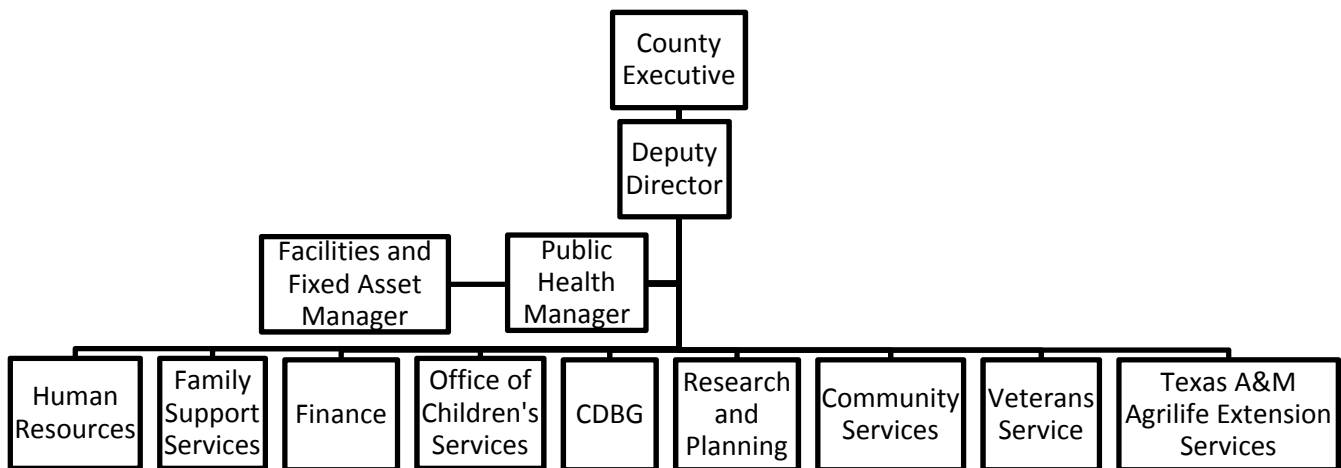
To make this possible, Travis County invests in a wide array of human and social services ranging from birth (Healthy Families) to death (Indigent Burials). Each of the programs and services described below contribute in a meaningful way to our success.

A common set of core values underlie every component of our department:

- We value helping people.
  - We provide accessible, person-centered services with respect and care.
  - We work to empower people through our service to them, always honoring the strengths and differences of the individuals and families of Travis County.
- We value the accountability and integrity of our staff.
  - We value the diversity of our staff and the experience each of us brings to HHSVS.
  - We honor our collective service to the public, including the careful stewardship of public funds.
  - We value the quality services we provide to the community in a spirit of shared responsibility.
- We value cooperation and collaboration in the community at large and within HHSVS.
  - We are interdependent and connected.
  - We treat one another with respect and value effective communication and teamwork.
  - We honor our partners in the community and engage with them to more efficiently and effectively serve our clients.

It is the Health and Human Services and Veterans Service Department's mission to work in partnership with the community to promote full development of individual, family, neighborhood and community potential and to optimize self-sufficiency for families and individuals in safe and healthy communities.





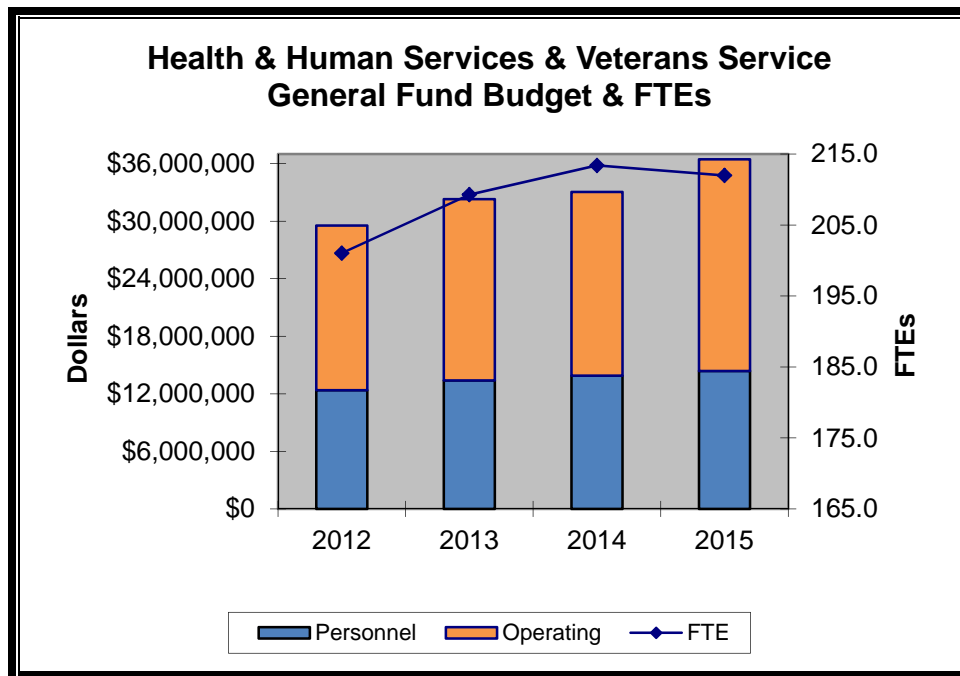
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Veterans Service</b>				
Compensation and benefit awards attributed to claims submitted by Travis County	\$137,091,000	\$168,368,000	\$185,204,800	\$203,725,280
Rehabilitation and education awards to veterans of Travis County	\$40,807,000	\$50,887,000	\$51,395,870	\$56,535,457
Veterans disability/life insurance and indemnities received	\$4,896,000	\$6,004,000	\$6,604,400	\$7,264,840
<b>Texas A&amp;M AgriLife Extension Services</b>				
Educational program participants	296,367	416,870	350,000	400,000
Educational programs presented	6,619	6,039	6,300	6,500
Volunteers trained	1,720	2,055	1,800	2,000
Clientele reached by volunteers	82,734	104,086	90,000	95,000
<b>Public Health</b>				
Animals sheltered by county	2,537	2,574	2,028	2,500
<b>Housing Services</b>				
Households served with weatherization and home repair services	680	197	274	300
<b>Human Services</b>				
Clients receiving food pantry assistance	23,373	23,939	20,000	20,000

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
Paupers' burials provided	157	155	150	150
Summer youth employment participants	750	750	750	750
Youth not recidivating within one year of completing Neighborhood Conference Committee contract	70%	78%	76%	80%
Coming of Age volunteer svc hours	119,201	90,558	75,000	75,000
Unduplicated clients receiving deaf and hard of hearing communication services	684	538	700	700
Unduplicated clients receiving direct services/case management	278	221	275	275
Children/families served by Healthy Families	178	151	225	250
Referrals that meet TX Family Code definitions and assigned for investigation (CPS caseload)	9,491	9,325	9,400	9,400
Unduplicated families participating in Children F.I.R.S.T.	262	268	260	250
Families successfully completing their service plan goals	82%	57%	70%	70%
Families served by the Youth & Family Assessment Center's wraparound approach	185	168	170	170
Avg # of children in conservatorship per month	851	904	880	880

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$12,380,265	\$13,401,628	\$13,901,894	\$14,422,817	520,923
Operating	\$17,171,272	\$18,891,519	\$19,151,414	\$22,032,539	2,881,125
Total	\$29,551,537	\$32,293,147	\$33,053,308	\$36,455,356	3,402,048
FTEs	201.04	209.29	213.40	211.99	(1.41)



The HHSVS operating budget increased greatly between the FY 2014 and 2015 budgets because of a change in practice for funding external contracts, including external social service contracts and the Public Health Interlocal with the City of Austin. In FY 2014, the funds for the interlocal and external social service contracts were budgeted in a Special Purpose Reserve under the oversight of the Commissioners Court and accessed by the department mid-year. For FY 2015, these funds, totaling \$3,184,373, were incorporated into the department’s ongoing budget.

### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Health and Human Services and Veterans Service Department increased by \$3,402,048 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 10.3% increase. The majority of the increase was in the operating budget, with \$2,000,000 resulting from an increased investment in social services funding over the last year.

#### Programmatic Funding

The increase to the department’s budget includes programmatic changes as well as routine compensation and benefit adjustments.

The personnel budget includes an increase of \$54,801 for a Caseworker position to help determine eligibility of clients receiving services from the HHSVS Community Centers. A total of \$132,471 was added to fund three Office Specialist positions to help mitigate the long wait lists for services at the Community Centers. A second Caseworker position was added to assist with

burial services for indigent County residents, at a cost of \$54,801 in salaries and benefits. The department internally funded a portion of the ongoing costs of these five new FTEs, which represents a reduction of \$69,024 in personnel funds.

In FY 2014, the Commissioners Court approved a three-month hiring delay of many newly created positions, effectively reducing the personnel budget on a one-time basis for FY 2014. Consequently, the HHSVS budget includes the addition of \$15,213 ongoing to annualize the salary of a Social Worker position in the department that was added in FY 2014.

The personnel budget was increased by \$14,409 to fund six salary adjustments and reclassifications within the department on an ongoing basis. The department internally funded an additional six related personnel actions.

The operating budget was reduced by \$2,000 for FY 2014 one-time costs associated with hiring a new Social Worker last year. In addition, \$184,420 in one-time grant match funds for the Parenting in Recovery program grant was removed from the department's base budget. The operating budget was also reduced by \$50,000 to account for the removal of one-time funds for an external social service contract with the Seedling Foundation and by \$74,000 for housing repair services performed by the department. Lastly, \$1,144,975 in one-time funding was removed from the department's base budget. These funds had been added to the department to continue certain external social service contracts that were funded in previous fiscal years for an additional year, while the department restructured the method in which external social service contracts are bid and funded in Travis County.

The operating budget includes an increase of \$10,815 in ongoing funds and \$2,000 in one-time funds for a Caseworker position to help determine eligibility of clients receiving services from the HHSVS Community Centers, and an additional \$10,815 in ongoing funds and \$2,000 in one-time funds for a Caseworker position to assist with burial services for indigent county residents. A total of \$13,300 in ongoing funds and \$6,000 in one-time operating funds was added for three new Office Specialist positions in the department. The department internally funded a portion of the ongoing costs of these FTEs, which represents a reduction of \$100,000 in operating funds.

A total of \$1,531,609 was added to the department's operating budget to fund increases to the interlocal agreements with the City of Austin related to public health services and animal services. The total cost for the two interlocal agreements is \$4,862,737.

Midyear in FY 2014, Travis County received \$106,123 from the State Comptroller's Office as a County refund for unclaimed property related to electric cooperative capital credits. The Commissioners Court approved the use of these funds for HHSVS programs related to literacy and Child Protective Services. The funds were added to the department's FY 2015 budget.

A one-time amount of \$286,960 was added to the operating budget fund the work of the Travis County Family Drug Treatment Court. The program was partially funded in previous years by

the the Parenting in Recovery grant through the US Department of Health and Human Services, which has since ended.

In FY 2013, the Commissioners Court voted to direct HHSVS to issue a Request for Proposals (RFP) to select agencies covering various categories of services with an intended funding level of \$2,000,000. These funds have been added to the department's operating budget to continue the process of disbursing County Social Service dollars using a competitive procurement processes to fund expanded services under the oversight of the Health and Human Services Department and the Purchasing Office. HHSVS plans to issue a procurement process for the social service areas of Workforce Development, Child and Youth Afterschool, and Holistic Family Services. The Commissioners Court also approved a procurement process for the Early Childhood service area in HHSVS. The operating budget was increased by \$500,000 to continue this ongoing process.

For FY 2015, HHSVS plans to reallocate a total of \$379,716 of internal operating funds to third party social service contracts with longstanding proven performance, issues that the department has identified as high-priority, and issue areas that have not yet gone through the County's updated social service procurement process.

This total includes:

- Austin Travis County Integral Care (ATCIC) Community Advancement Network (CAN) Contract, \$5,000
- Austin/Travis County Mentoring Advisory Council, \$15,000
- Capital Area Food Bank, \$19,312
- Meals on Wheels, \$52,350
- Meals on Wheels – Congregate Meals, \$61,078
- Seniors and Volunteers for Childhood Immunization (SVCI) Coming of Age, \$8,845
- Comprehensive Energy Assistance Program (CEAP) Outreach Funds, \$18,131
- Substance Abuse Managed Service Organization (MSO), \$100,000
- Ending Community Homelessness Coalition (ECHO), \$50,000
- The ARC of the Capital Area – Guardianship Case Management, \$15,000
- Children's Optimal Health, \$35,000

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$211,119 for HHSVS. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$80,048 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$4,768 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,250 to the department's personnel budget. A total of \$33,103 was transferred from the operating budget to personnel, and the operating budget also includes an increase of \$1 to correct a rounding error.

The department's FTE count was decreased by three to represent positions that are funded by reimbursement through interlocal contracts with the City of Austin that had not been renewed as of budget adoption. The three positions are related to the Healthy Families Expansion Program and will be added to the department's FTE count when the interlocal agreements are renewed midyear in FY 2015.

The department's FTE count was decreased by a net 1.41 related to an administrative adjustment to accurately represent the General Fund portion of the salaries of two grant-funded FTEs in the department, to add a position that was not reported in the FY 2014 budget document, and to account for the internally funded increase of a position from part to full-time.

The department's FTE count was decreased by two midyear because two Inventory Specialist positions were transferred to the Transportation and Natural Resources Department for a joint food delivery program between that department and HHSVS.

***Capital Funding***

This office did not receive any capital funding for FY 2015, but \$227,830 was centrally budgeted in Information Technology Services (ITS) to fund new computer equipment for the five new FTEs and replacement equipment for the department.

## Historical Commission (117)

### Mission Statement & Program Goals

Travis County Historical Commission initiates and conducts programs for the preservation of the heritage of Travis County, Texas and its citizens.

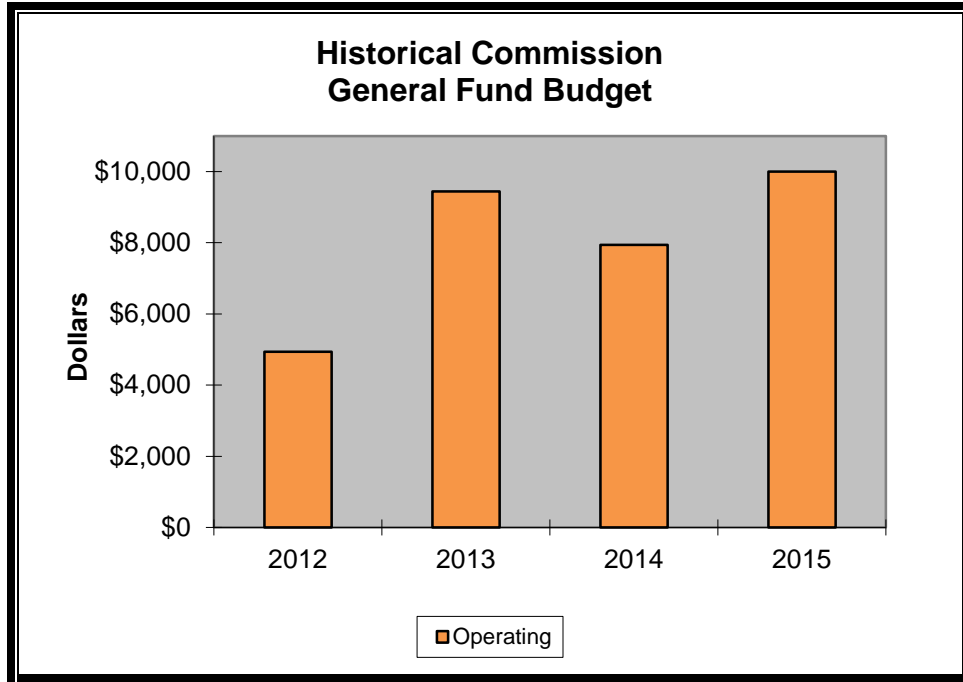
The department is charged with preserving the heritage of Travis County and its influence on the political, governmental and cultural history of the Capitol of the State of Texas and also represents the Texas Historical Commission (THC) locally.

### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of Special Projects	4	4	3	3
Number of Volunteer Hours Contributed	1,400	1,400	1,400	1,400
Number of Marker Applications Processed	10	8	8	8
Number of Markers Sponsored	1	0	0.5	0
Number of Publications Sponsored	2	2	1	1

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Operating	\$4,942	\$9,442	\$7,942	\$10,002	2,060
Total	\$4,942	\$9,442	\$7,942	\$10,002	2,060



**FY 2015 Adopted Budget**

---

**Summary of Changes**

The FY 2015 Adopted Budget for the Historical Commission increased by \$2,060 from the FY 2014 Adopted Budget. This is a 25.9% increase.

**Programmatic Funding**

While one-time funding for a one-time grant match totaling \$6,000 was removed from the office’s target operating budget because the grant was completed, another one-time grant match of \$7,500 was funded midyear and was rebudgeted in the department for the FY 2015 budget. The National Park Service awarded this new grant for a cultural resources survey.

The operating budget was increased by \$560 on an ongoing basis to enable the department to purchase a historical marker at full cost. The price of historical markers has increased since the account was last evaluated.

**Capital Funding**

This office did not receive any capital funding for FY 2015.



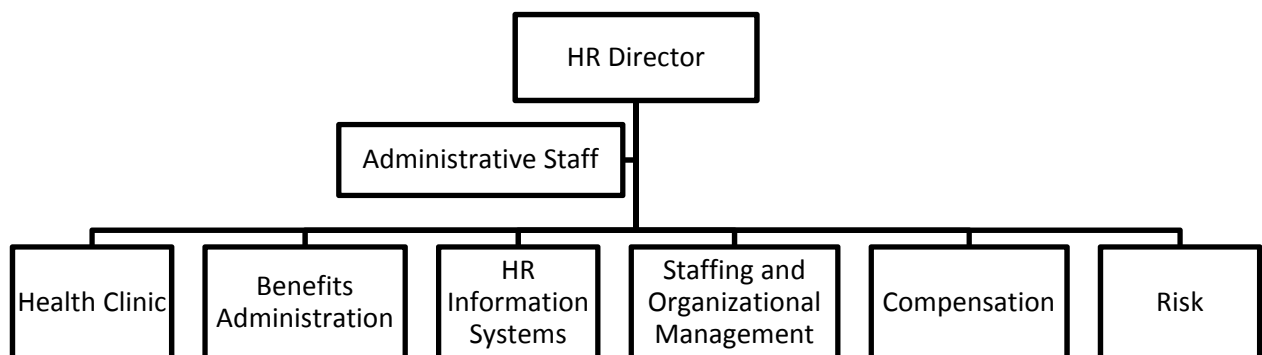
## Human Resources Management (111)

### Mission Statement & Program Goals

The mission of the Human Resources Management Department is to serve the citizens of Travis County by being a strategic partner in developing the potential of the County’s greatest asset – its employees and provide quality customer service in all aspects of human resources program delivery.

The goals of the Human Resources Management Department include:

- **Compensation:** Administer classification and compensation services, including job analysis, market reviews, job descriptions, market salary surveys, classification reviews, policy development and revision, Fair Labor Standards Act (FLSA) analysis and training, and analysis and processing of personnel actions in accordance with policies and State and Federal laws and regulations.
- **Staffing & Organizational Services:** Administer staffing, training and recruitment including posting of job vacancies, applicant tracking, and staff development.
- **Risk Management:** Protect the county from losses due to risk exposure from perils normally identified as insurable under various policies. Self-insuring based on risk tolerance, frequency and severity of losses and empirical data reduces the cost of using traditional insurance coverage. Program practices include recommending insurance for vendor contracts, managing insurance policies, managing the risk fund for financing covered losses from casualty, liability and worker’s compensation claims, and retention or deductibles on insurance policies covering County property or aviation assets. A principal objective of the program is to apply the most cost-effective risk financing technique to pay for recovery from losses that do occur. Other program responsibilities feature safety and loss prevention, ADA and drug and alcohol testing.

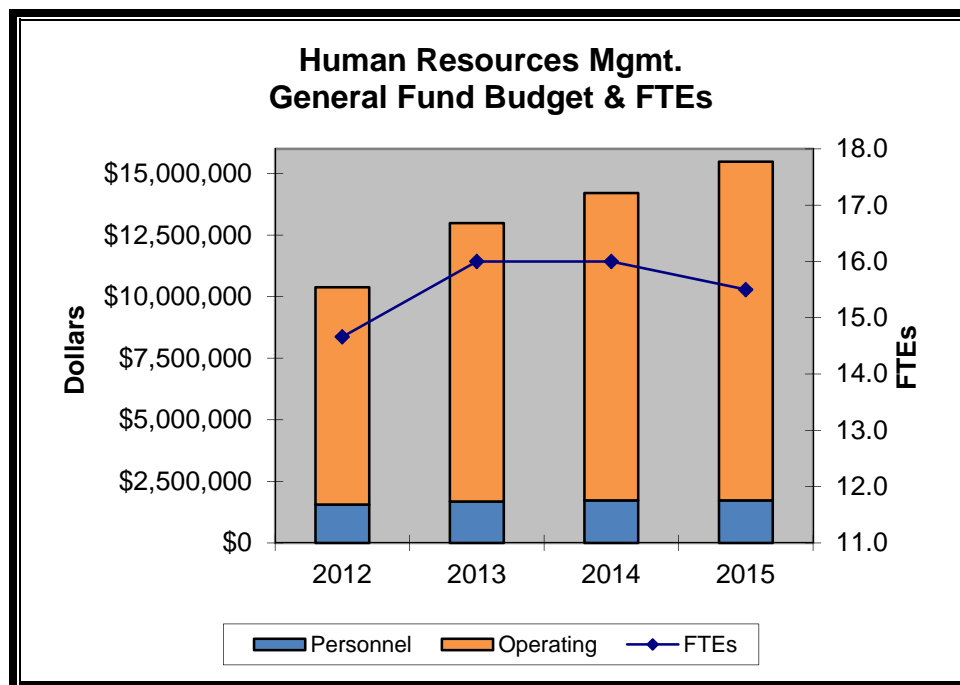


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
# positions market surveyed	1,330	1,400	1,700	4,900
# position actions processed	12,775	9,697	10,706	13,875
# employee relations consultations with hiring managers, personnel liaisons, employees, and applicants	1,200	1,538	2,200	2,000
# employment discrimination complaints filed (Equal Employment Opportunity Commission/Texas Workforce Commission)	2	3	3	3
# policy, employee development training sessions by internal staff	80	70	60	60
# tuition refund requests	240	205	240	240

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 1,556,616	\$ 1,680,892	\$ 1,724,574	\$ 2,608,553	\$ 883,979
Operating	\$ 8,819,917	\$ 11,303,155	\$ 12,482,589	\$ 12,868,482	\$ 385,893
Total	\$ 10,376,533	\$ 12,984,047	\$ 14,207,163	\$ 15,477,035	\$ 1,269,872
FTEs	14.66	16.00	16.00	15.50	(0.50)



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The Adopted Budget for the department is \$1,269,872 more than the FY 2014 Adopted Budget of \$14,207,163, or an 8.9% increase. The majority of this increase is found in the personnel budget.

### ***Programmatic Funding***

The County's Tuition Reimbursement Program was updated in 2012. Since that time, the Commissioners Court has included an earmark against the Allocated Reserve to accommodate the increase in the reimbursement rate for the employee Tuition Reimbursement Program. For FY 2015, the Adopted Budget includes a \$90,000 ongoing increase in the department's budget, as well as an earmark of \$20,000 against the Allocated Reserve to ensure that there are sufficient resources available for this program should the costs increase beyond what is budgeted.

The FY 2015 Adopted Budget includes a \$300,000 budget increase to address increasing trends in claims being paid by the Risk Fund. The majority of the budget increase is for excess worker's compensation insurance beyond the increase in the worker's compensation rates included in every departmental budget that includes personnel. In addition, contractual costs for various services, including third party administration, have increased resulting in the need to increase the budget for those services.

The County budgets the cost of providing retiree medical insurance benefits in the Human Resources Management Department's budget. For FY 2015, an additional \$885,336 is budgeted centrally in HRMD due to an approximate 4% average increase in medical insurance benefit costs.

Commissioners Court established a second earmark against the Allocated Reserve of \$20,000 to help fund the student internship program with Austin Community College for the 2014-2015 school year. By policy, departments that request one of eight intern positions in a semester, but that do not have the internal resources to pay for the position, may use the earmarked funds for this purpose.

Finally, the FY 2015 Adopted Budget includes funding of \$25,000 budgeted centrally in the Information Technology Services department for the annual license fee for NEOGOV. NEOGOV is a popular, widely used application for job notices and applications.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$17,013 for Human Resources Management. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,798 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$374 to the department.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net increase of \$2,289 to account for employee medical insurance elections made during open enrollment for FY 2015. In addition, \$4,107 was transferred from the department budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

The department internally reallocated 0.5 FTE from the General Fund budget to the Risk Management Fund (8955) and the Employee Health Benefits Fund (8956) as part of its budget submission. The General Fund budget was reduced by \$26,083 to account for the partial position move to the other two funds. Finally, a Business Analyst III was reclassified midyear to a Human Resources Specialist Sr., with no fiscal impact.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

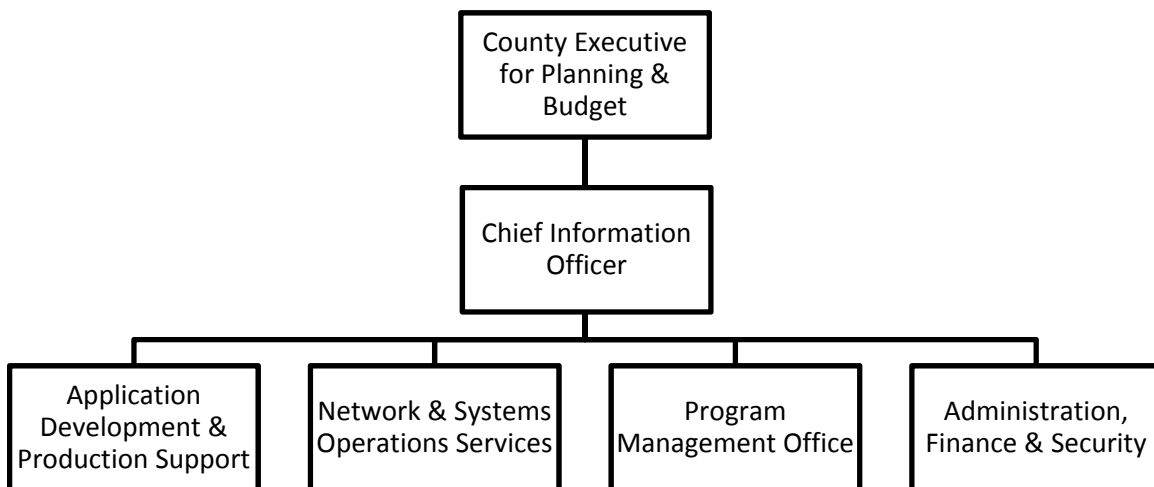
# Information Technology Services (112)

## Mission Statement & Program Goals

The mission of Travis County Information Technology Services (ITS) is to provide quality information technology services to county departments in the execution of their functional responsibilities through innovative technology services. Travis County Information Technology Services is committed to becoming the technology strategic leader and partner for County departments, elected officials and constituents we serve.

ITS Strategic Objectives outlined below support the lines of business for Travis County.

1. Ensure anytime, anywhere access to County government: ITS will make certain all infrastructure systems are maintained in an operational state in order to support the daily business needs of individual County departments.
2. Provide information availability and security: ITS will afford a secure infrastructure to protect County resources and user department data from unauthorized access by internal and/or external sources.
3. Increase County workforce effectiveness: ITS will expand operational productivity and efficiency through modifications to existing applications or implementation of new technology.
4. Enhance County service delivery: ITS will continually improve and expand central services for systems residing on [the] Travis County network such as workstations, personal mobile devices (smartphones, tablets), printers, servers, County telecommunication systems, and Internet and Intranet services.

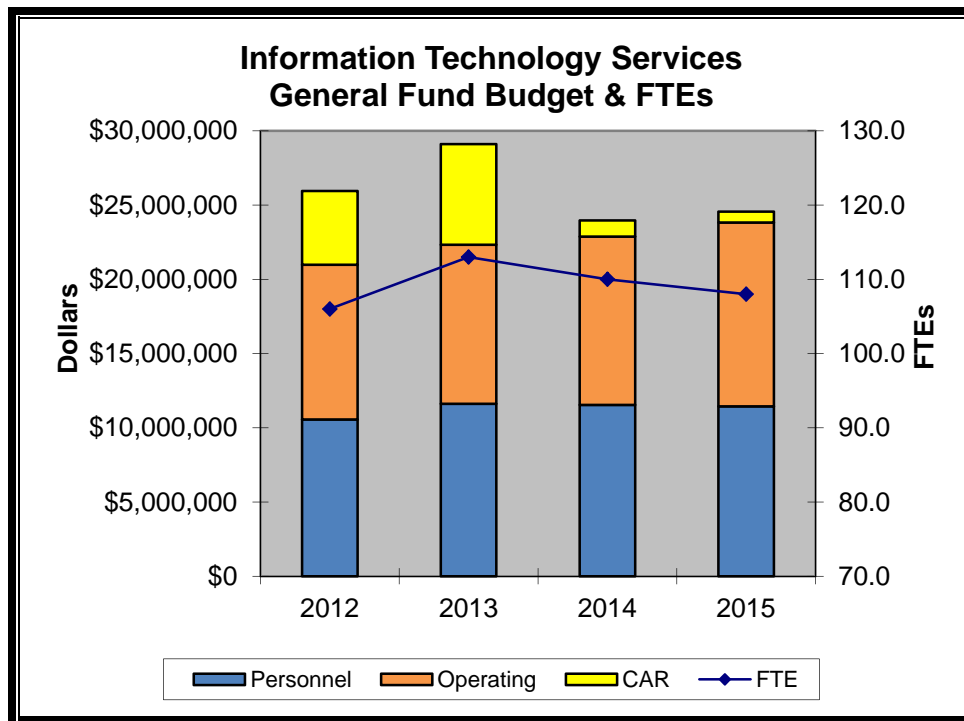


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
<b>Application Development &amp; Production Support</b>				
Development/implementation projects	49	36	31	40
Maintained applications/support	73	80	82	90
<b>Network &amp; Systems Operations Services</b>				
Servers maintained	547	650	750	885
Voice and data network equipment	746	872	1,275	1,500
<b>Admin, Finance &amp; Security</b>				
Number of devices replaced	NA	1,262	1,277	1,100
Total # of malware infections / % cleaned or deleted	NA	27,566 / 100%	27,566 / 100%	27,566 / 100%
# of Network Intrusion Prevention System High Alerts / %resolved	NA	2,300,000 / 100%	2,300,000 / 100%	2,300,000 / 100%
# of employees attending TechKnow workshops or training	NA	530	530	530
<b>Project Management</b>				
Number of project requests	NA	150	175	100
Number of projects completed	NA	200	200	80

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 10,559,518	\$ 11,613,622	\$ 11,540,621	\$ 11,436,677	\$ (103,944)
Operating	\$ 10,415,504	\$ 10,711,644	\$ 11,333,914	\$ 12,391,417	\$ 1,057,503
CAR (Capital)	\$ 4,973,033	\$ 6,781,577	\$ 1,095,700	\$ 734,156	\$ (361,544)
<b>Total</b>	<b>\$ 25,948,055</b>	<b>\$ 29,106,843</b>	<b>\$ 23,970,235</b>	<b>\$ 24,562,250</b>	<b>\$ 592,015</b>
FTEs	106.00	113.00	110.00	108.00	(2.00)
Cert. of Obligation*	\$ 1,248,996	\$ 3,551,500	\$ 2,120,802	\$ -	\$ (2,120,802)



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Information Technology Services Department increased by \$592,015 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 2.5% increase. The operating budget increased, while the personnel and capital budgets decreased.

### Programmatic Funding

ITS manages the implementation of the Council of Urban Counties (CUC) TechShare Adult Case Management System (ACMS) projects. These projects involve more than 10 County departments. \$226,315 was added to the operating budget for ongoing maintenance costs for the Justice of the Peace Tyler/Odyssey Project and the Prosecutor module, which is expected to “go live” in 2015.

There is an Integrated Justice Reserve set aside for other expenditures related to the TechShare projects. The special purpose reserve totals \$5,047,525 and includes funding for the implementation of the prosecutor module, development of criminal, civil and probate and juvenile case management systems, licensing costs for a document management system, as well as any IT infrastructure and integration costs. In June 2014, Travis County received notice that AMCAD, the developer working with the CUC on the Criminal Courts system, has discontinued working on justice system projects. ITS and the relevant stakeholders are exploring the County’s options regarding the future of the project.

In order to continue the Unified Communications project, \$55,770 in ongoing maintenance and \$400,000 in one-time professional services was added to the operating budget. This project is to replace existing telephone equipment with Voice over Internet Protocol (VoIP) devices. The professional services are needed for the conversion of the Tax Office call center.

Three positions, an Information Security Manager, Business Analyst II and System Engineer III, moved from ITS to Facilities Management (FMD). These three positions will administer the physical security program which will manage the technology associated with physical security, such as video cameras and key card access to buildings and will report to the Security Manager in FMD. A total of \$343,612 in personnel costs were removed from the ITS budget as a result of this change.

A total of \$236,156 in operating funds was added for a monitored firewall service contract. The contract will allow constant monitoring of Travis County's network. Managed security services allow for constant monitoring and detection of security threats. Staff would be able to focus on resolution of threats, rather than finding them.

One-time operating funding of \$160,000 was added for an outside vendor to complete the encryption and authentication requirements for the County's mobile data computers. This upgrade is required in order for the County to maintain Criminal Justice Information Services (CJIS) clearance.

In addition, \$140,000 in one-time operating funds was added for a software upgrade to allow wireless download of data from mobile data computers. This upgrade will save significant time for Sheriff's Office law enforcement personnel as they will be allowed to download video wirelessly and will not be required to take their mobile data computer from their car and into the office to download data. Quicker turnaround of evidence to prosecutors will allow for easier Morton Act compliance for County Attorney and District Attorney staff.

ITS internally funded a Technical Trainer I position to manage a database that will track ITS employees' training, conference attendance and certifications. The new position will also assist the current technical trainer to conduct basic IT training for all Travis County employees.

Other small changes include the removal of one-time operating expenses approved in FY 2014 for storage for \$98,000, maintenance for \$15,000 and new position costs of \$1,500. Ongoing personnel costs totaling \$23,009 were added to the budget for a new position added in FY 2014 budgeted for a January 1, 2014 start date to ensure the annualized funds would be in place for FY 2015. In addition, \$25,000 was added for ongoing maintenance for the NEOGOV job application system utilized by Human Resources Management. The department moved \$68,475 from the operating to the personnel budget to fund various position reclassifications. Also, \$1 was removed from the operating budget to account for a rounding error.

An earmark of \$200,000 on the Capital Acquisitions Resources Reserve was approved for end of life networking equipment that may need to be replaced throughout FY 2015.



**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$104,251 for ITS. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$41,522 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

**Administrative and Other Funding Changes**

The FY 2015 department budget includes a one-time net increase of \$5,486 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$3,075 to the department.

In addition, \$2,762 was transferred from the department budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

**Capital Funding***General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for ITS totals \$734,156. Of this amount, \$126,607 is funding originally approved in FY 2014 for capital equipment and projects that were not completed in that fiscal year and are rebudgeted for FY 2015. The rebudgeted capital includes \$100,000 related to IT infrastructure for renovations and upgrades at 700 Lavaca, and \$26,607 for IT infrastructure for renovations to the Tax Office's Airport Boulevard location.

The remaining \$607,549 is for the FY 2015 capital portion of the Unified Communications project. The project is a multi-year endeavor to replace all of Travis County's telecommunication equipment to Voice over Internet Protocol (VoIP) phones.

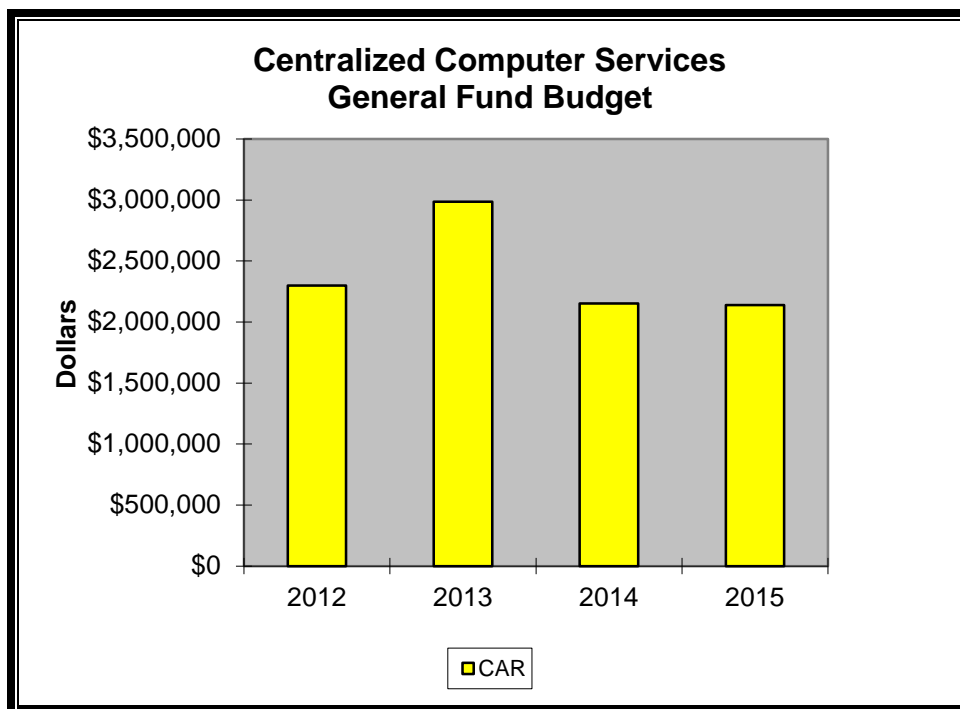
## Centralized Computer Services (190)

### Mission Statement & Program Goals

The Centralized Computer Services budget provides for replacement computers and telecommunications equipment that are funded countywide. In addition, this budget includes funding for computer and telecommunications equipment in various departments for new staff or for newly funded programs. The total budget is comprised of capital equipment.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
CAR (Capital)	\$2,299,894	\$2,985,991	\$2,151,299	\$2,138,993	(\$12,306)
Total	\$2,299,894	\$2,985,991	\$2,151,299	\$2,138,993	(\$12,306)



### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for Centralized Computer Services decreased by \$12,306 from the FY 2014 Adopted Budget, including CAR capital funding. This is a less than 1% decrease.

**Capital Funding**

*General Fund Capital Acquisition Resources Account*

The Centralized Computer Services budget consists entirely of capital and funds the replacement of desktop computers, mobile data computers and printers for all county departments except the Auditor's Office, Criminal Courts, and Civil Courts. Cash funding for capital equipment and projects for Centralized Computer Services totals \$2,138,993.

This central budget remains under the oversight and management control of Information Technology Services. For FY 2015, \$1,992,770 is for routine computer replacement and \$146,223 is for new computers related to new FTEs and other initiatives in the various County departments. In addition, \$29,240 will be budgeted in the Justice of the Peace Technology Fund (0125) for the computer replacements for the JP offices and is not reflected in the totals for this department.

## Justice of the Peace Summary

### Overview

---

Justices of the Peace handle civil and criminal cases, including small claims court, justice court, and administrative hearings. Such cases are usually lawsuits over debts, evictions, car accidents, unlawful towing, and property. There are five Justices of the Peace, each one responsible to and elected by voters in five Justice Court precincts within Travis County.

The criminal workload involves Class C misdemeanor complaints such as traffic citations, underage alcohol offenses, truancy, and issuance of bad checks. These cases require payment of fees and fines, setting contested cases for trial, holding pre-trial hearings with the county prosecutor, and conducting bench and jury trials. The Justices of the Peace issue warrants for and conduct hearings concerning seizure and disposition of cruelly treated animals and review arrest and search warrants for probable cause. Other duties include presiding over peace bond hearings, reviewing applications for mental health or chemically dependent commitments, conducting compulsory school attendance trials, and giving warnings to truant juveniles. Finally, the Justice Courts process arrest warrants for all levels of offenses for the Travis County Sheriff’s Office, the Department of Public Safety, University of Texas Police, and other law enforcement agencies.

In addition to the other duties listed above, Justice of the Peace, Precinct 5 (JP 5) also handles out-of-state fugitive warrants and schedules examining trials in unindicted felony cases. JP 5 daily magistrates jail prisoners on out-of-state and out-of-county charges, charges added or changed after arrest, as well as Class C and traffic charges from all Travis County justice courts. JP 5 also issues emergency protective orders in family violence cases during jail magistration. JP 5 also handles all field release citation cases.

### Key Program Statistics for FY 2013 (Actual)\*

Measures	JP 1	JP 2	JP 3	JP 4	JP 5
Number of Civil Cases Filed	2,758	4,679	2,151	3,160	3,814
Number of Criminal Cases Filed	19,332	26,825	19,546	12,089	10,072**

\* FY 2013 is the most recent year with complete actual information.

\*\*JP 5 has additional criminal filings, unique to that office, which are summarized in the departmental summary for JP 5.

**General Fund Adopted Budgets FY 2015**

	<b>JP 1</b>	<b>JP 2</b>	<b>JP 3</b>	<b>JP 4</b>	<b>JP 5</b>	<b>Totals</b>
Personnel	\$1,100,138	\$1,962,220	\$1,464,281	\$1,057,763	\$1,037,172	\$6,621,574
Operating	\$19,359	\$22,431	\$19,462	\$12,798	\$17,325	\$91,375
CAR	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,119,497</b>	<b>\$1,984,651</b>	<b>\$1,483,743</b>	<b>\$1,070,561</b>	<b>\$1,054,497</b>	<b>\$6,712,949</b>
FTEs	15.00	30.03	23.50	15.00	15.00	98.53
Revenue	\$724,568	\$1,695,875	\$1,485,973	\$759,963	\$819,366	\$5,485,745

Fine and fee revenue certified by the County Auditor within the Justice Courts goes to the General Fund, Road and Bridge Fund, Justice Court Technology Fund, Vital Statistic Preservation Fund, Juvenile Case Manager Fund, Courthouse Security Fund, and Justice Court Building Security Fund. The revenue in the table above is that estimated to be collected for all funds.

## Justice of the Peace, Precinct One (126)

### Mission Statement & Program Goals

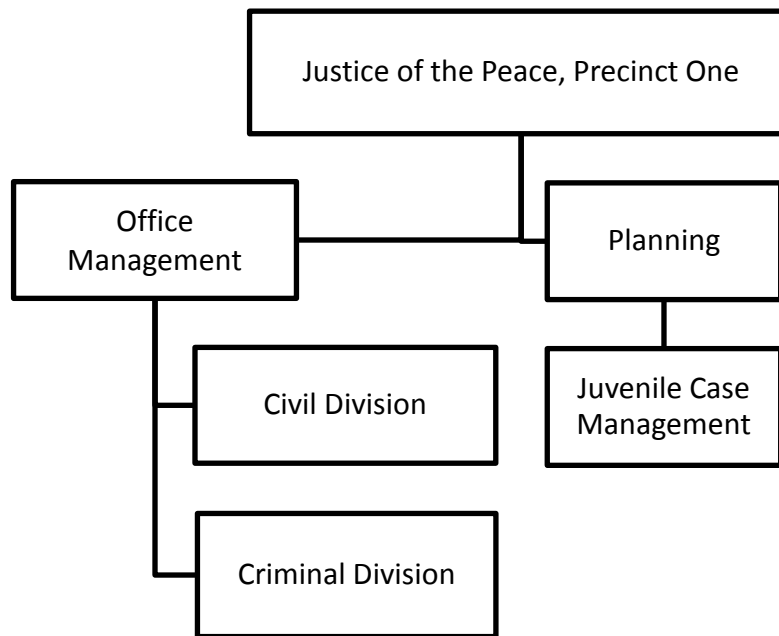
---

The overall mission of Justice of the Peace Precinct One is to maximize services for Travis County citizens by efficient and accessible administration of justice for all court operations and customer support through integrity, fairness, and respect. The judicial forum provided allows citizens the opportunity to represent themselves or be represented by an attorney; to substantiate claims filed or defend against claims filed against them; and to conduct business of the county by assessing and collecting fines, court costs, and fees within Precinct One as defined by law.

Justice of the Peace Precinct One is comprised of both Civil and Criminal Divisions. The Civil Division is designed to provide a judicial forum that allows citizens the opportunity to represent themselves or be represented by an attorney, to substantiate claims filed or defend against claims filed against them, to ensure birth and death certificates are processed in a timely manner, and to ensure timeliness in processing Occupational Driver Licenses.

The Criminal Division is designed to provide an impartial forum where the guilt or innocence of an accused charged with a class C misdemeanor (i.e., traffic cases, toll cases, crimes of moral turpitude, disabled parking, truancy, etc.) is determined. The goals of both the Civil Division and the Criminal Division are as follows:

- Comply with all state laws associated with justice courts, including state reporting;
- Ensure citizens have access to the court to handle their cases in a timely manner;
- Provide employees with the tools and training needed to provide exemplary customer service to the public; and
- Process court documents and case files in an efficient and timely manner.

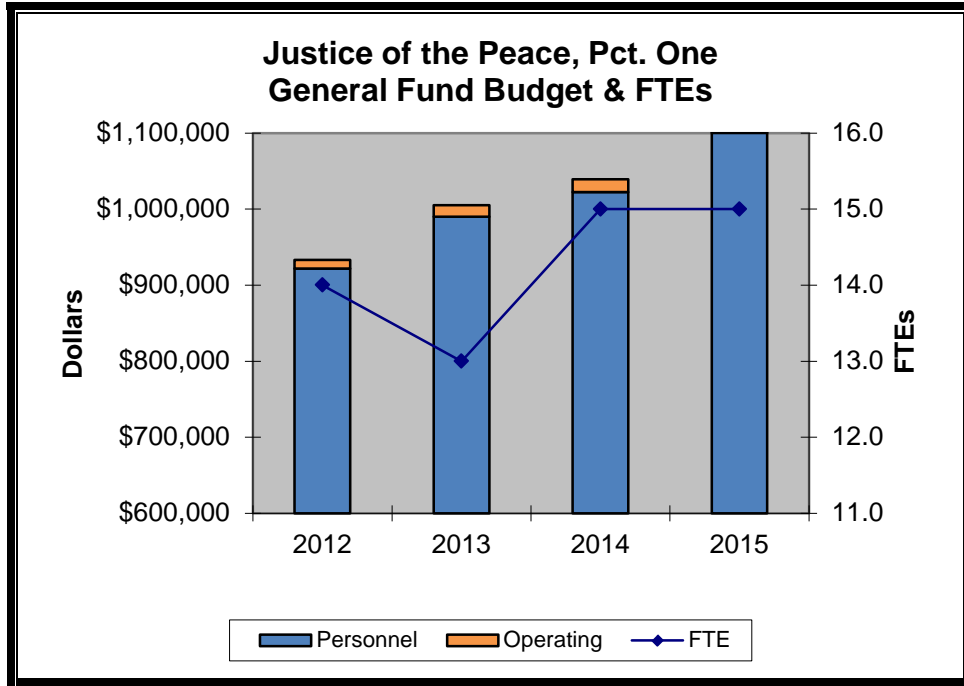


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division:</b>				
Civil Cases Filed	2,941	2,758	2,950	2,600
Civil Trials by Judge	1,722	1,719	2,010	2,000
Civil Cases Dismissed	1,615	914	1,505	1,500
<b>Criminal Division:</b>				
Traffic Misdemeanors Filed	11,409	13,848	11,200	11,079
Pre-trials/Trials	3,341	4,780	5,900	5,200
Truancy Cases Filed	611	784	1,000	750
Arrest Warrants Issued	3,648	3,595	4,000	5,000
Cases Sent to Omni	5,008	4,700	4,500	4,500
Tollway Cases	620	1,533	1,000	1,100

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$921,879	\$989,846	\$1,022,225	\$1,100,138	\$77,913
Operating	\$11,149	\$15,116	\$17,139	\$19,359	\$2,220
Total	\$933,028	\$1,004,962	\$1,039,364	\$1,119,497	\$80,133
FTEs	14.00	13.00	15.00	15.00	-



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for Justice of the Peace, Precinct One increased by \$80,133 from the FY 2014 Adopted Budget. This is a 7.7% increase. The majority of this increase is found in the Office’s personnel budget.

### Programmatic Funding

For several years, Justice of the Peace Precinct One has employed various temporary workers to assist with overall caseload. During the FY 2015 budget process, the office presented a request to fund two full-time temporary office assistants to address the backlog of both criminal and civil cases within the office. The office’s intended outcome for this request is to bring Justice of the Peace Precinct One into compliance with all state mandates and to assist in organizing current and future case files, thereby increasing court operation efficiency. This request was approved for FY 2015 and funding of \$59,967 for these two temporary positions was added to Justice of the Peace Precinct One’s budget as a one-time expense.

### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$15,796 for Precinct One. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,611 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office.



***Administrative and Other Funding Changes***

The FY 2015 Justice of the Peace Precinct One's budget includes a one-time net decrease of \$2,840 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$244 to the office's budget.

For the FY 2015 Budget, Justice of the Peace Precinct One also reduced their personnel budget by \$4,397 and reallocated these funds to the office's operating budget. One-time operating funds of \$2,177 were removed from the office's budget. In addition, to comply with new county policy, effective January 1, 2015, visiting judges in Precinct One will be treated as temporary employees and will receive associated benefits. The inclusion of these benefits amounts to an additional \$1,183 within the office's budget. Lastly, Precinct One's personnel budget was increased by \$2,837 to accommodate the hiring of a temporary intern. This county-wide internship program temporarily employs Austin Community College students to assist with department/office operations in exchange for a robust internship experience.

***Capital Funding***

Justice of the Peace Precinct One did not receive any capital funding for FY 2015.

# Justice of the Peace, Precinct Two (127)

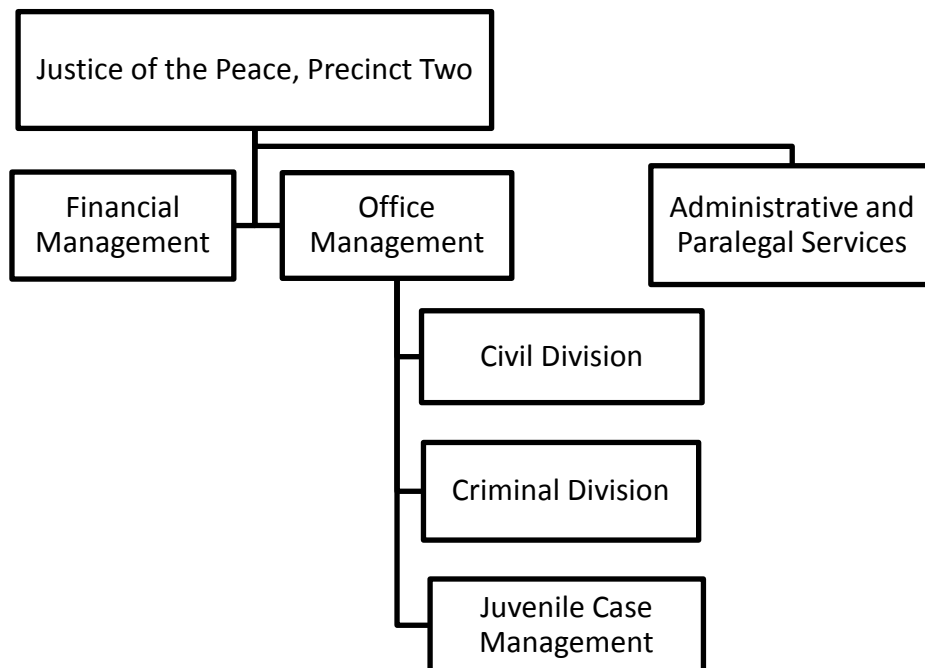
## Mission Statement & Program Goals

---

The mission of the Justice of the Peace Precinct Two is to ensure fair and equal access to the judicial system for the citizens, businesses, and law enforcement of Precinct Two and Travis County regarding criminal, civil, administrative and magisterial matters within its jurisdiction. Justice of the Peace Precinct Two contains a Civil Division and a Criminal Division, each with unique program goals.

The goal of the Civil Division is to process civil cases timely and efficiently to meet the demands of this court. Trials conducted in the Civil Division include both bench and jury trials for debt claims, landlord tenant, small claims and evictions, which are all under the Justice Court Rules. The Justice of the Peace also presides over administrative hearings such as suspension of driver’s license, issuance of occupational driver’s license, unlawful towing, safety responsibility, concealed handgun cases and other magisterial matters as required by Texas statutes.

The goal of the Criminal Division is to process and dispose of criminal cases in a timely and efficient manner.

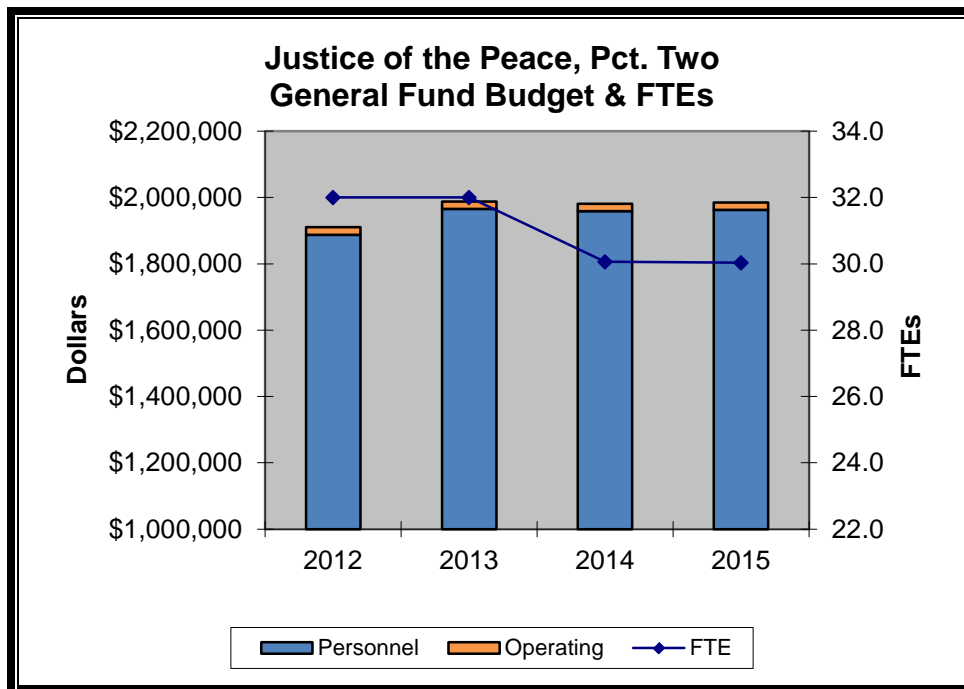


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division:</b>				
Civil Cases Filed	5,227	4,679	4,500	4,600
Trials	3,074	3,477	3,000	3,100
Cases Disposed	5,343	5,241	4,500	4,700
Miscellaneous Hearings	794	531	1,350	1,500
<b>Criminal Division:</b>				
Traffic Cases Filed	24,970	26,309	27,000	27,500
Trials/Hearings	759/1,636	319/3,221	125/4,500	150/4,800
Cases Disposed	20,082	20,198	20,000	21,000
Toll Road Cases Filed	330	516	200	350

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,887,588	\$1,965,020	\$1,958,603	\$1,962,220	\$ 3,617
Operating	\$22,936	\$22,936	\$22,431	\$22,431	\$ -
Total	1,910,524	1,987,956	1,981,034	1,984,651	3,617
FTEs	32.00	32.00	30.06	30.03	(0.03)



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for Justice of the Peace Precinct Two increased by \$3,617 from the FY 2014 Adopted Budget. This is less than a 1% increase. This increase is found wholly in the office's personnel budget.

### ***Programmatic Funding***

Justice of the Peace Precinct Two reduced its General Fund personnel budget by \$3,363 by reallocating 0.03 FTE to the Juvenile Case Manager Fund. This transferred personnel amount is used to fund a portion of the office's Juvenile Case Manager. This action was submitted by the office to more accurately reflect the Juvenile Case Manager Fund's purpose, which is largely to fund the personnel costs of the office's Juvenile Case Manager.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$32,395 for Precinct Two. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$11,234 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

### ***Administrative and Other Funding Changes***

The FY 2015 Justice of the Peace Precinct Two's budget includes a one-time net decrease of \$3,549 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$459 to the office's budget. In addition, to comply with new county policy, effective January 1, 2015, visiting judges in Precinct Two will be treated as temporary employees and will receive benefits normally associated with temporary status. The inclusion of these benefits amounts to an additional \$8,653 within the office's budget.

A decrease of \$43,726 was made to remove one-time personnel funding for a special project worker. Finally, a midyear increase of \$2,432 was added to the office's budget to adjust for previously unaccounted personnel costs.

### ***Capital Funding***

Justice of the Peace Precinct Two did not receive any capital funding for FY 2015.

## Justice of the Peace, Precinct Three (128)

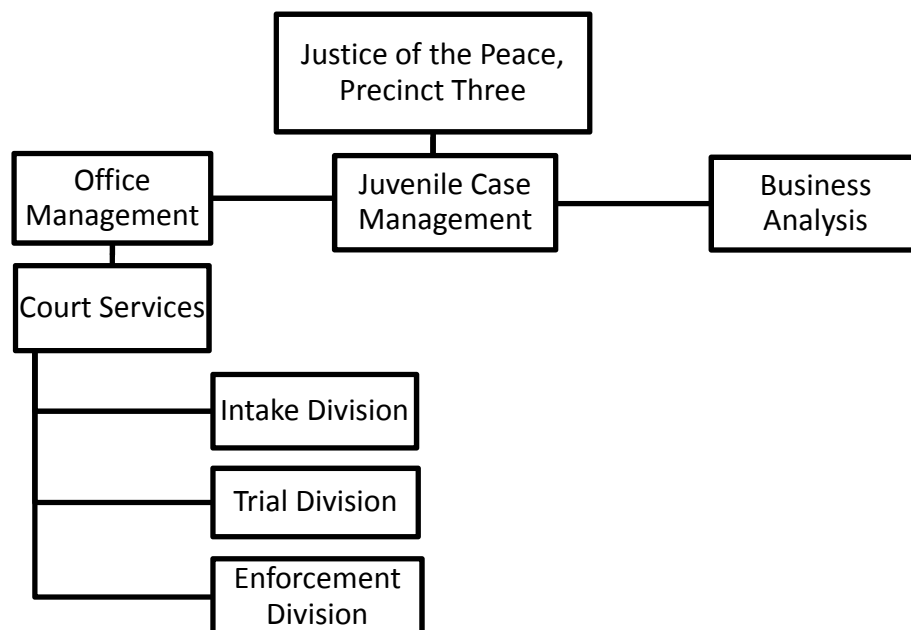
### Mission Statement & Program Goals

The mission of Justice of the Peace Precinct Three is to guarantee all citizens fair and equal access to the judicial system, to hear and decide all legal matters brought before the court in a timely manner, and to enable the lay person to resolve their differences legally, peaceably and with minimal expense.

Justice of the Peace Precinct Three operates with both a Civil and Criminal program, each with unique program goals. The Civil Program goals are to process, assign and hear small claims and justice court cases, evictions, driver’s license and other administrative hearings. The Civil Program also manages issuance of death and birth certificates, and certifies other documents as requested. Future Civil Program goals include more timely assignment of small claims and administrative hearings, increased trial dockets and more effective use of mediation services provided to Travis County.

The Criminal Program goals are to process class C misdemeanor cases, including the acceptance of pleas, court costs and fine payments. Additionally, the Criminal Program actively engages in all facets of the trial process and enforcement of warrants, OMNI and collections actions. Future Criminal Program goals include increased timeliness of case dispositions, ticket entry, trial processes, tracking of deferral cases, and issuance of warrants, OMNI entry and clearance upon disposition and case collection efforts. Efforts to expedite current trial processes have included double prosecutorial assignments and increased trials before the Court.

Justice of the Peace Precinct Three employees are cross-trained on both the Civil Program and the Criminal Program.

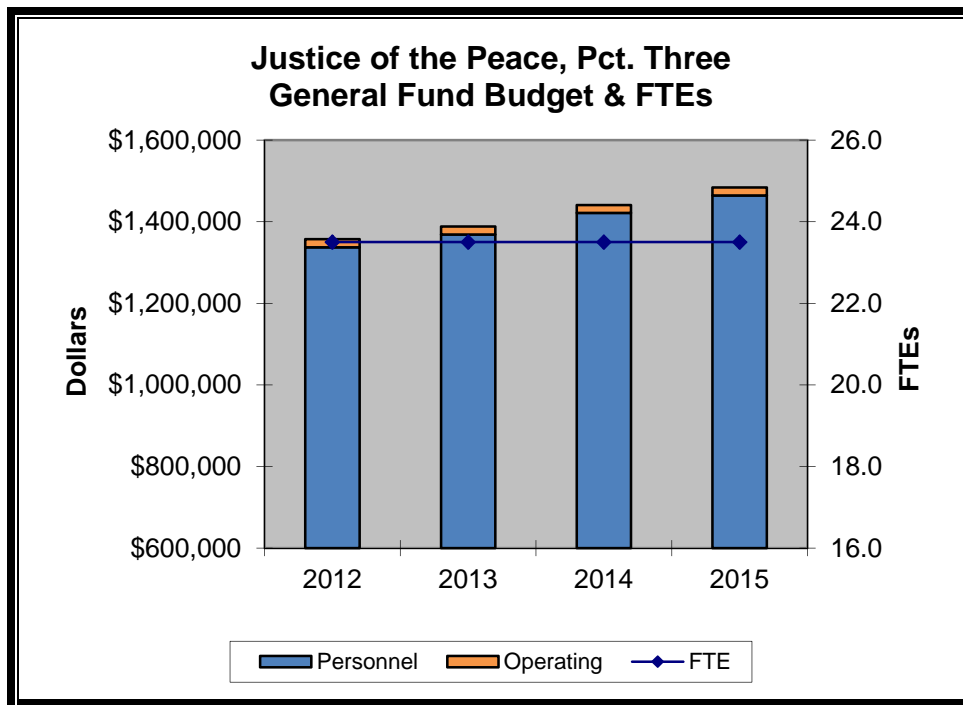


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Program:</b>				
Civil Cases Filed	2,456	2,151	1,900	2,000
Civil Trials & Hearings	1,206	1,144	1,000	1,000
<b>Criminal Program:</b>				
Traffic Cases Filed	10,861	16,667	15,500	16,000
Non-traffic Cases Filed	2,878	2,879	4,300	4,000
Hearings for Juvenile/School Cases	2,074	1,964	1,700	1,700
Trials/Pre-trials	3,727	4,330	5,000	5,000
Warrants Issued	4,043	4,200	6,000	6,000
OMNI Cases Entered	3,781	4,410	5,000	5,000
OMNI Cases Cleared	4,270	4,054	5,000	5,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,337,305	\$1,368,507	\$1,421,343	\$1,464,281	\$ 42,938
Operating	\$19,712	\$19,712	\$19,462	\$19,462	\$ -
Total	\$1,357,017	\$1,388,219	\$1,440,805	\$1,483,743	\$ 42,938
FTEs	23.50	23.50	23.50	23.50	-



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for Justice of the Peace Precinct Three increased by \$42,938 from the FY 2014 Adopted Budget. This is a 2.98% increase. This increase is found wholly in the Office's personnel budget.

### ***Programmatic Funding***

The FY 2015 Adopted Budget includes resources totaling \$19,736 to reclassify three positions within the office. These reclassifications more accurately reflect the skills and experience required to adequately perform casework functions. In addition, as Travis County continues to witness growth in population and need, Justice of the Peace Precinct Three has also seen a corresponding increase in workload.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$23,692 for Precinct Three. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$8,977 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

### ***Administrative and Other Funding Changes***

The FY 2015 Justice of the Peace Precinct Three's budget includes a one-time net decrease of \$10,308 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$341 to the office's budget. In addition, to comply with new county policy, effective January 1, 2015, visiting judges in Precinct Three will be treated as temporary employees and will receive benefits normally associated with temporary status. The inclusion of these benefits amounts to an additional \$1,183 within the office's budget. Finally, the office reduced its personnel budget by \$1.

### ***Capital Funding***

This office did not receive any capital funding for FY 2015.

## Justice of the Peace, Precinct Four (129)

### Mission Statement & Program Goals

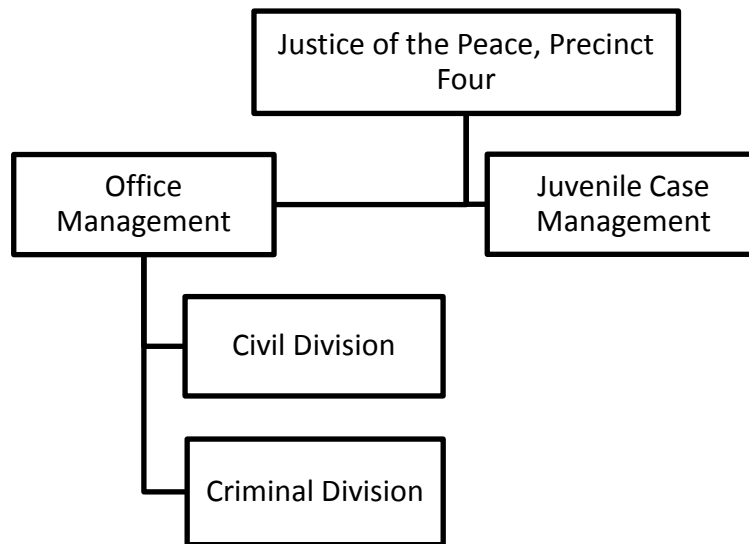
---

The mission of the Justice of the Peace Precinct Four is to provide a forum for access to justice and due process for the citizens of Precinct Four and Travis County. Goals of this office include helping resolve all civil disputes within the jurisdiction, whether filed by citizens, businesses, or other agencies, and disposing of all class C criminal misdemeanor complaints filed by various educational institutions or law enforcement agencies. Precinct Four strives to deliver quality services, ensure timely disposition of criminal and civil matters, and to afford dignity and respect to every individual.

Justice of the Peace Precinct Four is comprised of both a Civil and Criminal Division. The Civil Division handles the intake, scheduling hearings and prejudgment orders, motions, adjudication, DWOP (Dismissal without Prosecution), default judgments, processing appeals filed with the court and all post-judgment collection processing of lawsuits regarding civil disputes between parties. This includes forcible entry and detainer cases (evictions), small claims cases and other justice court cases. The division also handles administrative hearings for driver's license suspension appeals, concealed handgun application denials, stolen property disposition hearings, appeals from dangerous dog determinations, etc. The Civil Division provides information to the public on the current status of cases before the Court and responds to civil procedural inquiries from various parties.

The Criminal Division handles the intake, pre-trial proceedings, litigation, adjudication, processing, and appeals of class C misdemeanor offenses filed against both adults and juveniles. These include traffic offenses under the Transportation Code and Penal Code offenses such as public intoxication, issuance of bad checks, disorderly conduct, criminal mischief, simple assault, and theft. Alcohol and tobacco offenses by minors are governed by the Alcoholic Beverage Code and the Health and Safety Code, respectively. The Education Code contains offenses such as disruption of classes, trespass on school grounds, gang affiliation, and truancy cases against both parents and students for violation of compulsory school attendance laws. In addition, the Criminal Division also handles peace bond applications, and the issuance of arrest warrants for class C misdemeanors and higher charges.





**Key Program Statistics**

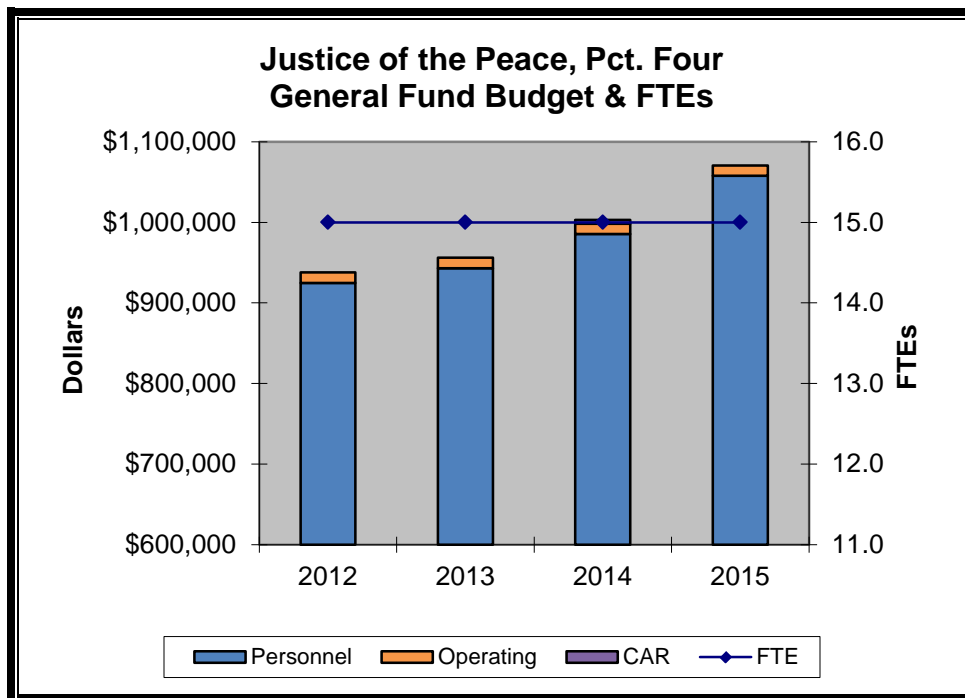
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Civil Division:</b>				
Landlord/Tenant Cases Filed	N/A	168*	2,100	2,100
Eviction/FED Cases Filed	2,045	2,035**	N/A	N/A
Debt Claims Cases Filed	N/A	9*	1,200	1,200
Justice Court Cases Filed (other than FED)	1,408	752**	N/A	N/A
Small Claims Cases Filed	198	196	300	300
Civil Trials	2,630	1,753	2,300	2,300
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Jury Trials	11	10	12	12
Disposed Cases	3,703	3,374	3,500	3,500
<b>Criminal Division:</b>				
Criminal Cases Filed	9,448	9,638	10,000	10,000
Juvenile/MIP/Truancy Hearings	1,630	1,621	1,600	1,600
Pre-Trials/TBC/Jury Trials	1,775	2,162	2,100	2,100
Warrants Issued	4,032	3,459	3,800	3,800
Omni Cases Entered	2,926	2,451	3,000	3,000
Criminal Cases Referred to Correctional Complex	3,410	3,268	4,000	4,000
Disposed Cases	10,897	10,865	10,000	10,000
Cases Disposed through Warrant Execution	3,907	3,127	4,000	3,000
Cases Disposed through Centralized Collections	1,043	1,034	1,200	1,200

\*New OCA Report Figures – September 2013 to present

\*\*Old OCA Report figures – October 2012 to August 2013

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$924,704	\$943,125	\$985,382	\$1,057,763	\$72,381
Operating	\$13,148	\$13,148	\$12,798	\$12,798	\$0
CAR (Capital)	\$0	\$0	\$5,000	\$0	(\$5,000)
Total	\$937,852	\$956,273	\$1,003,180	\$1,070,561	\$67,381
FTEs	15.00	15.00	15.00	15.00	0.00



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Justice of the Peace Precinct Four office increased by \$67,381 from the FY 2014 Adopted Budget. This is a 6.7% increase. The increase is found wholly in the Office’s personnel budget in addition to a small decrease in capital funding.

**Programmatic Funding**

A special project temporary employee with benefits was approved, at a cost of \$41,916, to work on a scanning project for Precinct Four. Hiring a temporary employee dedicated to scanning case files will help to streamline the future case management process for Precinct Four and eliminate storage fees. The office’s goal is to increase efficiency and effectiveness by

scanning 100% of their files into an electronic portal, rather than using inefficient and cumbersome paper copies.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$15,795 for Precinct Four. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,611 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 Justice of the Peace Precinct Four's budget includes a one-time net increase of \$8,114 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$238 to the office. In addition, to comply with new county policy, effective January 1, 2015, visiting judges in Precinct Four will be treated as temporary employees and will receive benefits normally associated with temporary status. The inclusion of these benefits amounts to an additional \$1,183 within the office's budget.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

## Justice of the Peace, Precinct Five (130)

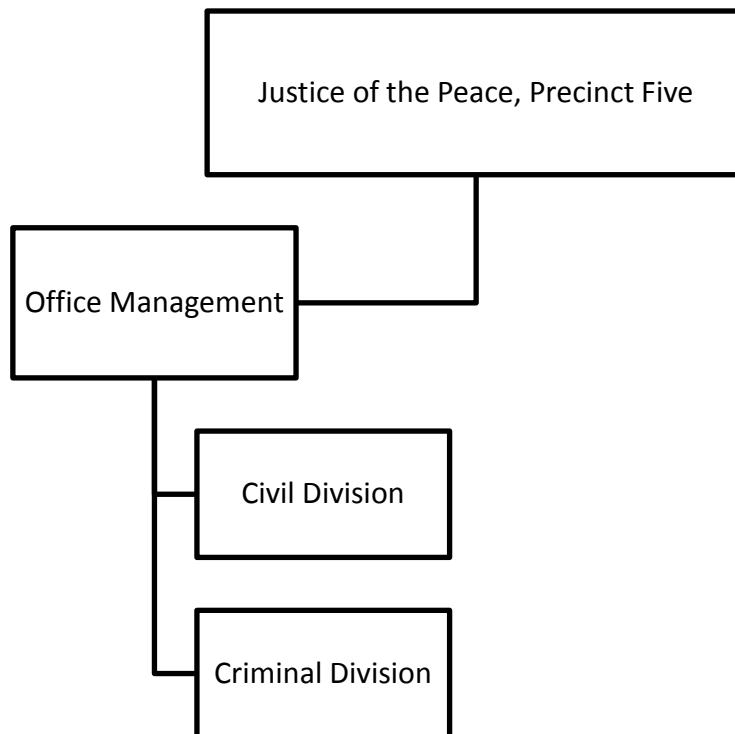
### Mission Statement & Program Goals

---

The mission of Justice of the Peace Precinct Five is to resolve civil suits within its jurisdiction filed by citizens, businesses, and institutions, and to dispose of class C criminal misdemeanor complaints filed by various law enforcement agencies. Precinct Five also reviews law enforcement requests for arrest warrants on higher charges. Precinct Five conducts daily magistrations for county jail inmates and for field release citations issued in accord with Sec. 4.06(c) & (d) of the Texas Code of Criminal Procedure. The court also hears miscellaneous litigation, such as peace bonds, animal cruelty hearings, and disposition of stolen property.

Justice of the Peace Precinct Five is comprised of both a Civil and Criminal Division, each with unique program goals. The Civil Division's program goals are to receive and process civil lawsuits for claims not exceeding \$10,000, as well as special matters, including evictions, towing cases, animal cruelty, special writs and administrative hearings. Small Claims Court has been abolished or merged into Justice Court. New rules now apply as set forth in Rules 500 to 510 of Texas Rules of Civil Procedure. The primary service is resolving civil cases through trials, settlement or dismissal. Cases are also referred to mediation.

Program goals and activities within the Criminal Division include acting as magistrate by issuing felony and misdemeanor arrest warrants, administering statutory warnings at daily jail magistrations, reviewing applications for personal bonds, scheduling examining trials for unindicted felony cases, and processing results of dismissals and indictments. The Criminal Division also files, magistrates, and processes out-of-state fugitive cases. In addition, the Division files, docket, and rules on examining trials involving the return of stolen or seized property. The primary duty of the court, however, is to resolve class C cases either through bench or jury trial or through plea and fine payment. Other duties for Precinct Five include presiding over peace bond hearings, conducting truancy cases for students and parents, administering statutory warnings to juveniles and occasionally taking juveniles' statements. Lastly, the Criminal Division also processes a significant number of Field Release Citations in accord with Sec. 14.06 (c) & (d) of the Texas Code of Criminal Procedure.

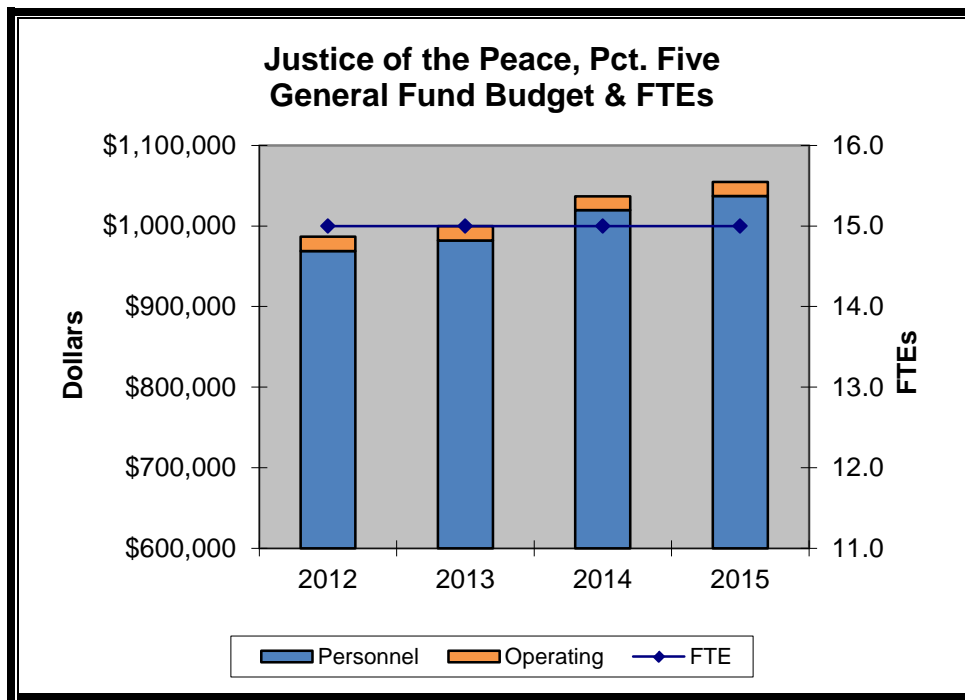


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
<b>Civil Division:</b>				
New Cases Filed	3,792	3,814	6,500	6,000
Dispositions Prior to Trial	2,152	1,751	2,000	2,000
Dispositions at Trial	2,931	2,195	2,200	2,400
<b>Criminal Division:</b>				
Class C Misdemeanors Filed	11,424	8,181	8,500	8,500
Class C Dispositions Prior to Trial	5,671	3,145	3,400	3,000
Class C Dispositions at Trial	621	704	600	600
Class C Dismissed	3,320	2,952	3,500	3,000
Class A & B Misdemeanors Filed	1,122	1,307	1,300	1,300
Felony Cases Filed	633	584	600	600
Statutory Warnings Given	5,164	5,753	6,000	6,000
Examining Trials Scheduled	427	389	400	400
Field Release Citations (HB 2931)	4,223	5,049	5,000	5,000
Emergency Protection Orders	67	79	75	75
Parent/child School Cases Filed	280	147	250	250
Failure to Appear Filed	826	1,983	1,500	2,000
Class C Warrants Issued	1,267	1,818	1,800	1,800
PR Bonds Reviewed	2,486	2,625	3,000	3,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$968,868	\$982,082	\$1,019,512	\$1,037,172	\$17,660
Operating	\$17,714	\$17,714	\$17,325	\$17,325	\$0
Total	\$986,582	\$999,796	\$1,036,837	\$1,054,497	\$17,660
FTEs	15.00	15.00	15.00	15.00	0.00



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for Justice of the Peace Precinct Five increased by \$17,660 from the FY 2014 Adopted Budget. This is a 1.7% increase. The entirety of the increase was in the Office’s personnel budget.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale, totaling \$14,580 for Precinct Five. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,611 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs for this office. The budget was also decreased by \$1,216 due to a mid-year personnel adjustment. To comply with new county policy, effective January 1, 2015, visiting judges in Precinct One will be treated as temporary employees and will receive benefits normally associated with temporary status. The inclusion of these benefits

amounts to an additional \$2,783 within the office's budget. Lastly, \$1,216 was added to the office's personnel budget for the allocation of redline compensation increases.

***Administrative and Other Funding Changes***

The FY 2015 Justice of the Peace Precinct Five's budget includes a one-time net decrease of \$5,070 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$243 to the office's budget. Finally, Justice of the Peace Precinct Five reduced the office's budget by \$1 in ongoing personnel costs.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

## Juvenile Probation (145)

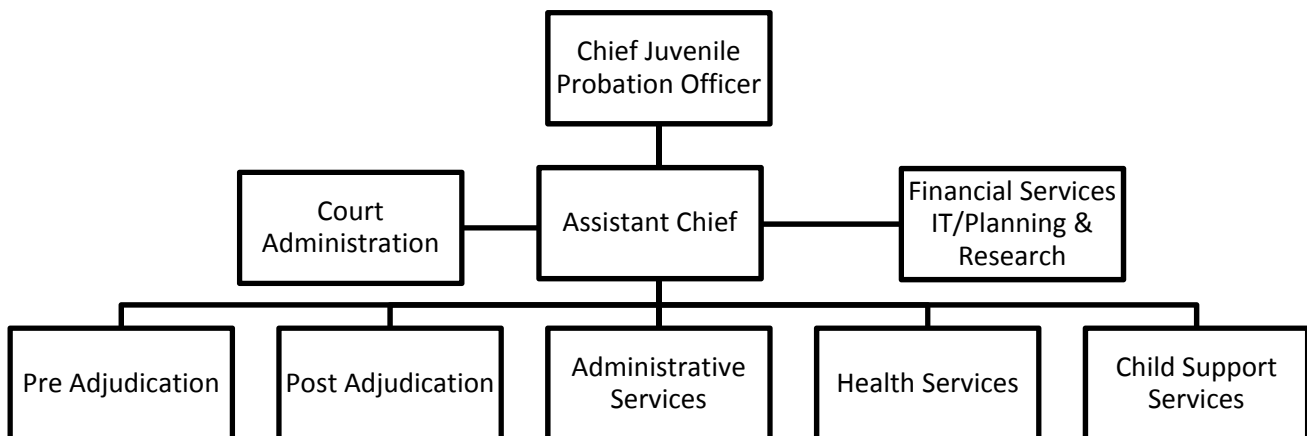
### Mission Statement & Program Goals

---

The mission of the Travis County Juvenile Probation Department is to provide for public safety, while effectively addressing the needs of juveniles, families, and victims of crime.

Programs within the Juvenile Probation Department include:

- The Day Enrichment Program, which seeks to substantially reduce juvenile drug use through integrated and collaborative service;
- The Juvenile Justice Alternative Education Program, which provides education to youth who are expelled from school for having committed certain offenses in an effort to successfully reintegrate students into their home schools and communities;
- The COPE program, which exists to divert juveniles with mental health diagnoses from adjudication and provide them needed services;
- The Juvenile Drug Court, which provides services to post-adjudicated juveniles with co-occurring mental health and substance abuse issues with the goal of improving their educational and vocational competency;
- Robust programming within the Residential Services Division that incorporates education, substance abuse education services, and mental health treatment interventions to meet the needs of post-adjudicated youth and reduce commitments to State facilities; and
- Services from the Treatment & Counseling Division, which include the use of evidence-based interventions for juvenile offenders and their families in an attempt to prevent relapse and recidivism and assist juveniles in the development of pro-social and problem solving skills.



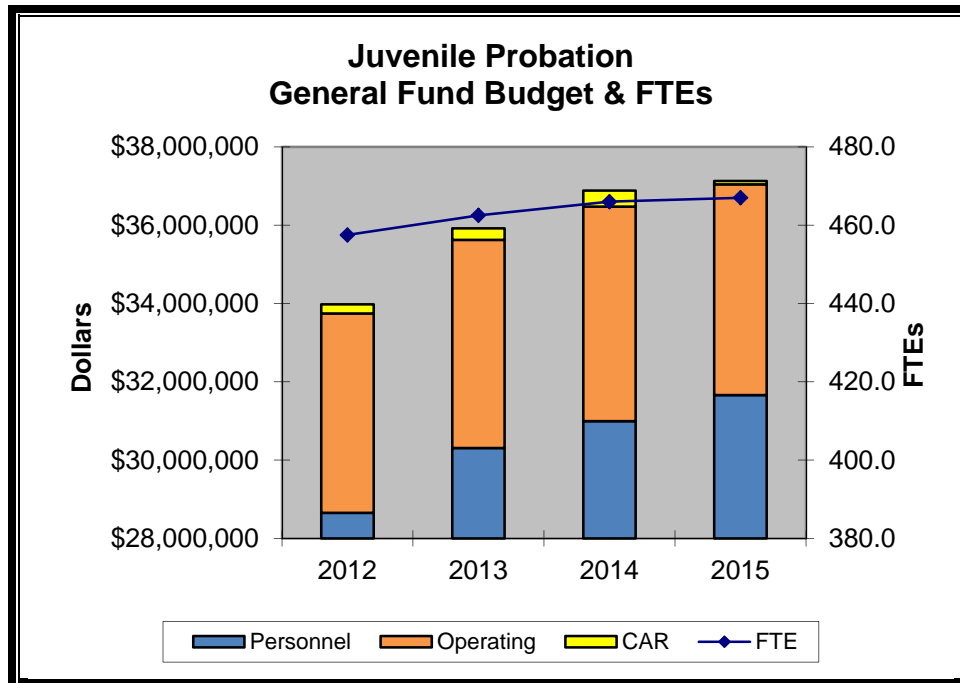


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Total referrals to Juvenile Probation (physical and nonphysical)	3,906	3,981	3,912	3,873
Felony referrals	681	666	690	670
Percentage of juveniles successfully completing regular probation	79%	75%	76%	78%
Total number of juveniles detained	1,694	1,741	1,721	1,704
Average Daily Population (Detention)	54	59	60	59
Total # of new Family Court cases assigned	352	271	285	300
Total number of juveniles on deferred prosecution	1,156	1,070	1,049	1,028
Total number of juveniles on regular probation	1,188	1,199	1,175	1,152
Total number of adjudication hearings	2,271	2,190	1,982	1,942
Total number of disposition hearings	1,273	932	1,013	993

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Personnel	\$28,653,195.00	\$30,308,096.00	\$30,995,164.00	\$31,466,933.00	471,769
Operating	\$5,090,319.00	\$5,316,009.00	\$5,479,233.00	\$5,575,312.00	96,079
CAR (Capital)	\$232,933.00	\$294,618.00	\$406,067.00	\$85,734.00	(320,333)
Total	\$33,976,447.00	\$35,918,723.00	\$36,880,464.00	\$37,127,979.00	247,515
FTEs	457.50	462.50	466.00	467.00	1.00



While in past years the Juvenile Probation Department has rebudgeted unspent Capital Acquisition Resources (CAR) funds for facilities and maintenance projects, in FY 2014, the department was able to encumber such funds by working with the Purchasing Office to create funds reservations and purchase orders that will allow any delayed projects to be completed and funds spent in FY 2015. For this reason, the CAR budget shows a large decrease between the FY 2014 and the FY 2015 Adopted Budgets.

### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Juvenile Probation Department increased by a net \$247,515 from the FY 2014 Adopted Budget, including CAR capital funding. This is less than a 1% increase. While both the operating and capital budgets decreased, there was an increase in the personnel budget that offset the decreases.

#### Programmatic Funding

The Juvenile Probation Department personnel budget was reduced by \$8,096 to remove a one-time allocation to the department in FY 2014 for a lump sum salary payment to employees.

In FY 2014, the Commissioners Court approved a three-month hiring delay of many newly created positions, effectively reducing the personnel budget on a one-time basis. Consequently, the Juvenile Probation Department personnel budget includes the addition of \$19,214 ongoing to annualize the salary of two positions.

The Juvenile Probation Department internally funded the transfer of one FTE position from the Juvenile Justice Alternative Education Program Fund (JJAEP) to the General Fund because it was no longer necessary for that position to do programmatic work for the program related to the special revenue fund. Accordingly, the FTE count for the General Fund increased by one, and the FTE count for the JJAEP Fund decreased by one.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$461,470 for the Juvenile Probation Department. The personnel budget was increased by \$10,334 in one-time funding for a lump sum payment to employees for whom the salary increase caused their salary to exceed the maximum of their pay grade. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$183,290 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

### ***Administrative and Other Funding Changes***

A total of \$190,820 was transferred from the personnel budget to operating. The FY 2015 department budget includes a one-time net decrease of \$19,932 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$16,309 to the department.

In addition, \$2,428 was transferred from the Juvenile Probation Department budget to Records Management and Communication Resources to pay for the ongoing lease of a multifunction copier device. Funding for a security services contract was centralized in the Facilities Management Department resulting in the transfer of \$92,820 from the operating budget. The General Fund transfer to the Truancy Court Fund was increased by \$507 to account for the benefit increases for the two employees paid from this fund.

### ***Capital Funding***

#### ***General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the Juvenile Probation Department totals \$85,734. These funds will be used to replace outdated kitchen equipment in the Gardner Betts facility.

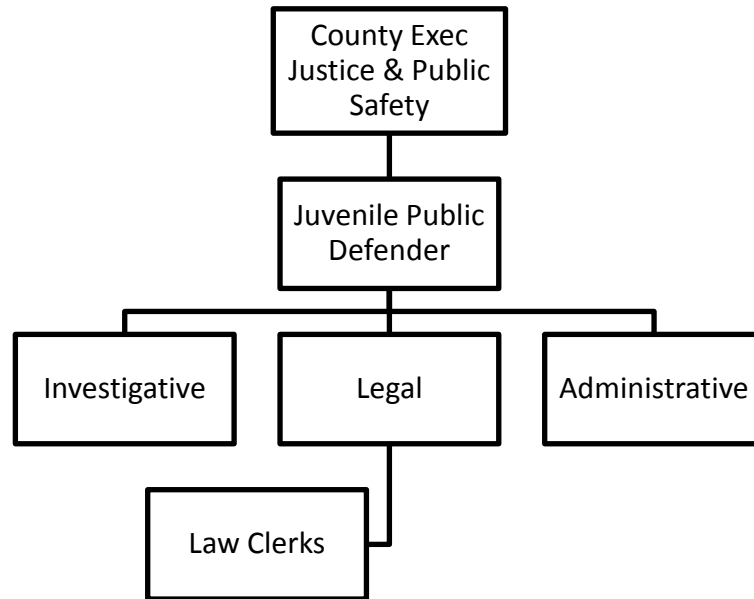
In addition to the equipment and projects listed above, there is \$49,000 budgeted centrally in TNR within existing or proposed COs to fund two replacement vehicles, as well as \$76,880 budgeted centrally in ITS within to fund replacement computer equipment.

# Juvenile Public Defender (143)

## Mission Statement & Program Goals

The mission of the Juvenile Public Defender is to provide superior and ethical juvenile defense. The Juvenile Public Defender demonstrates its commitment to juvenile advocacy by providing zealous legal representation and advocating for the rights of juveniles while maintaining high ethical and professional standards.

The goals of the Juvenile Public Defender are three-fold: first, to fully protect and safeguard the legal and constitutional rights of individuals accused of committing offenses by providing superior legal and ethical representation; second, to serve the community by being a resource and advocate in the juvenile justice system; and third, to serve as a resource for governmental and non-governmental organizations in the specialized area of juvenile law.

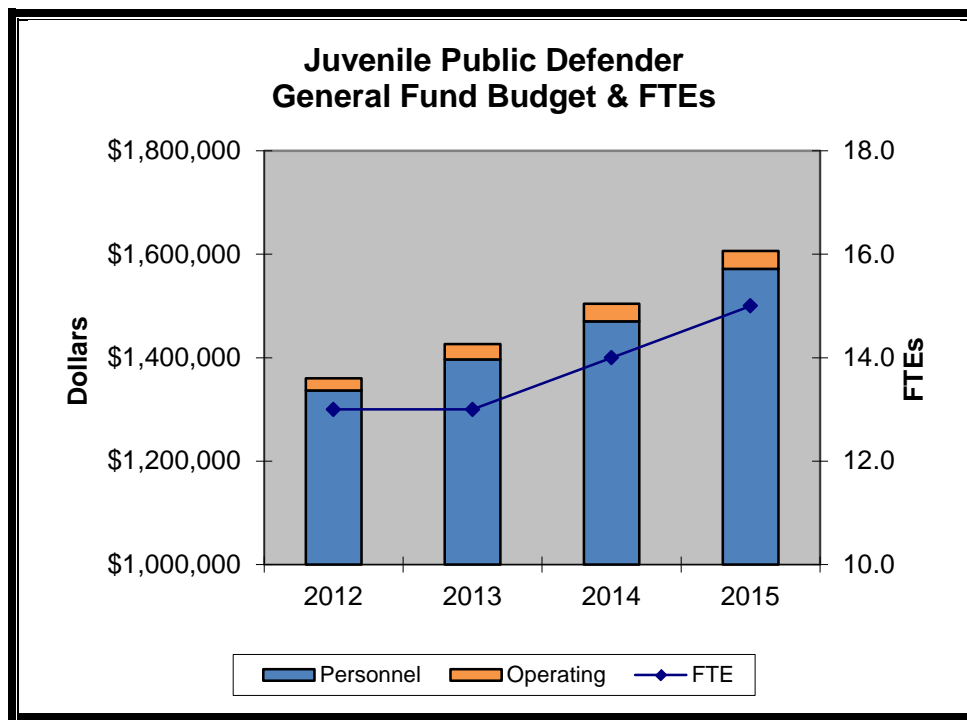


## Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of clients represented	1,827	1,861	1,861	1,917
Number of cases handled	2,754	2,860	2,860	2,946
Number of hearings conducted	4,860	4,730	4,872	5,018
Number of continuing education hours sponsored	13	13	13	13

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,336,723	\$1,396,410	\$1,470,309	\$1,571,620	\$101,311
Operating	\$23,573	\$29,700	\$34,131	\$34,710	\$579
Total	\$1,360,296	\$1,426,110	\$1,504,440	\$1,606,330	\$101,890
FTEs	13.00	13.00	14.00	15.00	1.00



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Juvenile Public Defender’s Office increased by \$101,890 from the FY 2014 Adopted Budget. This is a 6.8% increase. The majority of the increase was in the personnel budget.

**Programmatic Funding**

An Attorney I position was added (\$77,343 personnel and \$600 operating) in order to reduce the case ratio for the defense attorneys. The position is expected to ensure current caseload ratios are maintained instead of being assigned to private counsel and therefore leading to cost avoidance in indigent attorneys’ fees. This position will be partially offset by one-time revenue from the University of Houston Law School.

Other small adjustments include the removal of \$75 in operating costs associated with an office specialist position approved in FY 2014.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$12,714 for the Juvenile Public Defender. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,237 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net increase of \$6,256 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$185 to the office.

The office reallocated \$54 from the personnel to the operating budget.

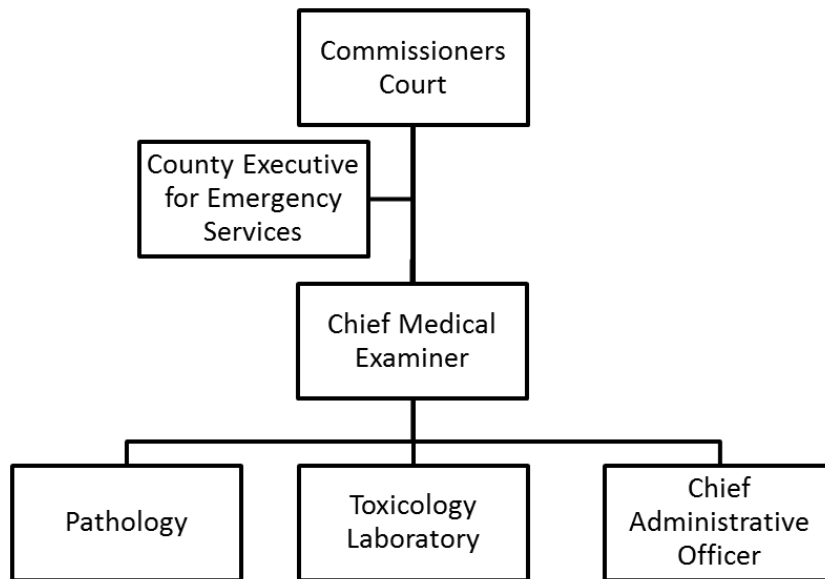
***Capital Funding***

There is \$4,056 centrally budgeted in Information Technology Services (ITS) for a personal computer and phone for the new attorney position.

# Medical Examiner (138)

## Mission Statement & Program Goals

The Travis County Medical Examiner (TCMEO) operates one program: to meet the statutory responsibilities of Article 49.25 of the Texas Code of Criminal Procedure. To meet these statutory responsibilities, the office performs medicolegal investigations into any unnatural, accidental, or suspicious deaths occurring within the boundaries of Travis County. The office issues official rulings on the cause and manner of deaths. The office also provides expert forensic services to the courts. The office also fills important provisions of the Health and Safety Code, including Chapters 671, 672, 691, 692A, 693, and 694; and Chapter 264 of the Family Code. The office plays an indispensable role in the collection of vital statistics for the county. The office also provides expert forensic services on a fee-for-service basis to counties with an interlocal agreement with Travis County.



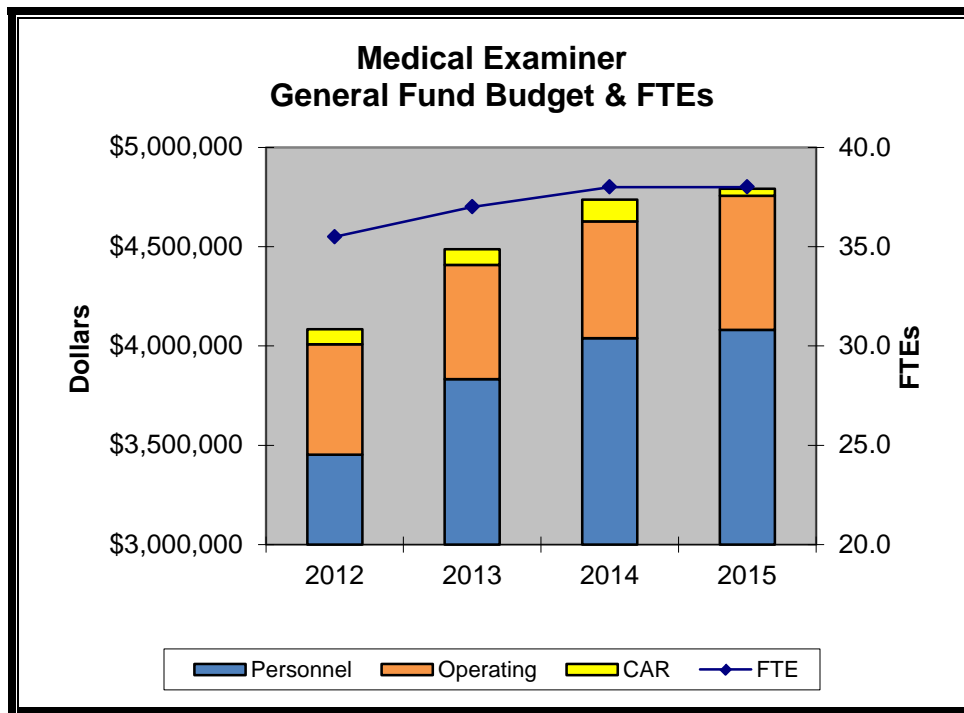
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Travis County autopsies	888	945	992	1,050
Travis County external examinations	176	205	248	270
Autopsies other counties	715	738	754	785
External examinations for other counties	3	4	1	2
Non-reportable death investigations	1,799	1,799	1,840	1,880
Sign-out (SO) cases	1,364	1,428	1,446	1,480
Attendance at death scenes by investigators	617	618	630	640
Death certifications issued-Travis County	1,092	1,175	1,266	1,345
Records requests for documents and information	3,009	2,045	3,120	3,200

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Personnel	\$3,452,837	\$3,833,644	\$4,039,330	\$4,080,764	\$41,434
Operating	\$556,394	\$574,227	\$588,439	\$675,063	\$86,624
CAR (Capital)	\$75,000	\$79,000	\$109,000	\$36,100	(\$72,900)
Total	\$4,084,231	\$4,486,871	\$4,736,769	\$4,791,927	\$55,158
FTEs	35.50	37.00	38.00	38.00	-





### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Medical Examiner’s Office increased by \$55,158 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 1.2% increase. The personnel and operating budgets increased while the capital budget decreased.

#### Programmatic Funding

Three contracts for routine services required additional funding due to increased prices and increased need for services. The cadaver transport contract was increased by \$77,480. The in-house alternative to the transport contract would take up too much staff time to be a feasible solution. In addition, the hazardous waste disposal contract was increased by \$4,478. Ongoing funding was also added for a service contract for the ELISA (Enzyme-Linked Immunosorbent Assay) for \$9,600. There was also a \$3,500 reduction for a one-time fee to the American Board of Forensic Toxicology.

In addition, an earmark on the Allocated Reserve was added for a seventh pathologist position to assist with National Association of Medical Examiners (NAME) accreditation requirements. This position was authorized by the Commissioners Court after the adoption of the FY 2015 Budget.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$32,833 for the Medical Examiner's Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$14,214 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the office. FY 2014 one-time funds of \$544 were removed for pay increases for employees with pay greater than the pay grade maximum.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net decrease of \$4,306 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$763 to the office.

In addition, \$1,434 was transferred from the department budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device.

***Capital Funding***

***General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the Medical Examiner totals \$36,100. This includes:

- \$21,000 for a Gas Chromatography with Thermal Conductivity Detector,
- \$7,200 for a positive pressure manifold, and
- \$7,900 for a replacement rough pump for a piece of laboratory equipment.

## Planning and Budget Office (109)

### Mission Statement & Program Goals

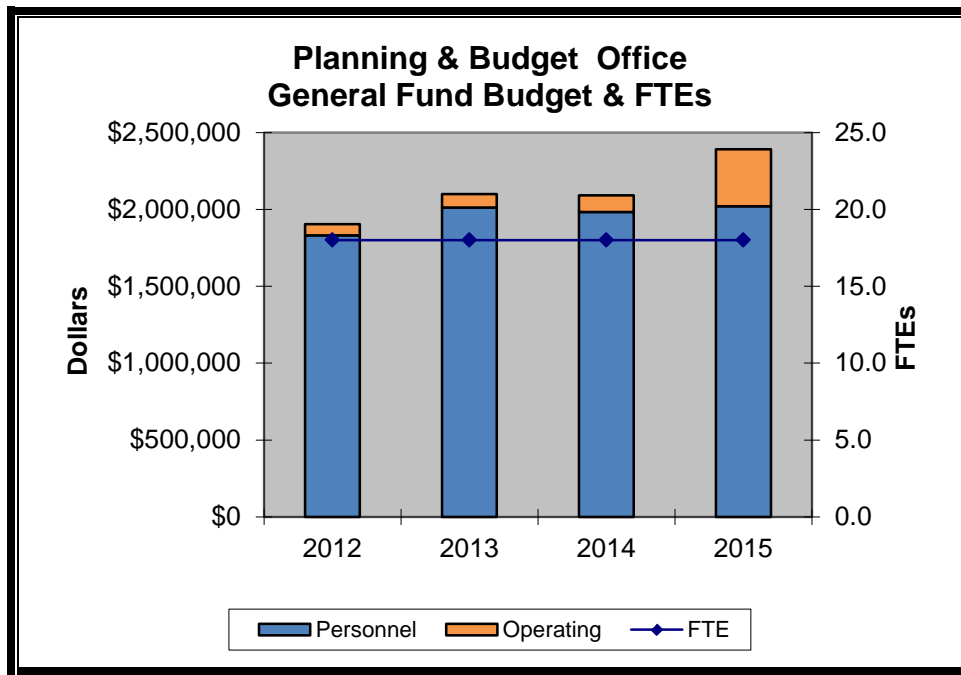
The Planning and Budget Office will facilitate the wise use of County resources for the effective provision of public services. This will be accomplished by working with other Travis County government organizations to plan, research, and evaluate budgetary and policy issues, as well as integrating countywide spending and strategic plans into the County budget. Strategic Resource Planning Division is charged with promoting informed decision-making, particularly regarding budgetary allotments for facility investments and reinvestments. The Cash Investment Management Division will effectively and efficiently manage and invest the funds of Travis County within legal and policy parameters and manage the depository banking. The County through the Corporations Division offers non-profit Corporations with the power to issue taxable and tax-exempt bonds assistance in the financing of various projects and to participate in other activities promoting economic development to benefit Travis County.

### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Total number of budget requests reviewed for Preliminary Budget	448	439	500	450
Total value of budget requests reviewed for Preliminary Budget:				
General Fund	\$68,730,496	\$39,959,648	\$51,602,970	\$50,000,000
Other Funds	\$5,900,764	\$1,357,260	\$1,014,515	\$1,000,000
Capital	\$83,799,715	\$96,218,605	\$110,057,106	\$100,000,100
County bond rating	AAA	AAA	AAA	AAA
Number of budget adjustments processed	3,525	2,637	2,600	2,700
Number of personnel action forms processed	3,929	2,238	2,600	2,500
End of Year Balance of Allocated Reserve	\$7,238,054	\$5,895,068	\$4,507,059	\$5,000,000
Percent of Allocated Reserve Spent	52%	15%	58%	60%
Adherence to debt policy guidelines and ratios	Yes	Yes	Yes	Yes
Portfolio yield in basis points over applicable benchmark	34	22	15	15

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 1,831,450	\$ 2,011,236	\$ 1,983,567	\$ 2,021,146	\$ 37,579
Operating	\$ 71,755	\$ 87,856	\$ 107,348	\$ 369,489	\$ 262,141
Total	\$ 1,903,205	\$ 2,099,092	\$ 2,090,915	\$ 2,390,635	\$ 299,720
FTEs	18.00	18.00	18.00	18.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Planning and Budget Office increased by \$299,720 from the FY 2014 Adopted Budget. This is a 14.3% increase. The majority of the increase was in the operating budget.

**Programmatic Funding**

There is a one-time increase of \$259,700 for funding for Phase II of the Adult System Needs Analysis and Master Plan Update project. Phase II will provide a detailed facility master plan for the Correctional Complex and future Central Booking based on needs identified in Phase I. There are also revenue related increases of \$11,213 to the personnel budget and \$5,700 to the operating budget to support corporation staff that is funded from increased contributions from the Corporations' budgets outside of the General Fund, and an increase of \$11,022 to support

the Cash Investment Management Program funded from increased revenue from the Security Lending Contract.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$14,584. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$6,733 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office's budget includes a one-time net decrease of \$8,734 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$498 to the office.

***Capital Funding***

This office did not receive any capital funding for FY 2015.

# Pretrial Services (142)

## Mission Statement & Program Goals

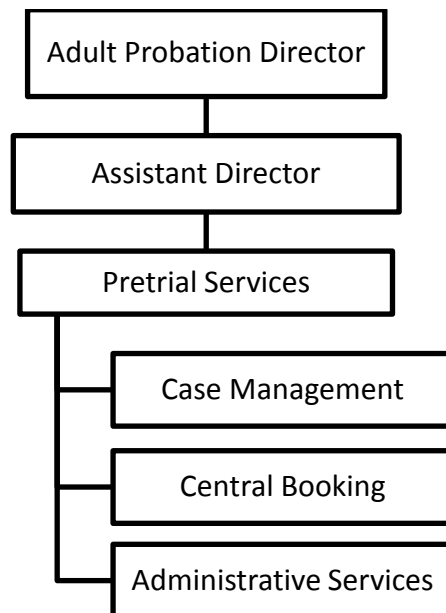
Pretrial Services is a dynamic organization with the mission to assist in the administration of justice and to promote community safety by working collaboratively, ensuring fairness and equality in the pretrial process and empowering defendants with the resources necessary to successfully comply with court requirements.

### Personal Bond

The Personal Bond program has two main goals. The primary goal is to conduct interviews of defendants in order to determine their eligibility for personal bond. The secondary goal, since January 1, 2002 when the Texas Fair Defense Law was enacted, is to interview defendants to obtain information that will assist the court in determining indigence eligibility for a court appointed attorney.

### Drug Court Program

The Drug Court Program is designed to serve a population of defendants who have been arrested for felony possession of drug charges. Most defendants accused of felony drug offenses are sanctioned by incarceration and/or probation. This program was created to provide an outpatient treatment alternative for individuals addicted to drugs. The program capacity is 300 participants. At any given time, there are 250 active participants in the program. This program is dedicated to serving participants by addressing substance misuse and treating all with dignity and respect, in order to ensure and support positive change therefore reducing drug-related crime.

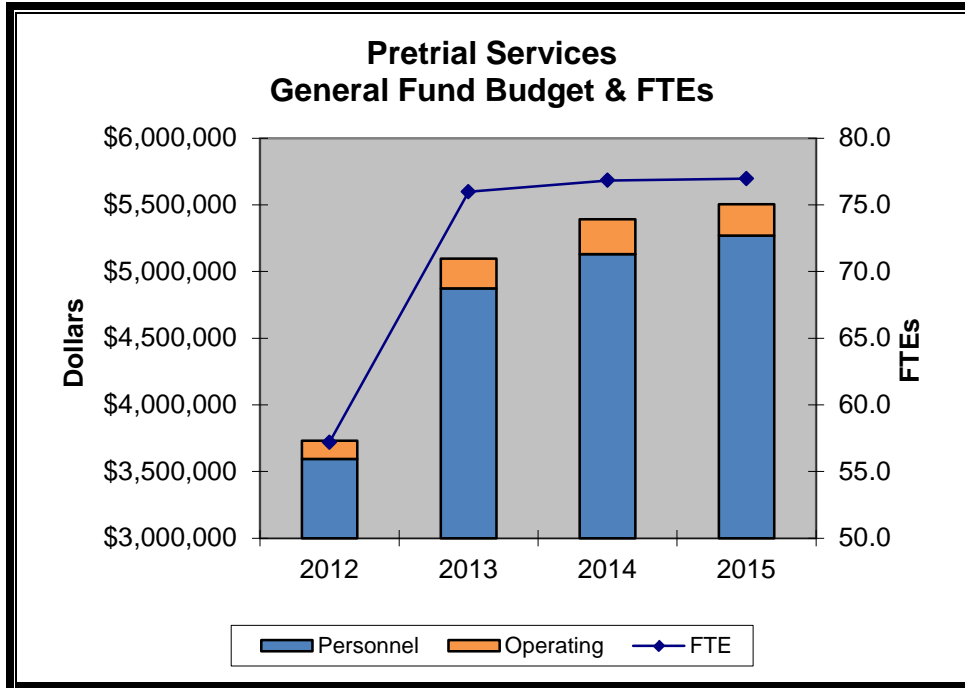


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Defendants placed on intensive supervised bond	2,668	3,125	3,374	3,374
Defendants with offenses that mandate Ignition Interlock Device (IID) (new cases)	1,789	2,161	2,232	2,232
Cases supervised on IID (all cases)	2,768	3,331	3,879	3,879
Defendants on monitoring devices	852	1,019	1,160	1,160
Family violence cases supervised/monitored (all cases)	2,099	1,943	1,730	1,730
Defendants screened by Pretrial Services	40,144	41,361	38,982	38,982
Defendants eligible for personal bond interview	30,174	30,930	29,148	29,148
Defendants granted personal bonds	18,813	20,030	19,326	19,326
Number of field release citations	2,381	2,705	3,218	3,218
Defendants screened for indigence	61,575	62,851	57,622	57,622
Out-of-custody indigence screenings	1,523	1,468	1,122	1,122
Clients screened for Drug Court short programs	249	223	250	250
Number of program participants accepted into program	164	83	84	84
Number of program participants completing program	113	138	32	32

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Personnel	\$ 3,594,101	\$ 4,874,270	\$ 5,129,457	\$ 5,270,307	\$ 140,850
Operating	\$ 136,463	\$ 221,303	\$ 261,047	\$ 233,225	\$ (27,822)
Total	\$ 3,730,564	\$ 5,095,573	\$ 5,390,504	\$ 5,503,532	\$ 113,028
FTEs	57.18	75.98	76.83	76.96	0.13



In FY 2013, the Drug Court program moved from the Criminal Courts to Pretrial Services, accounting for most of the department’s FTE and budgetary increase that year.

### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Pretrial Services Department increased by a net \$113,028 from the FY 2014 Adopted Budget. This is a 2.1% increase. The personnel budget increased while the operating budget decreased.

#### Programmatic Funding

One-time FY 2014 operating expenses totaling \$850 were removed from the FY 2015 Adopted Budget. In addition, ongoing personnel costs totaling \$14,398 were added to the budget for new positions added in FY 2014 that were budgeted for a January 1, 2014 start date to ensure the annualized funds would be in place for FY 2015.

Two FTEs that were added in FY 2013 as a two-year pilot project were continued on a one-time basis in FY 2015 at a net increased personnel cost of \$2,950. The need for these positions will be reevaluated during the FY 2016 budget process.

In addition, a one-time FY 2014 personnel increase for overtime costs related to the County’s TechShare project was continued into FY 2015, but at a lower amount. This resulted in a net



decrease of \$2,024 to Pretrial Services' personnel budget. This expense was again budgeted on a one-time basis.

Changes also include a net increase of 0.13 FTE and \$23,342 to the department's personnel budget on an ongoing basis. This is due to the reallocation of a portion of state-funded Community Supervision and Corrections Department (CSCD) salaries to the Pretrial Services Department to more accurately represent the Pretrial-related duties of administrative positions in CSCD.

Finally, \$24,824 of the department's operating budget was removed on an ongoing basis in order to centrally budget County funds spent on security services.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$81,406 in ongoing resources for the Pretrial Services Department, plus \$1,305 for a one-time increase for redlined employees. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$28,927 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the Pretrial Services Department.

### ***Administrative and Other Funding Changes***

The FY 2015 Pretrial Services Department budget includes a one-time net decrease of \$6,667 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$1,232 to the Pretrial Services Department.

In addition, \$3,703 was transferred from the Pretrial Services Department budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of a multifunction copier device. There was also a cost-neutral \$1,555 shift from personnel to operating at the request of the department.

### ***Capital Funding***

This office did not receive any capital funding for FY 2015.

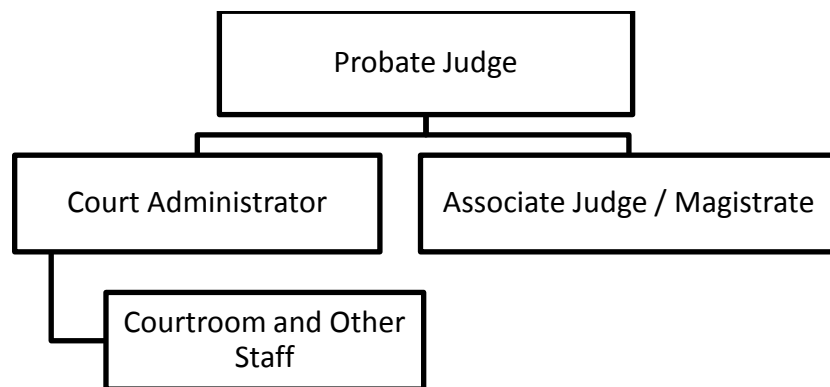
# Probate Court (125)

## Mission Statement & Program Goals

---

The mission and goals of the Probate Court are:

- to preserve, protect, maintain, or distribute as needed or required the property of a decedent’s estate according to Texas law;
- to determine whether a proposed ward is incapacitated and, if so, to create the least restrictive guardianship necessary to promote and protect the well-being of the person and to encourage self-reliance and independence;
- to help provide court-ordered mental health services to those in need while protecting the rights of mentally incapacitated persons;
- to handle expeditiously all civil-litigation cases on the Court’s docket (cases that are related to probate and guardianship cases already filed in the Court);
- to expeditiously handle the initial administration of condemnation cases involving land in Travis County;
- to help the public understand the requirements of the Texas probate, guardianship, condemnation, litigation, and mental-health systems; and
- to help attorneys fully understand the processes of the Court so that hearings and other interchanges between attorneys and the Court can be as efficient, smooth, and pleasant as possible for everyone involved.

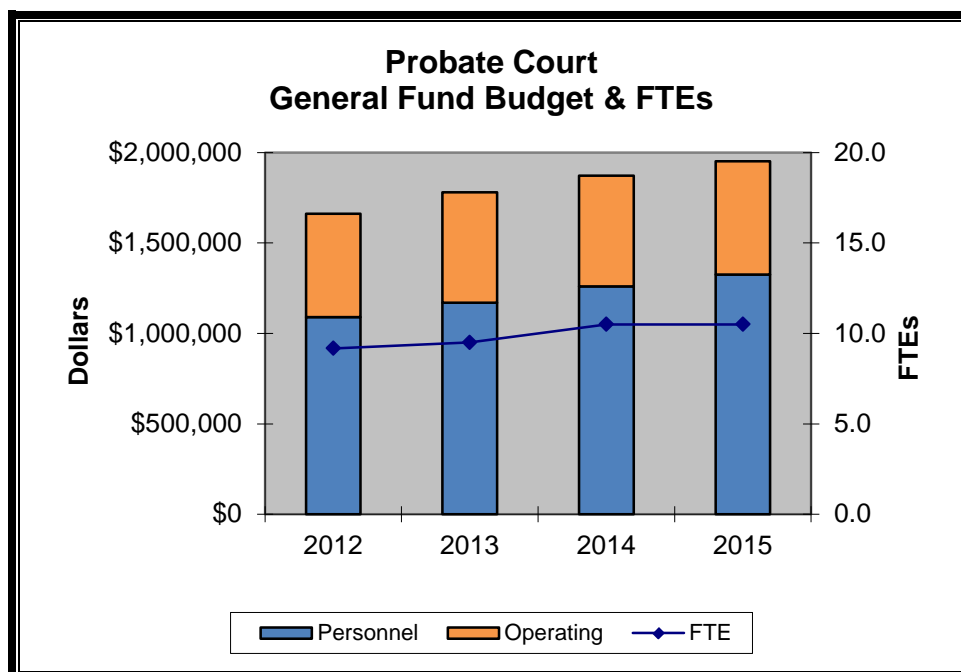


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Condemnation cases filed	7	36	90	50
Weekly mental health hearings to determine final disposition conducted by Judge or Associate Judge	3,227	3,232	3,010	3,250
Hearings on guardianship matters	294	267	250	250
As required by statute, monitor every guardianship of the person	1,440	1,502	1,575	1,600
As required by statute, monitor every guardianship of the estate	276	296	475	450
Court grants application for probate of a decedent's will	1,711	1,780	1,700	1,730
Hearings on contested probate matters	191	287	220	250
Hearings in civil cases	85	89	100	100

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 1,090,408	\$ 1,170,369	\$ 1,259,477	\$ 1,325,089	\$ 65,612
Operating	\$ 570,524	\$ 609,496	\$ 612,013	\$ 627,013	\$ 15,000
Total	\$ 1,660,932	\$ 1,779,865	\$ 1,871,490	\$ 1,952,102	\$ 80,612
FTEs	9.17	9.50	10.50	10.50	-



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Probate Court increased by \$80,612 from the FY 2014 Adopted Budget. This is a 4.3% increase. The majority of the increase was in the personnel budget.

### ***Programmatic Funding***

Ongoing personnel costs totaling \$21,657 were added to the budget for a new position added in FY 2014 that was budgeted for a January 1, 2014 start date to ensure the annualized funds would be in place for FY 2015.

In addition, there was a one-time operating increase of \$15,000 to the Probate Court's budget for equipment upgrades to bring the courtroom's technology up to par with the other Travis County Courts.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$7,290 for the Probate Court. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$3,928 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the Probate Court.

### ***Administrative and Other Funding Changes***

The FY 2015 Probate Court budget includes a one-time net increase of \$7,929 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$336 to the Probate Court.

Ongoing personnel funds totaling \$28,482 were added to the Probate Court's budget for a midyear pay adjustment for the Probate Judge upon his reelection as Presiding Judge of the State of Texas. To adjust for changes in longevity pay in this small department with little turnover, as well as an adjustment to FICA cap restrictions, an additional \$722 was added to the personnel budget on an ongoing basis.

In addition, unallocated resources of \$4,060 were removed from the Probate Court's personnel budget on an ongoing basis at the department's request.

### ***Capital Funding***

This office did not receive any capital funding for FY 2015.

## Purchasing Office (115)

### Mission Statement & Program Goals

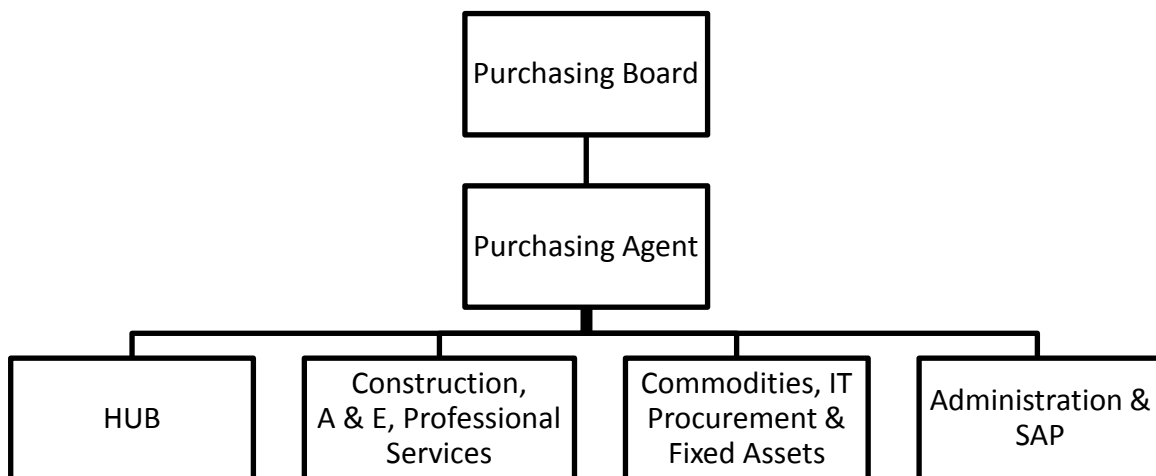
---

The mission of the Travis County Purchasing Office is to:

- Ensure compliance with the County Purchasing Act as well as other State and Federal laws applying to county procurements;
- Provide equal access to all vendors, including Historically Underutilized Businesses (HUBs), participating through competitive acquisition of goods and services;
- Provide an ongoing supply of quality goods and services to all County offices;
- Account for and dispose of all County assets through an effective fixed asset management system; and
- Protect the interests of Travis County taxpayers without regard to any undue influence or political pressures.

The goals of the Purchasing Office include:

- Purchasing the proper goods and services;
- Obtaining the best possible price for the goods or services, without sacrificing the quality needed;
- Ensuring goods and services are available where and when needed and there is a continuing supply available;
- Guarding against the misappropriation of assets that have been acquired through the procurement process;
- Accounting for and disposing of all County assets appropriately; and
- Ensuring that HUBs receive a fair and equal opportunity with the County.

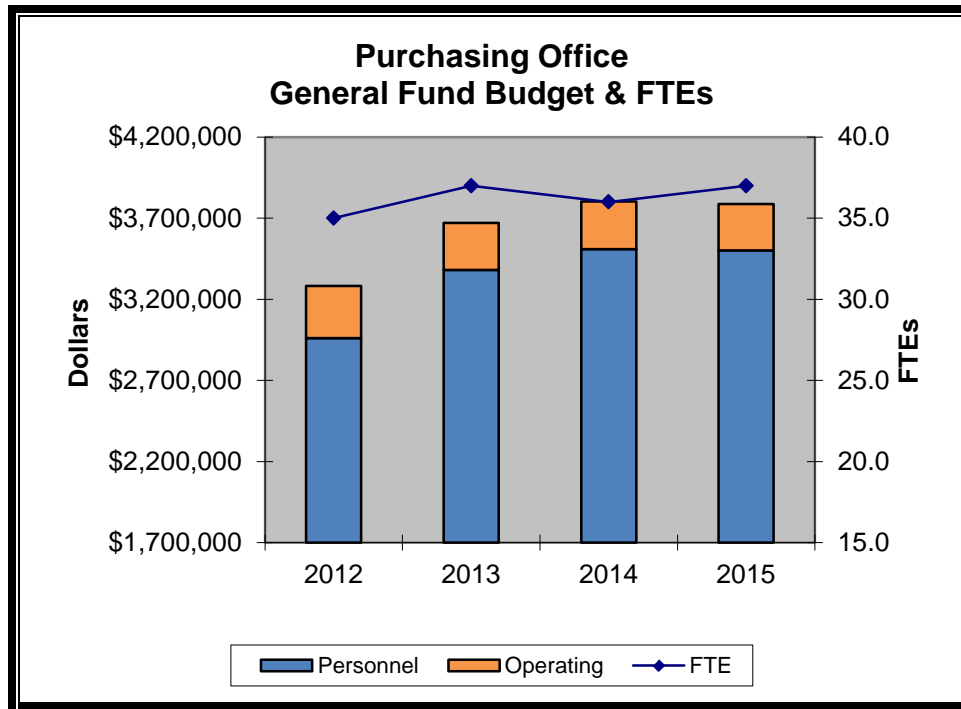


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Customer satisfaction	99%	86%	86%	95%
Requisitions/shopping carts processed	27,823	21,241	11,459	24,000
Formal solicitations processed	74	84	63	85
Active contracts	1,323	980	585	1,000
HUB events	45	26	22	35
Businesses assisted	144	201	179	200
Total HUB %	14.95%	12.00%	10.10%	12.00%
Total auction, rebate, and recycling revenue received	\$452,701	\$342,447	\$420,286	\$400,000
Fixed assets	43,613	36,252	30,506	32,000
Assets repurposed to County departments	1,279	1,700	1,850	1,900

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$2,960,032	\$3,380,659	\$3,509,595	\$3,501,215	(\$8,380)
Operating	\$322,077	\$290,057	\$294,410	\$286,410	(\$8,000)
Total	\$3,282,109	\$3,670,716	\$3,804,005	\$3,787,625	(\$16,380)
FTEs	35.00	37.00	36.00	37.00	1.00



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Purchasing Office decreased by \$16,380 from the FY 2014 Adopted Budget. This is less than a 1% decrease. The decrease was split almost evenly between the personnel and operating budgets.

### Programmatic Funding

The department eliminated one position in their FY 2015 budget submission in order to reclassify another position to an Assistant Purchasing Agent, a manager-level position. This was a budget neutral change.

Two FTEs (\$141,098 in personnel) were added on a permanent basis to handle the under five thousand dollar non-contract purchases. These positions will allow the Office to process simple transactions in a timely manner and allow other commodities staff to handle the complex and more time consuming purchases while not slowing down the routine work of the office. These positions had been funded on a one-time basis for two fiscal years and therefore \$210,316 in personnel and \$8,000 in operating funds were removed from the FY 2015 target budget.

In addition, the Purchasing Board approved the placement of an earmark on the Allocated Reserve for a HUB program specialist that may be needed after results of a disparity study are

known and presented to Commissioners Court. If approved by Commissioners Court, the study will allow the HUB program to have greater enforcement of their minority contracting goals.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$38,877 for the Purchasing Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$13,092 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 office budget includes a one-time net increase of \$9,730 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$861 to the office.

***Capital Funding***

There is \$29,010 budgeted centrally in Transportation and Natural Resources (TNR) within existing or proposed COs to fund a replacement van for the fixed assets staff.



## Records Management and Communication Resources (157)

### Mission Statement & Program Goals

---

The mission of the Records Management & Communication Resources department (RMCR) is to identify and implement programs that deliver the greatest value to customers who wish to convey or preserve information by print, mail, television, or digital image. The law library provides accessible, relevant, accurate, and current legal information to all patrons. RMCR seeks to preserve and protect county records in such a way that promotes ease of use as well as complies with all statutory requirements.

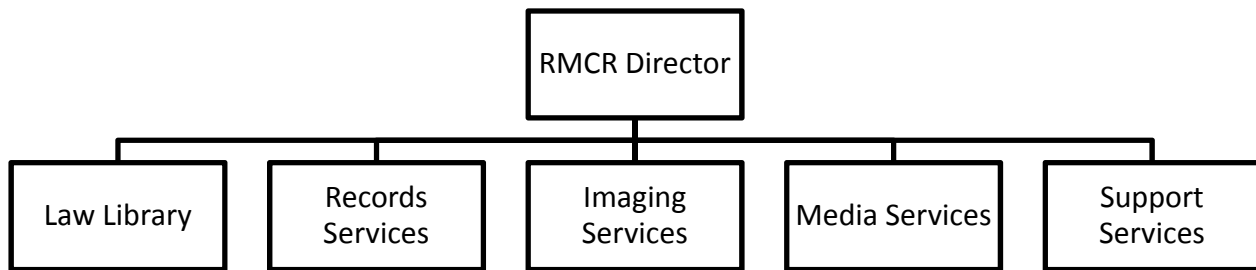
Law Library- The library's main objective is to facilitate the resolution of litigation by providing accessible, relevant, accurate, and current legal information to all patrons.

Records Services- This division comprises records consulting and the offsite storage function. Services include, centralized coordination of offsite storage of County records, creation and maintenance of records retention schedules to ensure statutory compliance, coordination of records destruction, records management training, identification, maintenance, and management of historic County records.

Imaging Services- This division is tasked with digital imaging and micrographics, consulting on technology issues for records retrieval and preservation, media conversion services (microfilm to digital, paper to digital and microfilm, digital to paper or alternative digital media) and coordinating, managing and quality checking the outsourcing of imaging services for County departments.

Media Services- The division's goals are to enhance awareness of Travis County government services through TCTV-17 cable and web-based programs and expand availability of TCTV throughout Travis County by recording and cablecasting Commissioners Court meetings and nine other county-related programs.

Support Services- This division's programs include management of the print shop, which provides print and copy services to county departments, as well as manage the central copier program which plans, coordinates and recommends the rental of copiers to meet the needs of county offices. The division also coordinates mail services, the goal of which is to process and deliver incoming mail within four hours of its receipt in the mailroom, and outgoing mail is metered and mailed the same day it is received.

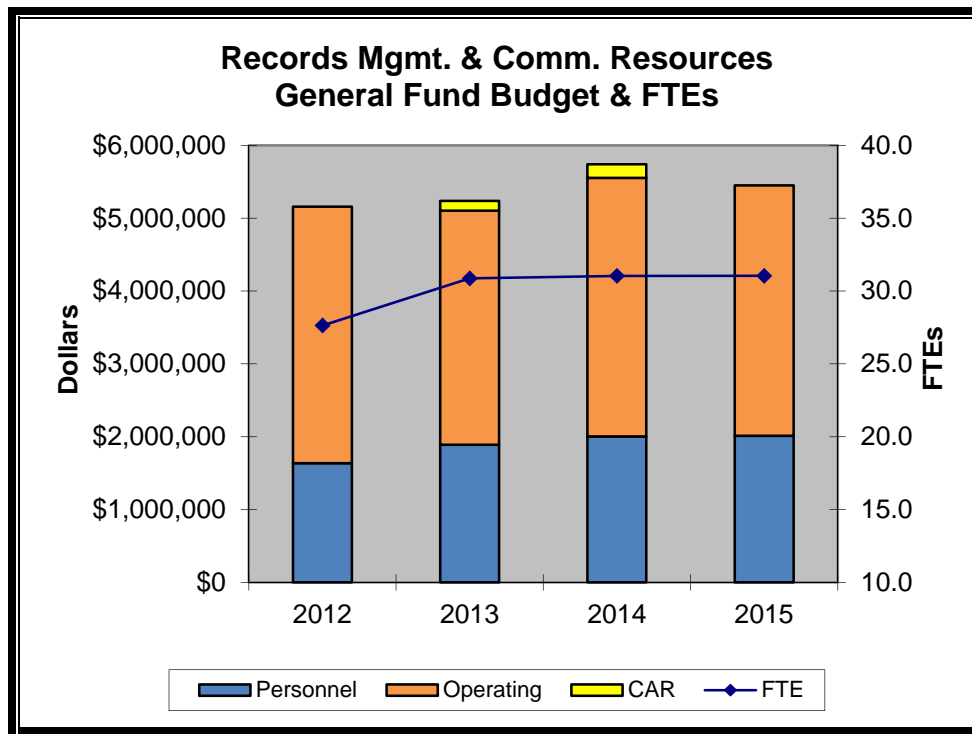


**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Administration/Support Services</b>				
# of work orders on County copier fleet	73	70	62	65
Total cubic feet of records in storage	208,106	217,036	226,000	234,500
<b>Mailroom</b>				
# of pieces of metered mail	1,175,000	1,098,935	1,100,000	1,050,000
<b>Media</b>				
# of new TV programs produced	160	185	200	220
# of productions for website	12	15	40	45
<b>Print Shop</b>				
# of turnaround days for press/copy jobs	6	3.3	3.3	3.3
<b>Imaging</b>				
# of images scanned	1,481,716	2,266,405	1,140,000	1,500,000
# of images microfilmed	1,441,332	1,099,558	1,700,000	1,300,000

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,636,890	\$1,889,952	\$2,003,397	\$2,014,955	\$11,558
Operating	\$3,520,149	\$3,213,866	\$3,550,087	\$3,436,583	(\$113,504)
CAR (Capital)	\$0	\$132,400	\$187,098	\$0	(\$187,098)
Total	\$5,157,039	\$5,236,218	\$5,740,582	\$5,451,538	(\$289,044)
FTEs	27.63	30.87	31.04	31.04	-



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Records Management department decreased by \$290,440 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 5.1% decrease. The majority of the net decrease was in the capital budget as funding for FY 2014 capital items was removed for FY 2015.

### Programmatic Funding

One more year of funding was added to continue a pilot program begun in FY 2014 to help *pro se* clients receive occupational drivers' licenses and license reinstatement. The pilot consists of funding one part-time contract reference attorney in the Law Library that helps indigent defendants petition the court for occupational licenses. This program is meant to help reduce re-arrests of defendants for driving with a suspended license. The pilot was moved from a personnel cost to operating due to the use of a contract attorney. Therefore, there is a \$41,292 reduction in the personnel budget and a \$32,298 net increase in the operating budget for this program.

One-time operating funding of \$47,000 was added to destroy over 8,000 boxes of records that have met the legal limit for retention. These records are from 36 different departments that

have signed off on their destruction. The department reports that there will be an expected cost savings due to the fact that fewer documents will need long-term storage.

Other changes include ongoing operating funding of \$8,075 for a maintenance agreement for uninterrupted power supplies in Media Services, a \$41 net personnel increase for an internship program with Austin Community College, and the department moved \$1,174 from the operating budget to personnel budget. In addition, \$232,000 in one-time operating expenses for postage increases needed for redistricting was removed from the department's FY 2015 Target Budget.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$35,652 for the Records Management department. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$11,797 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this department.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net increase of \$4,926 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$740 to the department.

In addition, \$32,297 was transferred to the RMCR budget from various other departments to pay for the ongoing lease of multifunction copier devices. This is a centralized budget within RMCR.

***Capital Funding***

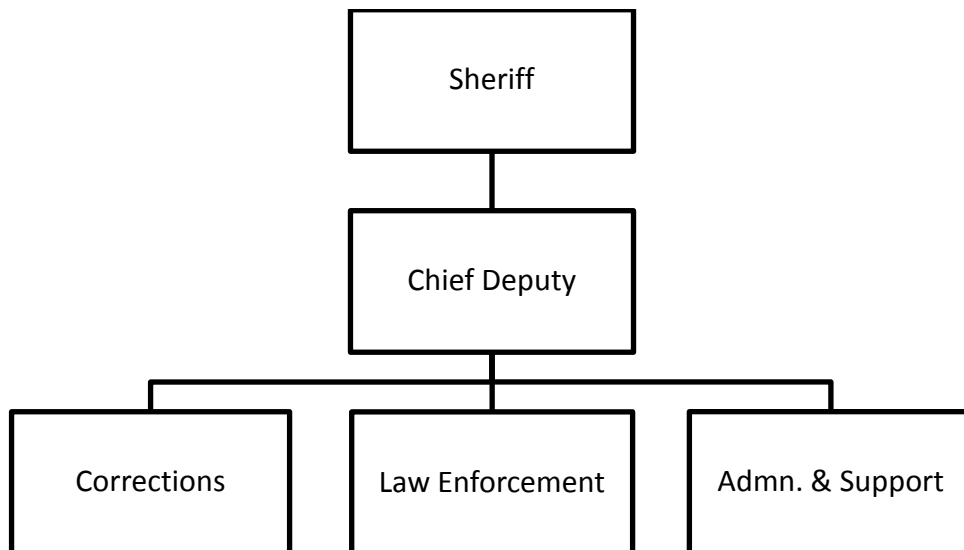
This office did not receive any capital funding for FY 2015.

# Sheriff (137)

## Mission Statement & Program Goals

The Travis County Sheriff’s Office has a commitment to protect and serve our community with integrity, pride and professionalism. This is accomplished through:

- Swift, fair and effective enforcement of laws;
- Partnerships with the public to increase awareness and implement prevention strategies; and,
- A safe, humane jail that meets all statutory mandates and addresses the root causes to break the cycle of recidivism.



### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
<b>Law Enforcement</b>				
% of Priority 1 Calls within 9 Minutes*	69.7%	75.5%	71.02%	72%
% of Priority 1 Calls greater than 15 Minutes*	8.3%	8.1%	8%	7%
Number of Calls for Service	134,434	122,791	128,888	134,536
Number of Citations Issued	38,210	32,077	34,804	32,718
Number of Accidents	4,591	5,080	5,569	4,897
Number of Patrol Arrests	5,203	6,246	6,226	5,857
Number of DWIs and BWIs	633	700	828	752

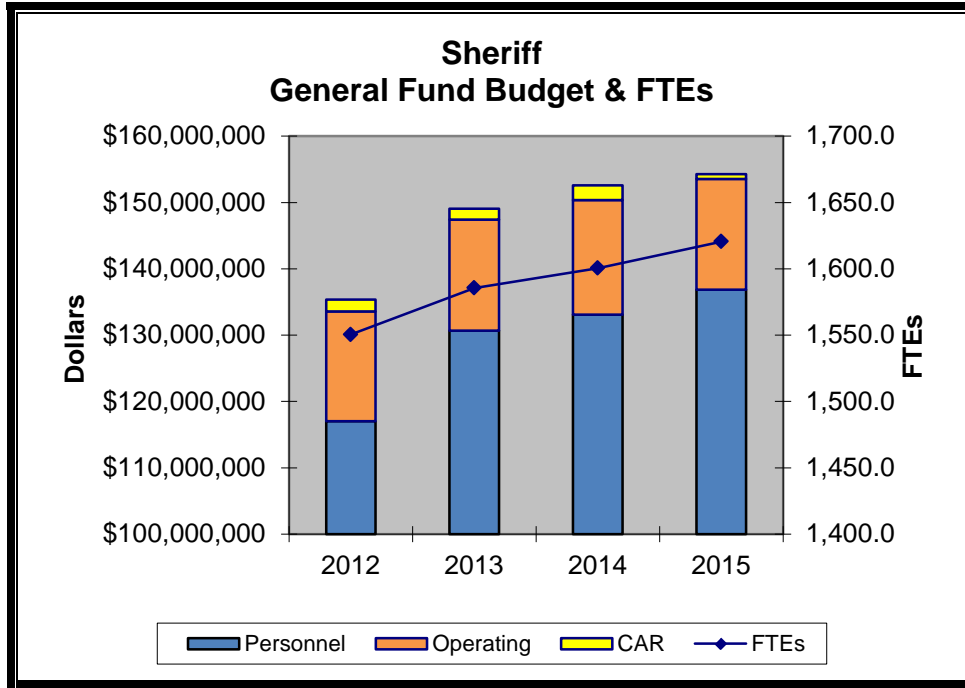
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Mental Health Calls Generating Case Number	1,805	1,733	1,804	1,827
<b>Corrections</b>				
Average Daily Inmate Population (Custody Total)	2,294	2,284	2,386	2,468
Jail Bookings	56,388	53,312	50,390	55,298
Number of Inmates Classified	31,652	31,433	30,728	30,362
Number of Meals Prepared	2,686,827	2,494,639	2,882,632	2,575,010
Food & Groceries – Daily Inmate Cost	\$2.35	\$2.96	\$2.91	\$2.91
Number of Prescriptions Filled	59,804	63,467	64,160	63,843
Annual Prescription Cost per Inmate	\$673.60	\$601.03	\$690.11	\$690.11
Annual Medical Services Line Item Cost per Inmate	\$1,017.12	\$1,047.28	\$1,008.82	\$1,008.82
Amount of Laundry Processed (lbs.)	1,672,006	1,679,170	1,694,800	1,674,844
Number of Maintenance Work Orders (All)	18,102	22,202	18,300	21,270
Jail Standards Certification	Yes	Yes	Yes	Yes
<b>Administration</b>				
Number of Inmates Transported to Court	33,212	32,409	33,248	30,767
Number of Training Academy Classroom Hours	90,417	94,861	105,324	86,209

\*Priority calls are currently tracked by calendar year, not fiscal year.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$117,023,092	\$130,701,712	\$133,069,575	136,841,114	\$ 3,771,539
Operating	\$16,549,192	\$16,731,807	\$17,282,283	16,683,508	\$ (598,775)
CAR (Capital)	\$1,790,439	\$1,612,368	\$2,248,288	\$735,137	\$(1,513,151)
Total	\$135,362,723	\$149,045,887	\$152,600,146	\$154,259,759	\$1,659,613
FTEs	1,550.50	1,585.50	1,600.50	1,620.50	20.00
Cert. of Obligation*	\$687,288	\$4,066,286	\$607,848	\$500,000	(\$107,848)

\*The FY 2015 Certificate of Obligation amount is pending final approval of the issuance.



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Sheriff’s Office increased by \$1,659,613 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 1.1% increase. While the operating and capital budgets both decreased, the personnel budget increased.

**Programmatic Funding**

Most of the staff that provides courthouse security is budgeted in a special revenue fund that was largely supported through a transfer of resources from the General Fund. Due to a change in the overall revenue of the special fund and an accounting requirement that a transfer from the General Fund cannot be more than 80% of the overall revenue of a special revenue fund, 14 FTE of positions were moved from the special revenue fund to the General Fund. This change was position neutral, but had a net cost of \$85,323 to the General Fund. In addition, the operating budget was reduced by \$1,139,437 and the personnel budget was increased by a corresponding amount.

Due to increased costs related to the care of inmates, \$875,000 has been added to the utility, medical services and pharmaceutical budgets. Of the allocations, \$400,000 of the funds is a one-time expense for FY 2015 and \$475,000 are ongoing costs.

The Sheriff’s Office received additional operating expenses in FY 2014 for one-time programs. These funds, totaling \$380,492, have been removed. Of these expenses, \$200,000 was

associated with one-time medical services costs, \$166,292 was for equipment and software purchases and \$14,200 was associated with startup costs for new positions in FY 2014.

Several positions were added in FY 2014, but were not scheduled to start until the middle of FY 2014. The additional funding associated with these positions totals \$307,801 consisting of \$264,446 for 10 Corrections Sergeants, \$28,142 for a Psychologist and \$15,213 for an Evidence Technician to ensure the annualized funding is in place for FY 2015.

Two FTEs were transferred from the Criminal Courts to the Sheriff's Office to provide courthouse security. This change added \$127,748 in personnel expenses and \$1,832 in operating costs to the budget of the Sheriff's Office.

In order to assist with an increased need for the specialized transport of persons with mental health issues, two additional transport FTEs were added at a cost of \$128,681 in personnel costs, \$1,446 of ongoing operating expenses as well as \$6,032 of one-time operating expenses.

The Crime Scene Investigation Unit received an additional FTE to ensure coverage. To fund the position, \$61,901 in personnel costs and \$28 of ongoing operating costs was added. In addition, a total of \$2,859 of one-time operating costs was added for this position.

Software and hardware for one of the buildings at the Travis County Correctional Center is scheduled to be replaced. The cost of this replacement includes a one-time operating increase of \$57,725.

A Victim Services Counselor that formerly was funded by a grant was added to the General Fund. While this action increases the General Fund FTE count by one, the addition was cost neutral since the cost of \$48,503 was funded through a reallocation from the operating transfer that formerly provided funds to support the grant that ended.

Finally, there was a one-time reduction of personnel expense of \$2,799 related to funding for the Combined Transportation Emergency Command Center security in FY 2014 that was removed for FY 2015.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$1,153,835 in personnel costs and a \$17,541 increase in the operating transfer to the Courthouse Security Fund, whose positions are supported by the General Fund this is the first POPS step increase since FY 2009. This is offset slightly by the removal of \$10,003 of personnel costs associated with one-time compensation increases paid in FY 2014. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$605,627 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the office.



**Administrative and Other Funding Changes**

The FY 2015 Sheriff's budget includes a one-time net decrease of \$10,616 to account for employee medical insurance elections made during open enrollment for FY 2015. Of this decrease, \$27,476 was a personnel reduction that was offset partially by an operating increase of \$16,860 to the transfer to the Courthouse Security Fund. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$152,961 to the Sheriff's Office.

In addition, \$9,666 was transferred from the Sheriff's Office budget to Records Management and Communication Resources (RMCR) to pay for the ongoing lease of multifunction copier devices.

**Capital Funding***General Fund Capital Acquisition Resources Account*

Cash funding for capital equipment and projects for the Sheriff's Office totals \$735,137 for the following FY 2015 capital equipment and projects:

- \$200,000 for a system to manage the inventory for the evidence warehouse;
- \$152,500 for the replacement of industrial kitchen equipment;
- \$142,275 for an upgrade to the security system at a building at the Travis County Correctional Complex (TCCC);
- \$95,000 for an upgrade to the key management system at the TCCC;
- \$55,000 to replace the x-ray equipment for inmate medical services;
- \$40,000 to install fencing on the second floor of a building at the TCCC;
- \$29,600 to replace Automated External Defibrillators that are near their end of life;
- \$12,870 for radios equipment associated with the two new Mental Health Transport Officers approved for FY 2015 and
- \$7,892 for new equipment associated with the additional Crime Scene Specialist position.

In addition to the funding above, there is also \$225,420 centrally budgeted in Transportation and Natural Resources (TNR) for two new vehicles and accessories for the 61 replacement vehicles.

Also, \$3,447 was centrally budgeted in Information Technology Services (ITS) for a personal computer associated with the new Crime Scene Specialist position.

*Certificates of Obligation Funding*

The FY 2015 Adopted Budget includes \$500,000 for a multi-year project to replace the perimeter fencing at the Travis County Correctional Complex to be included in the issuance of

Certificates of Obligation (COs). The project list and amounts will be finalized during the first quarter of FY 2015 for issuance in the spring. In addition to the funding above, there is also \$2,738,300 centrally budgeted in Transportation and Natural Resources (TNR) for 61 replacement new vehicles.

## Tax Assessor-Collector (108)

### Mission Statement & Program Goals

---

The mission of the Travis County Tax Assessor-Collector's Office is to:

- Assess, Collect and Disburse Property Taxes
- Collect Probated Defendants' Court Costs, Fines and Fees for County Courts at Law
- Collect Court Costs, Fines and Fees for Justice of the Peace Courts
- Register and Title Motor Vehicles
- Register Citizens to Vote, and Qualify Eligible Voters for Each Election

The goals of the Travis County Tax Assessor-Collector's Office include:

Voter Registration Division:

- Appropriately register and qualify voters
- Assign proper voting jurisdictions, Create accurate maps
- Educate and promote voter awareness
- Provide timely, quality data to 214 election jurisdictions and the voting public

Property Tax and Collections Division:

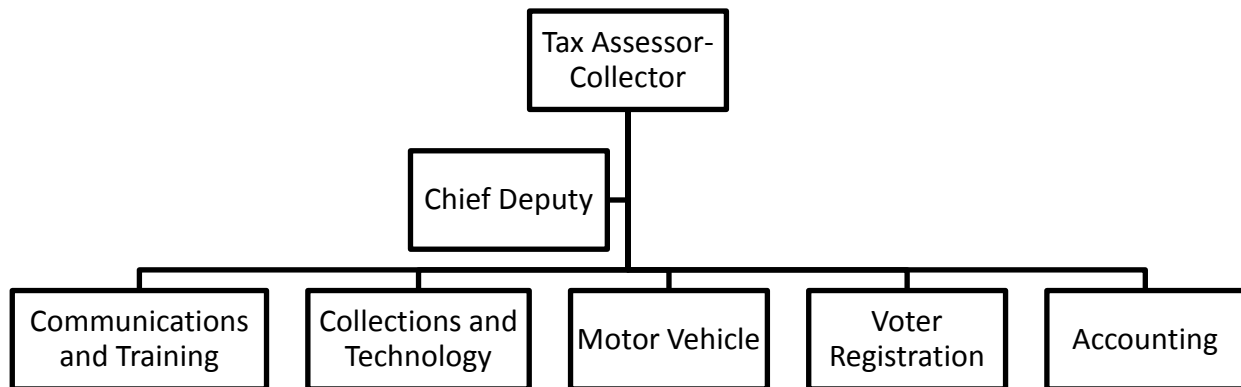
- Manage Truth in Taxation process for Travis County and 113 other taxing entities
- Create original tax rolls, correct existing current year and prior year tax rolls
- Bill property owners and defendants; process tax, court cost, fees and fines payments; allocate payment proportionally to various agencies; and, when applicable, issue refunds
- Contact delinquent property owners and defendants, schedule delinquent payments and when necessary initiate legal action

Motor Vehicle Division:

- Collect motor vehicle and property tax revenue to fund Travis County programs
- Process and issue motor vehicle registrations and titles in accordance with Texas motor vehicle laws

Accounting, Administration, and Communications and Training Divisions:

- Support the Tax Office by providing core operations



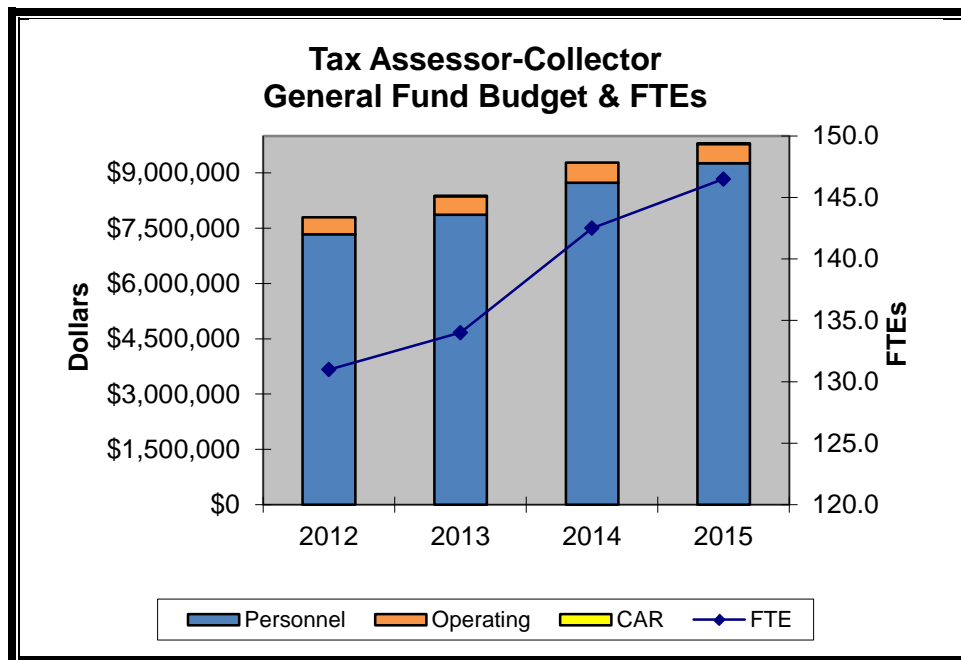
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
<b>Communications and Training</b>				
Total taxpayer customer service interactions	364,291	348,078	345,000	345,000
<b>Property Tax Assessment</b>				
Number of current year parcels managed	384,218	385,622	389,516	393,650
Travis County Assessed Values	\$477 Million	\$513 Million	\$538 Million	\$563 Million
All entities	\$2.4 Billion	\$2.5 Billion	\$2.7 Billion	\$3 Billion
<b>Property Tax Customer Interactions</b>				
Tax notices processed	550,840	560,870	572,340	576,347
Full payments processed using 'Check 21'	234,256	229,796	226,9026	225,109
All entities	\$1.4 Billion	\$1.3 Billion	\$1.2 Billion	\$1.1 Billion
<b>Property Tax Reallocations and Disbursements</b>				
Number of fees collected	4,586	4,500	4,125	4,100
Amount of fees disbursed	\$1 Million	\$1,310,000	\$1,017,320	\$1,016,250
Number of refunds reviewed and processed	11,109	12,648	11,700	11,650
Amount disbursed	\$30.3 Million	\$20.7 Million	\$20 Million	\$20 Million
<b>Justice of the Peace Collections</b>				
New cases to manage	38,561	23,968	20,631	19,130
<b>County Court at Law Collections</b>				
New cases to manage	3,497	3,351	4,520	4,722
<b>Motor Vehicle Registration</b>				
Number of registrations	824,916	892,638	938,545	974,127
Number of titles	249,610	285,599	322,848	335,306

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Projected
<b>Voter Registration</b>				
Documents qualified and processed	176,886	197,322	145,000	115,000
Administration of qualified registered voters	597,438	616,427	638,000	626,000
Number of voter outreach, training events	2,354	2,005	3,185	2,169
Number of jurisdiction boundaries verified	89,816	9,816	30,000	30,000
<b>Accounting</b>				
Total collections (all jurisdictions)	\$2.57 billion	\$2.64 billion	\$2.97 billion	\$3.02 billion

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$7,337,398	\$7,863,655	\$8,730,135	\$9,257,126	526,991
Operating	\$453,664	\$504,172	\$545,517	\$523,498	(22,019)
CAR (Capital)	\$0	\$6,000	\$0	\$15,668	15,668
Total	\$7,791,062	\$8,373,827	\$9,275,652	\$9,796,292	520,640
FTEs	131.00	134.00	142.50	146.50	4.00



## **FY 2015 Adopted Budget**

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Tax Office increased by \$520,640 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 5.6% increase. The personnel and capital budgets increased, while the operating budget decreased.

### ***Programmatic Funding***

In FY 2014, the Commissioners Court approved a three-month hiring delay of many newly created positions, effectively reducing the personnel budget on a one-time basis for FY 2014. Consequently, the Tax Office budget includes the addition of \$26,444 in ongoing funding to annualize the salary of two positions in the department that were added in FY 2014.

As part of a proposed multi-year reorganization plan to address internal controls, workload demands, and supervision needs in the department, the Tax Office received \$297,609 in the personnel budget to fund a Tax Supervisor in each of the Property Tax and Motor Vehicle Divisions, an additional Internal Auditor position in the Accounting Division, and a Business Analyst II in the Administration Division.

The Tax Office operating budget was reduced due to the removal of one-time funds allocated to the department in FY 2014, including \$30,000 for the purchase of a software system that will automate mail-in vehicle registration renewals, \$6,155 for training in the Property Division, and \$29,400 in one-time operating costs for office supplies, desks, and furniture related to the six new employees funded that year.

The operating budget was increased on a one-time basis by \$16,800, which includes \$4,800 for on-site training for Tax Office employees who use the Tyler Odyssey software, and \$12,000 for an EZ Access software modification for the Property Tax Division. In addition, the operating budget was increased by \$27,750 of ongoing funds including \$7,250 for four new FTEs in the office, \$1,000 for an annual IDEA (Interactive Data Extraction and Analysis) Data Analysis Software license, \$14,000 for travel funds for an annual software system user meeting, and \$6,500 for increased access for an information retrieval tool in the Justice of the Peace Collections Division.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$146,947 for the Tax Office. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$54,614 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for this office.

***Administrative and Other Funding Changes***

The FY 2015 department budget includes a one-time net increase of \$3,594 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$2,217 to the office.

The Tax Office submitted its operating budget \$1 under target. In addition, \$2,013 was transferred from the Tax Office budget to Records Management and Communication Resources to pay for the ongoing lease of a multifunction copier device.

***Capital Funding******General Fund Capital Acquisition Resources Account***

Cash funding for capital equipment and projects for the Tax Office totals \$15,668. In addition to the funding above, there is also \$16,397 centrally budgeted in Information Technology Services (ITS) for computers and cabling related to the addition of four new staff. Space and moving costs of \$103,895 are also centrally budgeted in Facilities Management Department related to the addition of these FTEs.

In addition to the equipment and projects listed above, there is also \$48,060 centrally budgeted in ITS for replacement computer equipment.

## Transportation and Natural Resources (149)

### Mission Statement & Program Goals

---

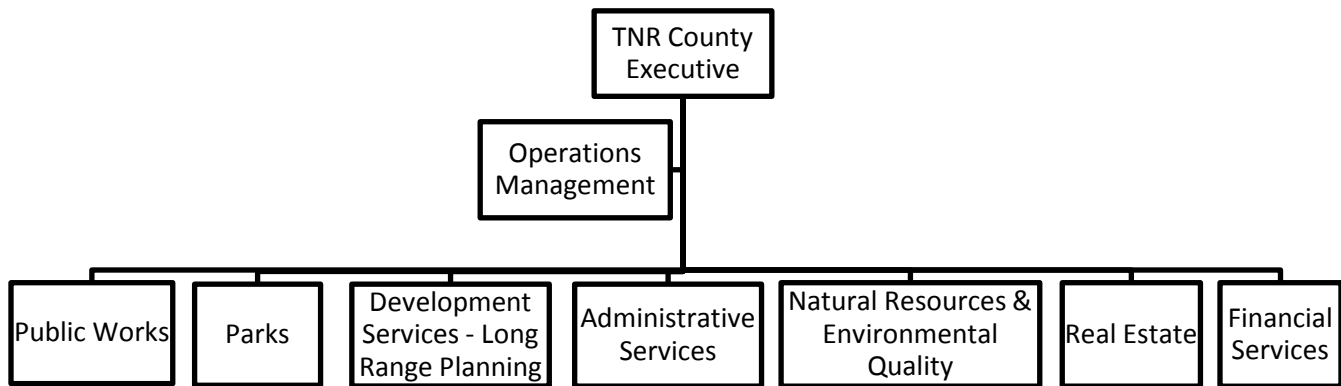
The mission of the Travis County Transportation and Natural Resources (TNR) Department is to provide citizens living in unincorporated areas of the County with comprehensive transportation, natural resources management, and public service systems in order to promote public safety, health and welfare in compliance with Texas laws and mandates of the Travis County Commissioners Court.

TNR is comprised of several divisions and programs with specific goals in each. The Development Services Division provides program and project management services, planning support to other TNR programs, transportation and comprehensive planning. The Public Works Surveying Division provides accurate land surveying services to several TNR divisions and to the Facilities Management Department. The Sign Fabrication Division manufactures all signs for installation and all maintained traffic control devices on accepted county roadways. Fleet Services manages and maintains the county's fleet of vehicles and heavy equipment.

TNR's Environmental Quality Division provides expertise regarding environmental compliance, policy and technical matters. The Natural Resources Program ensures compliance with the terms and conditions of the U.S. Fish and Wildlife Service Endangered Species Act Section 10(a) permit known as the Balcones Canyonlands Conservation Plan, along with management of several other initiatives. The Park Services Division is responsible for the daily management, planning, maintenance, and operation of the county park system, preserves, and open space.

Subdivision plats and development permits in the unincorporated areas of the county are reviewed by the Land Development Services Division to ensure compliance with various regulations and standards. The On-Site Wastewater division ensures that on-site sewage facilities within the unincorporated areas of the county are in compliance with state and county regulations. The Public Works Capital Improvement Program (CIP) is responsible for managing road and bridge improvement projects, park improvement projects, and property acquisitions. The Road and Bridge Maintenance division provides services for scheduled, routine and preventative maintenance operations on accepted Travis County road and rights-of-way.





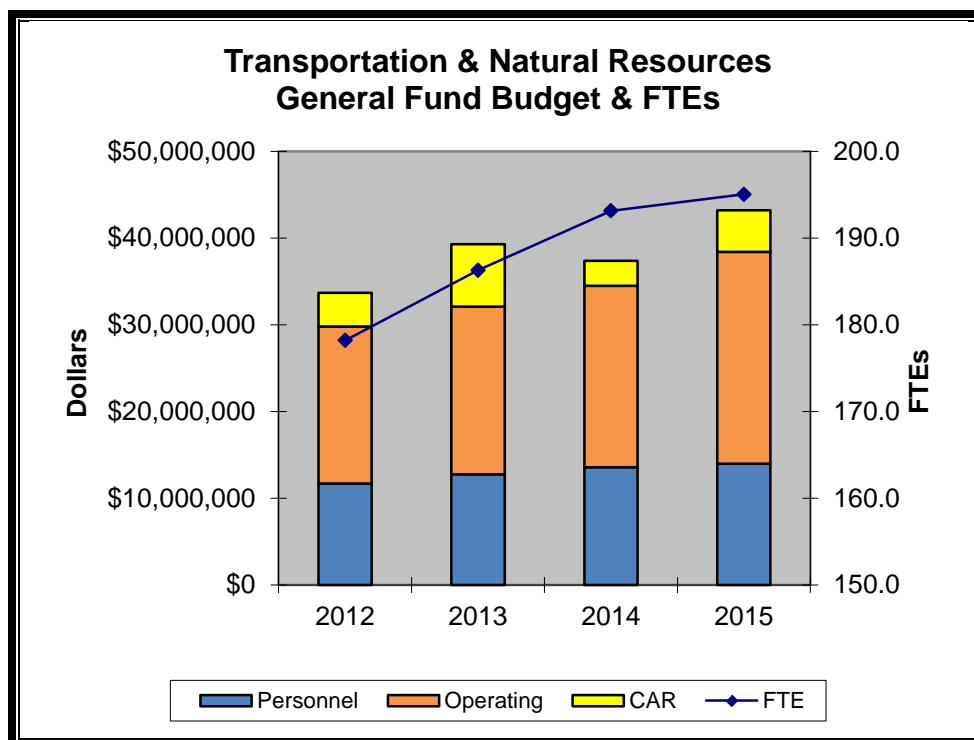
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Hours of Environmental Review/Inspection Performed	2,250	2,300	2,550	2,700
BCCP Acreage Managed by Travis County	7,616	7,641	7,658	8,428
Total Acreage in Conservation Easements (CEs)	529	529	1,147	1,998
Subdivision Preliminary/Updated Plans Reviewed (not approved)	45	110	160	165
First Time Subdivision/Large Commercial Construction Plan Submittals/Resubmittals	180	190	260	285
Miles of Surface Treatments	63.64	60.35	60	60
Miles of Pothole Patching	195.65	145.51	125	125
Signs Fabricated	6,845	7,355	6,500	6,500
Hours of Sport Field Rentals	27,000	25,500	26,000	26,500
Camping Permits Issued	12,475	11,882	11,675	12,100
Visitors in Fee Collecting Parks	462,685	444,736	425,000	425,000
Vehicle and Equipment per Mechanic Slot	72	70	70	71

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$11,700,833	\$12,771,774	\$13,581,603	\$13,999,482	\$417,879
Operating	\$18,115,248	\$19,324,470	\$20,939,276	\$24,422,071	\$3,482,795
CAR (Capital)	\$3,892,766	\$7,186,750	\$2,850,893	\$4,772,485	\$1,921,592
Total	\$33,708,847	\$39,282,994	\$37,371,772	\$43,194,038	\$5,822,266
FTEs	178.20	186.30	193.15	195.05	1.90
Cert. of Obl.*	\$11,853,374	\$2,868,342	\$25,886,741	\$11,696,700	(\$14,190,041)

\*Numbers reflect amounts issued for Certificates of Obligation. The FY 2015 amount is pending final approval by the Commissioners Court.



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Transportation and Natural Resources Department increased by \$5,822,266 from the FY 2014 Adopted Budget. This is a 15.6% increase from FY 2014. The majority of the increase was in the department’s operating budget.

**Programmatic Funding**

TNR’s operating budget was reduced by \$241,579 for the removal of one-time operating funds that were budgeted in FY 2014. These one-time projects included, among others, Phase One of

the Onion Creek Greenway and implementation and training for a new fleet management software for TNR's Fleet Management Division.

An additional \$1,207,533 was added to the department's budget for support of the Balcones Canyonlands Preservation Fund. These funds are derived from redirecting property tax revenue from the General Fund to the Balcones Canyonlands Preservation Fund approved as part of the Tax Benefit Financing agreement among the City of Austin, U.S. Fish and Wildlife Service, and Travis County. The total BCP transfer for FY 2015 is \$13,166,194.

Several new projects and initiatives were funded in the Transportation and Natural Resources budget for FY 2015. Ongoing funds totaling \$500,000 were added to supplement road and bridge capital and operating costs. These increased costs include asphaltic materials, non-asphaltic materials, and hauling services, as well as contracted services necessary to cover damage caused by natural disasters affecting Travis County. An ongoing increase of \$166,499 was included for the maintenance of current effort for non-fuel fleet items. This increase is due to the higher cost of parts and external services associated with maintenance efforts in the Fleet Division. A one-time increase of \$350,000 was added for completion of a pavement condition survey. This digitized survey will allow TNR to observe the entire roadway network and place this information in a software format for use in various models. A one-time addition of \$17,634 was included for the parks infrastructure reinvestment initiative. This initiative is a four-year project to address the deferred maintenance issue seen in the parks division's aging infrastructure. FY 2015 marks year three of this initiative. An additional ongoing increase of \$1,000,000 was included for extensive roadway reconstruction with subgrade removal. This funding will help to halt the rapid decline in the number of roadways throughout Travis County currently in fair to good condition.

Partial funding for an additional GIS analyst (\$15,143 in personnel and \$10,000 in operating) was also included. Additional funding of \$46,177 was internally funded by the department for this position by reducing overtime previously budgeted in the Road and Bridge Fund and reducing temporary employee funds previously budgeted in TNR's Administrative Services Division. The new GIS analyst will support integrating hardware, software and data for capturing, managing, analyzing and displaying all forms of geographically referenced material.

The budget increased by \$107,010 for the creation of a new parks land manager position (one FTE) to manage the open space parkland currently being acquired along Onion Creek, Gilleland Creek, and the Pedernales River. This amount includes \$78,410 for ongoing personnel costs and \$28,600 for operating costs.

A one-time operating expense of \$42,000 was included for Capital Area Council of Governments (CAPCOG) aerial photography. Aerial photography will allow for a more efficient and effective means to assess changes to features within the county. In addition, \$77,594 was added to the department's operating budget on an ongoing basis for the continuation of a county-wide recycling program. These funds will address the anticipated costs associated with the single stream recycling program, to include contract services to provide recyclable material pick-ups

and purchase of recycling/custodial supplies. Lastly, \$100,000 was added to TNR's operating budget on an ongoing basis for park forestry contracted services. These services will allow TNR to mitigate dead and damaged trees throughout the park system.

Other increases to the department's budget include:

- \$8,380 for a new school crossing guard project worker (\$5,685 for personnel costs and \$2,695 for operating costs);
- \$13,000 for the maintenance of existing water quality structures in Travis County;
- \$15,439 for school crossing guard mileage and backup needs (\$11,371 for personnel costs and \$4,068 operating costs);
- \$19,669 for a crime scene specialist vehicle's fuel, repairs and maintenance costs, a mental health transport vehicle's fuel, repairs and maintenance costs, and fuel and non-fuel line items within the department's Fleet Services division;
- \$20,000 for parks First Responder Organization (FRO) Supplies;
- \$25,000 for Capital Area Metropolitan Planning Organization (CAMPO) transportation modeling;
- \$25,000 for air quality technical work with Capital Area Council of Governments (CAPCOG);
- \$30,060 for the 290 landfill post closure maintenance project; and
- \$40,227 for the continuation of the Capital Metro transit pass program for Travis County employees.

### ***Compensation and Benefits Funding***

The FY 2015 budget for TNR includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$206,144. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$73,786 for an approximate 4% increase in the county's contribution for medical insurance benefit costs for this department.

### ***Administrative and Other Funding Changes***

The FY 2015 budget for TNR includes a one-time net decrease of \$9,535 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$6,064 to the department's budget.

The department's FY 2015 target budget increased by \$71,703 to annualize previously partially funded positions. In addition, \$3,903 was added to the department's budget to correct personnel costs that were unaccounted for in FY 2014. TNR internally reallocated \$44,795 from personnel to operating.

**Capital Funding**General Fund Capital Acquisition Resources (CAR) Account

Cash funding for capital equipment and projects for TNR totals \$4,772,485 for the following FY 2015 capital equipment and projects:

- \$21,000 for replacement facility riding mowers;
- \$37,608 for the new park land manager's vehicle/equipment;
- \$100,420 for vehicles for two other county departments;
- \$110,000 to replace the playscape at Southeast Metro baseball park;
- \$125,000 for centrally budgeted vehicle accessories;
- \$300,000 for traffic signal installations;
- \$365,000 to replace the restroom at Hamilton Pool Preserve;
- \$513,457 for Halloween 2013 flood buyouts;
- \$1,000,000 for HMAC and alternative paving projects; and
- \$2,200,000 for road and bridge maintenance support.

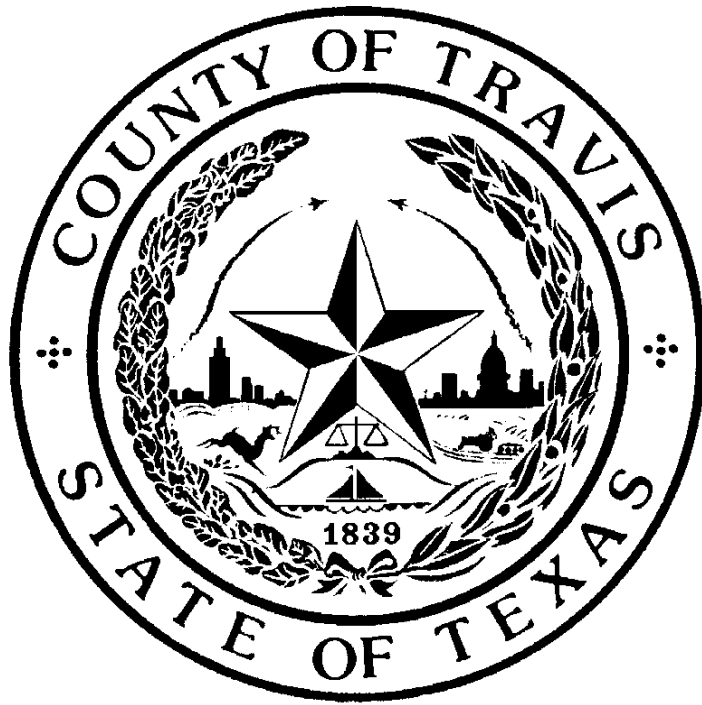
In addition to the funding above, there is also \$11,518 centrally budgeted in Information Technology Services (ITS) for IT equipment associated with the new parks land manager position and the new GIS analyst position.

Certificates of Obligation Funding

The FY 2015 Adopted Budget includes \$11,696,700 for capital equipment and projects proposed to be included in the issuance of Certificates of Obligation (COs). The project list and amounts will be finalized during the first quarter of FY 2015 for issuance in the spring.

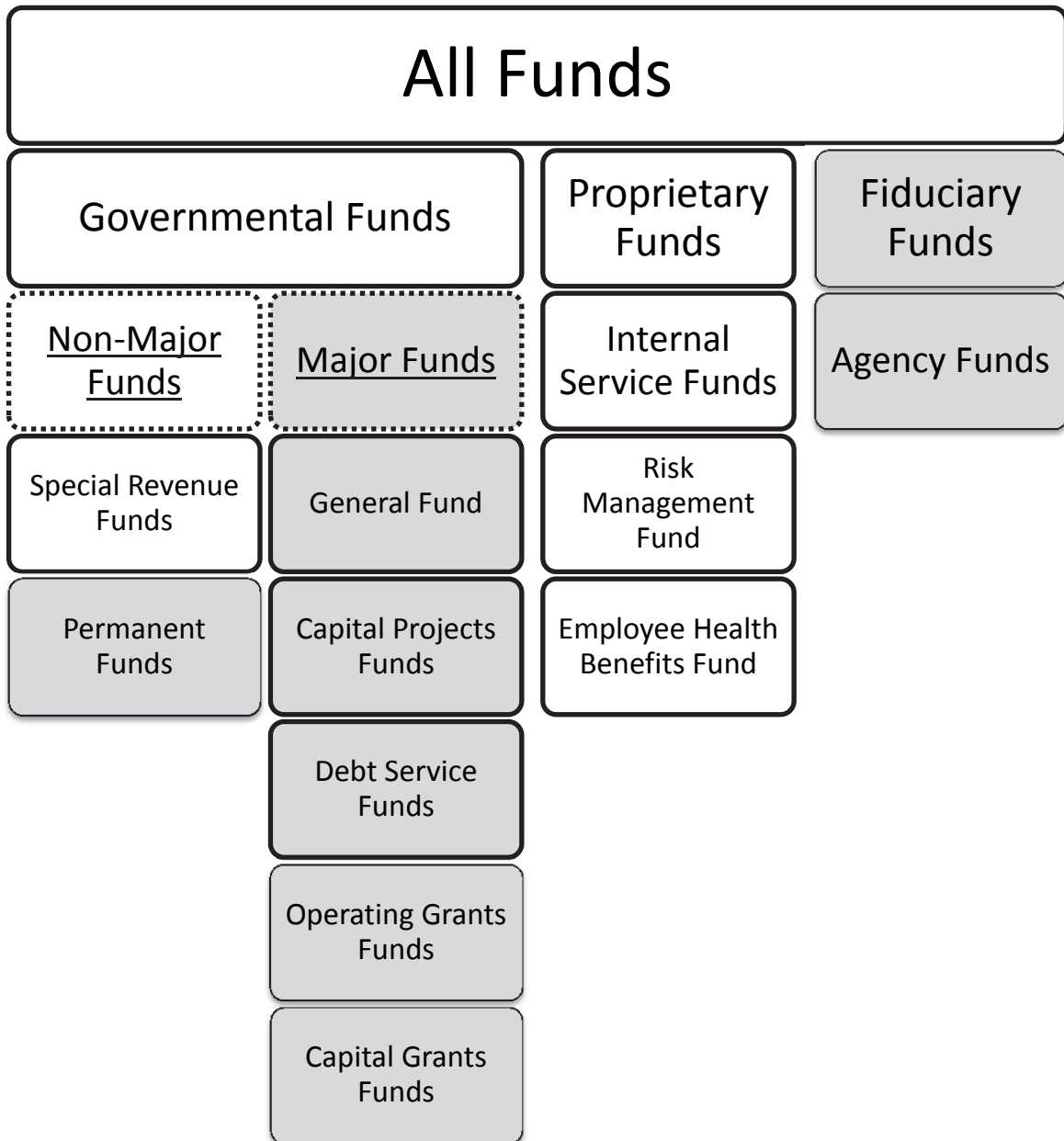
- \$7,496,700 for Centrally Budgeted Vehicles and Heavy Equipment
- \$4,200,000 for HMAC and Alternative Paving Projects

The total for countywide new and replacement vehicles and related accessories from all funding sources is \$7,773,120. These vehicles are centrally budgeted within TNR.



FISCAL YEAR 2015 ADOPTED BUDGET  
SECTION III – OTHER FUNDS NARRATIVES

Chart 19  
Organization of Fund Structure – Other Funds





## 700 Lavaca Complex Fund (0002) Facilities Management (114)

### Purpose

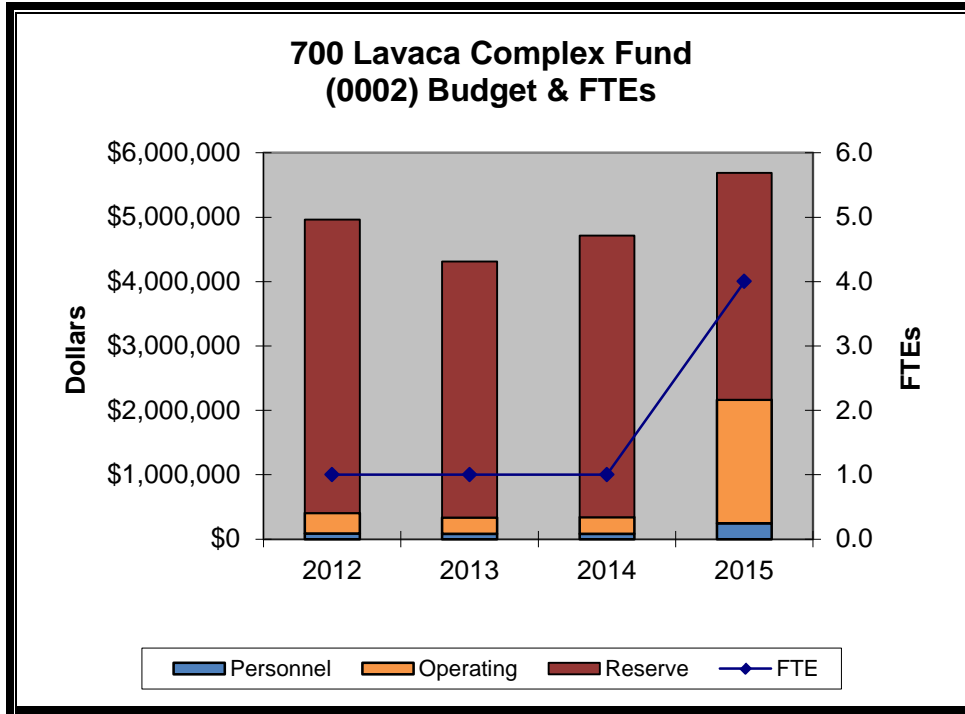
This special fund was created in FY 2010 upon the purchase of the building and parking garage at 700 Lavaca Street to serve as a central location for the County's administrative functions, including the offices and courtroom of the Commissioners Court. This fund is used to separately account for revenues and expenditures related to the tenants in the building.

### Funding Source

The Fund derives its income from lease payments from private tenants at 700 Lavaca. FY 2015 revenue certified for the 700 Lavaca Fund is \$5,699,093. This estimate consists of \$4,326,396 of beginning fund balance, \$1,354,076 of revenue, and \$18,621 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$88,478	\$80,723	\$83,887	\$245,871	\$161,984
Operating	\$315,000	\$255,000	\$255,000	\$1,930,796	\$1,675,796
Reserve	\$4,557,776	\$3,977,251	\$4,378,013	\$3,522,426	(\$855,587)
Total	\$4,961,254	\$4,312,974	\$4,716,900	\$5,699,093	\$982,193
FTEs	1.00	1.00	1.00	4.00	3.00



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the 700 Lavaca Complex Fund increased by \$982,193 from the FY 2014 Adopted Budget. This is a 20.8% increase. The majority of the increase was in the operating budget as reserve funds were budgeted to manage the facility.

**Programmatic Funding**

In June of 2014, the Commissioners Court directed Facilities Management to cancel the current property management contract with Sentinel and have the department assume operations of 700 Lavaca effective September 1, 2014. As a result, three building maintenance worker positions were added to the fund’s budget (\$163,806 in personnel and \$9,120 in operating costs). In addition, an operating budget of \$1,654,441 was approved that will allow for FMD to manage the various service contracts and building maintenance needs required to operate the building. In previous years’ budgets, the Auditor’s Office balanced revenue against certain building expenses. With Facilities Management taking over the day-to-day operations of the building, all revenues and expenses are directly budgeted in the fund.

In addition, TNR will be adding the building to its recycling program in FY 2015. Therefore, \$10,060 has been added to a TNR budget within the 700 Lavaca Fund for this purpose.

***Compensation and Benefits Funding***

The FY 2015 Adopted Budget includes additional resources totaling \$374 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 700 Lavaca Complex Fund budget contains modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$21 to the Fund.

In addition, the department moved \$2,175 from the personnel to the operating budget.

The decrease of \$855,587 to the Fund's Allocated Reserve was due to more funds being appropriated in the operating budget.

**Afterschool Youth Enrichment Services Fund (0149)  
Health and Human Services and Veterans Service (158)**

**Purpose**

---

This special fund was created in FY 2014 to consolidate funding for a grant through the OneStar Foundation for the Travis County CAPITAL AmeriCorps Project. This project provides after-school programming at schools throughout Travis County.

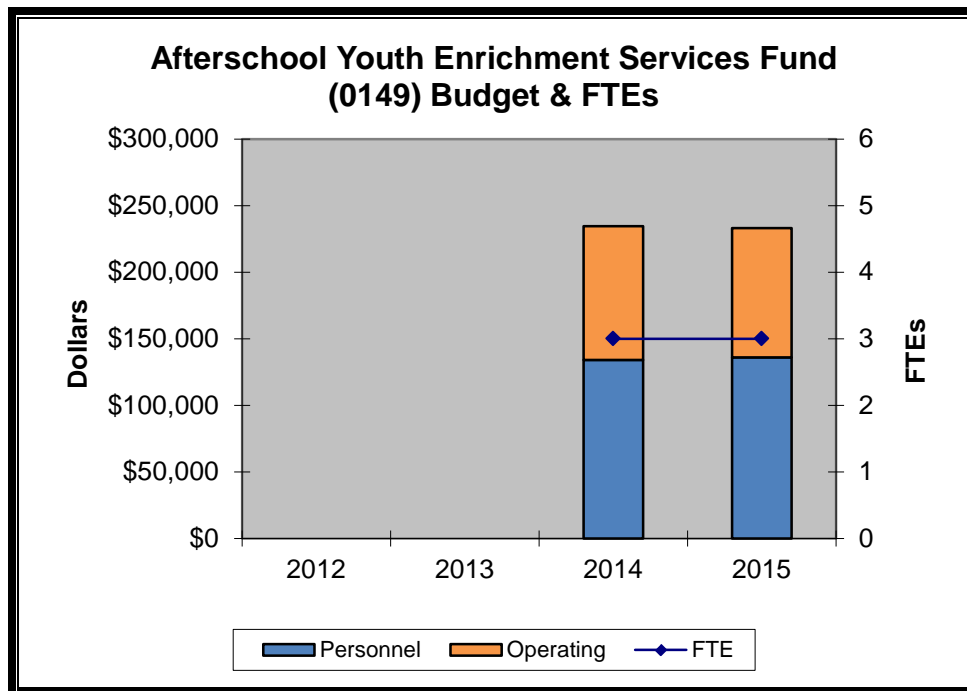
**Funding Source**

---

This fund receives revenue through contracts with such entities as the Austin Independent School District, Cedars International Academy, and the Boys and Girls Clubs of the Austin Area. FY 2015 revenue certified for the Afterschool Youth Enrichment Services Fund is \$233,195. This estimate consists of \$24,230 of beginning fund balance and \$208,965 of fee revenue.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$0	\$0	\$134,053	\$136,116	2,063
Operating	\$0	\$0	\$100,421	\$97,079	(3,342)
Total	\$0	\$0	\$234,474	\$233,195	(1,279)
FTEs			3.00	3.00	-



### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Afterschool Youth Enrichment Services Fund decreased by \$1,279 from the FY 2014 Adopted Budget. This is less than a 1% decrease. The operating budget decreased while the personnel budget increased.

#### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$3,646 for the Afterschool Youth Enrichment Services Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,122 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

#### Administrative and Other Funding Changes

The FY 2015 Afterschool Youth Enrichment Services Fund budget includes a one-time net decrease of \$7,162 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$32 to the Afterschool Youth Enrichment Services Fund.

A total of \$4,489 was transferred from the operating budget to personnel. In addition, there was a net increase of \$1,147 to the Fund's operating budget due to a projected increase in revenue for FY 2015. These funds will be used for after-school programming costs.

## Balcones Canyonlands Preservation Fund (0115) Transportation & Natural Resources (149)

### Purpose

The Balcones Canyonlands Preservation Fund was established to enable Travis County to meet its obligations and requirements under a Federal Endangered Species Act permit, jointly issued to the County and the City of Austin by the U.S. Fish and Wildlife Service. The fund also helps meet Travis County's obligations under an interlocal agreement with the City of Austin for the Balcones Canyonlands Conservation Plan (BCCP).

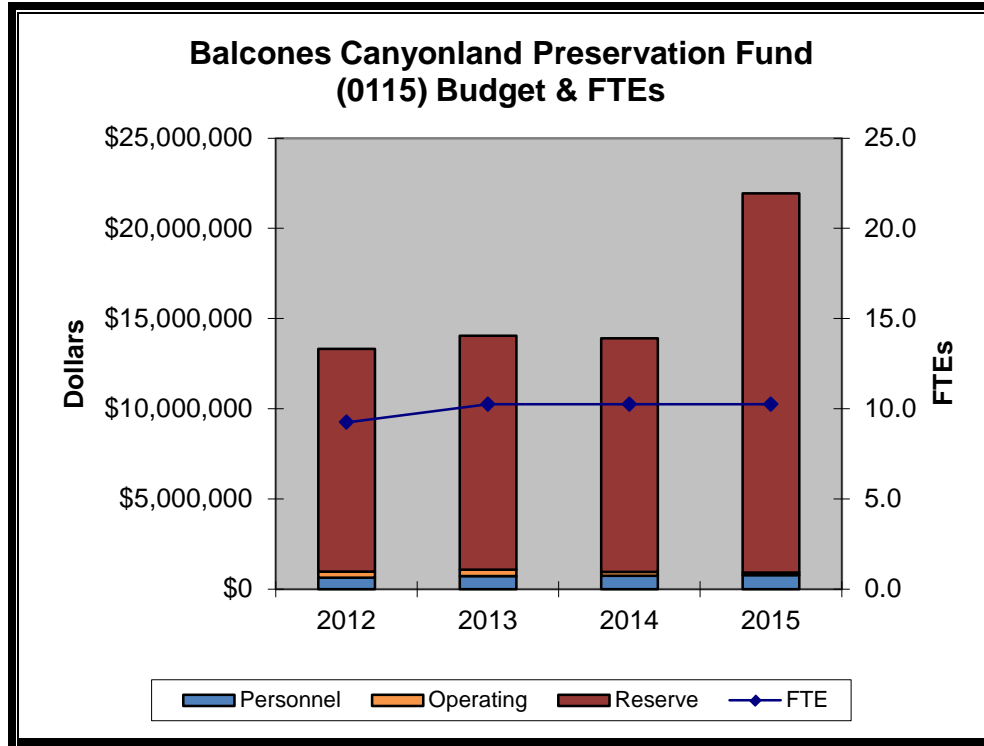
### Funding Source

A special fund was established for the Balcones Canyonlands Preserve in 1997. The fund derives its income from 50% of the revenue produced from issuance of participation certificates under the BCCP permit and from revenue generated by new construction on Balcones Canyonlands Preservation land. The City of Austin receives 50% of the fund's revenue to provide operating needs for habitat lands. Every year, property tax revenue derived from new construction on the Balcones Canyonlands Preservation land and revenue from the participation certificates is calculated to determine a transfer amount from the General Fund to the Balcones Canyonlands Preservation Fund.

For FY 2015, revenue certified for the Balcones Canyonlands Preservation Fund is \$21,943,796. This estimate consists of \$8,379,090 in beginning fund balance, \$184,995 in fee revenue, \$91,519 in investment income, \$121,998 from miscellaneous sources (e.g., developer contributions and rent revenue from cell phone towers), and \$13,166,194 from the General Fund transfer.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$638,424	\$734,948	\$752,961	\$793,210	\$ 40,249
Operating	\$346,040	\$357,924	\$208,521	\$135,471	\$ (73,050)
Reserve	\$12,333,118	\$12,955,072	\$12,955,424	\$21,015,115	\$ 8,059,691
Total	\$13,317,582	\$14,047,944	\$13,916,906	\$21,943,796	\$ 8,026,890
FTEs	9.25	10.25	10.25	10.25	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Balcones Canyonlands Preservation Fund increased by \$8,026,890 from the FY 2014 Adopted Budget. This is a 57.7% increase. The personnel and reserve budgets increased, while the operating budget decreased.

**Programmatic Funding**

For the FY 2015 Balcones Canyonlands Preservation Fund budget, funding was approved to complete a Golden-Cheeked Warbler Population Viability and Habitat Suitability Modeling Study. FY 2015 will be the final year of this study’s five-year data collection and analysis effort, co-funded by the City of Austin. This study helps TNR staff to predict golden-cheeked warbler population viability and inform management to influence population sustainability. For FY 2015, \$25,000 was added to the Balcones Canyonlands Preservation Fund operating budget on a one-time basis for the completion of this study.

A seasonal Natural Resources Technician was approved to provide temporary assistance for high priority field activities required under the Balcones Canyonlands Conservation Plan (BCCP) federal permit TE-788841-2, including listed bird surveys; karst surveys, cowbird, fire ant, feral hog, invasive plant control, and field data entry and management. This temporary position was approved for FY 2015 as a one-time personnel expense of \$22,489.



**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$12,470 for the Balcones Canyonlands Preservation Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$4,096 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

**Administrative and Other Funding Changes**

The FY 2015 Balcones Canyonlands Preservation Fund budget includes a one-time net decrease of \$878 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$361 to the Balcones Canyonlands Preservation Fund. One-time operating costs totaling \$98,050 were also removed from this fund for FY 2015.

The department submitted its budget with a \$1,711 increase in personnel costs due to a career ladder promotion for a park ranger position. In addition, the FY 2015 Adopted Budget included an increase of \$8,059,691 to this Fund's Allocated Reserve primarily due to an increase in the new construction value of properties within the boundaries of the BCP. Revenue generated from the new construction is added to the cumulative amount from the previous year to determine the current year's General Fund transfer amount. As previously mentioned, the General Fund transfer amount for this year totals \$13,166,194.

**Child Abuse Prevention Fund (0135)  
Health and Human Services and Veterans Service (158)**

**Purpose**

---

The 79<sup>th</sup> Texas Legislature approved the imposition of a fee paid upon conviction of certain child sexual assault and related offenses. The funds are designated to be used only to fund child abuse prevention programs in the county where the court is located.

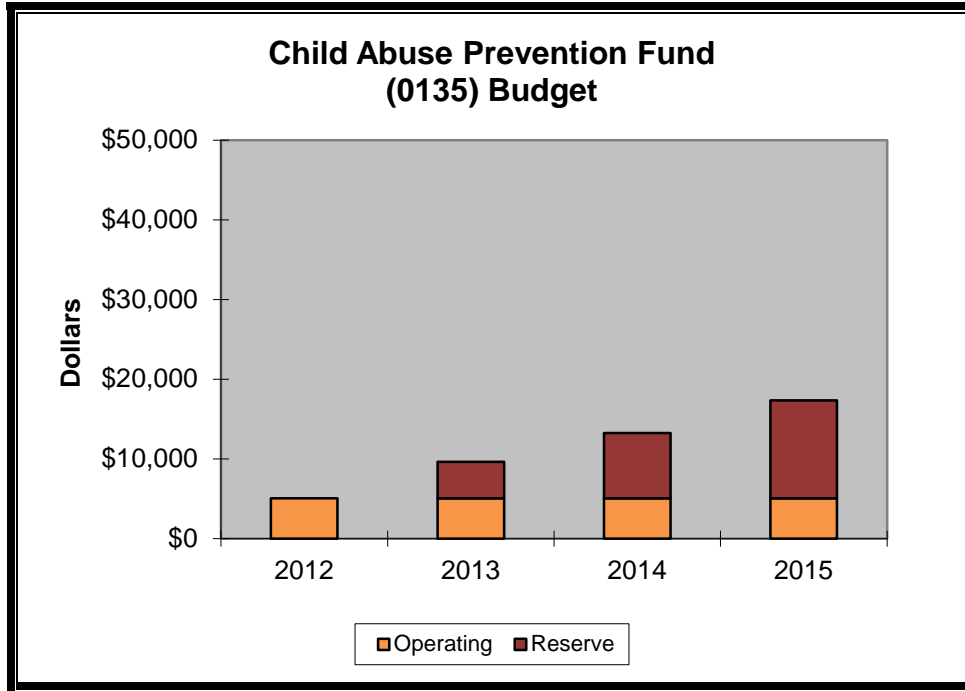
**Funding Source**

---

The Child Abuse Prevention Fund derives its income from a \$100 fee paid by defendants convicted of sexual offenses against a child. The Code of Criminal Procedure, Art. 102.0186 was amended to state that such funds should be deposited into a county Child Abuse Prevention Fund. 2015 revenue certified for the Child Abuse Prevention Fund is \$17,342. This estimate consists of \$13,994 of beginning fund balance and \$3,348 in charges for services.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Operating	\$5,050	\$5,050	\$5,050	\$5,050	-
Reserve		\$4,611	\$8,202	\$12,292	4,090
<b>Total</b>	<b>\$5,050</b>	<b>\$9,661</b>	<b>\$13,252</b>	<b>\$17,342</b>	<b>4,090</b>



**FY 2015 Adopted Budget**

---

**Summary of Changes**

The FY 2015 Adopted Budget for the Child Abuse Prevention Fund increased by \$4,090 from the FY 2014 Adopted Budget. This is a 30.9% increase in the operating budget.

**Programmatic Issues**

This Special Fund was first budgeted in FY 2008. The budget in this Special Fund has been allowed to grow to allow for it to be spent in a meaningful way in the near future. The funds in this budget will be used in conjunction with General Fund monies budgeted for child abuse prevention programs in Health and Human Services and Veterans Service.

**Administrative and Other Funding Changes**

The FY 2015 Child Abuse Prevention Fund budget includes an increase of \$4,090 to the Fund’s Allocated Reserve.

**County and District Clerk Records Management and  
Preservation Fund (0108)  
County Clerk (120)**

**Purpose**

---

This fund is for “records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk” (Section 118.025 of the Texas Local Government Code).

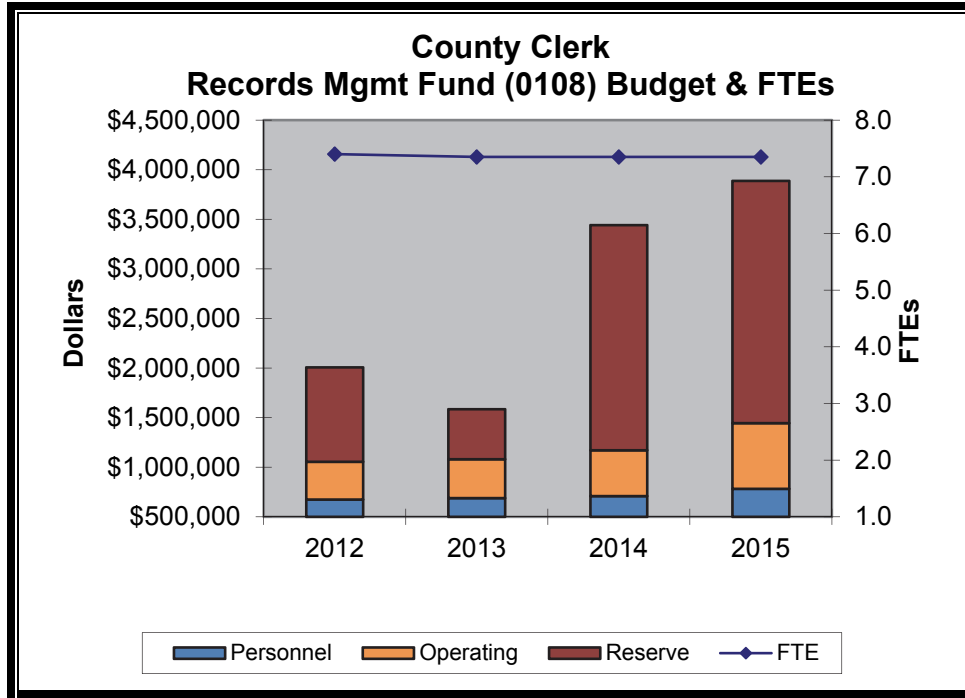
**Funding Source**

---

The Records Management and Preservation Fund derives its income from fees placed on certain court cases and legal transactions. FY 2015 revenue for the Records Management Fund (Fund 0108) is \$3,886,890, an increase of \$445,811 over FY 2014. This resulted from a \$2,064,304 beginning fund balance, \$9,927 in interest income and \$1,812,659 in projected charges for services. Of the total \$3,886,890 in the fund, \$1,444,292 is budgeted in the County Clerk’s Office for personnel and operating expenditures, and \$2,442,598 is budgeted in the Allocated Reserve for the fund. The additional revenue is the result of a filing fee increase approved in FY 2014.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$674,254	\$688,335	\$708,914	\$782,094	\$73,180
Operating	\$380,070	\$392,000	\$462,016	\$662,198	\$200,182
Reserve	\$952,567	\$504,743	\$2,270,149	\$2,442,598	\$172,449
<b>Total</b>	<b>\$2,006,891</b>	<b>\$1,585,078</b>	<b>\$3,441,079</b>	<b>\$3,886,890</b>	<b>\$445,811</b>
FTEs	7.40	7.35	7.35	7.35	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the County Clerk Records Management Fund increased by \$445,811 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 13% increase. The majority of the increase was in the operating budget.

**Programmatic Funding**

This special revenue fund provides resources for the County Clerk to improve the Records Management function of the department. Typically increases in this fund are related to technical infrastructure projects and one-time records related special projects. For FY 2015, \$140,148 was added to complete a planned remodel of the County Clerk’s records storage space. Also, the fund includes an additional temporary special project worker to assist with the implementation of several records related computer infrastructure projects. For FY 2015 there is an increase of \$51,868 in personnel and \$3,447 in operating costs associated with the temporary position.

Finally, \$55,000 has been added to provide specialized computer training for the County Clerk IT staff as well as \$10,000 in additional maintenance agreement costs for a recently implemented document management system.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$8,935 for the Records Management Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$2,750 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Records Management budget includes a one-time net increase of \$1,359 to account for employee medical insurance elections made during open enrollment for FY 2015. Additionally, there was a modification to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$145. Also the department reallocated \$8,413 from operating to personnel to absorb some staffing related costs for positions budgeted against the fund.

There was also an increase of \$172,449 to the Fund's Allocated Reserve.

## County Clerk Archival Fund (0129) County Clerk (120)

### Purpose

The Archival Fund supports the County's preservation and restoration services performed by the County Clerk in connection with maintaining a records archive. Funds are primarily budgeted in the County Clerk's Office, but the County Clerk provides resources to Records Management and Communications Management Department (RMCR) to assist with archive activities. A records archive is defined by statute to mean public documents filed with the County Clerk before January 1, 1990.

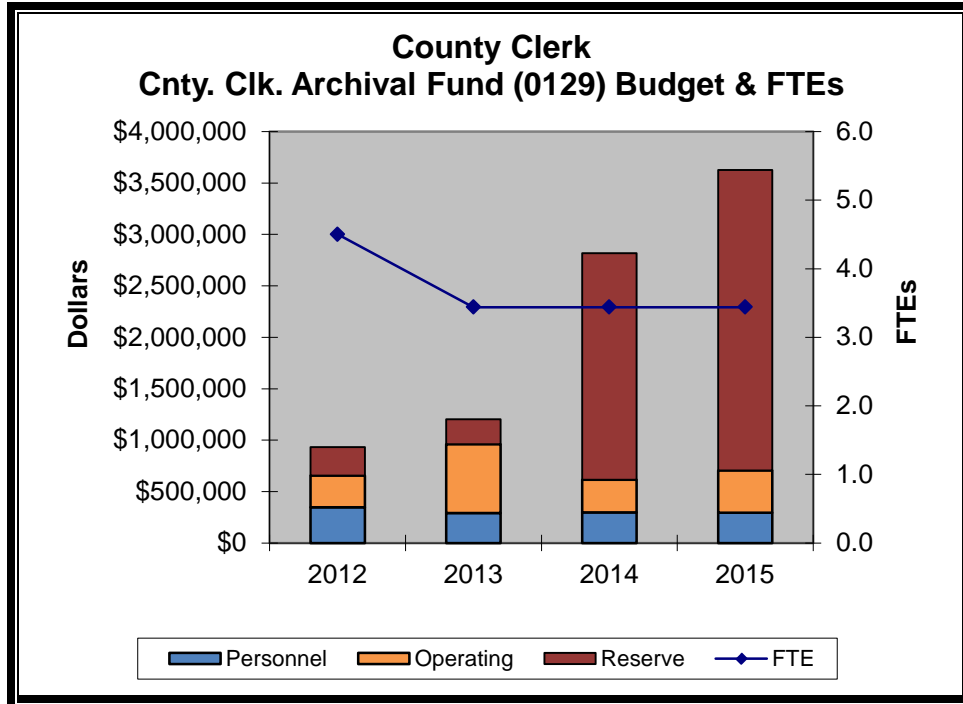
### Funding Source

The revenue for this fund derives from a records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk for recording or filing. The revenue certified for the entire fund in FY 2015 totals \$3,996,422. This is an increase of \$947,920 over the FY 2014 certified amount. This resulted from a \$2,217,877 beginning fund balance, \$1,770,572 in fees, and \$7,973 in investment income. The additional revenue is the result of a filing fee increase approved in FY 2014.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
<b>Personnel</b>					
County Clerk	\$348,518	\$292,220	\$297,175	\$295,163	(\$2,012)
RMCR	\$49,288	\$49,880	\$51,888	\$170,386	\$118,498
<b>Subtotal</b>	<b>\$397,806</b>	<b>\$342,100</b>	<b>\$349,063</b>	<b>\$465,549</b>	<b>\$116,486</b>
<b>Operating</b>					
County Clerk	\$307,692	\$667,702	\$317,599	\$408,675	\$91,076
RMCR	\$178,388	\$178,316	\$178,242	\$199,019	\$20,777
<b>Subtotal</b>	<b>\$486,080</b>	<b>\$846,018</b>	<b>\$495,841</b>	<b>\$607,694</b>	<b>\$111,853</b>
<b>Reserves</b>	<b>\$277,171</b>	<b>\$244,311</b>	<b>\$2,203,598</b>	<b>\$2,923,179</b>	<b>\$719,581</b>
<b>Total</b>	<b>\$1,161,057</b>	<b>\$1,432,429</b>	<b>\$3,048,502</b>	<b>\$3,996,422</b>	<b>\$947,920</b>
<b>FTEs*</b>	5.50	4.44	4.44	4.44	-

\*FTE count includes staff in both RMCR and the County Clerk's Office.



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Archival Fund increased by \$947,920 from the FY 2014 Adopted Budget, including CAR capital funding. This is a 31.1% increase. The majority of the increase was in the reserve for the fund.

### Programmatic Funding

In FY 2014, the filing fee that provides the basis for the revenue supporting the fund was increased. These funds are typically held to eventually fund large archive related capital or software projects. For FY 2015, there is an increase of \$137,832 consisting of \$116,985 for personnel costs and \$20,847 of operating costs to provide additional temporary employees for a document imaging special project in the Records Management & Communications Resources (RMCR) portion of the budget.

An additional \$90,000 has been budgeted to fund the replacement of the existing file management software used by the County Clerk’s Office to track the movement of records to and from the off-site location and when documents are checked in and out by internal and external customers.



***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$5,398 for the Archival Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,661 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Archival Fund budget includes a one-time net decrease of \$6,463 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$89. In addition, \$1,006 was moved from the fund's personnel budget to its operating budget to fund a variety of small inflationary expenses.

There was also an increase to the Fund's Allocated Reserve of \$719,581 to balance to the fund's estimated total revenue, which is higher due to the fee increase in FY 2014.

**Court Records Preservation Fund (0141)  
 Records Management & Communication Resources  
 (157)**

**Purpose**

---

The Courts Records Preservation Fund (Fund 0141) supports the preservation and restoration services performed by Records Management and Communication Resources (RMCR) through a filing fee in each civil case filed to be used for court record preservation for the courts in Travis County.

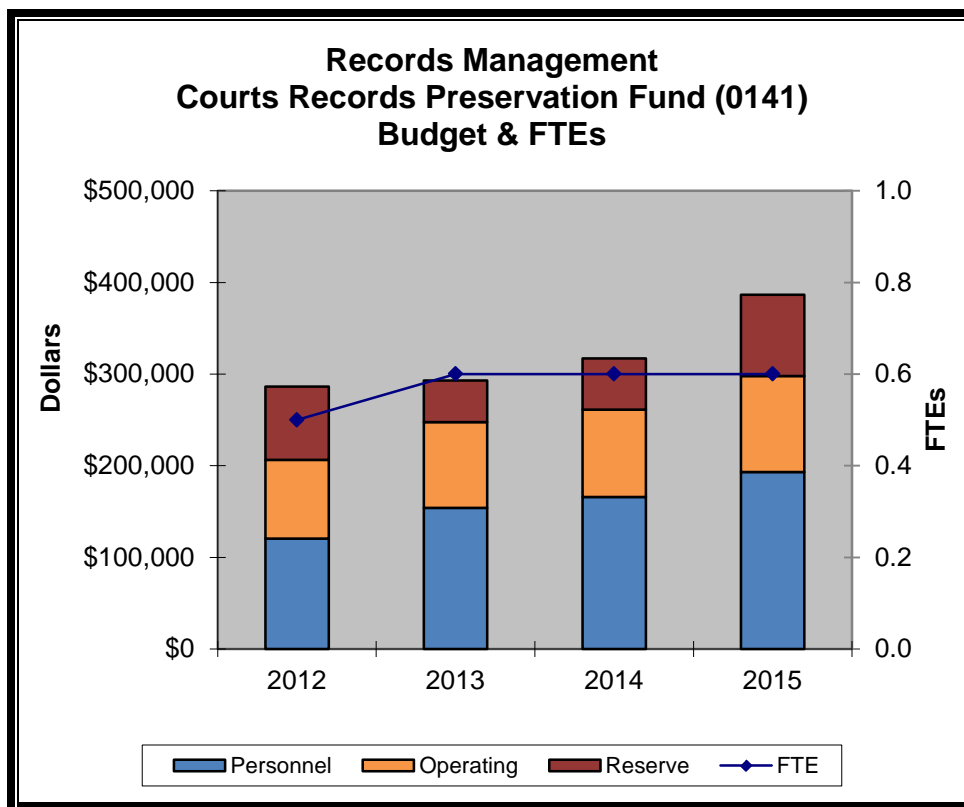
**Funding Source**

---

The Fund derives its income from filing fees in civil cases. FY 2015 revenue certified for the Courts Records Preservation Fund is \$386,699. This estimate consists of \$207,776 of beginning fund balance, \$ 178,056 of fee revenue, and \$867 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$120,366	\$154,007	\$165,713	\$193,013	\$27,300
Operating	\$86,194	\$93,707	\$95,486	\$104,980	\$9,494
Reserve	\$79,850	\$45,156	\$55,989	\$88,706	\$32,717
<b>Total</b>	<b>\$286,410</b>	<b>\$292,870</b>	<b>\$317,188</b>	<b>\$386,699</b>	<b>\$69,511</b>
FTEs	0.50	0.60	0.60	0.60	-



## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Courts Records Preservation Fund increased by \$69,511 from the FY 2014 Adopted Budget. This is a 21.9% increase. The majority of the increase was in the reserve budget.

### Programmatic Funding

Additional funding of \$69,244 for temporary employees to scan documents for the OnBase document management system (DMS) was added to the fund budget. Records Management is tasked with the conversion of all documents for the affected departments. RMCR will convert most of the documents as the DMS is rolled out to the County and District Clerk and County and District Attorney’s Offices in FY 2015.

In FY 2014, funding for a device to scan large format books was added to the budget. Additional operating funding of \$8,500 was added for a maintenance agreement to provide manufacturer support for the Digibook scanner.

Other small changes include the removal of \$41,489 in personnel funds for a one-time project worker position.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$245 for the Courts Records Preservation Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$224 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Courts Records Preservation Fund budget includes a one-time net increase of \$92 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$22 to the Courts Records and Preservation Fund.

In addition, the department moved \$994 from the personnel to the operating budget. There was also an increase of \$32,717 to the Fund's Allocated Reserve.

## Court Reporter Service Fund (0113)

### Civil Courts (122)

**Purpose**

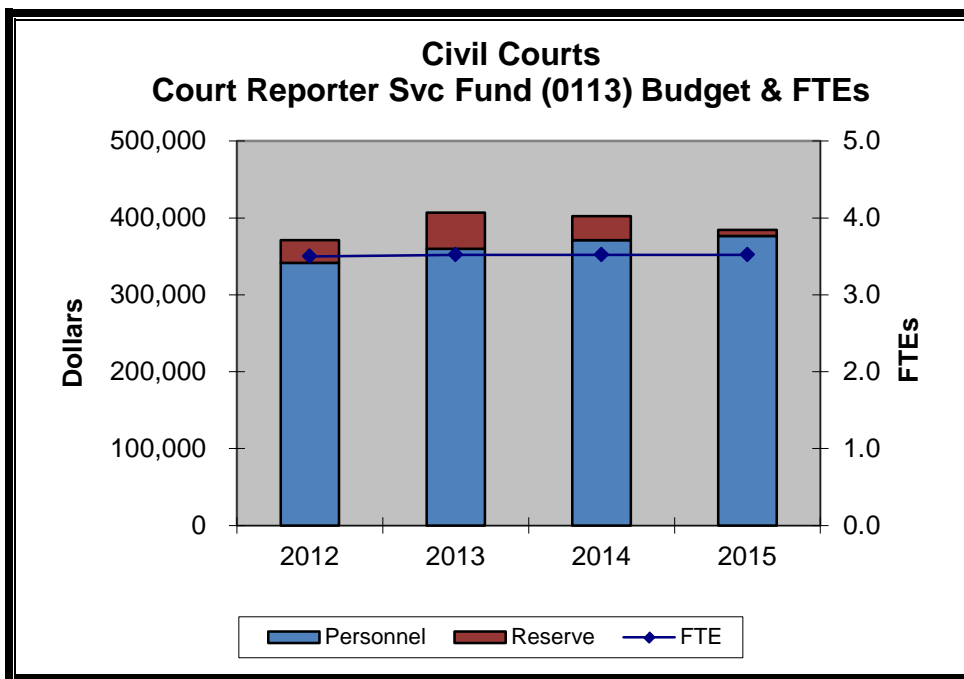
The Court Reporter Service Fund partially supports the County’s court reporting functions in the District and County Courts to assist in the payment of court reporter related services.

**Funding Source**

The Fund derives its income from a \$15 fee assessed on each civil case filed with the County and District Clerk. FY 2015 revenue certified for the Court Reporter Service Fund is \$384,617. This estimate consists of \$45,961 of beginning fund balance, \$338,365 of fee revenue, and \$291 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 341,441	\$ 359,913	\$ 371,114	\$ 376,399	\$ 5,285
Reserve	\$ 29,697	\$ 46,834	\$ 31,333	\$ 8,218	\$ (23,115)
Total	\$ 371,138	\$ 406,747	\$ 402,447	\$ 384,617	\$ (17,830)
FTEs	3.50	3.52	3.52	3.52	-



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Court Reporter Service Fund decreased by \$17,830 from the FY 2014 Adopted Budget. This is a 4.4% decrease.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$4,279 for the Court Reporter Service Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,309 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

### ***Administrative and Other Funding Changes***

The FY 2015 Court Reporter Service Fund budget includes a one-time net decrease of \$204 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$99 to the Court Reporter Service Fund.

There was also a decrease of \$23,115 to the Fund's Allocated Reserve due to a decrease in revenue received from filing fees. The FY 2015 Allocated Reserve totals \$8,218.

<h2 style="margin: 0;">Courthouse Security Fund (0111)</h2> <h3 style="margin: 0;">Sheriff (137)</h3>
---

### Purpose

---

The Courthouse Security Fund is used to account for revenue and expenditures associated with security services in buildings that house a district or county court.

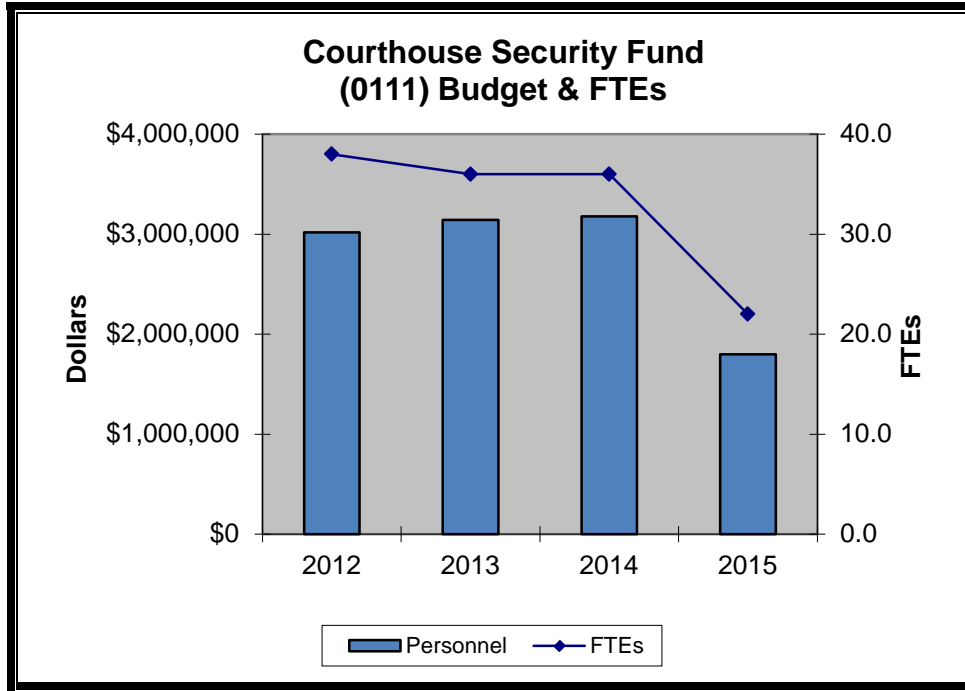
### Funding Source

---

Revenue is collected as a part of court cost fees. Expenditures are budgeted to cover the cost of security in courthouse buildings. Revenue generated by courthouse security related fees is insufficient to cover all the cost of such security services and the program is supplemented by an annual transfer from the General Fund. In FY 2015, total certified revenue from court cost fees is \$413,043. Additional resources include a beginning fund balance of \$97,489, investment income of \$6,403 and the General Fund transfer of \$1,282,232, resulting in the total of available resources for the fund of \$1,799,167.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 3,018,900	\$ 3,143,918	\$ 3,177,019	\$ 1,799,167	\$ (1,377,852)
Operating	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,018,900	\$ 3,143,918	\$ 3,177,019	\$ 1,799,167	\$ (1,377,852)
FTEs	38.00	36.00	36.00	22.00	(14.00)



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Courthouse Security Fund decreased by \$1,377,852 from the FY 2014 Adopted Budget. This is a 43.4% decrease. The decrease was in the personnel budget.

**Programmatic Funding**

The Courthouse Security Fund is primarily supported by a transfer from the General Fund. Under Governmental Accounting Standards Board (GASB) requirements, operating transfers cannot be more than 80% of the overall revenue of a special revenue fund. Since the non-transfer revenue has decreased, the transfer from the General Fund was decreased as well. Due to the reduction of the transfer and in overall fund revenue a total of 14 FTEs and \$1,399,146 have been removed from the Special Revenue Fund. No positions were eliminated and as a result of this reduction as there is a corresponding increase of 14 FTEs in the General Fund.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale and one step increase for Peace Officer Pay Scale (POPS) employees totaling \$17,541 for the Courthouse Security Fund. In addition, the FY 2015 Adopted Budget includes additional



resources totaling \$8,604 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Courthouse Security Fund budget includes a one-time net decrease of \$8,772 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$3,921 to the Courthouse Security Fund.

## Dispute Resolution Fund (0104)

### Dispute Resolution Center (136)

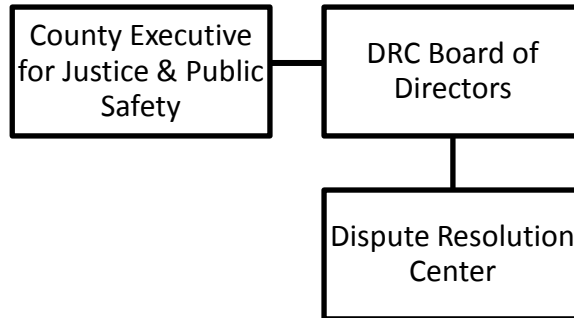
**Purpose**

---

The Dispute Resolution Center (DRC) is an independent, nonprofit organization that provides and promotes accessible, high-quality dispute resolution services for all people in the Travis County area.

The goals of the department are:

- A. Provide low cost, accessible dispute resolution services to all people in Travis County.
- B. Reduce docket loads of County, District, Municipal and Probate Courts.
- C. Teach people how to peacefully resolve their disputes.



**Funding Source**

---

The Fund derives its income from the Alternative Dispute Resolution (ADR) fee that is charged in certain civil cases filed in the Travis County Court System. FY 2015 revenue certified for the Dispute Resolution Fund is \$422,155. This estimate consists of \$5,235 of beginning fund balance, \$334,871 of fee revenue, \$384 of investment income and an \$81,665 transfer from the General Administration Department in the General Fund.

**Key Program Statistics**

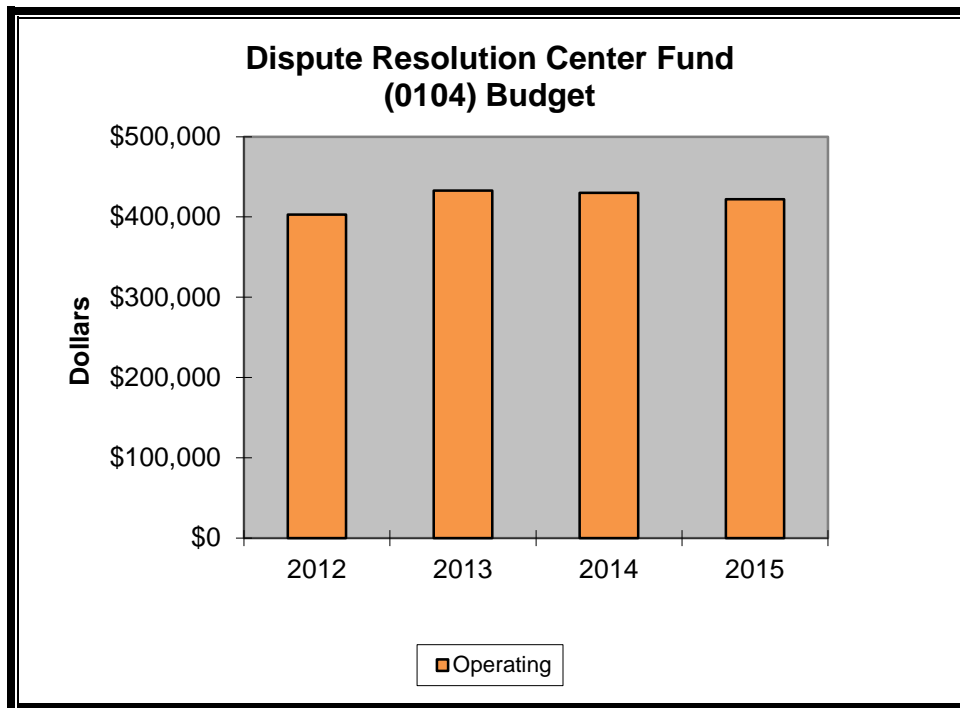
Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Number of People Served:				
• Training Services	186	180	233	200
• ADR Services	2,660	2,641	3,000	2,800
• # ADR Services	336	363	410	400
Estimated Savings to Travis County through Diverted Court Cases	\$2,532,432	\$2,613,600	\$2,850,000	\$2,800,000
% Cases Diverted from Court	75%	72%	72%	72%

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
% Court Related Referrals	82%	80%	76%	76%
% Clients Satisfied with Mediation	96%	97%	97%	97%

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$ 402,830	\$ 432,843	\$ 429,972	\$ 422,155	\$ (7,817)
Total	\$ 402,830	\$ 432,843	\$ 429,972	\$ 422,155	\$ (7,817)

\* Prior budgets indicated that the Dispute Resolution Center has 7 FTE. However, the personnel count for this department is not directly funded by Travis County. Previous budgets have been restated to 0 FTE.



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Dispute Resolution Center decreased by \$7,817 from the FY 2014 Adopted Budget. This is a 1.8% decrease. The majority of the decrease was due to less fee revenue.

***Programmatic Funding***

The Dispute Resolution Center accepts referrals from the Courts to resolve certain disputes outside the court system. Trials and lawsuits can be avoided with successful mediation of these cases and therefore save Travis County funds. The department reports that their revenue is decreasing while administrative costs, such as benefits, are increasing. The DRC says that the revenue loss is from reduced civil filings and fewer training opportunities. However, the department reports ADR sessions and training sessions are projected to rise in the future due to legislative changes. For FY 2015, an increased transfer of \$81,665 from Travis County's General Fund was maintained for a second year in order to stabilize the fund to allow the DRC to better plan for their expenses.

## District Clerk Records Management Fund (0127) District Clerk (121)

### Purpose

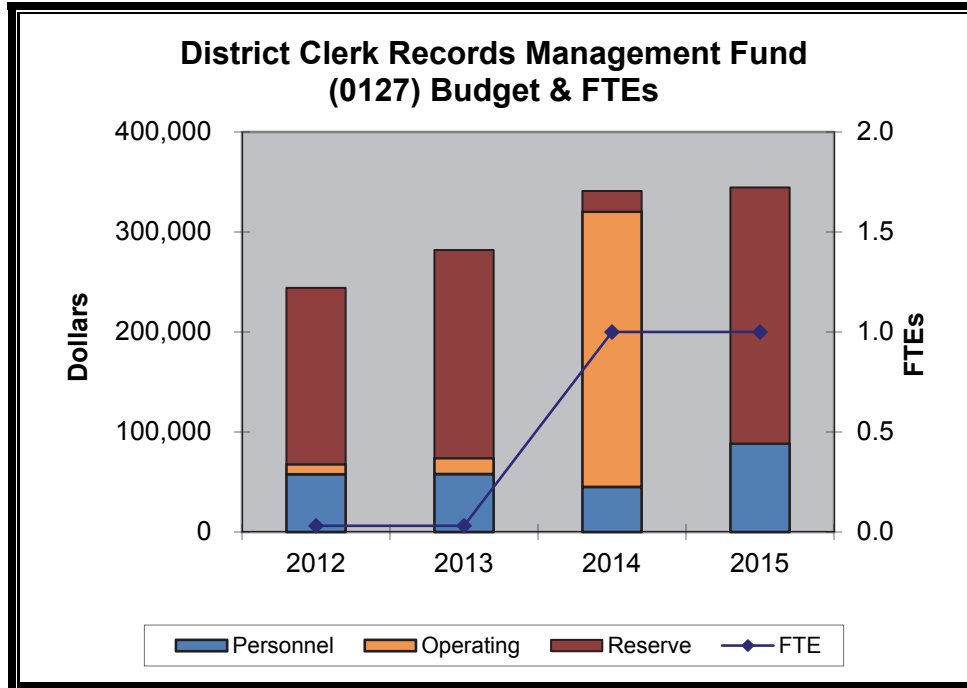
The District Clerk Records Management Fund was established in 2004 based on House Bill 1905 passed by the 78th Texas Legislature. This fund is supported by a \$5 fee for records management and preservation that became effective on January 1, 2004. The fund is dedicated to records management and preservation services performed by the District Clerk after documents are filed in the District Clerk's Office.

### Funding Source

The Fund derives its income from fees placed on certain documents filed in the District Clerk's Office. FY 2015 revenue certified for the Records Management Fund is \$344,499. This estimate consists of \$262,198 of beginning fund balance, \$81,122 of fee revenue, and \$1,179 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 57,709	\$ 57,984	\$ 45,101	\$ 88,461	\$ 43,360
Operating	\$ 10,000	\$ 15,885	\$ 256,151	\$ -	\$ (256,151)
Reserve	\$ 176,427	\$ 208,114	\$ 39,727	\$ 256,038	\$ 216,311
Total	\$ 244,136	\$ 281,983	\$ 340,979	\$ 344,499	\$ 3,520
FTEs	-	-	1.00	1.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Records Management Fund increased by \$3,520 from the FY 2014 Adopted Budget. This is a 1.0% increase. While there was an increase in the personnel budget, there was a large shift in budgeted funds from the operating budget to the reserve.

**Programmatic Funding**

One-time FY 2014 operating costs totaling \$256,151 were removed from the Records Management Fund budget for FY 2015. The District Clerk opted not to spend the majority of these funds in FY 2014 and will determine how best to allocate them in FY 2015. In addition, \$41,916 in one-time personnel expenditures was added to the Records Management Fund for a Court Clerk Assistant special project worker.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,216 for the Records Management Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$374 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Records Management Fund budget includes a one-time net decrease of \$134 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$11 to the Records Management Fund. Finally, the District Clerk's Office reduced the Fund's personnel budget by \$1.

There was also an increase of \$216,311 to the Fund's Allocated Reserve to balance to the revenue estimate.

## District Court Records Technology Fund (0139) District Clerk (121)

### Purpose

The District Courts Records Technology Fund was established in 2009 by the 81st Texas Legislature with the passage of Senate Bill 1685. This fund is supported by a \$5 fee from the filing of a suit in the District Courts and became effective on October 1, 2009. Section 51.305(D) of the Texas Government Code requires the authorized fee to be used for “the preservation and restoration services of the district court records archive.”

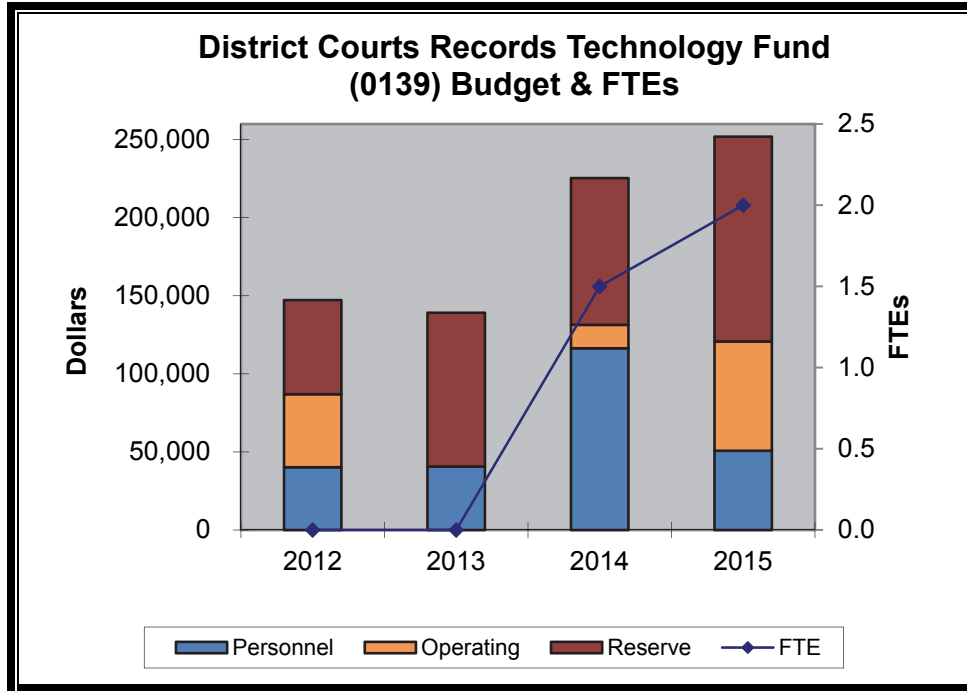
### Funding Source

The Fund derives its income from fees placed on certain documents filed in the District Clerk’s Office. FY 2015 revenue certified for the Records Technology Fund is \$251,864. This estimate consists of \$136,331 of beginning fund balance, \$114,936 of fee revenue, and \$597 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015- 2014
Personnel	\$ 40,184	\$ 40,658	\$ 116,377	\$ 50,725	\$ (65,652)
Operating	\$ 46,798	\$ -	\$ 15,000	\$ 70,000	\$ 55,000
Reserve	\$ 60,229	\$ 98,449	\$ 93,980	\$ 131,139	\$ 37,159
Total	\$ 147,211	\$ 139,107	\$ 225,357	\$ 251,864	\$ 26,507
FTEs	-	-	1.50	2.00	0.50





## FY 2015 Adopted Budget

### Summary of Changes

The FY 2015 Adopted Budget for the Records Technology Fund increased by \$26,507 from the FY 2014 Adopted Budget. This is an 11.8% increase. There was an increase in the operating budget as well as the reserve, while the personnel budget decreased.

### Programmatic Funding

One-time FY 2014 personnel costs of \$116,377 and operating costs of \$15,000 were removed from the Records Technology Fund budget for FY 2015. Additions to the budget included \$51,868 in one-time personnel expenditures and \$70,000 in one-time operating costs for a Law Library Assistant FTE. This was an existing part-time position that was converted to full-time midyear in FY 2014 at a net increase of 0.5 FTE. Although the funds were allocated on a one-time basis, this position may be continued in future years if sufficient funds are available.

### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,216 for the Records Technology Fund.

***Administrative and Other Funding Changes***

The FY 2015 Records Technology Fund budget includes a one-time net decrease of \$2,334 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$25 to the Records Technology Fund.

There was also an increase of \$37,159 to the Fund's Allocated Reserve to balance to the revenue estimate.

## Drug Court Program Fund (0131) Pretrial Services (142)

### Purpose

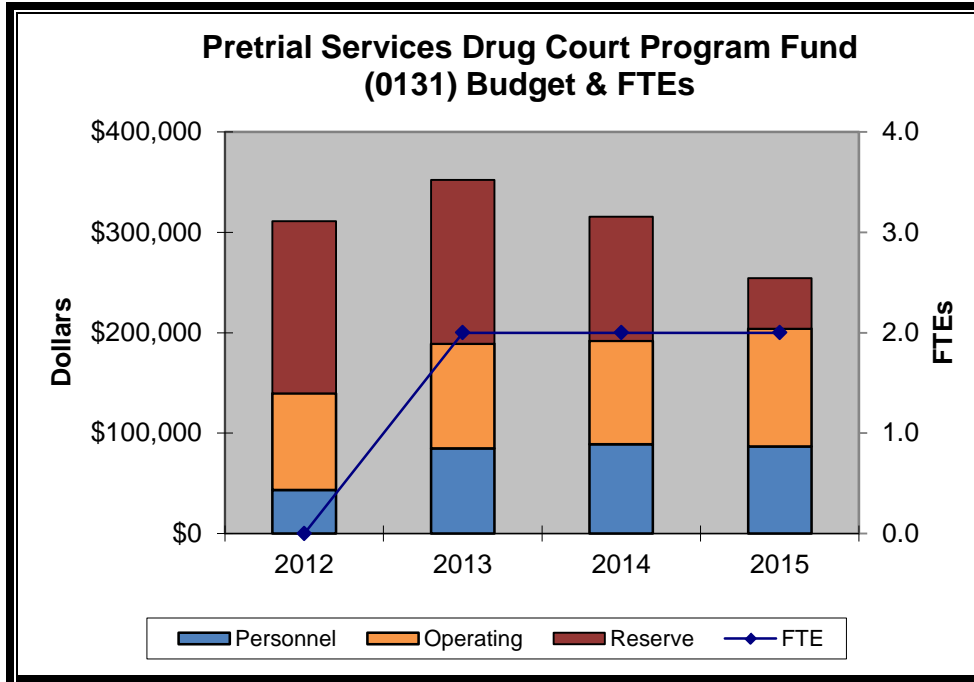
The Drug Court Program Fund is a fund to be used only for the drug court program. A fee on certain criminal convictions was effective in FY 2007. A portion of this fee is directed to the use of only the drug court program. In addition, existing Drug Court participant payments under Section 469 of the Health & Safety Code go to this fund.

### Funding Source

The Fund derives its income from a fee on certain criminal convictions as well as the Drug Court participant payments. FY 2015 revenue certified for the Drug Court Program Fund is \$254,340. This estimate consists of \$129,896 of beginning fund balance, \$123,773 of fee revenue, and \$671 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 43,557	\$ 84,889	\$ 89,280	\$ 86,697	\$ (2,583)
Operating	\$ 96,092	\$ 104,242	\$ 114,658	\$ 117,461	\$ 2,803
Reserve	\$ 171,511	\$ 163,311	\$ 111,822	\$ 50,182	\$ (61,640)
Total	\$ 311,160	\$ 352,442	\$ 315,760	\$ 254,340	\$ (61,420)
FTEs	1.00	2.00	2.00	2.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Drug Court Program Fund decreased by \$61,420 from the FY 2014 Adopted Budget. This is a 19.5% decrease. The majority of the decrease was in the Fund’s Allocated Reserve.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$2,431 for the Drug Court Program Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$748 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

**Administrative and Other Funding Changes**

The FY 2015 Drug Court Program Fund budget includes a one-time net decrease of \$2,940 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$19 to the Drug Court Program Fund.

There was also a decrease of \$61,640 to the Fund’s Allocated Reserve to balance to the revenue estimate.

<h2 style="margin: 0;">Elections Contract Fund (0128)</h2> <h3 style="margin: 0;">County Clerk (120)</h3>
---

### Purpose

---

The Elections Contract Fund is to fund all expenditures related to election services contracts. In 2003, the County entered into an agreement with the City of Austin whereby the County Clerk's Office will administer the City of Austin's elections. The County also has an agreement with Austin Community College and may enter into agreements with other local jurisdictions as required.

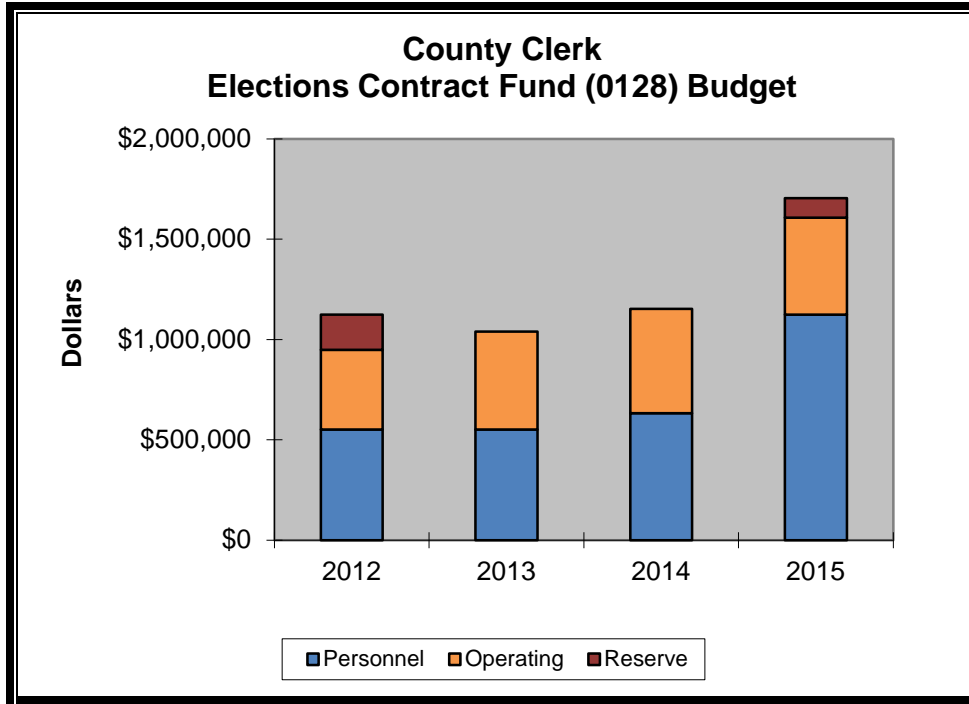
### Funding Source

---

The revenue for this fund derives from the reimbursement of election services provided by the county to other jurisdictions. For FY 2015, \$1,704,220 of revenue is certified in the fund. This is an increase of \$551,108 from the FY 2014 certified amount. The Auditor's Office has certified a beginning fund balance of \$164,363, a total of \$1,538,364 in charges for services, and \$1,493 in investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$551,017	\$551,869	\$633,219	\$1,123,434	\$490,215
Operating	\$573,375	\$488,084	\$519,893	\$483,930	(\$35,963)
Reserve	\$0	\$0	\$0	\$96,856	\$96,856
<b>Total</b>	<b>\$1,124,392</b>	<b>\$1,039,953</b>	<b>\$1,153,112</b>	<b>\$1,704,220</b>	<b>\$551,108</b>



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Elections Contract Fund increased by \$551,108 from the FY 2014 Adopted Budget. This is a 47.8% increase. The personnel and reserve budgets increased, while the operating budget decreased.

**Programmatic Funding**

As the fund derives its revenue from the number of elections that Travis County administers for other governments, the expenditures associated with the fund changes based on the number of elections in a given year. Based on a greater number of elections for FY 2015 that involve governments other than Travis County, expenditures for the fund increased by \$454,252. The personnel budget increased by \$490,215, but operating expenses actually decreased by \$35,963.

**Administrative and Other Funding Changes**

For FY 2015, the Fund includes an Allocated Reserve amount of \$96,856.

## Employee Health Benefit Fund (8956) Human Resources Management (111)

### Purpose

The goal for the employee health benefits plan and fund is to offer the most comprehensive health care benefits to employees of Travis County at the most reasonable cost to taxpayers.

### Funding Source

The Employee Health Benefits Fund is an internal service fund that derives its revenue from premium contributions paid by the County, employees, and retirees, COBRA premiums paid by persons who leave County employment, investment income, and rebates from pharmacy expenses. Under a new pharmacy benefit manager contract beginning in October 2014, rebates from pharmacy expenses will no longer be paid. Instead, a more transparent process involving the cost being charged at the point of sale will make rebates unnecessary. The only pharmacy rebate revenue expected in FY 2015 is related to the timing of receipt of rebates from the latter part of FY 2014.

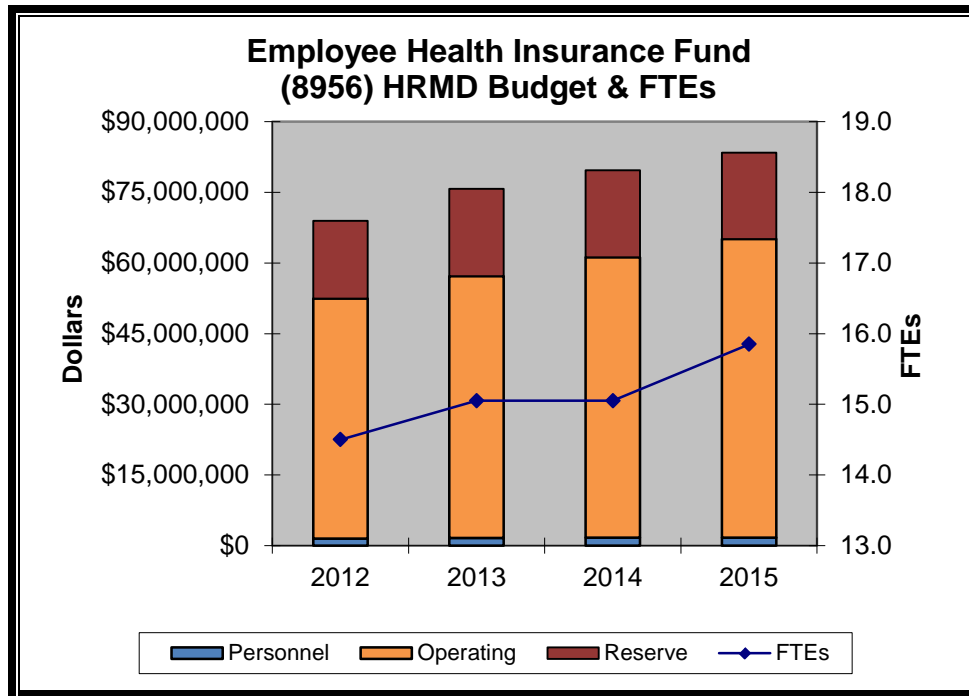
The County Auditor certifies the revenue in this fund. FY 2015 revenue certified for the Employee Health Benefits Fund is \$83,544,330. This estimate consists of \$19,651,631 of beginning fund balance, \$63,807,168 of premium contributions, pharmacy rebates and other miscellaneous revenue, and \$85,531 of investment income.

### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
# of employees, retirees, and COBRA participants enrolled in benefits during open enrollment	5,084	5,291	5,100	5,380
# of active/former employees assisted with benefits inquiries and issues (phone)	2,909	4,043	3,100	4,100
# of active/former employees assisted with benefits inquiries and issues (walk-in)	750	750	750	750
Premium audits	12	12	12	12
Claim audits	52	52	52	52

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$1,488,750	\$1,638,623	\$1,673,993	\$1,683,801	\$9,808
Operating	\$50,982,600	\$55,535,709	\$59,553,728	\$63,409,274	\$3,855,546
Reserve	\$16,487,686	\$18,562,124	\$18,455,273	\$18,332,980	(\$122,293)
Total	\$68,959,036	\$75,736,456	\$79,682,994	\$83,426,055	\$3,743,061
FTEs	14.50	15.05	15.05	15.55	0.50



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for Human Resources Management in the Employee Health Benefits Fund increased by \$3,743,061 from the FY 2014 Adopted Budget. This is a 4.7% increase. The majority of the increase was in the operating budget.

**Programmatic Funding**

In April 2014, Milliman, the County’s contract actuary for the plan, provided staff with the initial actuary report indicating a higher than budgeted trend, driven by an increase in the number of high cost claimants, higher than expected prescription drug costs, and the high claim costs of the County’s EPO Health Plan (the richest plan of three offered by the County).



At the same time, County staff were reviewing and analyzing responses to a Request for Proposals (RFP) for the provision of third party administration services, pharmacy benefit management (PBM) services, vision insurance, and stop loss insurance. The result of the RFP process yielded lower administration costs to the health plan, lower prescription costs, and a reduction in the overall cost of the vision plan for the County and the participants. The overall increase to the plan for FY 2015 is approximately 4%, down from the initial projection of 6%.

The TPA services contract includes a wellness allowance of \$150,000 per year, an on-site Health Coach for the duration of the contract, and a reduction to the administration fee. HRMD is working on developing a proposal for a major rescaling and restructuring of the County Wellness Program for Commissioners Court consideration in the coming months.

On July 1, 2014, Commissioners Court approved the health benefit plan that includes design changes that are required by the Patient Protection and Affordable Care Act. In addition, rates for employee premiums were increased and the structure of employee premiums was changed. In the past, employee only health care premiums were \$0 for the Co-EPO and the PPO, the low-range and mid-range health benefits plans. For FY 2015, the employee only premium for the PPO is set at \$10 per month. These changes were recommended by the Employee Benefits Committee to promote the long-term stability of the health plan. A total of \$3,925,546 was added to the budget for centralized medical insurance claim increases.

### ***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$12,225 for the Employee Health Insurance Fund. An additional \$600 in one-time resources was funded in this budget for a salary increase for an employee at the top of the pay grade (aka redline employee). In addition, the FY 2015 Adopted Budget includes additional resources totaling \$5,929 for an approximate 4% increase in the County's contribution for medical insurance benefit costs for the positions budgeted in this fund. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes for positions budgeted in this fund result a decrease of \$313 to the fund.

### ***Administrative and Other Funding Changes***

The FY 2015 Employee Health Insurance Fund budget includes a one-time net decrease of \$6,433 to account for employee medical insurance elections made during open enrollment for FY 2015. The department internally reallocated 0.3 FTE from the General Fund budget to the Risk Management Fund as part of its budget submission. This FTE increase was funded through the department's existing personnel budget in this fund. There was also a decrease of \$122,293 to the Fund's Allocated Reserve due to larger than anticipated prior year expenditures.

## Family Protection Fund (0130)

### District Attorney (123)

**Purpose**

---

In 2003, the Texas Legislature established an additional filing fee called the Family Protection Fee. The Legislature intended that the revenues collected be used to fund a nonprofit organization located in the county or an adjacent one that provides family violence prevention, intervention, mental health, counseling, legal, and marriage preservation services to families that have experienced or are at risk of experiencing family violence or child abuse or neglect.

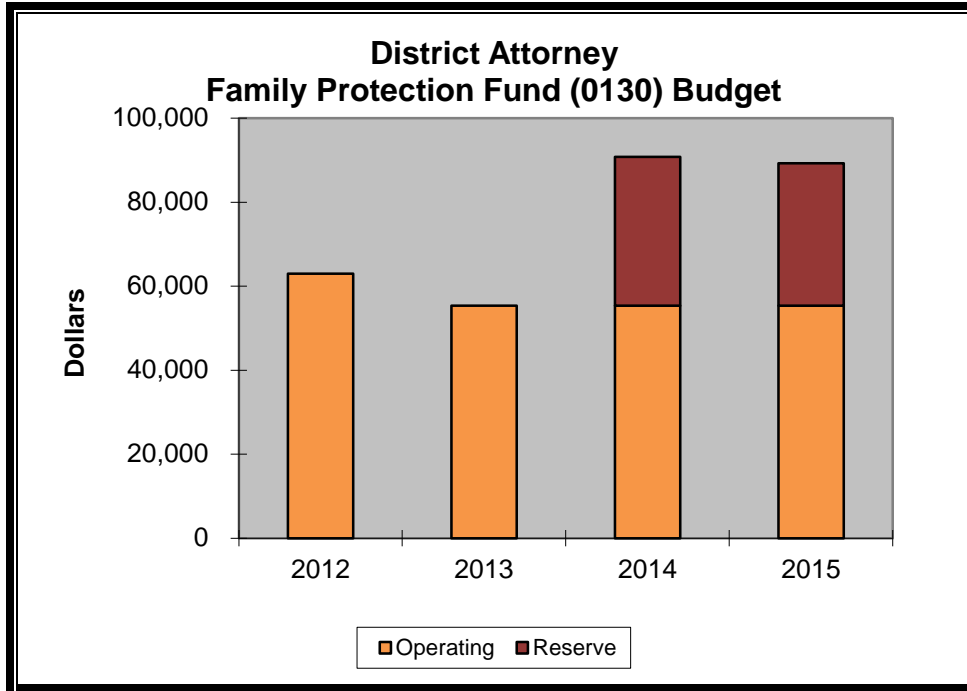
**Funding Source**

---

The Fund derives its income from fees which may be collected by county governments at the time a suit for dissolution of marriage is filed. FY 2015 revenue certified for the Family Protection Fund is \$89,258. This estimate consists of \$36,533 of beginning fund balance, \$52,602 of fee revenue, and \$123 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$ 62,954	\$ 55,324	\$ 55,324	\$ 55,324	\$ -
Reserve	\$ -	\$ -	\$ 35,462	\$ 33,934	\$ (1,528)
<b>Total</b>	<b>\$ 62,954</b>	<b>\$ 55,324</b>	<b>\$ 90,786</b>	<b>\$ 89,258</b>	<b>\$ (1,528)</b>



## FY 2015 Adopted Budget

---

### *Summary of Changes*

The FY 2015 Adopted Budget for the Family Protection Fund decreased by \$1,528 from the FY 2014 Adopted Budget. This change represents a 1.7% decrease.

### *Administrative and Other Funding Changes*

There was a decrease of \$1,528 to the Fund’s Allocated Reserve to balance to the revenue estimate.

## Fire Code Fund (0134)

### Emergency Services (147)

**Purpose**

---

The mission of the Travis County Fire Marshal’s Office is to protect and serve the citizens of Travis County within the constraints of State law and County policy. The Office is charged with fire prevention, which includes enforcing the Travis County Fire Code, Chapter 71 of the Travis County Code, conducting inspections related to citizen complaints, as well as conducting inspections of structures in the unincorporated areas of the county and municipalities when requested to do so (i.e. interlocal agreement), within a specified time frame. This includes schools, commercial buildings, day care centers, foster and adoptive homes, group homes, assisted living centers, nightclubs, apartments, fireworks stands, mass gatherings and many other facilities. Fee revenue from these inspections is placed in the Fire Code Fee Fund to support this activity.

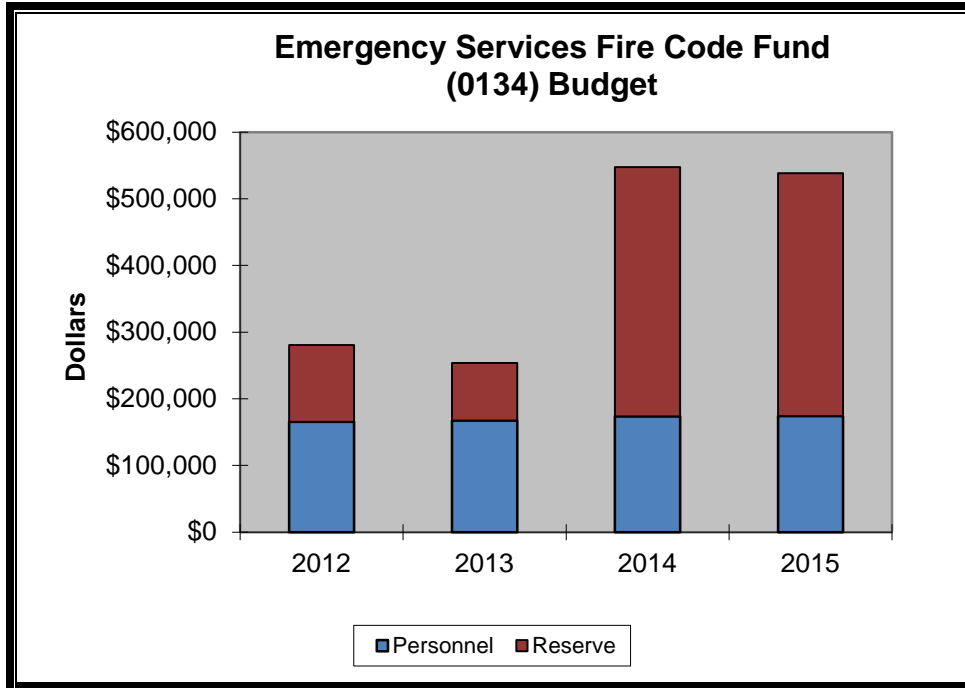
**Funding Source**

---

The revenue for the Fire Code Fund is based on fees to support the enforcement of the Fire Code, adopted by the Commissioners Court in 2005. The FY 2015 Adopted Budget for the Fire Code Fund includes a total budget of \$538,470, which is a \$9,103 decrease from FY 2014. The beginning fund balance is estimated at \$396,476. New fee revenue is estimated at \$140,000 and investment income is estimated at \$1,994.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$165,607	\$167,234	\$173,682	\$174,359	\$677
Reserve	\$115,145	\$86,340	\$373,891	\$364,111	(\$9,780)
<b>Total</b>	<b>\$280,752</b>	<b>\$253,574</b>	<b>\$547,573</b>	<b>\$538,470</b>	<b>(\$9,103)</b>



**FY 2015 Adopted Budget**

---

**Summary of Changes**

The FY 2015 Adopted Budget for the Fire Code Fee Fund decreased by \$9,103 from the FY 2014 Adopted Budget. This is a 1.7% decrease. While there was a small increase in the personnel budget, there was a large decrease in the reserve for the fund.

**Compensation and Benefits Funding**

The FY 2015 Adopted Budget includes additional resources totaling \$677 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

**Administrative and Other Funding Changes**

The FY 2015 Fire Code Fee Fund’s Allocated Reserve was decreased by \$9,780.

**Health Food Permits Fund (0138)**  
**Health and Human Services and Veterans Service (158)**

**Purpose**

---

The Texas Legislature authorized that counties may require the payment of a fee for issuing or renewing a permit related to the regulation of food service establishments. The Legislature intended that the revenues collected from these fees be used for conducting inspections and issuing permits for food service establishments. The budget in this Special Fund is used to assist in the payment of the Public Health interlocal with the City of Austin.

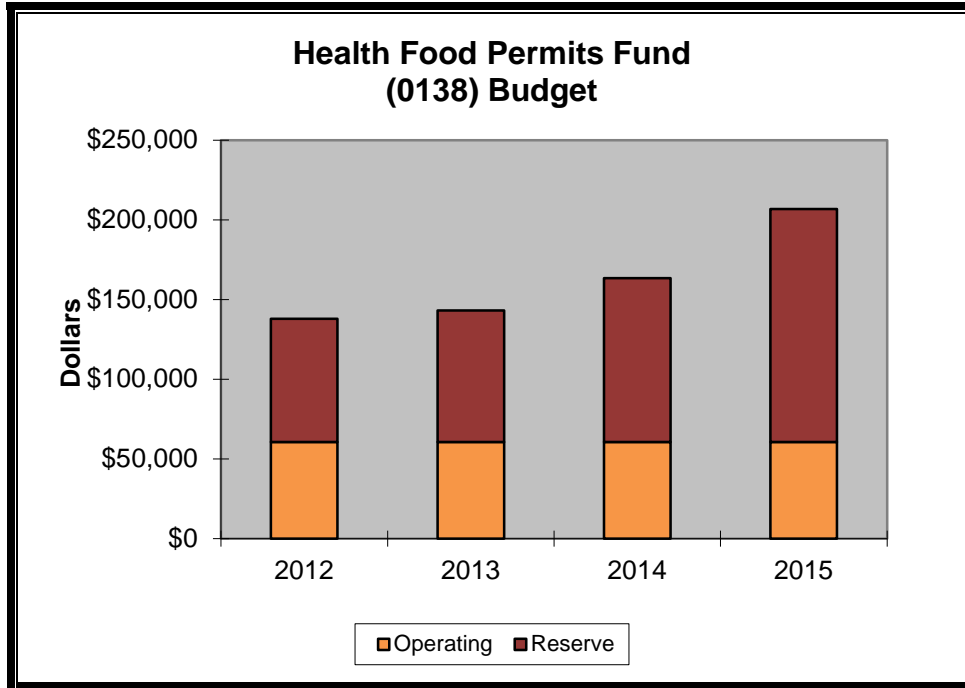
**Funding Source**

---

The Health and Food Permits Fund derives its income from food establishment fees, mobile food establishment permits, and temporary food establishment permits approved by the Commissioners Court. FY 2015 revenue certified for the Health Food Permits Fund is \$206,804. This estimate consists of \$126,923 of beginning fund balance, \$79,067 of fee revenue, and \$814 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Operating	\$60,600	\$60,600	\$60,600	\$60,600	-
Reserve	\$77,423	\$82,670	\$102,852	\$146,204	43,352
<b>Total</b>	<b>\$138,023</b>	<b>\$143,270</b>	<b>\$163,452</b>	<b>\$206,804</b>	<b>43,352</b>



**FY 2015 Adopted Budget**

---

***Summary of Changes***

The FY 2015 Adopted Budget for the Health Food Permits Fund increased by \$43,352 from the FY 2014 Adopted Budget. This is a 26.5% increase in the operating budget.

***Administrative and Other Funding Changes***

The FY 2015 Health Foods Permits Fund budget includes an increase of \$43,352 to the Fund’s Allocated Reserve.

## Judiciary Fee - Probate Fund (0124) Probate Court (125)

### Purpose

The Judiciary Fee Fund supports the statutory Travis County Probate Court and may be used only for court-related purposes. In Travis County, the Judiciary Fee Fund pays for the personnel and operating costs associated with the Probate Associate Judge.

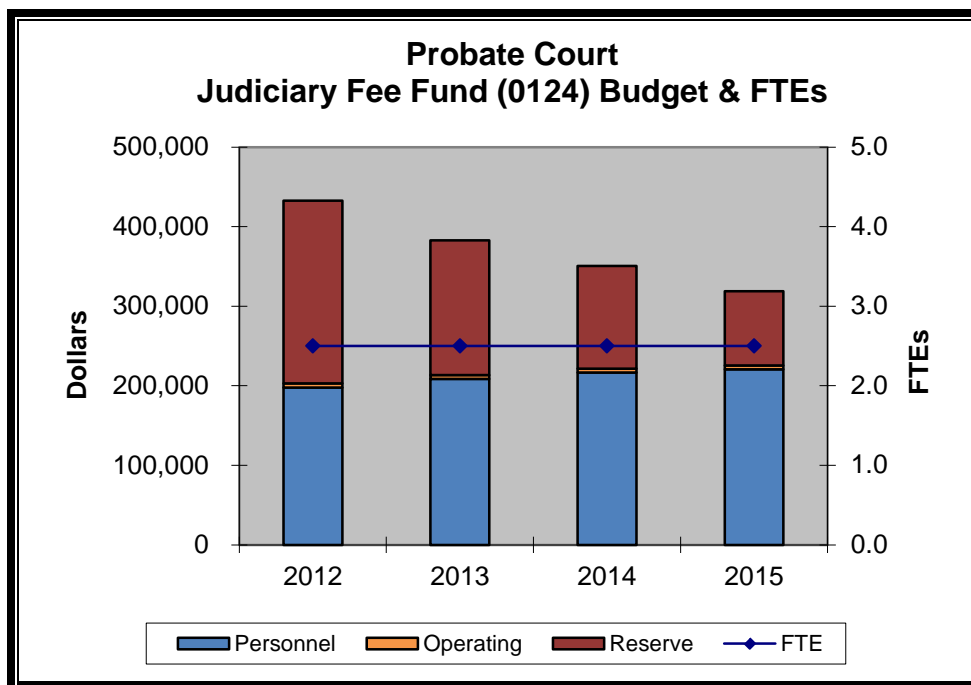
### Funding Source

The Fund derives its income from a \$40 filing fee for each probate, guardianship, mental health, or civil case filed in the court. FY 2015 revenue certified for the Judiciary Fee Fund is \$318,705. This estimate consists of \$160,038 of beginning fund balance, \$158,000 of fee revenue, and \$667 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 197,806	\$ 208,527	\$ 216,782	\$ 220,754	\$ 3,972
Operating	\$ 4,956	\$ 4,956	\$ 4,871	\$ 4,871	\$ -
Reserve	\$ 229,827	\$ 169,224	\$ 128,947	\$ 93,080	\$ (35,867)
Total	\$ 432,589	\$ 382,707	\$ 350,600	\$ 318,705	\$ (31,895)
FTEs	2.50	2.50	2.50	2.50	-





**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Judiciary Fee Fund decreased by \$31,895 from the FY 2014 Adopted Budget. This is a 9.1% decrease. The personnel budget increased while the Fund’s Allocated Reserve decreased.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$2,431 for the Judiciary Fee Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$935 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

**Administrative and Other Funding Changes**

The FY 2015 Judiciary Fee Fund budget includes a one-time net increase of \$659 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result a decrease of \$53 to the Judiciary Fee Fund.

There was also a decrease of \$35,867 to the Fund’s Allocated Reserve due to a decrease in revenue received from filing fees. The FY 2015 Allocated Reserve totals \$93,080.

## Justice Court Building Security Fund (0136)

### Justices of the Peace, Precincts 1-5 (126-130)

**Purpose**

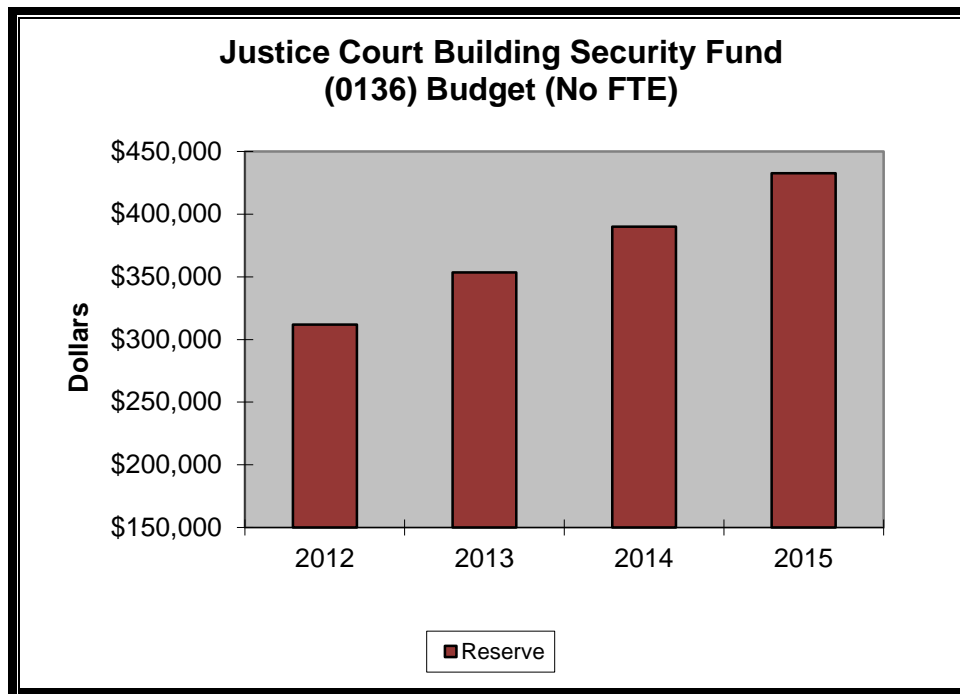
The 79<sup>th</sup> Texas Legislature passed HB 1934, which allows for the collection of an additional \$1 security fee as a cost of court, to be placed in a Justice Court Building Security Fund. The funds are to be used to provide security services for a justice court located in a building that is separate and apart from the county courthouse.

**Funding Source**

For FY 2015, the County Auditor has certified a beginning fund balance of \$393,267, \$37,716 in fee income, and \$1,672 in investment income for a total of \$432,655.

**Adopted Budgets FY 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Reserve	\$311,778	\$353,460	\$390,116	\$432,655	\$ 42,539
<b>Total</b>	<b>\$311,778</b>	<b>\$353,460</b>	<b>\$390,116</b>	<b>\$432,655</b>	<b>\$ 42,539</b>



***Summary of Changes***

The FY 2015 Adopted Budget for the Justice Court Building Security Fund increased by \$42,539 from the FY 2014 Adopted Budget. This is a 10.9% increase.

## Justice Court Technology Fund (0125)

### Justices of the Peace, Precincts 1-5 (126-130)

**Purpose**

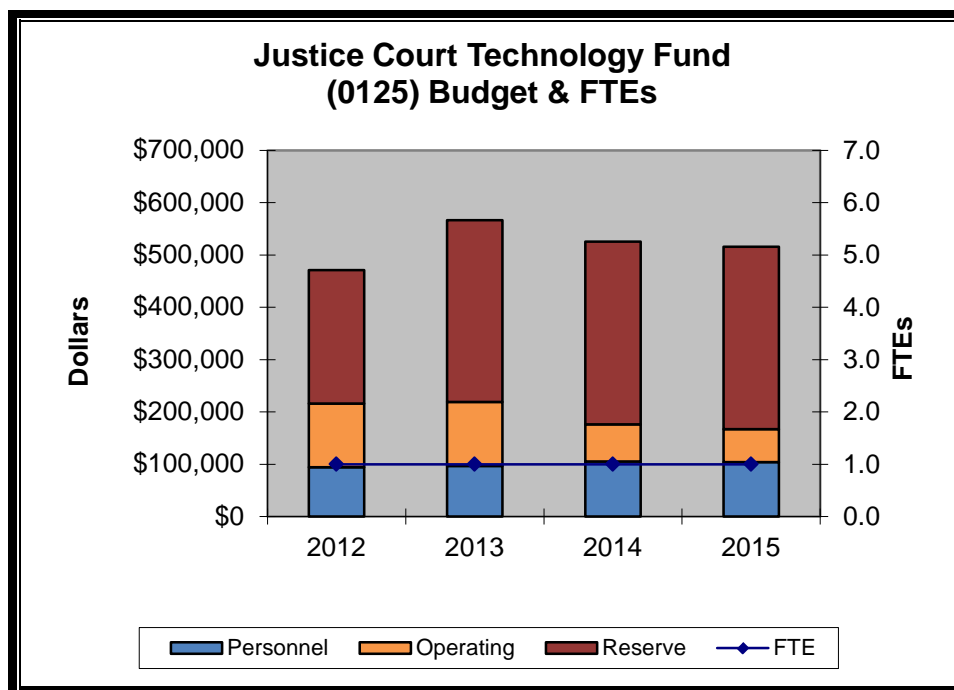
The Justice Court Technology Fund supports the technology enhancement needs of the Travis County Justice Courts.

**Funding Source**

For FY 2015, the County Auditor has certified \$358,598 in beginning fund balance, \$155,835 in fee income, and \$1,611 in investment income for a total of \$516,044.

**Adopted Budgets FY 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 94,036	\$ 96,810	\$ 105,058	\$ 104,306	\$ (752)
Operating	\$ 122,117	\$ 122,566	\$ 71,153	\$ 62,832	\$ (8,321)
Reserve	\$ 255,218	\$ 347,410	\$ 349,263	\$ 348,906	\$ (357)
<b>Total</b>	<b>\$ 471,371</b>	<b>\$ 566,786</b>	<b>\$ 525,474</b>	<b>\$ 516,044</b>	<b>\$ (9,430)</b>
FTEs	1.00	1.00	1.00	1.00	-



**Summary of Changes**

The FY 2015 Adopted Budget for the Justice Court Technology Fund decreased by \$9,430 from the FY 2014 Adopted Budget. This is a 1.8% decrease. The majority of this decrease is found in the Fund's operating budget.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,218 for the Justice Court Technology Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$374 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

**Programmatic Issues**

The Justice Court Technology Fund can be used to pay for the purchase of technological enhancements for a justice court including personnel, computer systems, networks, hardware and software, imaging systems, electronic ticket writers, and docket management systems. For FY 2015, \$29,240 was added to the operating budget for one-time replacement computers. One-time operating costs of \$38,538 from FY 2014 were removed. The FY 2015 budget for this fund was also submitted \$2,472 below the target budget level due to savings in personnel costs. In addition, \$977 was added in the operating budget for Justice of the Peace, Precinct Two for the purchase of an annual subscription to Clear Investigator. This valuable research tool assists the Court in locating defendants on older cases and assists on the "Notice of Continuing Obligation" cases as well.

**Administrative and Other Funding Changes**

The FY 2015 Justice Court Technology Fund budget includes a one-time net increase of \$154 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$26 to the Justice Court Technology Fund. There was also a decrease of \$357 to the Fund's Allocated Reserve.

## Juvenile Case Manager Fund (0137) Justices of the Peace, Precincts 1-5 (126-130)

### Purpose

The Commissioners Court created the Juvenile Case Manager Fund in 2005 to carry out the purposes of the Code of Criminal Procedure Article 45.056, to improve school attendance and prevent juvenile crime.

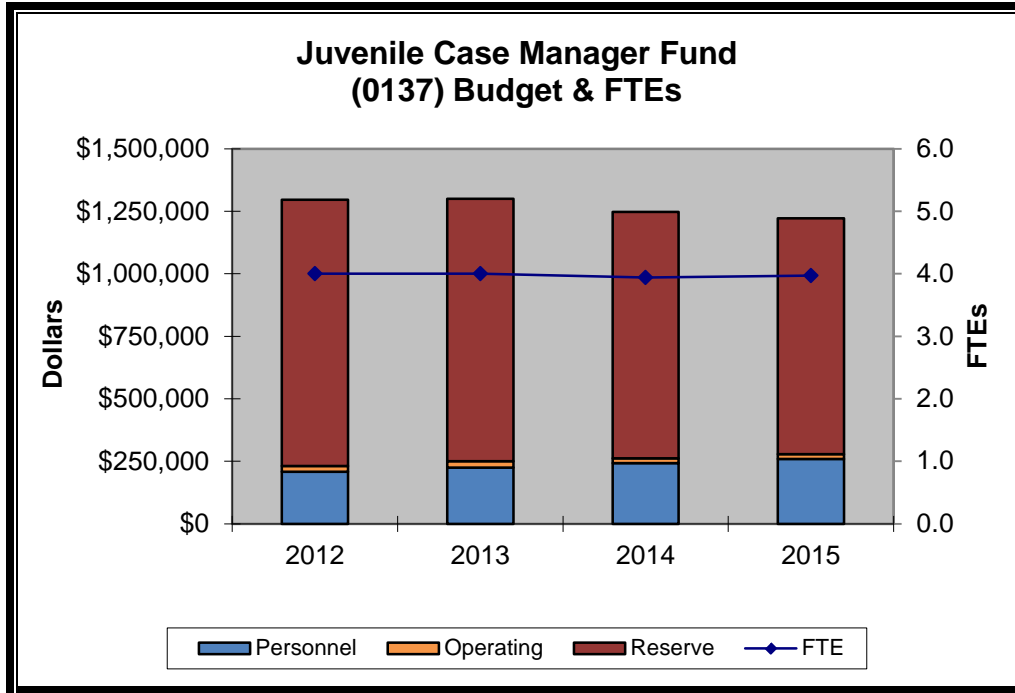
The 79<sup>th</sup> Texas Legislature passed HB 1575, which allows for the collection of a juvenile case manager fee, not to exceed \$5, as a cost of court to be placed in a Juvenile Case Manager Fund. The funds are to be used to fund the costs of a Juvenile Case Manager (JCM), to assist the court in administering the court's juvenile docket and in supervising its court orders in juvenile cases. In addition, the JCM may provide prevention services to a child considered at risk and intervention services to juveniles engaged in misconduct before cases are filed.

### Funding Source

For FY 2015, the County Auditor has certified \$1,020,765 in beginning fund balance, \$196,409 in fee income, and \$4,609 in investment income for a total of \$1,221,783.

### Adopted Budgets FY 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 208,155	\$ 224,367	\$ 242,541	\$ 259,167	\$ 16,626
Operating	\$ 23,063	\$ 26,486	\$ 19,992	\$ 19,981	\$ (11)
Reserve	\$ 1,065,671	\$ 1,049,902	\$ 984,916	\$ 942,635	\$ (42,281)
Total	\$ 1,296,889	\$ 1,300,755	\$ 1,247,449	\$ 1,221,783	\$ (25,666)
FTEs	4.00	4.00	3.94	3.97	0.03



**Summary of Changes**

The FY 2015 Adopted Budget for the Juvenile Case Manager Fund decreased by \$25,666 from the FY 2014 Adopted Budget. This is a 2.1% decrease. The personnel budget increased while the operating and reserve budgets decreased.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$4,885 for the Juvenile Case Manager Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,485 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

**Programmatic Issues**

Precinct Three has experienced a significant increase in the truancy caseload and the multitude of mental health and socioeconomic issues facing students and families entering the office’s truancy docket. The FY 2015 Adopted Budget includes a reclassification of a Juvenile Case Manager to a Social Worker. This reclassified position will focus on the JP3’s Juvenile Case Management program to provide more assessment, counseling, and training to benefit the family and the student as well as the expertise and qualifications needed to adequately address these increasing concerns. A total of \$7,930 in employee salary and benefits was added to the Juvenile Case Manager Fund for this reclassification.

***Administrative and Other Funding Changes***

The FY 2015 Juvenile Case Manager Fund budget includes a one-time net increase of \$1,669 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$356 to the Juvenile Case Manager Fund.

Adjustments made to the target budget by the Justice of the Peace precincts resulted in an increase of \$5 to the personnel budget and a decrease of \$11 to the operating budget. A total of \$296 was added to Precinct Three's budget to account for longevity costs and county retirement contributions. There was also a decrease of \$42,281 to the Fund's Allocated Reserve due to reported decreases in fee income and investment income for this fund.



## Juvenile Deferred Prosecution Fund (0114) Juvenile Probation (145)

### Purpose

---

The Juvenile Deferred Prosecution Fund is restricted for specific juvenile services. Traditionally the department holds the funds as a contingency for any funding cuts at the state level or from the Texas Juvenile Justice Department. In such a situation, the Juvenile Deferred Prosecution funds could be used for placement or other necessary juvenile services.

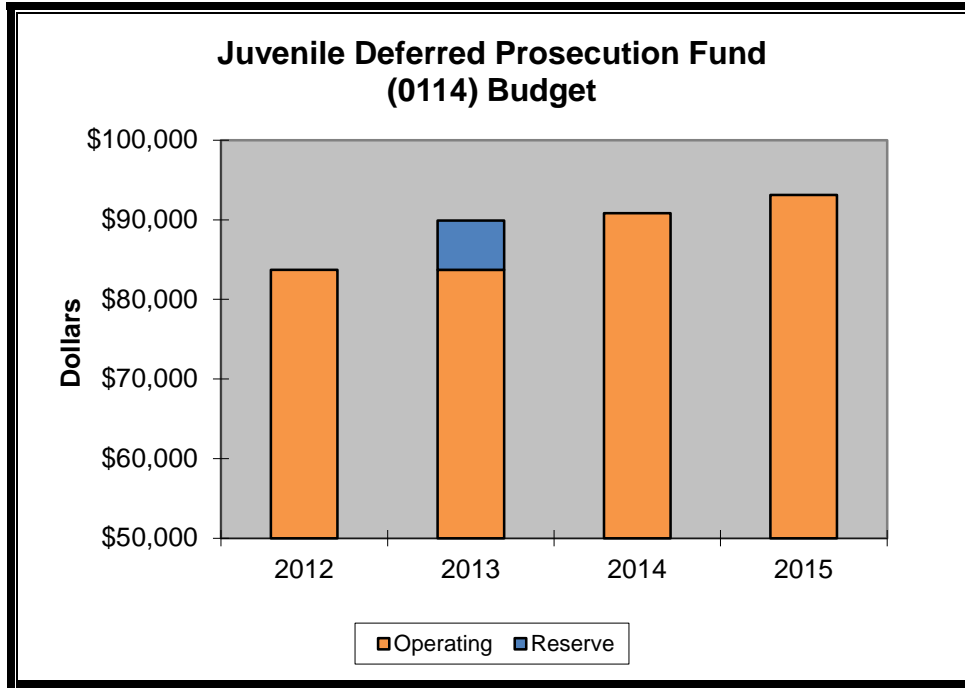
### Funding Source

---

The Juvenile Deferred Prosecution Fund derives its income from fees placed on juvenile deferred prosecution cases. FY 2015 revenue certified for the Juvenile Deferred Prosecution Fund is \$93,101. This estimate consists of \$90,163 of beginning fund balance, \$2,572 of fee revenue, and \$366 of interest income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$83,701	\$83,723	\$90,836	\$93,101	2,265
Reserve	\$0	\$6,182	\$0	\$0	-
Total	\$83,701	\$89,905	\$90,836	\$93,101	2,265



**FY 2015 Adopted Budget**

---

***Summary of Changes***

The FY 2015 Adopted Budget for the Juvenile Deferred Prosecution Fund increased by \$2,265 from the FY 2014 Adopted Budget. This is a 2.5% increase in the operating budget.

***Administrative and Other Funding Changes***

The FY 2015 Juvenile Deferred Prosecution Fund budget includes an increase of \$2,265 to the Fund’s operating budget.

## Juvenile Fee Fund (0106)

### Juvenile Probation (145)

**Purpose**

---

The Juvenile Fee Fund is used to provide services for juvenile probationers, such as sex offender treatment, counseling, or drug abuse treatment.

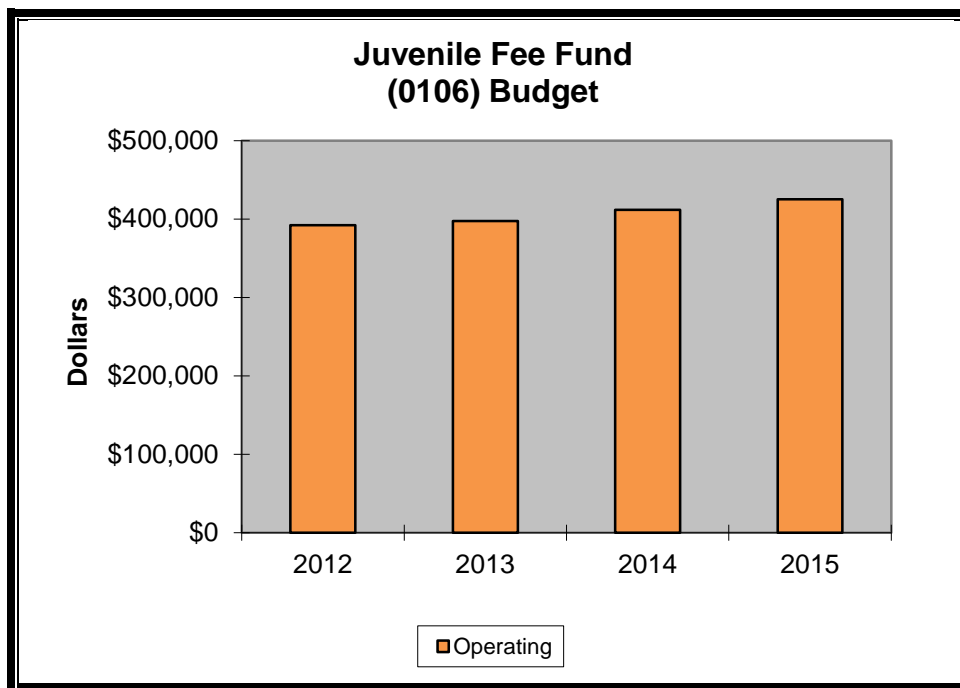
**Funding Source**

---

The Juvenile Fee Fund derives its income from fees placed on court-ordered probation cases. FY 2015 revenue certified for the Juvenile Fee Fund is \$425,434. This estimate consists of \$415,388 of beginning fund balance, \$8,284 of fee revenue, and \$1,762 of interest income.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$0	\$0	\$0	\$0	-
Operating	\$392,224	\$397,355	\$411,652	\$425,434	13,782
<b>Total</b>	<b>\$392,224</b>	<b>\$397,355</b>	<b>\$411,652</b>	<b>\$425,434</b>	<b>13,782</b>



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Juvenile Fee Fund increased by \$13,782 from the FY 2014 Adopted Budget. This is a 3.3% increase in the operating budget.

### ***Programmatic Issues***

Expenditures are not typically made out of this fund, and the department traditionally holds these funds as a contingency for any funding cuts at the state. In such a situation, the Juvenile Fee funds would be used for placement of juveniles or other necessary juvenile services.

### ***Administrative and Other Funding Changes***

There was an increase of \$13,782 to the Fund's operating budget due to a projected increase in revenue for FY 2015.

**Juvenile Justice Alternative Education Program Fund  
(0107)  
Juvenile Probation (145)**

**Purpose**

---

The Juvenile Justice Alternative Education Program (JJAEP) is a state mandated program that provides alternative education for juveniles in Travis County who have been expelled from the school system.

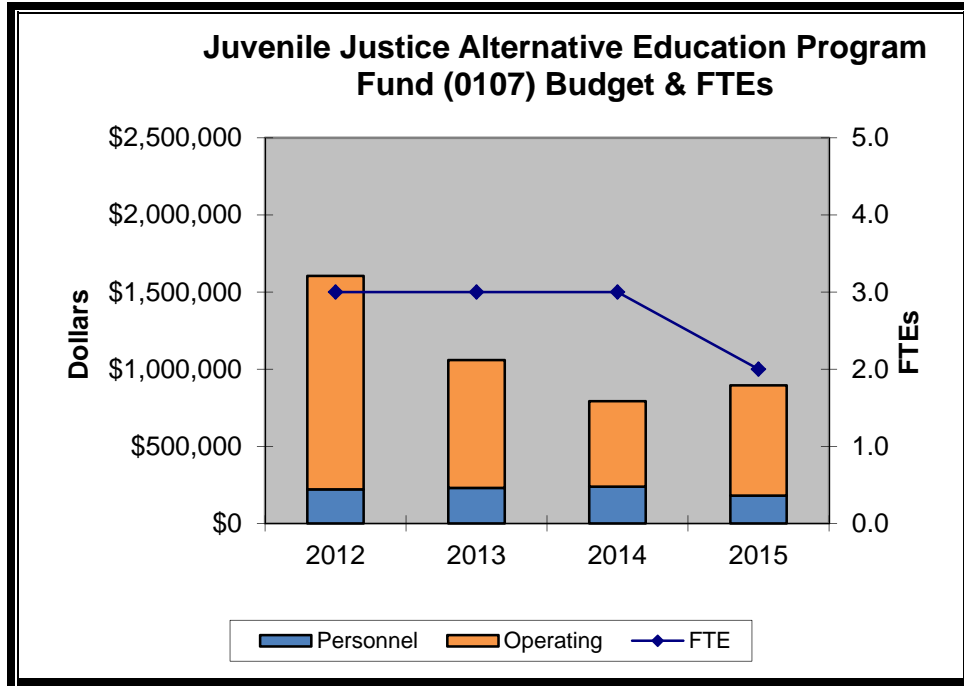
**Funding Source**

---

The Juvenile Justice Alternative Education Fund derives its income from funds from participating school districts and a transfer from the General Fund. FY 2015 revenue certified for the Juvenile Justice Alternative Education Program Fund is \$895,072. This estimate consists of \$604,990 of beginning fund balance, \$87,212 of fee revenue, \$3,765 of interest income, and a transfer from the General Fund of \$199,105.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$220,591	\$229,882	\$238,729	\$180,398	(58,331)
Operating	\$1,383,852	\$829,504	\$553,936	\$714,674	160,738
Total	\$1,604,443	\$1,059,386	\$792,665	\$895,072	102,407
FTEs	3.00	3.00	3.00	2.00	(1.00)



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Juvenile Justice Alternative Education Program Fund increased by \$102,407 from the FY 2014 Adopted Budget. This is a 12.9% increase. The operating budget increased while the personnel budget decreased.

**Programmatic Funding**

The Juvenile Probation Department transferred one position from the Juvenile Justice Alternative Education Program Fund to the General Fund in FY 2015. The affected position was previously budgeted in the General Fund but moved to the special revenue fund to perform Juvenile Justice Alternative Education Program services. The position will now resume work with court services in the General Fund. As a result of this move, a total of \$63,080 was transferred from the personnel budget to operating.

This fund pays the salary and operating costs for the Social Services Program Administrator and a Juvenile Probation Officer for the program. The General Fund transfer to this fund was increased by \$3,674 to account for increases to benefit rates and now totals \$195,431.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$3,674 for the Juvenile Justice Alternative Education Program Fund. In

addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,122 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Juvenile Justice Alternative Education Program Fund budget includes a one-time net decrease of \$246 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$199 to the Juvenile Justice Alternative Education Program Fund.

There was also an increase of \$97,658 to the Fund's operating budget due to a projected increase in revenue for FY 2015. These funds will be used for educational programming costs.

## Law Library Fund (0100)

### Records Management & Communication Resources (157)

#### Purpose

The Law Library Fund is established by the Texas Local Government Code. It is used to provide centralized orders and contracts and other legal materials to court litigants and the general public. The library is maintained for use by the general public, attorneys, judges as well as County employees.

#### Funding Source

The Fund derives its income through fees placed on civil court filings. FY 2015 revenue certified for the Law Library Fund is \$1,047,914. This estimate consists of \$266,361 of beginning fund balance, \$780,209 of fee revenue, and \$1,344 of investment income.

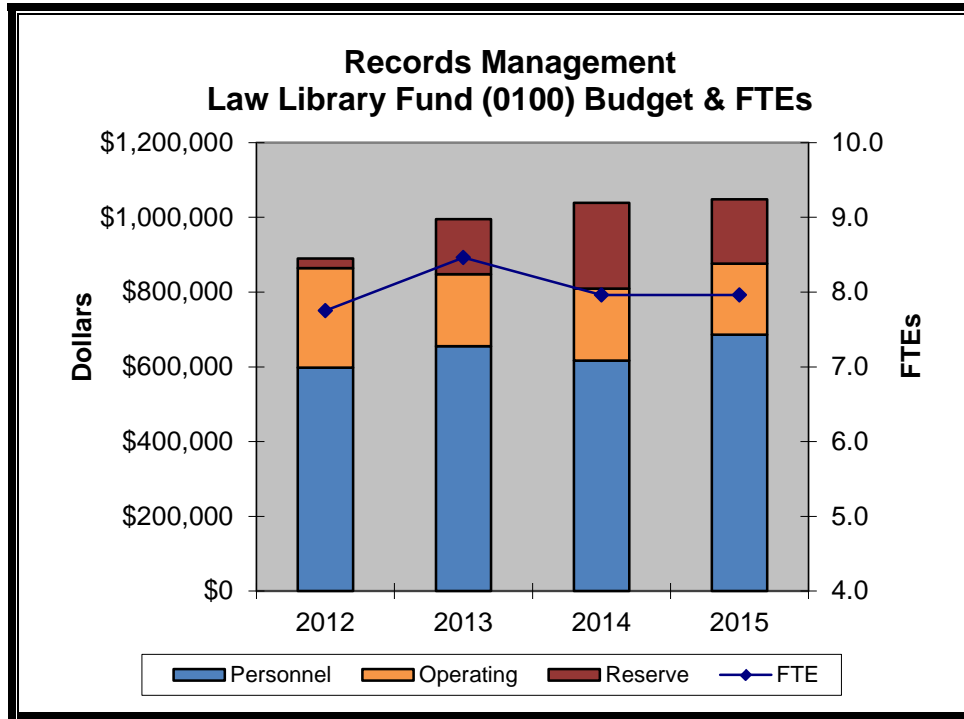
#### Key Program Statistics

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
Percentage of reference/research requests completed on day of inquiry	95%	97%	96%	96%
Number of patrons assisted	73,000	50,000	38,000	28,000
Percentage of materials processed and delivered within a week of arrival to keep existing sets current with new law and annotations	99%	99%	99%	99%
Number of patrons assisted by reference attorneys	4,400	3,566	4,042	4,192
Number of forms, brochures, web pages created or updated in English	100 pages	431 pages	280 pages	140 pages
Number of forms, brochures, web pages created, updated or translated into Spanish	30	143	165	165



**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$597,573	\$655,020	\$616,409	\$685,694	\$69,285
Operating	\$266,678	\$192,628	\$192,553	\$190,775	(\$1,778)
Reserve	\$25,970	\$147,455	\$229,707	\$171,445	(\$58,262)
Total	\$890,221	\$995,103	\$1,038,669	\$1,047,914	\$9,245
FTEs	7.75	8.46	7.96	7.96	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Law Library Fund increased by \$9,245 from the FY 2014 Adopted Budget. This is a less than 1% increase. The personnel budget increased while the operating and reserve budgets decreased.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$9,429 for the Law Library Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$3,445 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Law Library Fund budget includes a one-time net decrease of \$2,857 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$171 to the Law Library Fund.

There was a \$57,661 personnel increase to correct a salary for a position partially funded by the Law Library Fund. In addition, the department moved \$1,778 from the operating to the personnel budget.

There was also a decrease of \$58,262 to the Fund's Allocated Reserve due a small reduction in revenue.

<b>LCRA-TC Parks CIP Fund (0109)</b> <b>Transportation &amp; Natural Resources (149)</b>
---

**Purpose**


---

The Lower Colorado River Authority-Travis County Parks Capital Improvements Projects (LCRA-TC Parks CIP) Fund provides for the design and construction of capital improvements in accordance with the schedule for construction in the approved Master Park Plan. It also provides for major repair and replacement due to those occurrences described in the LCRA-Travis County Park Lease Agreement.

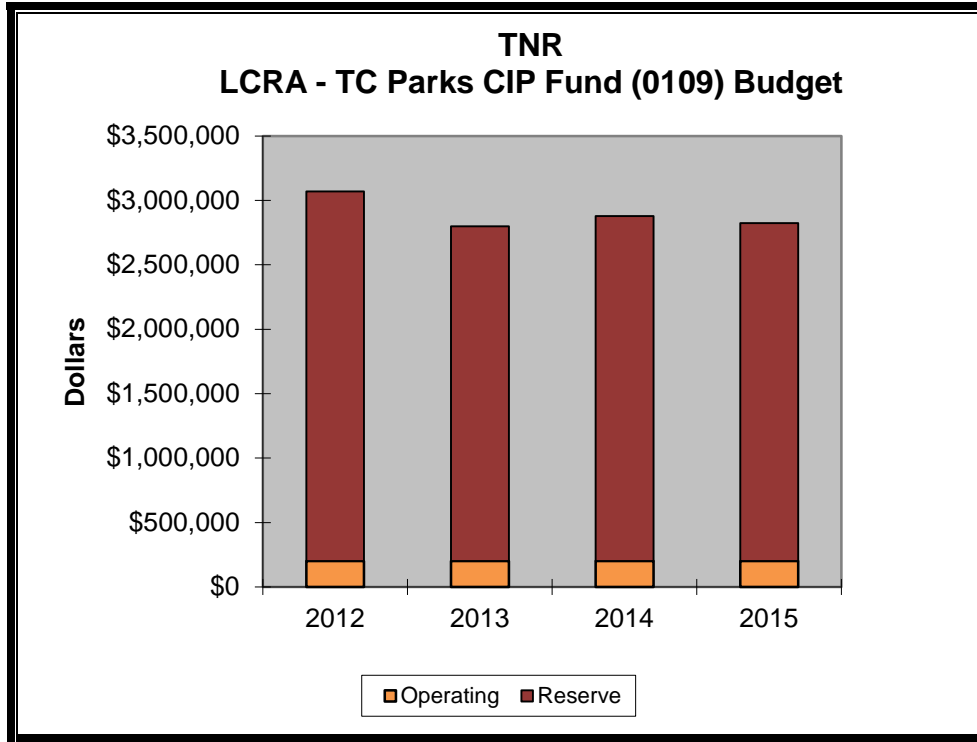
**Funding Source**


---

The source of funding for the LCRA-TC Parks CIP Fund is the day-use fees charged to visitors of the LCRA-owned, county-managed parks. According to the lease agreement, no less than 15% and no more than 50% of all park revenues may be put into this fund. Travis County currently deposits 15% of park revenues into the fund. For FY 2015, revenue certified for the LCRA-TC Parks CIP Fund totals \$2,823,078. This estimate consists of \$2,685,026 of beginning fund balance, \$125,411 of fee revenue, and \$12,641 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015- 2014</b>
Operating	\$200,000	\$200,000	\$200,000	\$200,000	\$0
Reserve	\$2,869,103	\$2,598,301	\$2,677,693	\$2,623,078	(\$54,615)
<b>Total</b>	<b>\$3,069,103</b>	<b>\$2,798,301</b>	<b>\$2,877,693</b>	<b>\$2,823,078</b>	<b>(\$54,615)</b>



## FY 2015 Adopted Budget

---

### Summary of Changes

The FY 2015 Adopted Budget for the LCRA-TC Parks CIP Fund decreased by \$54,615 from the FY 2014 Adopted Budget. This is a 1.9% decrease.

## Mary Quinlan Park Fund (0123)

### Transportation & Natural Resources (149)

**Purpose**

---

The Mary Quinlan Park Fund provides funds for improvements at the Mary Quinlan Travis County Park.

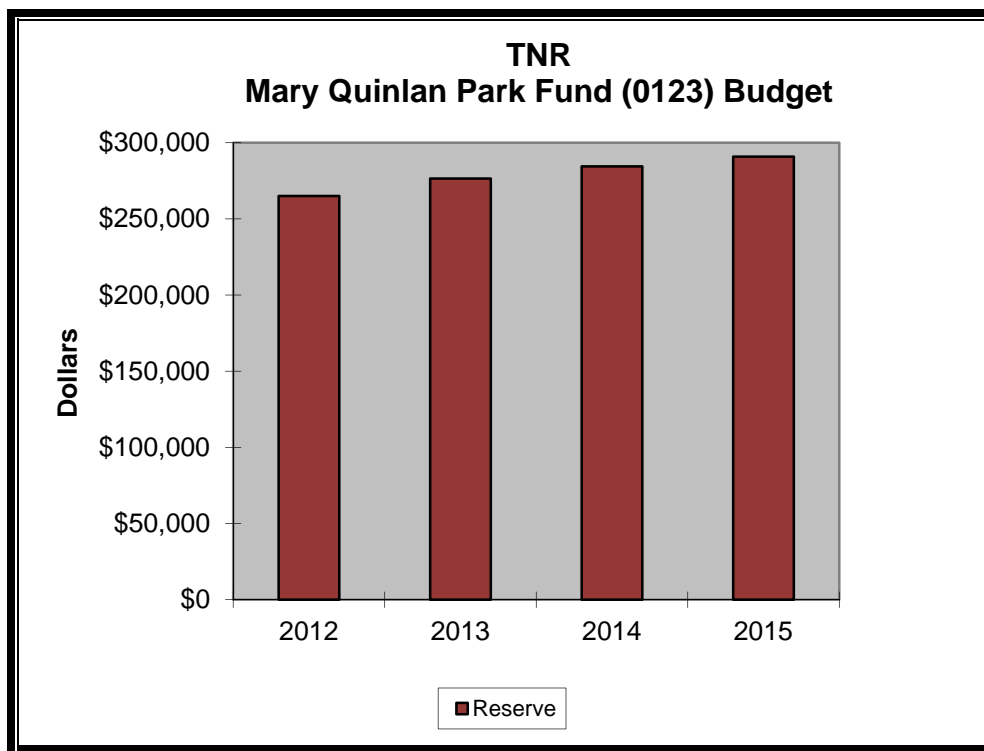
**Funding Source**

---

The source of funding for this Fund is derived from a lawsuit settlement related to access to the parkland. For FY 2015, revenue certified for the Mary Quinlan Park Fund totals \$290,830. This estimate consists of \$284,584 in beginning fund balance, \$1,246 in investment income and \$5,000 in miscellaneous revenue.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Reserve	\$264,959	\$276,469	\$284,422	\$290,830	\$6,408
<b>Total</b>	<b>\$264,959</b>	<b>\$276,469</b>	<b>\$284,422</b>	<b>\$290,830</b>	<b>\$6,408</b>



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Mary Quinlan Park Fund increased by \$6,408 from the FY 2014 Adopted Budget. This is a 2.3% increase. This increase occurred in the fund's reserve. This fund's resources are all budgeted in the fund's allocated reserve to hold for the future development of the Mary Quinlan Park.

## Probate Guardianship Fund (0132)

### Probate Court (125)

**Purpose**

---

The Probate Guardianship Fund is a fund that can be used only to supplement, rather than supplant, other County funds in support of the judiciary in guardianships initiated under Section 683 of the Texas Probate Code.

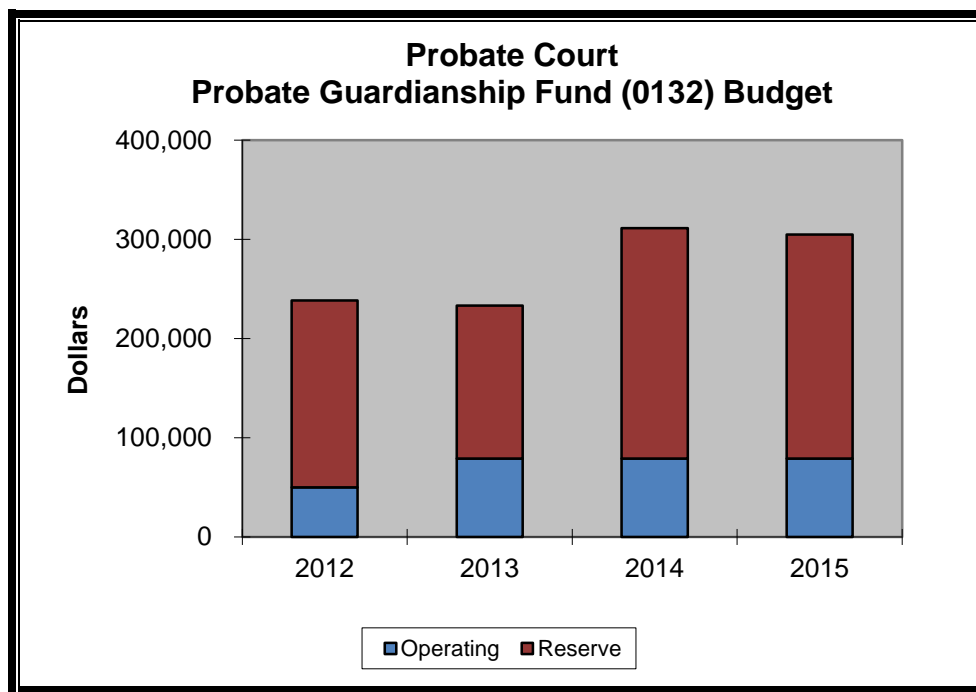
**Funding Source**

---

The Fund derives its income from a \$20 Supplemental Court-Initiated Guardianship Fee. FY 2015 revenue certified for the Probate Guardianship Fund is \$305,101. This estimate consists of \$222,549 of beginning fund balance, \$81,571 of fee revenue, and \$981 of investment income.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$ 50,205	\$ 79,000	\$ 79,000	\$ 79,000	\$ -
Reserve	\$ 188,232	\$ 154,405	\$ 232,351	\$ 226,101	\$ (6,250)
<b>Total</b>	<b>\$ 238,437</b>	<b>\$ 233,405</b>	<b>\$ 311,351</b>	<b>\$ 305,101</b>	<b>\$ (6,250)</b>



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Probate Guardianship Fund decreased by \$6,250 from the FY 2014 Adopted Budget. This is a 2.0% decrease. The Fund's Allocated Reserve decreased and the operating budget was unchanged.

### ***Administrative and Other Funding Changes***

There was a decrease of \$6,250 to the Fund's Allocated Reserve to balance to the revenue estimate.



## Professional Prosecutors Fund (0122)

### County Attorney (119)

**Purpose**

---

The Professional Prosecutors Fund supports the prosecution of misdemeanors in the Travis County Attorney’s Office.

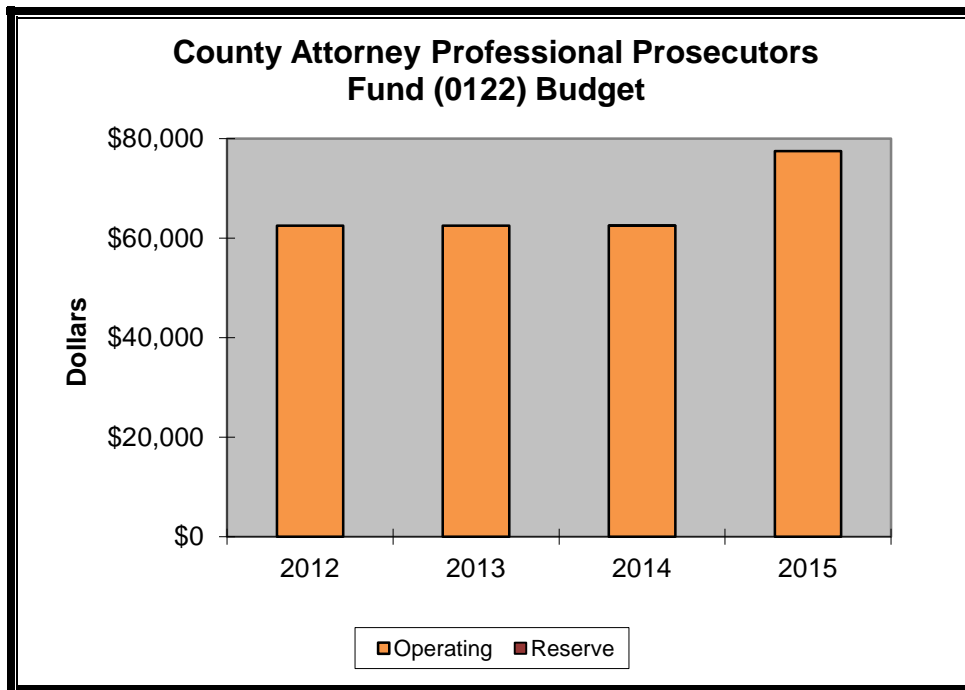
**Funding Source**

---

The Fund derives its income from an annual payment from the State of Texas for supplemental salary compensation for the County Attorney, or, if waived, for expenses of the County Attorney’s Office. FY 2015 revenue certified for the Professional Prosecutors Fund is \$77,506. This estimate consists of \$6 of beginning fund balance and \$77,500 of other financing sources.

**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	\$ 62,500	\$ 62,506	\$ 62,506	\$ 77,506	\$ 15,000
<b>Total</b>	<b>\$ 62,500</b>	<b>\$ 62,506</b>	<b>\$ 62,506</b>	<b>\$ 77,506</b>	<b>\$ 15,000</b>



## **FY 2015 Adopted Budget**

---

### ***Summary of Changes***

The FY 2015 Adopted Budget for the Professional Prosecutors Fund increased by \$15,000 from the FY 2014 Adopted Budget. This is a 24.0% increase to the Fund's operating budget.

### ***Programmatic Funding***

The State of Texas increased its allocation to the Professional Prosecutors Fund from \$62,500 to \$70,000 in FY 2014. The FY 2015 Adopted Budget also includes a one-time increase of \$7,500 from the state to account for the FY 2014 portion of the increase that was received in FY 2014 but not budgeted. Assuming no further changes, the Professional Prosecutors Fund is expected to receive \$70,000 in revenue from the state in future years.

<b>Records Management &amp; Preservation Fund (0110)</b> <b>Records Management &amp; Communication Resources</b> <b>(157)</b>
---

### Purpose

---

The Records Management and Preservation Fund supports the state mandated records management function that Travis County has centralized in the Records Management and Communication Resources Department.

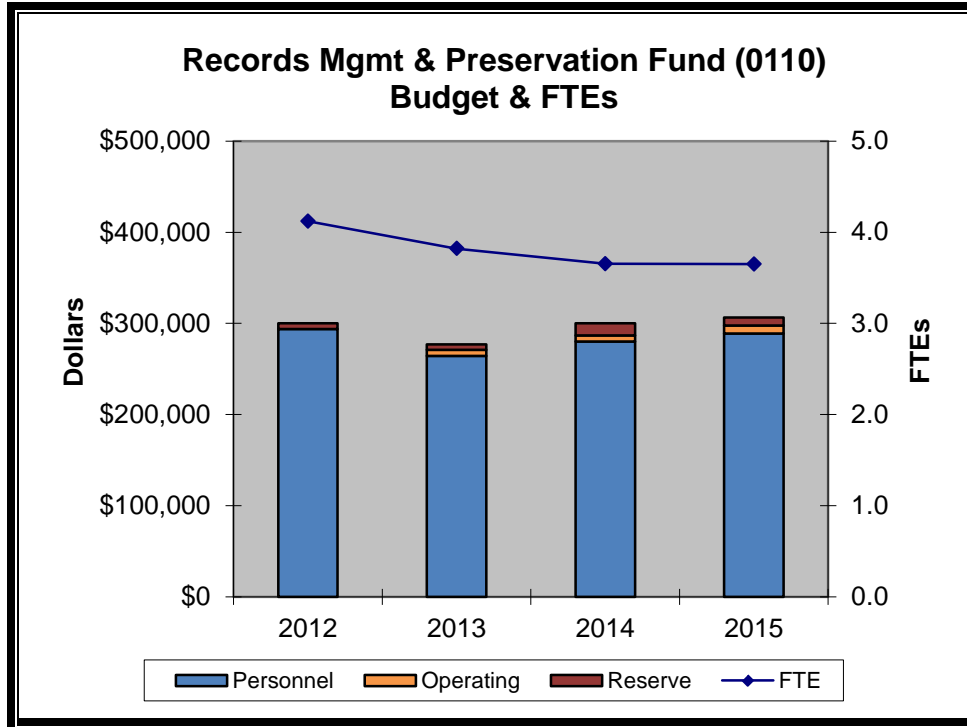
### Funding Source

---

The Fund derives its income through fees placed on certain court cases and legal transactions. FY 2015 revenue certified for the Records Management and Preservation Fund is \$306,374. This estimate consists of \$35,174 of beginning fund balance, \$271,029 of fee revenue, and \$171 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$293,872	\$264,343	\$280,156	\$289,017	\$8,861
Operating	\$0	\$6,748	\$6,748	\$8,556	\$1,808
Reserve	\$6,308	\$5,988	\$13,087	\$8,801	(\$4,286)
<b>Total</b>	<b>\$300,180</b>	<b>\$277,079</b>	<b>\$299,991</b>	<b>\$306,374</b>	<b>\$6,383</b>
FTEs	4.12	3.82	3.65	3.65	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Records Management and Preservation Fund increased by \$6,383 from the FY 2014 Adopted Budget. This is a 2.1% increase. The personnel and operating budgets increased while the reserve budget decreased.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$4,435 for the Records Management and Preservation Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$1,365 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

**Administrative and Other Funding Changes**

The FY 2015 Records Management and Preservation Fund budget includes a one-time net increase of \$4,937 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$68 to the Records Management and Preservation Fund. The department moved \$1,808 from the personnel to the operating budget. There was also a net decrease of \$4,286 to the Fund’s Allocated Reserve.

<b>Road &amp; Bridge Fund (0145)</b> <b>Transportation &amp; Natural Resources (149)</b>
---

**Purpose**


---

The Road and Bridge fund provides for the maintenance of Travis County roads and bridges.

**Funding Source**

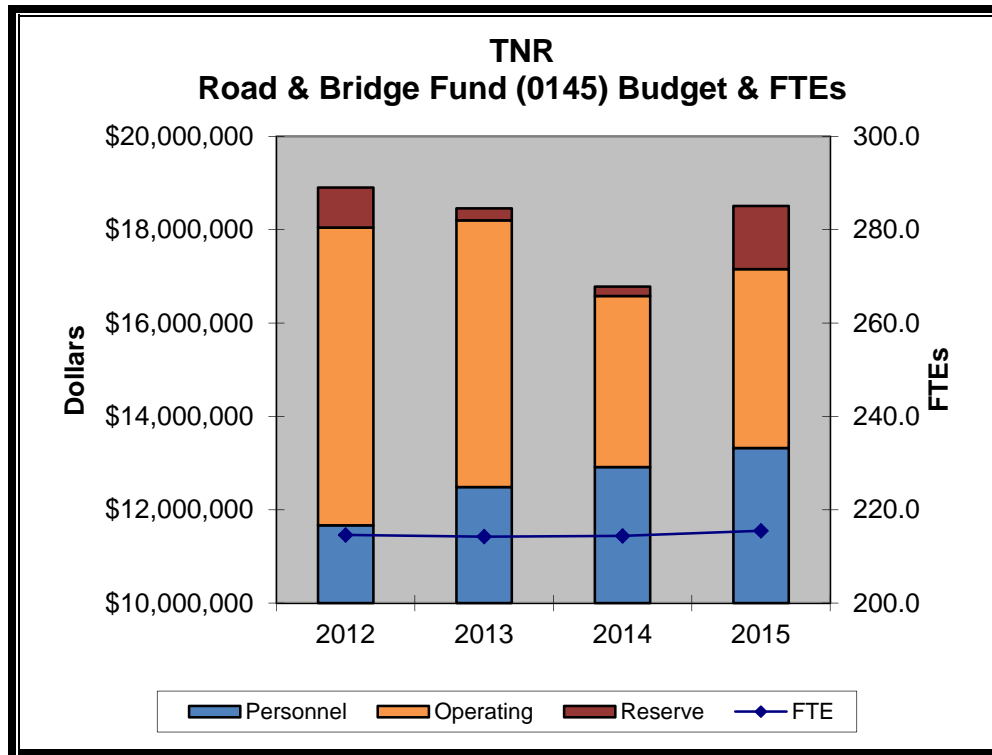

---

The Road and Bridge Fund derives its income from a \$10 fee on each motor vehicle registration, a portion of the motor vehicle sales tax, and a distribution from the state, county, and road district highway fund based on Travis County's area, rural population, and road mileage.

FY 2015 revenue certified for the Road & Bridge Fund is \$18,509,007. This estimate consists of \$4,261,744 of beginning fund balance, \$73,853 in intergovernmental revenue, \$9,718,527 in charges for services, \$4,369,632 for fines and fees, \$27,035 in interest income, and \$58,216 in miscellaneous revenue.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$11,668,135	\$12,486,647	\$12,914,459	\$13,321,588	\$407,129
Operating	\$6,377,352	\$5,713,095	\$3,665,121	\$3,834,322	\$169,201
Reserve	\$856,869	\$257,270	\$200,732	\$1,353,097	\$1,152,365
<b>Total</b>	<b>\$18,902,356</b>	<b>\$18,457,012</b>	<b>\$16,780,312</b>	<b>\$18,509,007</b>	<b>\$1,728,695</b>
FTEs	214.60	214.25	214.40	215.50	1.10



### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Road and Bridge Fund increased by \$1,728,695 from the FY 2014 Adopted Budget. This is a 10.3% increase. The majority of this increase is found in the fund’s reserve.

The substantial increase in this fund follows a significant decrease seen in the last two fiscal years and is primarily due to more revenue received from fines associated with the Road and Bridge Fund. Between FY 2013 and FY 2014, this special fund decreased from \$18,457,012 to \$16,780,312, or 9.1%. Due to the noteworthy revenue fluctuation seen in the last few fiscal years, the reserve was increased for FY 2015. These funds are available for any capital or one-time costs associated with Road and Bridge needs.

#### Programmatic Funding

Additional operating funding of \$42,694 was approved to properly maintain County water quality control structures that reduce the discharge of pollutants in urban runoff to the maximum extent practicable. A total of \$123,156 is included for maintenance of current effort for fleet non-fuel line items. This funding increase is in response to the higher cost of parts and external services that the department has experienced in the past few years.

TNR also moved portions of three FTEs from the General Fund to the Road and Bridge Fund for a total of 1.1 FTEs. These moves were made for administrative purposes.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$232,746 for the Road and Bridge Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$82,108 for an approximate 4% increase in the County's contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Road and Bridge Fund budget includes a one-time net increase of \$3,803 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$91,823 to the Road and Bridge Fund. TNR also internally reallocated \$3,351 from personnel to operating.

In addition, the FY 2015 Adopted Budget included an increase of \$1,152,365 to this fund's Allocated Reserve.

## Self Insurance Fund (8955)

### Human Resources Management (111)

**Purpose**

---

Risk Management functions to protect the county from losses due to risk exposure from perils normally identified as insurable under various policies. Self-insuring based on risk tolerance, frequency and severity of losses and empirical data reduces the cost of using traditional insurance coverage. Program practices include recommending insurance for vendor contracts, managing insurance policies, managing risk fund for financing covered losses from casualty, liability and worker’s compensation claims, and retention or deductibles on insurance policies covering County property or aviation assets. A principal objective of the program is to apply the most cost-effective risk financing technique to pay for recovery from losses that do occur. Other program responsibilities feature safety and loss prevention, ADA accommodation, and drug and alcohol testing.

**Funding Source**

---

The Risk Management Fund is an internal service fund that derives its revenue from transfers from the General Fund. Worker’s Compensation is budgeted in each department but transferred to the fund to cover claims. The County Auditor certifies the revenue in this fund. FY 2015 revenue certified for the Risk Management Fund is \$16,352,187. This estimate consists of \$10,465,828 of beginning fund balance, \$5,803,240 of miscellaneous revenue, and \$83,119 of investment income.

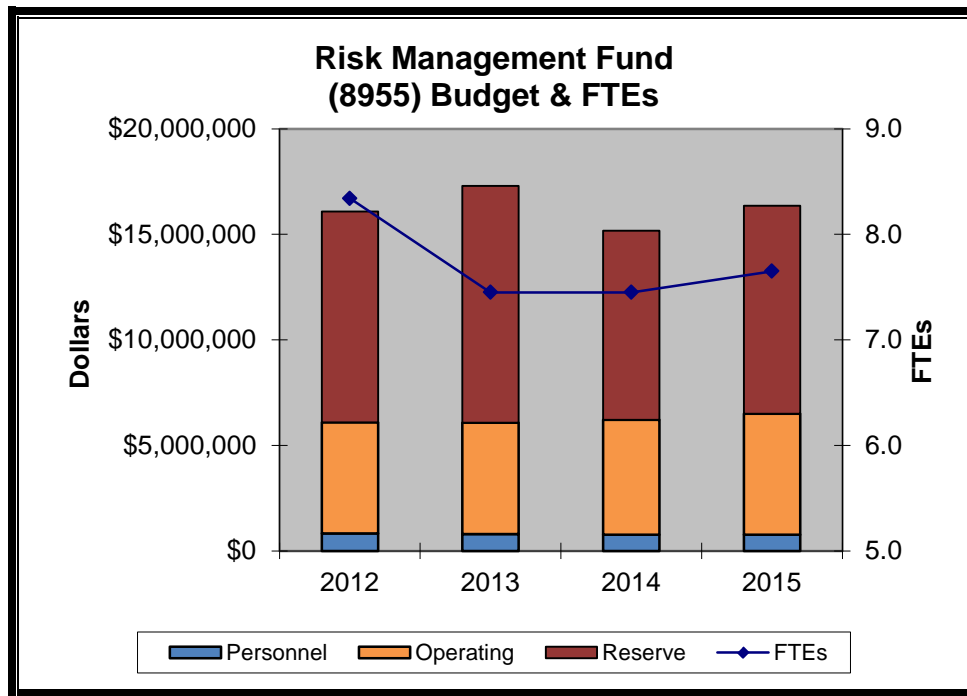
**Key Program Statistics**

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 Projected	FY 2015 Projected
# of worker’s compensation claims	475	548	640	675
# of safety training sessions provided to departments	38	45	55	75
# of emergency responses reported	10	13	12	33
# of ergonomic assessments	66	107	240	240
# of alcohol and drug tests conducted	259	274	290	270
Annual fire safety inspections for all departments	18	20	50	70
CPR AED classes / attendees	14/110	14/115	14/110	22/240
Defensive driving classes / attendees	9/120	9/120	9/120	9/120



**Adopted Budgets Fiscal Year 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$ 1,166,191	\$ 795,495	\$ 768,784	\$ 761,040	\$ (7,744)
Operating	\$ 4,929,970	\$ 5,274,171	\$ 5,442,020	\$ 5,742,020	\$ 300,000
Reserve	\$ 9,983,825	\$ 11,223,093	\$ 8,960,550	\$ 9,849,127	\$ 888,577
Total	\$ 16,079,986	\$ 17,292,759	\$ 15,171,354	\$ 16,352,187	\$ 1,180,833
FTEs	8.34	7.45	7.45	7.65	0.20



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Human Resources Management Department in the Risk Fund increased by \$1,180,833 from the FY 2014 Adopted Budget. This is a 7.8% increase. The operating and reserve budgets increased while the personnel budget decreased.

**Programmatic Funding**

The FY 2015 Adopted Budget includes a \$300,000 budget increase to address increasing trends in claims being paid by the Risk Fund. The majority of the budget increase is for excess worker’s compensation insurance beyond the increase in the worker’s compensation rates included in every departmental budget that includes personnel. In addition, contractual costs for various services, including third party administration, have increased resulting in the need to increase the budget for those services.

***Compensation and Benefits Funding***

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$7,837 for the Risk Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$2,862 for an approximate 4% increase in the County's contribution for medical insurance benefit costs. Also included are modifications to Workers Compensation rates for positions funded in the Risk Fund in FY 2015. These rate changes result a decrease of \$194 to this fund.

***Administrative and Other Funding Changes***

The FY 2015 Risk Fund budget includes a one-time net increase of \$1,511 to account for employee medical insurance elections made during open enrollment for FY 2015. The department's budget in the Risk Fund was decreased by \$19,760 to remove the one-time cost of a succession position funded for the first quarter of FY 2014. The department internally reallocated 0.2 FTE from the General Fund budget to the Risk Management Fund as part of its budget submission. This FTE increase was funded through the department's existing personnel budget in this fund.

There was also an increase of \$888,577 to the Fund's Allocated Reserve to account for lower than expected prior year expenditures and an adjustment to the countywide worker's compensation rate.

## Texas Exposition & Heritage Center Fund (0003) Facilities Management (114)

### Purpose

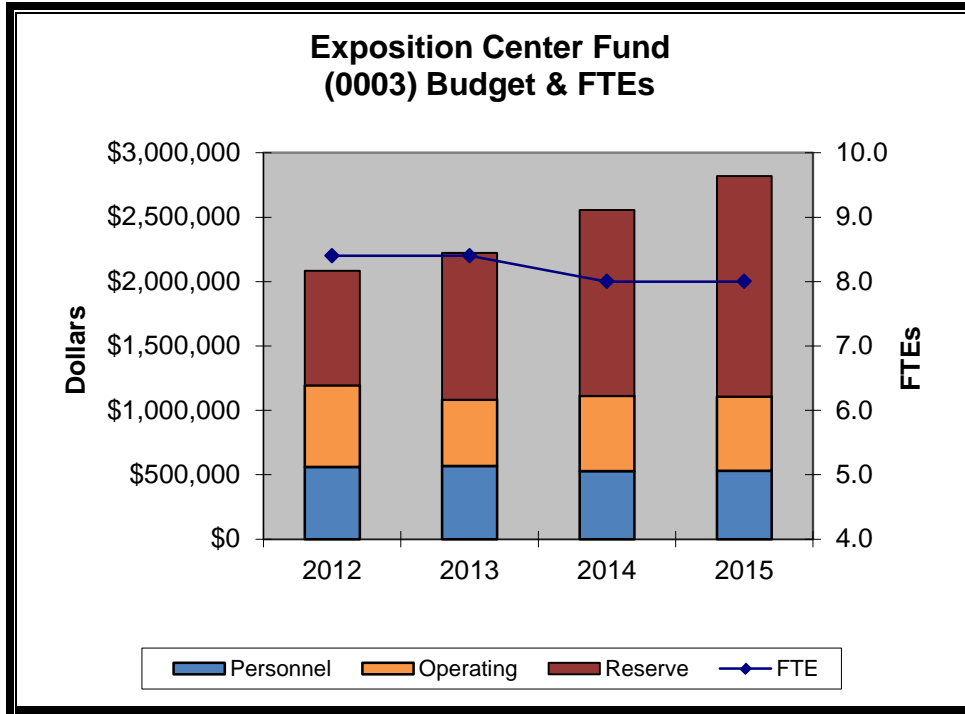
The Exposition Center provides a public service by supporting various governmental agencies, charities and non-profits with free or substantially reduced terms for staging functions and events. Such usage days along with contractual "City of Austin Use Days" comprise forty-five days of free or deeply discounted rentals. Separately, the Exposition Center devotes thirty-seven days to the Star of Texas Fair and Rodeo (S.T.F.R), allowing usage at significantly reduced rates with S.T.F.R. retaining 100% of the revenue deriving from concessions sold during those dates. During the remaining months, the directive for the Exposition Center is to generate a stream of revenue sufficient to cover costs for the entire fiscal year, while also funding continued capital improvements to the center as a self-sustaining enterprise.

### Funding Source

The Fund derives its income from usage fees for the center. FY 2015 revenue certified for the Expo Center Fund is \$2,819,036. This estimate consists of \$1,924,293 of beginning fund balance, \$886,898 of fee revenue, and \$7,845 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$560,501	\$566,831	\$528,408	\$531,879	\$3,471
Operating	\$633,762	\$516,892	\$584,094	\$575,599	(\$8,495)
Reserve	\$890,583	\$1,139,861	\$1,443,390	\$1,711,558	\$268,168
Total	\$2,084,846	\$2,223,584	\$2,555,892	\$2,819,036	\$263,144
FTEs	8.40	8.40	8.00	8.00	-



**FY 2015 Adopted Budget**

**Summary of Changes**

The FY 2015 Adopted Budget for the Exposition and Heritage Center Fund increased by \$263,144 from the FY 2014 Adopted Budget. This is a 10.3% increase. While there were small changes in operating and personnel, the majority of the net increase was in the allocated reserve budget.

**Programmatic Funding**

One-time operating funds approved in FY 2014 of \$13,500 for a personnel carrier were removed in the FY 2015 Target Budget.

**Compensation and Benefits Funding**

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$7,376 for the Expo Center Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$2,993 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Expo Center Fund budget includes a one-time net decrease of \$2,255 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in an increase of \$362 to the Expo Center Fund.

The department also moved \$5,005 from the personnel to the operating budget.

There was also an increase of \$268,168 to the Fund's Allocated Reserve due to increased beginning fund balance.

<b>Truancy Court Fund (0126)</b> <b>Juvenile Probation (145)</b>
---

**Purpose**


---

This program is designed to intervene with chronic truants. It provides supervision, referrals to community services, and regular review of a student's progress towards reduced truancy.

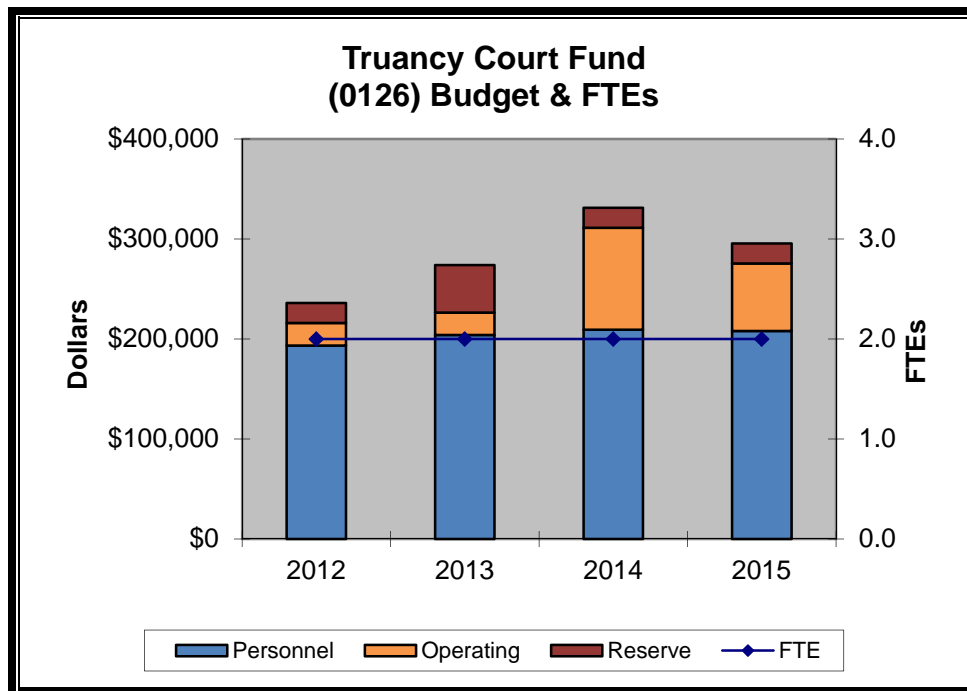
**Funding Source**


---

The Truancy Court derives its income from a transfer from the General Fund as well as funds from the Austin Independent School District (AISD). FY 2015 revenue certified for the Truancy Court Fund is \$295,499. This estimate consists of \$44,545 of beginning fund balance, \$97,412 of fee revenue, \$947 of interest income, and a transfer from the General Fund of \$152,595.

**Adopted Budgets Fiscal Year 2012-2015**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Diff FY 2015-2014</b>
Personnel	\$193,392	\$203,923	\$209,351	\$207,928	(1,423)
Operating	\$22,624	\$22,407	\$101,792	\$67,571	(34,221)
Reserve	\$20,000	\$47,561	\$20,000	\$20,000	-
<b>Total</b>	<b>236,016</b>	<b>273,891</b>	<b>331,143</b>	<b>295,499</b>	<b>(35,644)</b>
FTEs	2.00	2.00	2.00	2.00	-



### FY 2015 Adopted Budget

#### Summary of Changes

The FY 2015 Adopted Budget for the Truancy Court Fund decreased by \$35,644 from the FY 2014 Adopted Budget. This is a 10.8% decrease. The majority of the decrease was in the operating budget, which was decreased to balance to the Auditor’s revenue estimate.

#### Programmatic Funding

This fund pays the salary and operating costs for the Judge and Legal Secretary working with the Truancy Court. The General Fund transfer to this fund was increased by \$1,726 to account for increases to benefit rates. The General Fund transfer to the Truancy Court fund now totals \$152,595.

A total of \$3,064 was transferred from the personnel budget to operating, and there was a net decrease to the operating budget of \$37,285 to balance to the Auditor’s revenue estimate.

#### Compensation and Benefits Funding

The budget includes an across the board salary increase for regular employees on the classified pay scale totaling \$1,216 for the Truancy Court Fund. In addition, the FY 2015 Adopted Budget includes additional resources totaling \$748 for an approximate 4% increase in the County’s contribution for medical insurance benefit costs.

***Administrative and Other Funding Changes***

The FY 2015 Truancy Court Fund budget includes a one-time net decrease of \$268 to account for employee medical insurance elections made during open enrollment for FY 2015. Also included are modifications to Workers Compensation rates for FY 2015. These rate changes result in a decrease of \$55 to the Truancy Court Fund.



<h2 style="margin: 0;">Unclaimed Property Fund (0121)</h2> <h3 style="margin: 0;">County Treasurer (107)</h3>
---

### Purpose

---

As mandated in Section 74.602 of the Texas Property Code, the County Treasurer maintains the Unclaimed Property Fund, and uses money within that fund to pay reimbursement claims to citizens establishing ownership of property left unclaimed with the County. The Travis County Commissioners Court established this special fund in 2013.

Each fiscal year, after deducting funds sufficient to pay anticipated expenses and claims of the Unclaimed Property Fund, the County Treasurer's office transfers the remainder to the General Fund.

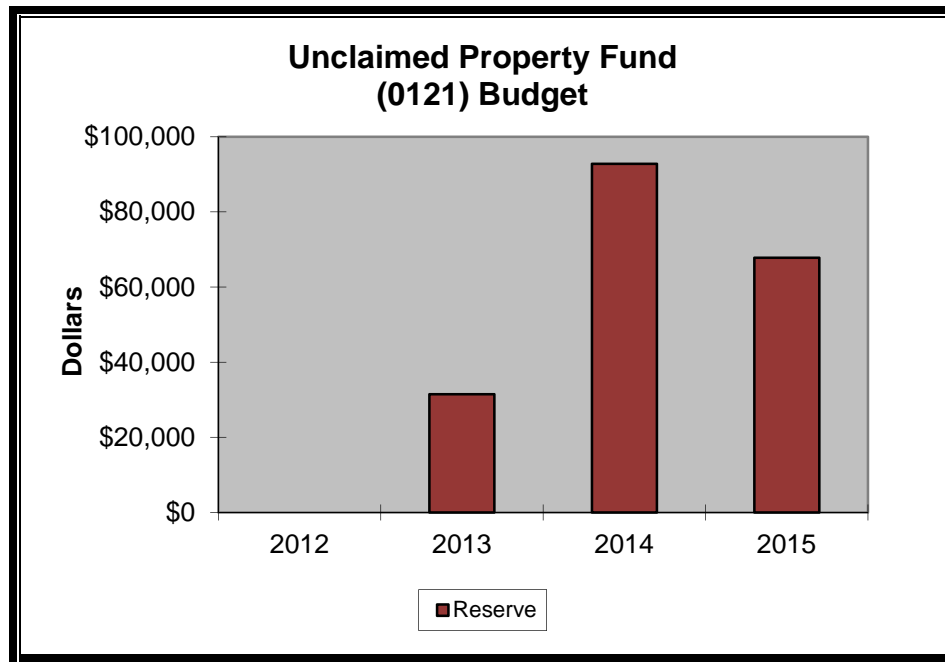
### Funding Source

---

The Unclaimed Property Fund derives its income from property left unclaimed within Travis County agencies. FY 2015 revenue certified for the fund is \$67,804. This estimate consists of \$17,623 of beginning fund balance, \$50,000 of fines and forfeitures revenue, and \$181 of investment income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	\$31,455	\$92,767	\$67,804	(\$24,963)
<b>Total</b>	<b>\$0</b>	<b>\$31,455</b>	<b>\$92,767</b>	<b>\$67,804</b>	<b>(\$24,963)</b>



**Summary of Changes**

The FY 2015 Adopted Budget for the Unclaimed Property Fund decreased by \$24,963 from the FY 2014 Adopted Budget. This is a 26.9% decrease. The Allocated Reserve includes the operating budget of \$67,804 for this fund for FY 2015. If a reimbursement claim is received, the County Treasurer will use this fund resource to secure payment.

## Vital Statistic Preservation Fund (0133)

### Justices of the Peace, Precincts 1-5 (126-130)

**Purpose**

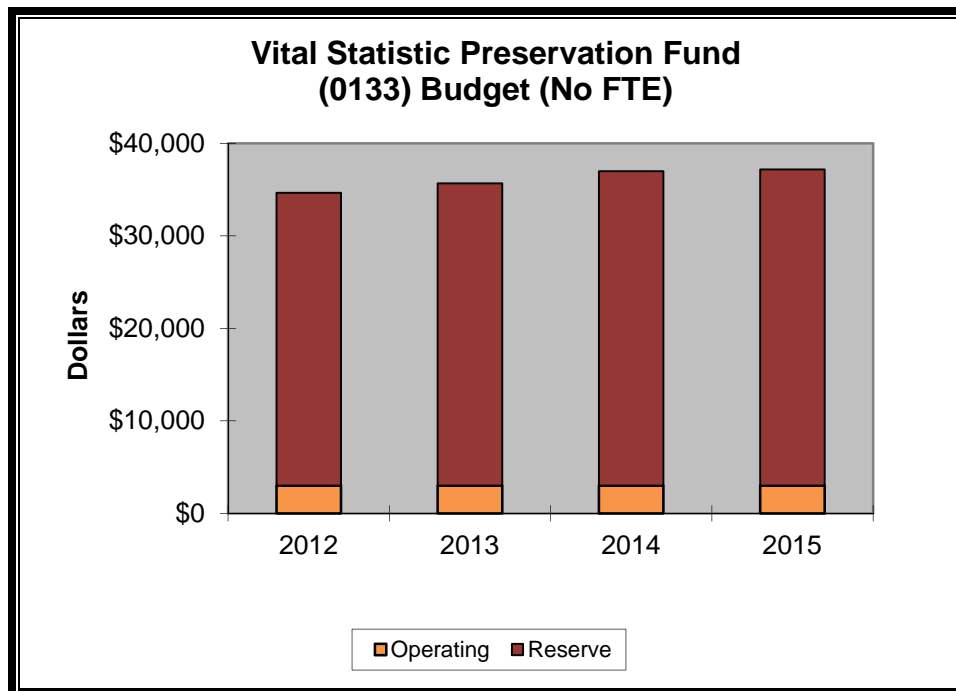
The 78<sup>th</sup> Texas Legislature passed HB 1353, which established a fee for preserving vital statistics records. The fee is used for the preservation of vital statistics records maintained by the registrar which, in this case, includes Justice Courts.

**Funding Source**

The Vital Statistic Preservation fund derives its income from a \$1 fee assessed on all vital statistics records issued by the Justice Courts. For FY 2015, the County Auditor has certified \$36,548 in beginning fund balance, \$460 in fee income, and \$181 in investment income for a total of \$37,189.

**Adopted Budgets FY 2012-2015**

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$3,000	\$3,000	\$3,000	\$3,000	\$0
Reserve	\$31,660	\$32,681	\$33,989	\$34,189	\$200
<b>Total</b>	<b>\$34,660</b>	<b>\$35,681</b>	<b>\$36,989</b>	<b>\$37,189</b>	<b>\$200</b>



***Summary of Changes***

The FY 2015 Adopted Budget for the Vital Statistic Preservation Fund increased by \$200 from the FY 2014 Adopted Budget. This is less than a 1% increase from the FY 2014 Adopted Budget.

## Voter Registration Fund (0105) Tax Assessor-Collector (108)

### Purpose

Chapter 19 of the Election Code identifies the financing method for certain voter registration activities. In 2007, the State of Texas changed its method of financing these activities, requiring a Special Fund to be established in the county budget. The Travis County Commissioners Court established the Voter Registration Fund in FY 2008.

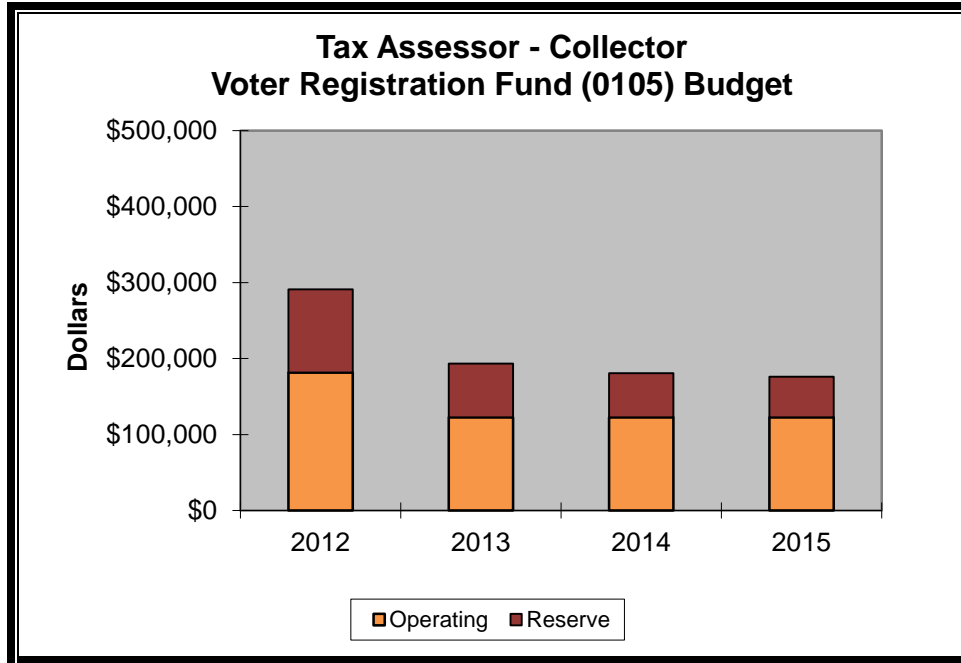
### Funding Source

The Voter Registration Fund derives its income from state funds disbursed under Chapter 19 of the Election Code. The statute allows the County to be reimbursed from these funds, to defray expenses of the registrar's office in connection with voter registration, including additional expenses related to implementation of the National Voter Registration Act of 1993 and complying with the weekly updating requirements prescribed by statute.

FY 2015 revenue certified for the Voter Registration Fund is \$176,053. This estimate consists of \$48,950 of beginning fund balance and \$127,103 of intergovernmental income.

### Adopted Budgets Fiscal Year 2012-2015

	FY 2012	FY 2013	FY 2014	FY 2015	Diff FY 2015-2014
Operating	\$181,393	\$122,822	\$122,822	\$122,822	-
Reserve	\$109,726	\$70,387	\$57,904	\$53,231	(4,673)
Total	\$291,119	\$193,209	\$180,726	\$176,053	(4,673)



**FY 2015 Adopted Budget**

---

**Summary of Changes**

The FY 2015 Adopted Budget for the Voter Registration Fund decreased by \$4,673 from the FY 2014 Adopted Budget. This is a 2.6% decrease in the operating budget.

**Programmatic Funding**

By State statute, only operating costs are eligible for reimbursement from this special fund. This budget includes funding for contracted employees, software enhancements to the voter registration system, hardware replacements, advertising, training related to voter registration, maintenance agreements and voter registration supplies.

**Administrative and Other Funding Changes**

The FY 2015 Voter Registration Fund budget includes a decrease of \$4,673 to the Fund’s Allocated Reserve, due to a projected decrease in revenue from reimbursable expenditures in FY 2015.

## Other Special Revenue Funds

### **CAPCOG 9-1-1 Fund (Fund 0142)**

This special fund accounts for 911 fees and surcharges received by the County from the Capital Area Council of Governments (CAPCOG) under an interlocal agreement. These monies are used to establish and operate 911 call centers and related operations within Travis County and non-County entities such as the Austin Police Department and Emergency Services districts. The FY 2015 Adopted Budget for this fund is \$23,315, comprised of \$22,193 in beginning fund balance and \$1,122 in estimated interest income.

### **Civil Courthouse Improvement Fund (0151)**

The Civil Courthouse Improvement Fund was created September 1, 2013 following the passage of Senate Bill 1891 during the 83<sup>rd</sup> Texas Legislature. This legislation amends the Government Code to provide funding for construction, renovation, and improvement of court facilities in Travis County through the assessment of an additional filing fee in certain civil cases. The Civil Courthouse Improvement Fund derives its income from the collection of a court filing fee of \$15 in certain civil cases filed in a district court, statutory probate court, or county court at law in Travis County. The FY 2015 Adopted Budget for this fund is \$552,273, comprised of \$251,124 of beginning fund balance, \$300,553 in fees, and \$596 in investment income.

### **County and District Courts Technology Fund (Fund 0140)**

This special fund accounts for monies collected as fees from anyone convicted of a criminal offense and is to be used for technology improvements for all Court offices of the County as well as the costs of training and education regarding technological improvements for the County and District courts. The fee was established by House Bill 3637, passed by the 81<sup>st</sup> Regular Session of the Texas Legislature. The FY 2015 Adopted Budget for this fund is \$118,994, comprised of \$95,787 in beginning balance, \$22,776 in charges for services, and \$431 in estimated interest income.

### **Gardner House Handicraft Fund (Fund 0146)**

This special fund accounts for donated monies to be used for juveniles in the custody of Travis County at the Gardner Betts Juvenile Justice Center. The FY 2015 Adopted Budget for this fund is \$3,357, comprised solely of beginning fund balance.

### **Juvenile Case Manager Program Fund (0152)**

This fund was created following the passage of Senate Bill 1419 during the 83<sup>rd</sup> Texas Legislature. The legislation creates an additional \$2 court cost fee and permits the County to retain a portion of the fee for the purposes of operating or establishing a juvenile case manager program. The FY 2015 Adopted Budget for this fund is \$33,292, comprised of \$13,372 of beginning fund balance and \$19,920 in fees.

**Juvenile Delinquency Prevention Fund (Fund 0119)**

This special fund accounts for funds resulting from a fee charged per person convicted of a graffiti offense. These monies are used to repair damages, provide educational and intervention programs, and for public awards leading to the conviction of such offenders. The total in this fund for Fiscal Year 2015 is \$848, comprised solely of beginning fund balance.

**LEOSE Commissioners Court Fund (Fund 0118)**

This special fund accounts for monies received from the State Comptroller's pro-rata distribution of funds designated for law enforcement officers' education. The FY 2015 Adopted Budget for this fund is \$5,872, comprised of \$4,836 in beginning fund balance and \$1,036 in intergovernmental income.

**Unclaimed Juvenile Restitution Fund (Fund 0144)**

In accordance with the Family Code, Section 54.0482, this special fund accounts for restitution payments made by a juvenile defendant and received by the Juvenile Probation Department that remain unclaimed by the victim after five years of the payment's receipt. The funds may only be expended for the same purposes for which the County uses juvenile state aid such as juvenile probation services and juvenile justice programs. The FY 2015 Adopted Budget for this fund is \$34,056, comprised of \$33,875 in beginning balance and \$181 in estimated interest income.



FISCAL YEAR 2015 ADOPTED BUDGET  
SECTION IV – APPENDICES

# FINANCIAL AND DEBT POLICIES

Travis County's financial and budgeting guidelines, compiled below, set a basic framework for the overall fiscal management of the County. These guidelines assist the decision-making process of the Commissioners Court.

Most of the guidelines represent long-standing principles, traditions and practices which have guided the County in the past and have helped maintain financial stability over many years.

## GENERAL FINANCIAL GUIDELINES

### COUNTY BOND RATING

The County's bond rating is an important reflection of the County's financial strength to the national credit markets, and any actions that negatively affect the County's bond rating should be avoided.

### INVESTMENTS

Investments made by the County shall comply with the Travis County Investment Policy and Procedures Manual and the State of Texas Public Funds Investment Act. Such investments shall be governed by the following investment objectives, in order of priority: consistency with statutory provisions, safety of principal, maintenance of adequate liquidity, and return on investments.

### ENDING FUND BALANCE

The Commissioners Court is mindful of the financial importance of maintaining a healthy ending fund balance. The County's goal is to have a stable ending fund balance from year to year in the range of between 11% and 12% of budgeted expenditures in the total of the following funds: the General Fund, Road and Bridge Fund, and Debt Service Fund. The ending fund balance will be derived from the Unallocated Reserve (budgeted between 10% and 12% of expenses as outlined in Section IVA) and unspent but budgeted funds remaining at the end of the current fiscal year.

### USE OF ONE-TIME REVENUES

The County's goal is to only use permanent revenue sources for on-going, permanent expenses. This means that one-time revenue sources (including ending fund balance) will not be used for on-going commitments. Temporary revenues are intended to be used solely for temporary expenses.

### PERFORMANCE MEASURES

The use of performance measures is essential for the Commissioners Court to explain the relationships between the level of service and the level of an appropriation. Such performance measures are key to understanding core operations as well as any plan or any request for

additional funding. Both output measures and outcome measures should be used. Departments that receive approval for funding new activities will be asked to report regularly on progress toward meeting applicable performance measures that are associated with those activities.

### **PHYSICAL ASSETS**

The County will maintain its physical assets at a level that is sufficient to protect the County's capital investment and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of capital equipment and facilities in order to avoid deterioration of the County's basic infrastructure. The Commissioners Court is also mindful of the County's natural assets and will protect Travis County's unique environmental quality including its lakes, parks, rivers, and open wildlife areas.

### **BUDGET ADHERENCE**

The most preeminent budget rule is that County departments must live within the constraints of the County budget. Departments may not obligate the County to spend more money than budgeted and must process all budget transfers through the Planning and Budget Office. This office will help facilitate the appropriate reviews and necessary approvals consistent with Budget Rules that are adopted annually by the Commissioners Court.

### **PUBLIC SCRUTINY**

The Commissioners court welcomes public scrutiny of its budget deliberations and will televise them. Public hearings beyond those mandated by law are encouraged. The budget document will be prepared in such a manner as to facilitate understanding by County residents and officials about the expenditure of their public funds and the services provided by Travis County.

### **COLLABORATION**

The Commissioners Court fosters County-wide collaboration to help guide resource decisions, and wishes to review innovative proposals that involve multiple departments, measurable outcomes, and agreed-upon multi-year plans. Departments are strongly encouraged to collaborate with the Court and other partner agencies inside and outside the County to gain mutual agreement on future plans.

### **PROCUREMENT**

Travis County has established a centralized purchasing office to ensure compliance with the County Purchasing Act. County departments are required to purchase all goods and services through the Purchasing Office. Departments are strongly encouraged to plan their procurements in far enough advance to allow the Purchasing Office to complete the procurement process so that tax dollars are saved.

### **INVESTMENTS IN HUMAN DEVELOPMENT**

The Commissioners Court recognizes the long term value that well placed investments in human development can have on the health of a community and on avoiding increased future costs. As such, the Court supports such investments when there are well-defined performance

measures that show not only social rewards from a particular expenditure but financial benefits as well.

**EXECUTION OF COURT APPROVED PROGRAMS**

Commissioners Court approved programs should be executed in a timely, efficient, and effective manner. In the event that departments confront problems or impediments to such execution, the Court should be briefed in a timely fashion to allow the Court to determine how best to proceed.

**GENERAL BUDGETING GUIDELINES**

**PLANNING BEFORE BUDGETING**

The Commissioners Court wishes to ensure that formal planning occurs before funds are requested or allocated. Departments are encouraged to collaborate with the Commissioners Court on the development of plans for future operations. The Court wishes to have a Court approved plan before any new programs or services are considered for funding.

**DEPARTMENTAL BUDGET REQUESTS**

Should projected economic conditions show an immediate negative impact on the County's ability to meet its financial goals and standards, then the Planning and Budget Office may ask departments to submit budgets that are less than the department's Current Funding Level. In that event, then the departments should outline the impact on the department's performance measures of such a reduction in resources.

**ANNUALIZING THE COST OF NEW POSITIONS AND PROGRAMS**

When new positions or programs are added to the budget, they will be budgeted on an annual basis. This will avoid having the County's budget automatically increase in subsequent years for such positions or programs.

**CAPITAL PLANNING**

The County encourages departments to submit three to five year capital plans for approval by the Commissioners Court. Approved plans shall be given priority during the annual budget process.

**COUNTY-WIDE ISSUES**

The Commissioners Court intends to fund countywide issues before committing resources for specific departmental programs. Such issues include:

- Legally mandated requirements;
- Issues that have such a substantial impact on the community that they must be accommodated first;
- Funding needs that affect every County department such as performance pay or other compensation needs or employee benefits; and
- Needs that impact the County's fiscal strength such as reserves.

**MID-YEAR BUDGET INCREASES**

Departmental budget increases proposed after the beginning of the fiscal year will be 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 Reserves. Otherwise, such a funding proposal must meet the following criteria: It is of an emergency nature, funding cannot be identified internally, and it cannot be delayed until the next fiscal year without a very significant negative impact on the public.

**MATCHING FUNDING TO EXPENDITURES**

The goal of the Commissioners Court is to have funds expended for their intended use in a timely fashion and to match the schedule of funding both operating and capital needs as closely as possible to the expected expenditure pattern, being mindful of meeting the financial goals described in these guidelines. The Court wishes to schedule the actual inflow of public tax dollars to the County in direct relationship to the outflow of projected expenditures for all funds.

**DEBT GUIDELINES****DEBT POLICY**

The Commissioners Court has established a formal debt policy that provides guidelines in deciding whether to issue additional debt and to keep the debt issuance of the County within established limits. These guidelines are intended to ensure that Travis County will maintain a prudent approach to the issuance of debt. This debt policy is attached.

**SHORT TERM DEBT**

The Commissioners Court will work toward reducing its reliance on short-term debt. Major capital expenditures that are not funded from annual appropriations to the General Fund Capital Acquisition Resources Account will be considered for short term debt.

**USE OF OUTSTANDING CERTIFICATES OF OBLIGATION**

Toward the end of each fiscal year, all remaining balances in projects funded through Certificates of Obligation will be reviewed to determine whether such balances will:

- a) Become undesignated for use by a particular department and identified as available for future use within the scope of the purposes for which the Certificate of Obligation was issued;
- b) Be rolled over into the next fiscal year for the department to use for the same purpose;  
or
- c) Be used to retire principal.

## RESERVES GUIDELINES

### GENERAL FUND AND DEBT SERVICE RESERVES

The goal of the Commissioners Court is to maintain an Unallocated Reserve equal to between 10% and 12% of the total budgeted expenses for the combined General Fund, Road and Bridge, and Debt Service Funds. Historically, the individual reserve ratio for the Debt Service Fund has been higher than the reserve ratio for General Fund. It is the intent of the Commissioners Court that each of these two funds will eventually have reserves that are more equalized between the two funds.

### CAPITAL ACQUISITION RESOURCES ACCOUNT

The County funds purchases of capital equipment through either short-term debt or through a Capital Acquisition Resources Account (CAR). This account is established by an annual General Fund appropriation and it is intended to reduce the County's reliance on short-term debt. This account provides the Commissioners Court with increased flexibility on the use of these funds as well as the timing of their availability compared to Certificates of Obligation. The Commissioners Court has set a goal of having all equipment with a unit cost of at least \$100,000 or less funded out of current funds through CAR, rather than from debt issuance.

### ALLOCATED RESERVES

The Commissioners Court has established an Allocated Reserve for unforeseen operating expenditures after the budget has been adopted. It is expected that some or all of this reserve will be expended, depending upon the needs that emerge during the year. This is a fund source to be used sparingly, and only after all other alternatives have been fully explored. The amount of the Allocated Reserve shall be established during the budget process, depending upon the degree to which mid-year needs are known and the amount of budget flexibility desired by the Commissioners Court. As a rule of thumb, however, this reserve should be between .5% and 1.0% of the total General Fund budgeted expenditures.

### OTHER RESERVES

The Commissioners Court may also wish to establish specialized reserves when it is known that a major future expenditure will occur in one or more subsequent years, to ease the impact on the future tax rate and to reduce the likelihood of sharp changes in revenue requirements. Such specialized reserves would anticipate major improvements in technology or facilities, unusually large anticipated staffing requirements required by law or as part of an approved plan, and other investments known to be so large that they should be phased over time.

### UNALLOCATED RESERVE

The Unallocated Reserve is not intended to be used for any purpose other than a serious public calamity or other emergency during the year. It is intended to establish the County's fiscal soundness and is a key part of the County's bond rating. Under special circumstances, the Court may choose to adopt a reimbursement resolution that allows a temporary transfer from the Unallocated Reserve which will be reimbursed within the same fiscal year from bond or

Certificate of Obligation proceeds. All permanent expenditures from this reserve will be reported in detail in the County's Comprehensive Annual Financial Report (CAFR).

## **REVENUE GUIDELINES**

### **TAX RATE**

It is the goal of the Commissioners Court that the tax rate proposed in the County's Preliminary Budget should be at or near the Effective Tax Rate.

### **NON-PROPERTY TAX REVENUE**

For the foreseeable future, the Commissioners Court expects that the County will be reliant on revenue from property taxes, and recognizes that this revenue stream is limited due to taxpayer concerns over historical increases in property taxes. Therefore, the Commissioners Court will positively consider other forms of revenue as a way of ensuring a balanced budget from a more diversified source of income.

### **REVENUE BENCHMARKING**

Market rates and charges levied by other public entities and private organizations for similar services will be used as an important consideration when establishing fees and charges for service.

**Approved by the Commissioners Court on January 30, 2001.**

## **TRAVIS COUNTY DEBT POLICY**

The purpose of this policy is to provide guidance governing the issuance, management, and the continuing evaluation and reporting of all Travis County debt obligations. This policy is intended to provide parameters 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. These guidelines are meant to be parameters in serving the public interest, not absolute terms.

This policy will be reviewed by the Commissioners Court at least once every five years to ensure the policy is relevant and up to date.

### **GENERAL APPROACH TO DEBT**

- I. Travis County will maintain a prudent approach to the issuance of debt that adheres to all applicable state laws, as well as any associated bond covenants. This approach includes the following:
  - Travis County will ensure that essential services are provided in this community in a timely and sufficient manner using current revenues.
  - Travis County will ensure that necessary equipment, facilities and infrastructure are provided in a timely manner using the most cost-effective method of payment available for such expenditures.
  - Routine purchase and replacement of capital equipment, such as computer equipment, furniture, and "down payments" on larger capital projects will be financed through the Capital Acquisition Resources Account from current operating revenues. This account will be gradually adjusted as existing funds become available and as economic circumstances allow, to reduce or to eliminate the need for issuing debt or entering into any other financing arrangement for recurring operating equipment purchases.
  - Sale of debt obligations will follow general market conventions assuring the best interest rate deemed possible at the time, based upon advice from the County's independent municipal financial advisor.
- II. The Travis County Commissioners' 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. A financial analysis demonstrates that during a stipulated term Travis County would spend significantly less. Or,
  3. The expenditure is for the purchase of real estate (including buildings, land or right-of-way) where delays for a bond referendum would impede the County's ability to negotiate and be competitive on behalf of the taxpayers. Or,
  4. The voters have previously approved the issuance of general obligation bonds but, for valid reasons, certificates of obligation must be substituted for such bonds in order to carry out the voters' authorization. Or,
  5. The expense is for necessary planning services or acquiring options for a future capital project that will be submitted to the voters.
- III. Capital expenditures, particularly those involving the issuance of debt, will be approved only in the context of multi-year planning by the County.

#### **PROCESS TO DETERMINE NEEDS**

- 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.
- Each year as part of the budget process, the Planning and Budget Office will prepare a debt report analyzing all recommended expenditures which are proposed to be financed with debt. The report will explain 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 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).
- Building renovation or construction projects will be reviewed and assessed by the Facilities Management Department prior to consideration by the Commissioners' Court.
- The Transportation and Natural Resources Department will review and assess any project which includes roads, drainage or parks prior to consideration by the Commissioners' Court.
- 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.

## **DEBT POLICIES**

- The County may issue General Obligation Bonds, Certificates of Obligation, Revenue Bonds, Refunding Bonds, State Highway Bonds, and other debt instruments authorized for issuance by a county in accordance with the Texas Government Code or other applicable law.
- Debt proceeds will be invested in accordance with the Travis County investment Policy and Procedures and applicable state laws. Derivatives will not be used in connection with investment of debt proceeds or in connection with issuance of debt.
- 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.
- The term of any debt should not exceed 20 years, and should never exceed the useful life of the asset being financed or the weighted average useful life of a group of assets when multiple assets are funded in a single issue.
- Except in the case of revenue producing facilities, debt will not 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.
- 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.
- Interest earnings on bonds which have been sold will be retained in the project until that project is completed unless the Commissioners Court has instructed otherwise in a bond covenant or official statement. Funds not needed for the project after its completion will be either transferred to the Interest and Sinking Fund in order to mitigate the need to increase the debt service tax rate or may be used for projects of a similar nature as allowed by law. Excess funds will not be allowed to increase the scope of the original project without additional justification and analysis.
- Optional debt redemption shall be provided for, based upon the advice of the County's independent municipal financial advisor.
- 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.

- 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 guideline ratios include:

**PRIMARY GUIDELINES**

1. Net bonded debt to taxable value should not exceed the range of 1.0%-1.5%.
2. Net bonded debt to population should not exceed \$800 per capita.
3. Debt service to total expenditures (operating expenditures and debt service combined) shall be approximately 20% or less.

**SECONDARY GUIDELINE**

A total debt target of 5% of taxable 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.

- The debt analysis will show the anticipated net bonded debt to taxable value and the net bonded debt per capita that will be shown as a part of an upcoming official statement.
- Travis County may issue debt using the sale method recommended by the County's independent municipal financial advisor (competitive, negotiated, or private placement) deemed to be in the best financial interest of the County.
- Travis County may issue refunding bonds as recommended by the County's independent municipal financial advisor when deemed to be in the best financial interest of the County.
- Travis County will follow its written post-issuance federal tax compliance procedures for tax-exempt debt.

**Approved by the Commissioners Court on April 22, 2014.**

**Travis County, Texas  
Legal Debt Margin Information  
Bonds Issued Under Article 3, Section 52  
of the Texas Constitution  
Last Ten Fiscal Years  
(Unaudited)**

	Fiscal Year Ended September 30			
	2005	2006	2007	2008
Assessed value of <i>real</i> property	\$ 69,852,496,817	\$ 74,296,405,220	\$ 87,385,224,698	\$ 99,318,629,135
Debt limit rate	x 25 %	x 25 %	x 25 %	x 25 %
Amount of debt limit	17,463,124,204	18,574,101,305	21,846,306,175	24,829,657,284
Unlimited Tax Bonds	186,960,893	193,822,299	219,375,445	246,505,212
Legal debt margin	<u>\$ 17,276,163,311</u>	<u>\$ 18,380,279,006</u>	<u>\$ 21,626,930,730</u>	<u>\$ 24,583,152,072</u>
Total debt applicable to the limit as a percentage of debt limit	1.07%	1.04%	1.00%	0.99%

Article 3, Section 52 of the Texas Constitution allows counties to issue bonds upon a vote of two-thirds majority of the voting qualified voters affected by the issuance so long as the amount does not exceed one-fourth of the assessed valuation of the real property, and levy and collect taxes to pay the interest and provide a sinking fund for the redemption.

Section 52 bonds may be issued for 1) improvement of rivers, creeks, and streams to prevent overflows, to permit navigation and irrigation and in aid of such purposes, 2) construction and maintenance of pools, lakes, reservoirs, dams, canals, and waterways for the purposes of irrigation, drainage, or navigation or in aid of such purposes, and 3) construction, maintenance, and operation of macadamized, graveled, or paved roads and turnpikes, or in aid of such purposes. For those bonds levied for roads and turnpikes, the County may levy and collect taxes to pay the interest on the bonds as it becomes due and to provide a sinking fund for redemption of the bonds.

**Notes:** Excludes applicable exemptions.  
This schedule includes blended component units.

Fiscal Year Ended September 30

2009	2010	2011	2012	2013	2014
\$ 111,469,687,610	\$ 115,805,577,308	\$ 111,502,473,706	\$ 113,340,515,940	\$ 116,608,086,108	\$ 125,151,246,186
x 25 %	x 25 %	x 25 %	x 25 %	x 25 %	x 25 %
27,867,421,903	28,951,394,327	27,875,618,427	28,335,128,985	29,152,021,527	31,287,811,546
235,218,567	211,230,905	189,426,777	198,166,335	207,334,735	222,877,143
<u>\$ 27,632,203,336</u>	<u>\$ 28,740,163,422</u>	<u>\$ 27,686,191,650</u>	<u>\$ 28,136,962,650</u>	<u>\$ 28,944,686,792</u>	<u>\$ 31,064,934,403</u>
0.84%	0.73%	0.68%	0.70%	0.71%	0.71%

**Travis County, Texas**  
**Legal Debt Margin Information**  
**Bonds and Certificates of Obligation Issued Under Texas General Laws**  
**Last Ten Fiscal Years**  
(Unaudited)

	Fiscal Year Ended September 30			
	2005	2006	2007	2008
Assessed value of all taxable property	\$ 77,884,808,976	\$ 82,557,628,306	\$ 96,239,193,035	\$ 109,233,886,893
Debt limit rate	x 5 %	x 5 %	x 5 %	x 5 %
Amount of debt limit	<u>3,894,240,449</u>	<u>4,127,881,415</u>	<u>4,811,959,652</u>	<u>5,461,694,345</u>
Amount of debt applicable to debt limit:				
Gross bonded debt <sup>(1)</sup>	430,316,881	470,250,004	535,569,525	557,055,286
Less: Amounts set aside to repay general debt	<u>7,197,456</u>	<u>8,795,401</u>	<u>11,300,206</u>	<u>13,872,599</u>
Total amount of net debt applicable to debt limit	<u>423,119,425</u>	<u>461,454,603</u>	<u>524,269,319</u>	<u>543,182,687</u>
Legal debt margin	<u>\$ 3,471,121,024</u>	<u>\$ 3,666,426,812</u>	<u>\$ 4,287,690,333</u>	<u>\$ 4,918,511,658</u>
Total net debt applicable to the limit as a percentage of debt limit	10.87%	11.18%	10.90%	9.95%

Bonds issued under the Texas General Laws have, in addition to the debt limit of 5 percent of assessed value of all taxable property, a constitutional limit on the tax rate which may be levied to service general law bonds and provide funds for the general operations of the County. This limit for Travis County is \$.80 annually on the \$100 assessed valuation plus a levy of \$.15 annually for the maintenance of public roads.

Article VIII, Section 9 of the Texas Constitution, as amended, specified that the Commissioners' Court "shall levy whatever tax rate may be needed for the four (4) constitutional purposes; namely, general fund, permanent improvement fund, road and bridge fund and jury fund so long as the Court does not impair any outstanding bonds or other obligations and so long as the total of the foregoing tax levies does not exceed Eighty Cents (\$.80) on the One Hundred Dollars (\$100) valuation in any one (1) year."

**Notes:** Excludes applicable exemptions.  
This schedule includes blended component units.

(1) Includes General Obligation Bonds and Certificates of Obligation

Fiscal Year Ended September 30					
2009	2010	2011	2012	2013	2014
\$ 122,147,526,968	\$ 126,199,553,706	\$ 120,562,406,243	\$ 123,337,210,719	\$ 128,405,120,800	\$ 137,002,312,328
x 5 %	x 5 %	x 5 %	x 5 %	x 5 %	x 5 %
<u>6,107,376,348</u>	<u>6,309,977,685</u>	<u>6,028,120,312</u>	<u>6,166,860,536</u>	<u>6,420,256,040</u>	<u>6,850,115,616</u>
540,353,567	622,255,905	620,551,777	655,566,335	646,334,735	673,962,143
<u>13,608,314</u>	<u>14,140,251</u>	<u>14,910,298</u>	<u>14,377,853</u>	<u>18,264,468</u>	<u>18,252,771</u>
<u>526,745,253</u>	<u>608,115,654</u>	<u>605,641,479</u>	<u>641,188,482</u>	<u>628,070,267</u>	<u>655,709,372</u>
<u>\$ 5,580,631,095</u>	<u>\$ 5,701,862,031</u>	<u>\$ 5,422,478,833</u>	<u>\$ 5,525,672,054</u>	<u>\$ 5,792,185,773</u>	<u>\$ 6,194,406,244</u>
8.62%	9.64%	10.05%	10.40%	9.78%	9.57%

# Fiscal Year 2015 Budget Guidelines

## Introduction

The County's annual budget process provides offices and departments an opportunity to evaluate and prioritize their programs and reexamine how to efficiently and effectively execute their mission and goals. Likewise, the budget process provides the Commissioners Court a key tool for providing overarching direction regarding funding policies, mission and goals for Travis County. The County's budget development process is best served by close collaboration between the Planning & Budget Office and County offices and departments.

The Commissioners Court's primary goals in approving Budget Guidelines each year are to provide the Planning and Budget Office, as well as County offices and departments:

- broad policy direction early in the budget cycle regarding funding levels for the upcoming fiscal year, which are largely dependent on the ad valorem tax rate during any given budget development process, and
- criteria to help direct the use of existing and new resources among a number of competing needs.

## Travis County's Mission Statement

*For the people of Travis County, our mission is to preserve health, provide a safety net for the needy, ensure the public safety, facilitate the resolution of disputes, foster an efficient transportation system, promote recreational opportunities, and manage county resources in order to meet the changing needs of the community in an effective manner.*

The Commissioners Court demonstrates its commitment to this mission by ensuring appropriate funding for emergency functions (medical, fire and public safety), addressing various social ills (such as child abuse, truancy, domestic violence, and poverty), providing appropriate law enforcement and justice support to Travis County residents (including fair and efficient judicial services for both civil and criminal cases), maintaining the County's infrastructure (roads, facilities, parks, and technology), and continuing to



support efficiencies in general government services through the highest and best use of public funds.

## **Travis County's Budget and Funding Structure**

Adopting the budget and the ad valorem tax rate are two of the most important processes that Travis County undertakes each year. Property tax revenue represents the most significant source of funding for the County's General Fund, where most of the County's core services are budgeted. Property taxes are considered a stable source of funding for local governments, largely due to the nature of the effective tax rate calculation. The effective tax rate is a calculated rate that provides a taxing unit with about the same amount of revenue it received in the year before on properties taxed in both years. If property values rise, the effective tax rate will go down, and vice versa.

If the effective tax rate is adopted, the only source of new property tax revenue results from new construction value added to the tax base. Preliminary forecasts from the Travis Central Appraisal District (TCAD) for new construction in 2015 are \$1.5 billion compared to \$2.3 billion in 2014. At this point in the budget development process last year, TCAD anticipated \$2.5 billion in new construction. The Planning and Budget Office is currently estimating that the effective tax rate will yield approximately \$2 million in additional ongoing current tax revenue for General Fund maintenance and operations. This is due, in part, to increased debt service requirements in Fiscal Year 2015 (estimated to be over \$6 million more in Fiscal Year 2015 than 2014). This additional revenue is net of estimated tax rebates that are expected to be due to companies under the terms of performance-based economic development agreements, such as the agreement with Samsung.

The Texas Bond Review Board's latest local government annual report provides total debt per capita information for Travis County, including outstanding Certificates of Obligation per capita as of August 31, 2012. This information indicates that 37% of the County's debt per capita is related directly to Certificates of Obligation. The remaining outstanding debt has been approved by voters, refunded (or refinanced) to obtain lower interest rates, or represents state highway bonds. An informal analysis done by the County Auditor's Office estimates that about 60% of all outstanding debt is related to debt authorized by voters.

## Economic Outlook

### The National Economy and Future Uncertainty

Nationally, economic recovery has continued at a tepid pace with major economic indicators moving in a positive direction. The latest advance estimate on Gross Domestic Product (GDP) for the fourth quarter of 2013 released by the U.S. Bureau of Economic Analysis (BEA) on January 30, 2014, shows that the economy grew at a rate of 3.2% in the fourth quarter of 2013.<sup>1</sup> The BEA reports that real GDP increased 1.9% in 2013, compared to a 2.8% increase in 2012.

“Each of the past few years has ended with optimism that *next* year the U.S. economy will finally pull itself out of the mud.

Each year, that optimism has been proven wrong. This year might just be the one that doesn’t disappoint.”

David Wessel  
Wall Street Journal  
January 1, 2014

Economic growth in 2013 did not meet estimates that were projected at this time last year (a 2.4% increase). According to the *Wall Street Journal*, Charles Evans, president of the Federal Reserve Bank of Chicago, “predicted that the U.S. would grow about 3% in 2014”<sup>2</sup> while federal officials forecast growth of between 2.8% and 3.2%.

While Moody’s Analytics projected in December 2013 that state and local government spending would contribute to national GDP growth in 2013<sup>3</sup>, the BEA fourth quarter advance estimate reports that state and local government spending deceleration contributed to the national GDP growth deceleration in the fourth quarter of 2013. *CNN Money* reports that continued federal spending cuts impacted GDP growth, stating that “GDP

<sup>1</sup> Mataloni, Lisa, “National Income and Product Accounts: Gross Domestic Product, Fourth Quarter and Annual 2013 (advance estimate)”. Bureau of Economic Analysis News Release, January 30, 2014. [www.bea.gov/newsreleases/national/gdp/gdpnewsrelease.htm](http://www.bea.gov/newsreleases/national/gdp/gdpnewsrelease.htm)

<sup>2</sup> Ibid.

<sup>3</sup> White, Dan, Dismal Scientist, “U.S. State and Local Outlook: Beyond Detroit”. Moody’s Analytics, December 10, 2013. <http://www.moodyanalytics.com/~media/Insight/Economic-Analysis/Housing/2013/2013-10-12-US-State-and-Local-Outlook-Beyond-Detroit.ashx>

would have grown at a 4.2% pace in the [fourth] quarter if it weren't for federal spending cuts."<sup>4</sup>

On the jobs front, the jobs report from the Bureau of Labor Statistics<sup>5</sup> shows that the economy added 74,000 jobs in December 2013, instead of 193,000 jobs projected by most economists.<sup>6</sup> Meanwhile, the unemployment rate fell to 6.7%, although most of that decrease came from workers leaving the labor force.

David M. Blitzer, Chairman of the Index Committee at Standard & Poor's Dow Jones Indices, reports, "Home prices continue to rise despite last May's jump in mortgage interest rates. Mortgage applications for purchase

"The recent recovery in house prices and homeowners' equity therefore is good news, but much more will be needed for the typical homeowner to recover fully from the deep wealth losses experienced in recent years.

William R. Emmons &  
Bryan J. Noeth  
Federal Reserve Bank of St.  
Louis

were up in recent weeks confirming home builders' optimism shown by the [National Association of Home Builders] survey. Combined with low inflation – 1.5% in 2013 – home owners are enjoying real appreciation and rising equity values. While housing will make further contributions to the economy in 2014, the pace of price gains is likely to slow during the year."<sup>7</sup>

In a column in Issue 5-2013 of the Federal Reserve Bank of St. Louis publication, *In the Balance*, William R. Emmons and Bryan J. Noeth

write, "The faster recovery of financial assets mainly has benefited wealthier families, who own most of the economy's stocks and other financial assets." One of their conclusions is that lower-value homes

<sup>4</sup> Kurtz, Annalyn, "Economy grew solidly in fourth quarter". *CNN Money*, January 30, 2014. <http://money.cnn.com/2014/01/30/news/economy/gdp-report/index.html>

<sup>5</sup> Bureau of Labor Statistics, "Labor Force Statistics from the Current Population Survey, 2003 to 2013." [www.data.bls.gov/timeseries/LNS14000000](http://www.data.bls.gov/timeseries/LNS14000000)

<sup>6</sup> Kurtz, Annalyn, "2013 ends with weakest job growth in years", *CNN Money*, January 10, 2014. <http://money.cnn.com/2014/01/10/news/economy/december-jobs-reports/>

<sup>7</sup> S&P Dow Jones Indices, "Winter Shows No Signs of Cooling in Home Prices According to the S&P/Case-Shiller Home Price Indices". Press Release, New York, January 28, 2014.

realized a steeper decrease in value than higher-value homes and “subsequently have recovered more slowly than their higher-value counterparts.”<sup>8</sup>

Consumer confidence continues to improve with a rebound in December 2013 followed by another increase in January 2014.<sup>9</sup> The survey of consumer confidence conducted by the Conference Board indicates that consumers are rating both business conditions and the job market more favorably. “Looking ahead six months, consumers expect the economy and their earnings to improve, but were somewhat mixed regarding the outlook for jobs.”<sup>10</sup> This optimism closely tracks the economic indicators discussed earlier in this section.

Although consumers are more confident, the number of Americans who identify as middle class has diminished. According to the Pew Research Center, “since 2000, the middle class shrunk in size, fell backward in income and wealth, and shed some – but not all – of its characteristic faith in the future.”<sup>11</sup>

Emmons and Noeth conclude in their paper, “Economic Vulnerability and Financial Fragility,” published in the September/October 2013 Federal Reserve Bank of St. Louis *Review*, that “the families hardest hit by the recession tended to be young, those without college degrees, and/or members of historically disadvantaged minorities.”<sup>12</sup>

So, while the consensus estimate calls for a national economy “that performs better in 2014 than it has for the past several years,”<sup>13</sup> it appears that the rising tide is not lifting all boats at the same rate.

---

<sup>8</sup> Emmons, William R. and Bryan J. Noeth, “Housing Rebound Broadens the Wealth Recovery But Much More Is Needed”, *In the Balance*, Issue 5-2013, Federal Reserve Bank of St. Louis.

<sup>9</sup> Conference Board, “The Conference Board Consumer Confidence Index Increases Again, January 28, 2014. <http://www.conference-board.org/data/consumerconfidence.cfm>

<sup>10</sup> Ibid.

<sup>11</sup> Pew Research Center, “The Middle Class: Key Data Points from Pew Research,” January 27, 2014. <http://www.pewresearch.org/key-data-points/the-middle-class-pew-research-key-data-points/>

<sup>12</sup> Emmons, William R. and Bryan J. Noeth, “Economic Vulnerability and Financial Fragility”, *Review*, Federal Reserve Bank of St. Louis, September/October 2013.

<sup>13</sup> Wessel, David, “Hopeful Signs for U.S. Economy in 2014”, *Wall Street Journal*, December 1, 2014. <http://online.wsj.com/news/articles/SB10001424052702304773104579266701008158062>

## The Texas Economy and Demographic Change

At the State level, the Texas State Comptroller reports, “Job growth, sales tax collections and building permits all signal that the Texas economy continues to outpace the national economy.”<sup>14</sup> The Federal Reserve Bank of Dallas notes that the Texas economy continues to expand with employment growth at a 2.3% annual rate in December 2013.<sup>15</sup> In addition to Texas adding 21,700 jobs in November and another 21,400 in December, the unemployment rate declined to 6% in December while existing home sales are up 4.2% from November 2012 to November 2013.<sup>16</sup>

“Although there are factors which could dampen performance, Texas is well positioned to remain among the strongest economies in the nation....Business cycles are inevitable, but the underlying patterns in the Texas economy call for expansion through the next five years and beyond.”

*Ray Perryman  
February 9, 2014  
Odessa American online*

In September 2013, Standard & Poor’s upgraded Texas’ credit rating to the highest AAA level. In his annual update on the Texas economy, Richard Fisher, president and CEO of the Federal Reserve Bank of Dallas, emphasized that Texas has outpaced the nation in job creation by a factor of more than two to one over the past 23 years.<sup>17</sup>

While Texas ranks at or near the top of many economic indicators, nearly half of Texas families live in “liquid asset poverty”.<sup>18</sup> Liquid asset poverty is defined as the lack of savings that makes a family unable to subsist at the

---

<sup>14</sup> Texas Comptroller of Public Accounts, *Comptroller’s Economic Outlook*, Updated January 31, 2014. <http://www.texasahead.org/economy/outlook.php>

<sup>15</sup> Federal Reserve Bank of Dallas, *Texas Economic Indicators*, February 2014.

<sup>16</sup> Federal Reserve Bank of Dallas, *Texas Economic Indicators*, January 2014.

<sup>17</sup> Fisher, Richard W., “State of the Texas Economy: An Annual Update”, Remarks before the Dallas Breakfast Group, Dallas, Texas, December 19, 2013.

<sup>18</sup> Editorial Board, “Texans at the brink of poverty,” *Dallas Morning News*, February 3, 2014.

poverty level for three months in the absence of income. The national liquid asset poverty rate was 43.9% in 2012 while the Texas liquid asset poverty rate is 49.5%, or 32<sup>nd</sup> among the states.<sup>19</sup>

“Research has clearly demonstrated that across all ethnic groups, education pays, both for individuals and the state as a whole. Education helps decrease poverty among individuals and leads to a stronger, more vibrant workforce, which will make Texas more competitive as a destination for business and industry.”

Steve H. Murdock, et. al  
*Changing Texas: Implications of Addressing or Ignoring the Texas Challenge, 2014*

When this is coupled with the findings published in former State demographer Steve H. Murdock’s latest book, Changing Texas: Implications of Addressing or Ignoring the Texas Challenge, a great concern is identified regarding Texas’ ability to maintain this level of economic growth over the next 40 years.

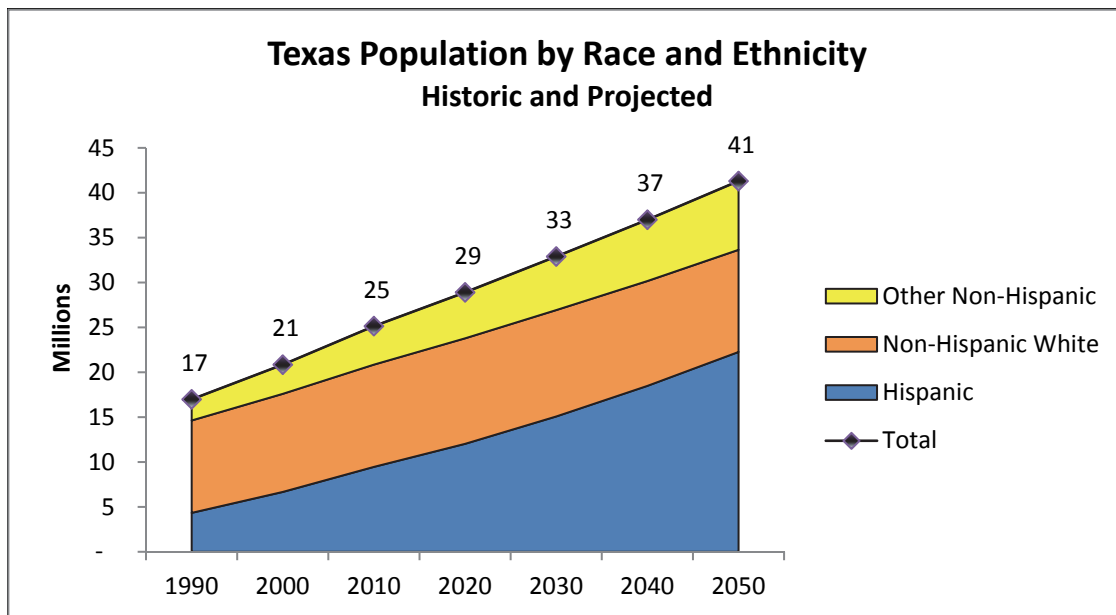
Murdock makes the following points based on his in depth review of the demographic shifts that can reasonably be expected to continue over the next 40 years.

1. Future population growth in Texas will make it increasingly diverse and Hispanic.
2. The growing non-Hispanic Black and Hispanic components of the future population are projected to continue to show reduced income, higher rates of poverty, and lower levels of education compared to other components of the Texas population.
3. The two factors above indicate that without improving the socioeconomic conditions of non-Hispanic Black and Hispanic Texans, Texas will be poorer and less competitive than it is now.
4. If current socioeconomic disparities are not addressed through policy changes, such disparities will not diminish over the next 40 years.<sup>20</sup>

<sup>19</sup> Corporation for Enterprise Development, Assets & Opportunity Scorecard.  
<http://scorecard.assetsandopportunity.org/2013/measure/liquid-asset-poverty-rate>

Murdock writes:

We must be willing to consider and promote programs that help to bring the levels of socioeconomic resources of disadvantaged populations up to the levels of non-Hispanic White populations without diminishing the socioeconomic resources of either the disadvantaged or advantaged.



Source: Steve H. Murdock, et. al, *Changing Texas*

In their study at the national level, Emmons and Noeth list examples of “interventions that may help break the link between economic vulnerability and risky balance sheets – specifically, financial literacy training, in-kind or cash benefits, Individual Development Accounts, and early childhood intervention,” and state that the earlier the intervention, the more effective it can be.<sup>21</sup>

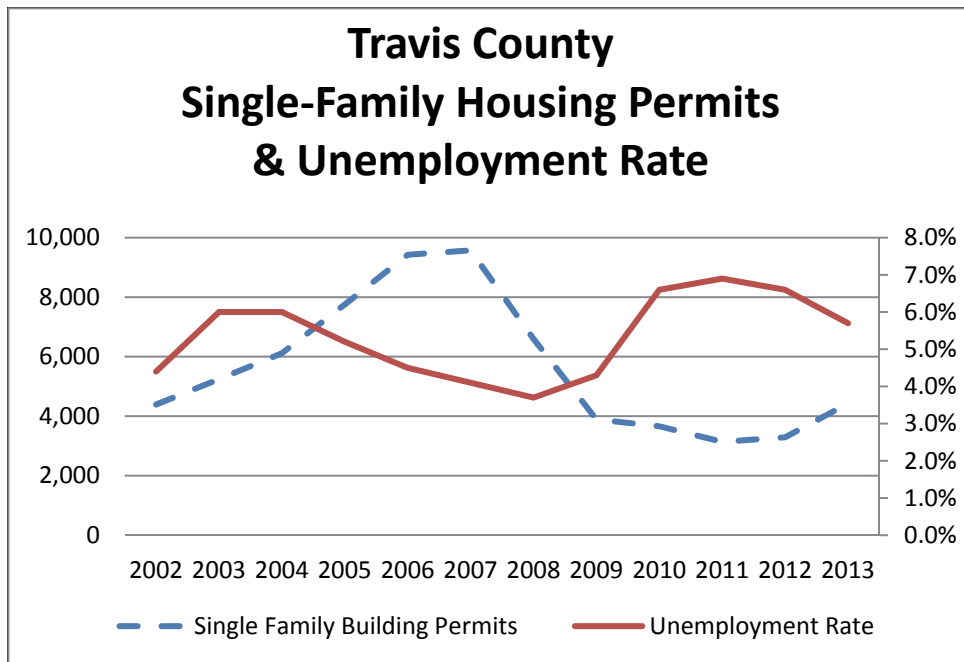
<sup>20</sup> Murdock, Steve H., Michael E. Cline, Mary Zey, P. Wilner Jeanty, and Deborah Perez. 2014. *Changing Texas: Implications of Addressing or Ignoring the Texas Challenge*, College Station. Texas A&M University Press.

<sup>21</sup> Emmons, William R. and Bryan J. Noeth, *Economic Vulnerability and Financial Fragility*, Federal Reserve Bank of St. Louis REVIEW, September/October 2013, (pp.361-388).

## The Travis County Economy and Affordability

The Austin Metropolitan Statistical Area (MSA), which includes all of Travis County, is ranked by *Forbes* magazine as America’s fastest-growing area for the fourth year in a row.<sup>22</sup> *Forbes* projects the economic growth rate for the MSA from 2011-2016 at 6.1%. This economic growth also leads to population growth. According to the City of Austin demographer, Ryan Robinson, the net number of new arrivals to the city per day is 110.<sup>23</sup>

Angelos Angelou, of Angelou Economics, forecast that the Austin market will add 28,900 new jobs in 2014 and 30,400 in 2015,<sup>24</sup> continuing an approximate 3.5% rate of new job growth for the area. In addition, Angelou projects that the Austin area will see the unemployment rate dip below 5% by 2015.



Source: Texas A&M University Real Estate Center, Federal Reserve Bank of St. Louis

<sup>22</sup> Carlyle, Erin, “America’s 20 Fastest-Growing Cities”, *Forbes*, February 14, 2014, <http://www.forbes.com/sites/erincarlyle/2014/02/14/americas-20-fastest-growing-cities/>.

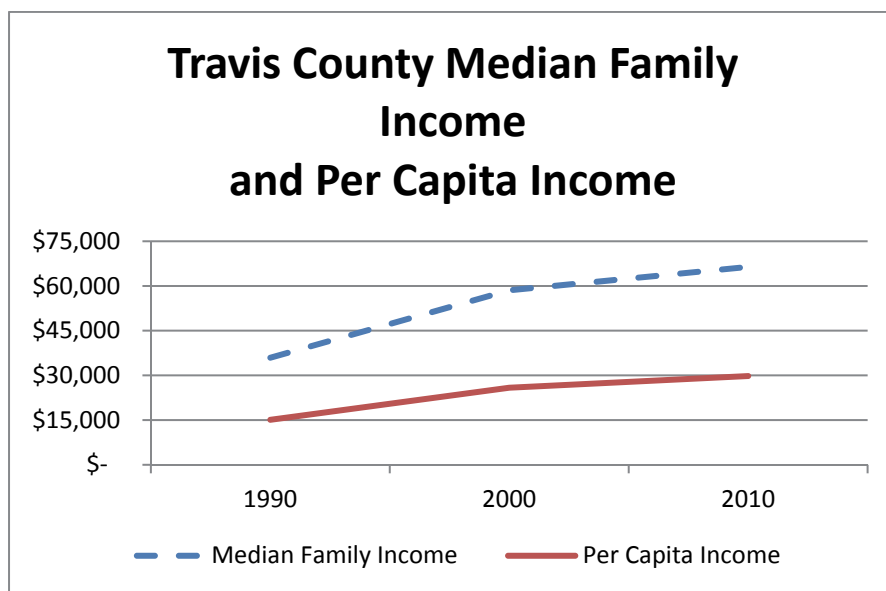
<sup>23</sup> Pope, Colin, “How many people move to Austin a day? Here’s the official number”, *Austin Business Journal*, February 14, 2014. <http://www.bizjournals.com/austin/blog/at-the-watercooler/2014/02/how-many-people-move-to-austin-a-day-heres-the.html>

<sup>24</sup> Angelou, Angelos G., 2014-2015 Annual Economic Forecast, December 14, 2013.



The economic data points to continued strong economic growth for Travis County. State and federal data in the chart above continue to show inverse trends in the unemployment rate<sup>25</sup> and in the number of single-family home building permits.<sup>26</sup> More new homes are being built in Travis County and the average value per dwelling unit permitted increased 17% from \$170,300 in 2012 to \$199,208 in 2013.<sup>27</sup>

The economic growth and large net in-migration has resulted in home sales in the greater Austin area for December 2013 reaching a historic high and the housing inventory dropping to an all-time low, according to the Austin Board of Realtors. Bill Evans, President of the Austin Board of Realtors reported that “[p]opulation and economic growth in the Austin area show no signs of slowing down this year; neither does Austin’s increasingly competitive housing market. In 2014, Austin homebuyers and sellers can expect home prices to continue to rise across all segments of the market.”<sup>28</sup>



Source: US Census Bureau Data Tables and Community Profiles

<sup>25</sup> “Unemployment Rate in Travis County, TX (TXTRAV3URN)”, *Economic Research*. Federal Reserve Bank of St. Louis.

<http://www.research.stlouisfed.org/fred2/series/TXTRAV3URN/downloaddata?cid=30125>

<sup>26</sup> “Building Permits, Travis County”, Texas A&M University Real Estate Center.

<http://www.recenter.tamu.edu/data/bp/bpc/cnty453.asp>

<sup>27</sup> Ibid.

<sup>28</sup> Austin Housing Market Update, January 17, 2014, Austin Board of Realtors.

<http://www.austinhomesearch.com/pages/austin-market-update>.

The median family income in Travis County has grown from \$35,931 in 1990 to \$66,406 in 2010, an 85% increase over the 20-year period, according to US Census records.

The poverty numbers over the same time period show a disturbing trend. The number of persons below the poverty level decreased from 16% in 1990 to 13% in 2000, yet from 2000 to 2010, the poverty level increased to 17.4%. These statistics appear to indicate that while the economic recovery in Travis County is increasing median family income, it is leaving a larger number of residents in a financially fragile state.

While the Travis County economy continues to perform better than other metropolitan areas across the country, concerns have been raised in the community that this improving prosperity is not being enjoyed universally across the County. The economic engine that is driving job growth, increased property values, and a population influx is also making the area less affordable for those on the lower end of the economic spectrum.

Texas counties are responsible for providing certain basic services to all Texans: a judicial system that adjudicates misdemeanors and felonies, correctional facilities for those who are sentenced to jail, the construction and maintenance of a county road and bridge system, and an economic safety net for the most financially fragile Texans. Because Travis County is constitutionally required to help serve as an economic safety net for its citizens, a significant level of resources are focused on programs to help lift residents out of poverty. These programs and services include the provision of basic food and utility assistance, workforce development, early childhood interventions, and after school programs.

## Fiscal Year 2015 Preliminary Budget

The FY 2015 Travis County budget process will continue to focus on meeting the ongoing financial commitments approved by the Commissioners Court, as well as providing a public forum for the Commissioners Court to help weigh affordability issues facing the area.

### Cost Drivers

There are several outstanding program priorities that the Commissioners Court emphasized during the Fiscal Year 2014 budget process. These priorities will require consideration during the 2015 budget process. Associated funding totals nearly \$3 million and includes:

- \$1.7 million of additional ongoing funding for the Public Integrity Unit is needed. There is currently \$800,000 budgeted in ongoing funding for the program, and one-time fixes of \$900,000 were identified in the General Fund for the 2014 budget. In addition, close to \$750,000 was allocated from the District Attorney's forfeited funds, but this level of forfeited funds is not sustainable on an annual basis.
- \$1 million in additional social services funding associated with a new competitive procurement process approved last summer that is expected to be underway in 2014.
- \$265,000 to provide full-year funding in 2015 for Travis County Sheriff's Office deputies approved to begin employment on April 1, 2014.

In addition, there is additional funding needed in Fiscal Year 2015 for programs or cost drivers that have been targeted as budget priorities in past years. These budgetary items will require careful consideration during the upcoming budget process and range between \$8.5 million and \$14 million.

- \$5 million to \$6 million for increased health insurance and retirement costs based on analysis of industry trends and historical experience.
- \$1 million to \$2.5 million for increased commitments under interlocal agreements, as well as other contractually obligated expenses like

the Waller Creek tax increment paid to the City and budgetary increases related to the Travis Central Appraisal District.

- \$1 million to \$2.5 million to continue ongoing support of the Road & Bridge Fund. This fund provides for the maintenance of Travis County roads and bridges.
  - Legislative changes have decreased the amount of the 5% motor vehicle sales tax that previously was deposited in the Road & Bridge Fund, and provided for a phased approach to deposit the entire amount of the 5% tax into the General Fund by the end of Fiscal Year 2015.
- \$800,000 to \$1.2 million for increased funding for the Balcones Canyonland Preservation (BCP) Fund. The BCP Fund was established to enable the County to meet its obligations and requirements under a Federal Endangered Species Act permit. The current transfer is nearly \$12 million from the General Fund.
- \$500,000 to \$1.2 million related to additional funding needed in the Risk Management Fund resulting from increased workers' compensation claims, as well as the October 2013 flood damage assessment to County property.
- \$200,000 to \$600,000 for civil indigent attorney fees. These mandated fees have continued to increase in recent years. Civil Courts, Criminal Justice Planning, and the Planning and Budget Office have formed a study committee to further examine cost drivers and trends. The group will also study if there are additional ways to use the established Office of Parental Representation and Office of Child Representation to increase their effectiveness and efficiency in handling these cases.

There are a variety of additional issues that could have an impact on the development of the Fiscal Year 2015 Preliminary Budget. The Planning and Budget Office will work with departments and offices to continue monitoring these issues, and keep the Commissioners Court apprised of any substantive changes. Such issues include:

- Jail population and/or inmate medical costs

- External placement for juveniles
- Changes in assumptions that affect calculation of tax rate and resulting revenue, such as new first-time exemptions, new construction values, or taxable value lost to successful appeals
- Unexpected decreases in state or federal grant funds for established programs
- Cost increases and/or revenue decreases related to ongoing discussions with City of Austin on central booking
- Additional workload and infrastructure needed to support the growing population of Travis County

Finally, the 83<sup>rd</sup> Texas Legislature approved two new criminal courts to begin operations in Travis County in September of 2015. These courts will be the 450<sup>th</sup> District Court and County Court-at-Law #9. While the necessary physical space for these courts will not be available until early 2016, it is important for planning purposes to keep associated expenses of up to \$4.5 million in mind during upcoming budget discussions since funding these two courts will be a top priority during the 2016 budget process.

### **Non-Property Tax Revenue Opportunities**

**Constable Fees:** During the Fiscal Year 2014 budget process, the Commissioners Court approved a modest fee increase to various civil fees charged by the constables. The fee increases ranged from \$5 to \$15 for most civil process fees and placed the fees at a level comparable to those in Harris and Dallas counties. At the time, the Planning and Budget Office recommended that another review of the civil fee schedule occur during the 2015 budget process in light of the upward pressures on employer-funded health benefits costs.

**Park Fees:** On January 14, 2014, the Commissioners Court voted to approve a variety of fee changes for County parks. The purpose of these fee changes were primarily to offset the costs associated with increased demand and were targeted towards users of the parks. These fee increases included the day fee surcharge at Hippy Hollow, Hamilton Pool Preserve, and Mary Quinlan Park. Fee changes were also approved for the use of group amenities at County parks, such as athletic fields, shelters, pavilions, concession and the new Northeast Metro bicycle moto-cross (BMX) track. These fee increases were estimated by the Transportation and Natural Resources department to generate \$300,000 in additional revenue next year. It is the department's intent that these fees be used to help fund costs associated with modifications at Hamilton Pool Preserve necessary to accommodate the high numbers of annual visitors.

**Collections:** Currently, the County uses third party collections for Justice of the Peace criminal cases, after County efforts have been exhausted. The contract for these collections is currently in the process of being bid and awarded. After the Justice of the Peace contract is in place, the County intends to request proposals to extend third party collections efforts to the criminal cases at the District and County Court levels.

The Commissioners Court strongly encourages offices and departments to identify opportunities to enhance non-property tax revenue in Fiscal Year 2015 budget submissions. Attention should be paid to fines and fees that have not been reviewed or adjusted in several years and do not reflect the appropriate level of cost recovery. The Planning and Budget Office will work with the County Auditor to review certified fee revenue in Fiscal Year 2014 to ascertain any recommended changes prior to the start of the Fiscal Year 2015 budget process.

The Commissioners Court may request that the County Auditor work with County offices and departments to undertake a more comprehensive assessment of the County's current fees and charges and whether new fees can or should be implemented. If such an assessment is undertaken, it would likely be phased over time to help ensure that the County Auditor is able to manage this special project using existing staff.

## **Tax Rate**

The Commissioners Court is interested in balancing affordability for Travis County taxpayers with providing the services constituents expect. The Commissioners Court has, in recent years, provided policy guidance to the Planning and Budget Office that the tax rate used to develop the Preliminary Budget be "at or near" the effective tax rate. During discussions and deliberations, the Court has clarified this policy guidance such that a tax rate is considered near to the effective tax rate if within 3% of the effective tax rate. The underlying rationale that has driven this policy is based on the premise that modest growth in the tax rate over time is the best approach to respond to the increasing cost of delivering services. Even when new construction activity is underway and brings added value to the tax base, the effective tax rate is not always sufficient to generate the funding needed to keep pace with a growing population or rising costs. This past year, discussions in the community about affordability have been emphasized as many taxpayers have experienced increased taxable homestead values and local governments have levied taxes above the effective tax rate, while household income has not necessarily kept pace with upward cost pressures in general, including property taxes.

Using the latest valuation estimates available from the Travis Central Appraisal District, the table on the following page outlines the options considered by the Commissioners Court during their deliberations on Fiscal Year 2015 budget guidelines. Providing preliminary direction on the tax rate for next budget year is an important policy decision that is needed to provide offices and departments direction to prepare their initial budget submittals.

**Fiscal Year 2015 Tax Rate Options and Estimated Taxpayer Impact**

	Current FY 2014	Option 1 Effective Tax Rate	Option 2 No Increase in Tax Rate	Option 3 3% above Effective
<b>Average Homestead Value</b>	\$282,909	\$293,500	\$293,500	\$293,500
<b>Average Taxable Value After 20% Homestead Exemption and other required adjustments</b>	\$222,431	\$230,775	\$230,775	\$230,775
<b>Ad Valorem Tax Rate</b>	49.46 ¢	48.24 ¢	49.46 ¢	49.68 ¢
<b>Annual Tax Impact</b>	\$1,100	\$1,113	\$1,141	\$1,146
<b>Difference from FY 2014</b>	-0-	\$13	\$41	\$46
<b>Median Homestead Value</b>	\$209,509	\$217,500	\$217,500	\$217,500
<b>Median Taxable Value</b>	\$165,642	\$172,000	\$172,000	\$172,000
<b>Annual Tax Impact</b>	\$819	\$830	\$851	\$854
<b>Difference from FY 2014</b>	-0-	\$11	\$32	\$35

Option 1 Preparing the Preliminary Budget at the effective tax rate would result in an estimated \$13 increase in the annual tax bill for a Travis County resident who owns an average-valued homestead. Additional ongoing property tax revenue of about \$2 million would be generated in the County’s General Fund due to new construction value added to the tax base, but would not be sufficient to cover additional projected costs, which are currently estimated in the range of \$11.5 to \$17 million. Implementing the effective tax rate would require significant spending reductions in order to balance the budget.

Option 2 Preparing the Preliminary Budget with no increase in the tax rate (leaving the existing tax rate of 49.46 cents per \$100 of valuation in place) would provide additional property tax revenue of \$15 million based on current assumptions provided by TCAD. This option would provide funding for the majority of current services and anticipated cost drivers, but would likely result in some level of curtailed spending to ensure that all required expenditures can be accommodated in the budget. Initially, this option would not provide funding for pay increases for the classified workforce. As more refined information is obtained from TCAD and the County Auditor, it may be possible that additional revenue is identified at a later date to address investments in the workforce beyond planned County contributions



for medical benefits. Preparing the Preliminary Budget with no increase in the tax rate would result in an estimated \$41 increase in the annual tax bill for a Travis County resident who owns an average-valued homestead.

Option 3 Preparing the Preliminary Budget at 3% above the effective tax rate would provide increased property tax revenue of \$18 million and would give the County more flexibility to respond to increased demand for services and workload and/or potential investments in the workforce. Preparing the Preliminary Budget at a tax rate that is 3% above the effective rate would result in an estimated \$46 increase in the annual tax bill for a Travis County resident who owns an average-valued homestead.

**March 18, 2014 Tax Rate Direction** After discussion of the options above for the Fiscal Year 2015 budget process, the Commissioners Court directed the Planning and Budget Office to work toward balancing the Preliminary Budget at 1.5% above the effective tax rate, which is currently 48.96 cents per \$100 of taxable values using the latest estimates available from the Travis Central Appraisal District.

This tax rate is estimated to provide increased property tax revenue of approximately \$10 million. PBO will work diligently with offices and departments to cover anticipated county-wide cost drivers. This rate would not likely provide funding for pay increases for the classified workforce. The table below reflects this estimated tax rate, which is a decrease of 1% compared to the current rate. Preparing the Preliminary Budget at a tax rate of 1.5% above the effective tax rate would result in an estimated \$30 increase in the annual tax bill for a Travis County resident who owns an average-valued homestead.

#### Estimated Average Annual Tax Impact on Homestead Owners

	Current FY 2014	Projected FY 2015	Difference	
			\$	%
<b>Ad Valorem Tax Rate</b>	<b>49.46 ¢</b>	<b>48.96 ¢</b>	<b>-0.5 cents</b>	<b>-1%</b>
<b>Average Homestead Value</b>	<b>\$282,909</b>	<b>\$293,500</b>	<b>\$10,591</b>	<b>3.7%</b>
<b>Average Taxable Value After 20% Homestead Exemption and other required adjustments</b>	<b>\$222,431</b>	<b>\$230,775</b>	<b>\$8,344</b>	<b>3.8%</b>
<b>Annual Tax Impact</b>	<b>\$1,100</b>	<b>\$1,130</b>	<b>\$30</b>	<b>2.7%</b>
<b>Median Homestead Value</b>	<b>\$209,509</b>	<b>\$217,500</b>	<b>\$7,991</b>	<b>3.8%</b>
<b>Median Taxable Value</b>	<b>\$165,642</b>	<b>\$172,000</b>	<b>\$6,358</b>	<b>3.8%</b>
<b>Annual Tax Impact</b>	<b>\$819</b>	<b>\$842</b>	<b>\$23</b>	<b>2.8%</b>

## Fiscal Year 2015 Budget Preparation Guidance – County Offices and Departments

The key elements of the budget guidelines as outlined below are intended to help offices and departments in the preparation of Fiscal Year 2015 budget submittals, and to assist the Planning and Budget Office in preliminary preparations for the upcoming budget cycle.

### A. Budget Submittals

Departments and offices are required to submit their budgets at the Fiscal Year 2015 Target Budget Level. This Target Budget Level represents the 2014 Adopted Budget plus the annualized impact of any increases approved for 2014, less any one-time expenses and other reductions related to pilot programs and/or programs moved from ongoing to one-time funding status.

Departments and offices are urged to collaborate with the Planning and Budget Office to identify and implement opportunities for savings and efficiencies.

**Budget submittals are due on Monday, May 5, 2014.**

### B. Compensation & Benefits

Compensation The Commissioners Court has invested significant resources in recent years to ensure that its workforce is competitive with market conditions. A Compensation Committee appointed by the Court has presented recommendations on the implementation of performance based pay in the future. The proposed policy is under review by the County Attorney's Office and will be available for employee review and comment. The Commissioners Court will hold an employee public hearing on the proposed policy and other salary and benefits issues on June 26<sup>th</sup> at 4:30 PM in the Commissioners Courtroom at 700 Lavaca Street. This hearing is held every year and provides an opportunity for all County employees, employee groups and retirees to give the Commissioners Court feedback on compensation and benefits for the following fiscal year.

At this time, the Fiscal Year 2015 Preliminary Budget is not expected to include funding for pay increases for classified employees or those on the peace officer pay scale. The Commissioners Court may reconsider this

matter later in the budget process as revenue and expenditure estimates are refined. The Planning and Budget Office will update the Commissioners Court in June, and they will be in a better position at that time to assess whether the inclusion of funding for compensation in the Preliminary Budget is feasible. Pay increases for employees on the peace officer pay scale, including the implementation of step increases, could be considered for Fiscal Year 2016, if deemed affordable at that time. Employees on the peace officers pay scale received a substantial pay increase that became effective in September of 2012.

Salary adjustments for elected officials not on the judicial pay scale typically mirror adjustments for classified employees. Therefore, at this time, the Fiscal Year 2015 Preliminary Budget is not expected to include funding for pay increases for elected officials. If the Commissioners Court is able to reconsider the inclusion of funding pay adjustments for the classified employees in June, funding for similar increases for elected officials not on the judicial pay scale will be set aside in the Preliminary Budget.

Benefits In the spring of each year, the Employee Health Benefits Committee, a committee comprised of employees from various offices and departments and retirees, meets with the County's third party actuary to make recommendations on the County's health plan. After considering the information presented by the actuary, the Committee will finalize its recommendation on health plan design changes that may be deemed necessary to keep the health plan affordable for the County and the health plan members. The County expects to incur increased costs in 2015 based on historical trends and actuarial projections. As in previous years, any increased costs would be shared among the County, employees, and retirees. The need for additional resources will not be determined until discussions between the actuary and members of the Employee Health Benefits Committee are completed. The Planning and Budget Office will include estimated funding in the Preliminary Budget based on recent cost trends.

The County has issued a request for proposals for services related to the County's self-insured medical insurance plan. Staff recommendations on these services may impact the level of funding needed for these services. The services include third party administration of the medical insurance plan, pharmacy benefits management, the provision of vision insurance,

and the provision of stop loss insurance. Recommendations will be discussed with the Commissioners Court in late spring.

The Planning and Budget Office will include the anticipated increase needed in the County's retirement contributions to maintain funding levels needed for the current benefit plan with the Texas County and District Retirement System (TCDRS) in the Preliminary Budget. TCDRS will provide the County the estimated contribution requirements for the plan in the spring.

### **C. Maintaining Current Service Levels**

Offices and departments have the flexibility within their target budgets to repurpose funds in order to accomplish their priority goals. Directors and managers need to reprioritize within existing resources to maintain current service levels where required. Funding for new contractual or statutory obligations and other expenses related to maintaining current service levels take priority over proposed program enhancements or expansions. Directors and managers are urged to focus on efficiencies, increased productivity, and simplification in Fiscal Year 2015 rather than on budget requests for additional resources. The Preliminary Budget will likely include major funding commitments outlined in these guidelines.

The Planning and Budget Office will review and make recommendations about whether to continue funding positions that were approved in the previous budget based on the certification of additional revenue. If it is found that the additional revenue actually realized does not support the actual cost of the services, the Planning and Budget Office may recommend that the programs be eliminated or phased out over a period of time. The Planning and Budget Office will work closely with the Auditor's Office to validate associated revenue and expenditures before such recommendations are made.

### **D. Non-County Requests**

During Fiscal Year 2014, Health and Human Services began working on a competitive solicitation process for third party agencies to provide County residents with various social services. Because this work will continue into Fiscal Year 2015, third party social service providers are expected to work through the solicitation process with Health and Human Services and the Purchasing Office.

Non-County entities (other than social service providers) that plan to request new or additional funding in the County budget must coordinate such a request through the County department in charge of delivering the service. The request must be submitted to the relevant County department no later than **April 4** so that it can be included in the department's overall budget submittal. At a minimum, these proposals must:

1. Leverage a County investment to receive a proportionally larger amount of new outside resources to address a compelling community need, or
2. Seek to restore a loss of community resources that, if left unfunded, would result in a compelling and documented impact to those most in need.

County offices and departments are asked to advise their key stakeholders of the County's budget process, schedule, and budget guidelines that provide the context for Fiscal Year 2015 spending appropriations, including community groups, employee groups, or other governmental or local agencies. Non-County organizations submitting a request are urged to carefully consider their most critical need and describe specifically how the request for funding would provide benefit for the community.

The Boards of Directors of the Travis County Corporations previously declared a moratorium on funding non-County capital requests that remains in effect.

Requests not submitted within the approved time frame will not be considered by the Planning and Budget Office for inclusion in the Fiscal Year 2015 Preliminary Budget.

### **E. Unspent Balances, Zero-Based Line Items, and Salary Savings**

The Planning and Budget Office annually reviews the last three years of unspent operating funds, and considers whether it would be reasonable to reduce the budget without substantially affecting service levels. The primary purpose of this review is to identify opportunities for repurposing these unspent funds to help pay for critical needs across Travis County that may need additional funding, before simply increasing the budget.

Offices and departments will be asked to build selected line-item budgets from the ground up ("zero-based" budgeting), such as leases, maintenance contracts, other purchased services, consulting, and contributions to

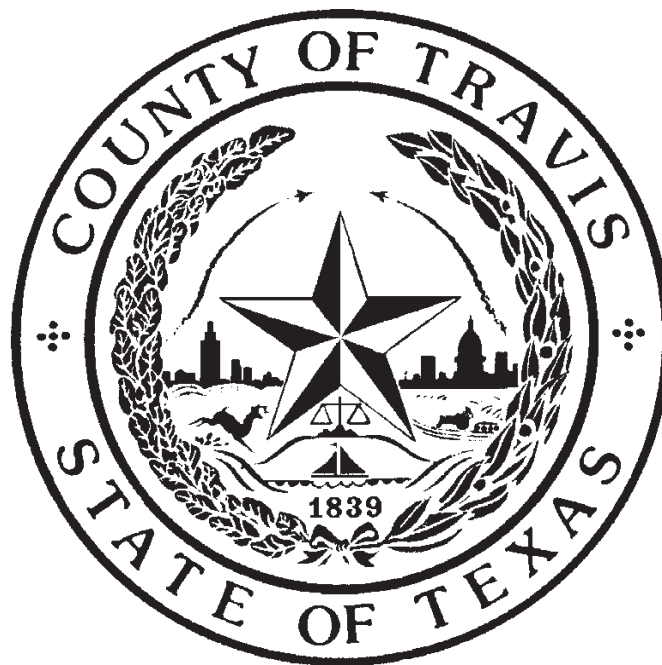
grants. Other line items that may become subject to zero-based budgeting could be identified during budget development. Each year, the Planning and Budget Office also tries to ensure that the budget for salary savings reflects vacancy trends in each of the offices and departments.

#### **F. Promote Efficiencies**

The Commissioners Court is very supportive of employees and management identifying ways in which operations can be improved and efficiencies may be gained that could result in reduced or avoided costs. Offices and departments, as well as individual employees, are encouraged to carefully reflect on business practices and stimulate meaningfully creative proposals within existing budget constraints.

**Approved by Commissioners Court on March 18, 2014, Agenda Item #19 with revisions to reflect direction to balance the Preliminary Budget at an ad valorem tax rate of 1.5% above the effective tax rate.**

# Travis County Budget Rules Fiscal Year 2015



Planning & Budget Office  
700 Lavaca Street, Suite 1560  
Austin, Texas 78701

**FISCAL YEAR 2015 TRAVIS COUNTY BUDGET RULES  
TABLE OF CONTENTS**

	<b>Page</b>
<b>Introduction .....</b>	<b>4</b>
<b>Rule #1 Budget Order .....</b>	<b>4</b>
<b>Rule #2 Expenditures in Excess of Budget .....</b>	<b>4</b>
<b>Rule #3 Budget Control .....</b>	<b>4</b>
Budget Adjustments .....	5
<b>Rule #4 Personnel Budget .....</b>	<b>6</b>
Negative Salary and Benefit Accounts .....	6
Overtime .....	6
Medical Insurance Benefit Funds .....	7
Law Clerk Positions in the County Attorney’s Office .....	7
<b>Rule #5 Automatic Budget Adjustments .....</b>	<b>8</b>
Exceptions to Budget Rule #5 .....	9
<b>Rule #6 Other Budget Adjustments .....</b>	<b>11</b>
Transfer Budget Adjustments .....	12
Amendment Budget Adjustments .....	12
Discussion Budget Adjustments .....	12
New Budget Adjustments .....	13
Other Budget Adjustments .....	13
<b>Rule #7 Unused Capital Funds .....</b>	<b>14</b>
Exception to Rule #7 .....	14
<b>Rule #8 1984 Bond Funds .....</b>	<b>14</b>
<b>Rule #9 Encumbrances and Pre-Encumbrances .....</b>	<b>15</b>
<b>Rule #10 Encumbrance Reserve .....</b>	<b>15</b>
Exception to Rule #10 .....	16
<b>Rule #11 Pre-Encumbrance Reserve .....</b>	<b>16</b>
<b>Rule #12 Printing/Mailing Restrictions .....</b>	<b>16</b>



**Rule #13 Travel ..... 17**

**Rule #14 Recruiting and Hiring for High Level Positions ..... 18**

**Rule #15 Wireless Policy..... 19**

**Rule #16 Grants ..... 19**

**Rule #17 Vehicle Take Home Policy ..... 19**

**Rule #18 County Auditor’s Budget Adjustment Authority ..... 19**

    Negative Personnel/Benefits Balances..... 19

    Adjustments for Invoice Deficits of \$10 or Less..... 19

    Payment of Interest..... 20

**Rule #19 Authorization for Reimbursed Agreements – Fund 4050 ..... 20**

**Rule #20 Reimbursement Requests and Taxable Income Determination ..... 20**

**Rule #21 Business Related Reimbursements ..... 20**

**Appendices ..... 22**

    1. Central Accounts ..... 22

    2. Grants ..... 24

    3. Additional Guidance ..... 32

        A. Tax Refunds..... 32

        B. Contingent Liabilities..... 32

        C. Interfund Transfers ..... 32

        D. Jury Sequestration in Criminal Cases ..... 33

        E. Performance Based Pay and Employee Recognition..... 33

        F. Computer Software Training ..... 33

        G. County Benefits ..... 34

        H. Indirect Cost Rates..... 35

        I. Peace Officer Pay Scales, TCSO/Non-TCSO ..... 36

        J. Classified Employee Pay Scale ..... 38

## INTRODUCTION

The Fiscal Year 2015 budget rules and policies were adopted by the Travis County Commissioners Court on September 16, 2014. The rules and policies are adopted to ensure that the implementation of the budget is consistent with Commissioners Court policies and applicable laws.

## BUDGET RULES

⇒ **Rule #1. The Travis County Budget Order Is the sole and complete authority.**

During Fiscal Year 2015, the Travis County Budget Order is the sole and complete authority for expenditure of County funds and for the use of County resources that are subject to appropriation by the Travis County Commissioners Court.

⇒ **Rule #2. Expenditures in excess of budget are prohibited.**

Expenditures and contractual obligations in excess of the amount authorized in an office's or department's budget are prohibited. Offices and departments cannot expend more funds in any budget control group than the amount adopted in the budget. If additional funding is sought, the office or department must have the budget amended by Commissioners Court.

Expenditures must not:

1. Result in insufficient funding to meet the obligations of the office or department during the remainder of the fiscal year;
2. Commit the County to additional funding in the next fiscal year; or
3. Use either one-time funding or one-time savings for ongoing commitments.

An office or department that incurs an expenditure for which it does not have sufficient funds must reallocate existing funds to cover the shortfall. This may require reductions in personnel. Mandated services must be given highest priority.

⇒ **Rule #3. Budget control is authorized at the office or department level. The budget is managed at the budget control group level.**

The budget is controlled at the office or department level. Throughout the year, the budget is managed either at the fund center control group or funded program level of the office or department, and further managed at the commitment item control group level. A budget control group means one or more similar accounts or fund centers (cost centers) that are grouped together. This includes budget control groups for capital accounts in the 52xxxx range in General Fund (Capital Acquisition Resources), Certificates of Obligation funds and Bond funds cost centers. In the SAP system, transfers between accounts and fund centers will not be

necessary for accounts, fund centers or funded programs that are within the same budget control group.

Offices and departments may request changes to budget control groups during the budget process to be implemented at the beginning of a new fiscal year. When created, new fund centers, funded programs, and commitment items may be added to existing budget control groups. Budget control groups cannot span multiple funds or multiple functional areas. For exceptions to these processes, please work with PBO and the Auditor's Office. Any requested changes or additions are subject to PBO and Auditor's Office approval.

A WBS element is used to collect and manage costs for performing tasks within a project that can occur over one or more years. Internal Orders are used to monitor costs and revenues for activities and programs that are short-term or finite in nature.

For Certificate of Obligation funds and Bond funds, each project initially funded in FY 2014 and beyond must have a unique Work Breakdown Structure (WBS) or Internal Order (I/O). Beginning in FY 2015, Capital Acquisition Resources (CAR)-funded projects and equipment will also be assigned an Internal Order. These WBS and I/O projects will be budgeted and controlled as funded programs. CAR-funded equipment budgeted in the Centralized Computer Services Department (#190) are budgeted at the programmatic fund center level rather than by WBS or Internal Order.

### **Budget Adjustments:**

A budget adjustment is required for any proposed changes to the budget across budget control groups or across offices or departments. An authorized official (elected or appointed official, county executive or other manager) must approve submission of the budget adjustment. An authorized official may delegate an employee to create budget adjustments by submitting an SAP help ticket.

Budget adjustments are not allowed to or from fund centers designated as Capital Acquisition Resources (CAR) accounts to fund centers outside of CAR accounts. The CAR accounts are used for capital expenditures and 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.

Budget adjustments that would result in a negative revised budget in any commitment item are not allowed.

Offices and departments process all budget adjustments through SAP. Instructions for using SAP are available at <http://tcsaphelp>. Exceptions to processing budget adjustments using SAP are determined by the County Auditor or PBO (such as the use of paper budget adjustment forms for LCRA Fund Transfers approved quarterly by the Commissioners Court).

⇒ **Rule #4. An office's or department's personnel obligations on an annualized basis may not exceed the amount appropriated in the budget.**

Offices and departments are responsible for making overall personnel decisions that do not exceed the total personnel appropriation and personnel budget control groups in the budget. Personnel decisions include hiring decisions and internal promotions and applications of career ladders.

Offices and departments can only rely on the fixed amount of funds in the total budget adopted for Fiscal Year 2015 when submitting a budget for Fiscal Year 2015 even if the office or department has made personnel decisions on an annualized basis that are greater than their personnel budget control groups for that fiscal year. In these situations, offices and departments are expected to make appropriate reductions to their budget to ensure they meet this requirement.

### **Negative Salary and Benefit Accounts**

If an office or department incurs a negative balance in a salary or employee benefit budget control group, it must submit a budget adjustment to PBO as soon as possible and before the next payroll submission date to correct the deficiency for the remainder of the current fiscal year.

As an added measure, PBO will work in conjunction with Auditor's Office Payroll staff to correct negative personnel commitment item balances at the commitment item and fund center roll-up level on a scheduled basis. This includes negative personnel balances for budgeted, funded programs that do not have a corresponding roll-up budget. Commitment items beneath the roll-up level can remain negative and not require any adjustment provided there are resources at the roll-up level, with the exception of budgeted vacancy and health benefit savings that will be corrected at the end of the year. The first adjustments will occur at the middle of fiscal year and will be further adjusted as needed based on payrolls at the end of August and at closing.

Finally, at the end of the fiscal year, the County Auditor's Office is authorized to cover any shortages in salary or employee benefit budget control groups through budget adjustments, where applicable, as noted under Budget Rule #18.

### **Overtime**

Employees may not be authorized to work overtime unless overtime is budgeted (either in the original or revised budget) for the office or department to pay for that work.

The following exceptions apply:

- there is a workload increase for a short period of time;
- the workload increase needs to be performed by current employees in that short period of time; and
- the increased workload would negatively impact the critical operations of the office or department if not performed

Unbudgeted overtime must be declared an emergency by an elected county or district official and must be reported to the County Auditor, PBO and the Commissioners Court within five (5) business days of the occurrence.

Any overtime obligation that has a negative balance must be covered by the office or department through a budget adjustment before the next payroll submission date. The office or department must use the existing budget to cover any deficit. PBO will work with Auditor's Office Payroll staff to correct negative overtime commitment item balances on a scheduled basis. At the end of the year, the County Auditor's Office is authorized to cover any overtime deficit as noted under Budget Rule #18.

### **Medical Insurance Benefit Funds**

Any year-end balances in the *Medical Insurance Benefit* commitment items remain within the funds in which they are budgeted and accrue to ending fund balance (after consideration of any Benefit Savings - 504020-504030 commitment items). Balances in restricted fund sources, such as grants, special revenue funds and bond funds may be transferred only to the extent allowed by the rules governing the use of the funds.

Due to changes mandated by the *Affordable Care Act*, the County expenses employee health care using an actuarially-determined contribution rate based on the coverage actually selected instead of the County-wide blended composite rate. The budget is revised based on type and level of health care selected by each employee for the Adopted Budget. Vacant positions are budgeted at the County-wide blended composite rate.

This change could result in savings or overages in an office's or department's budget at the end of the fiscal year. Appropriate adjustments are made through the year-end closing process. This change does not affect the use of medical insurance benefit savings that continue to fall to the ending fund balance.

### **Law Clerk Positions in the County Attorney's Office**

The County Attorney's Office has an approved number of authorized full-time equivalents (FTEs) for Law Clerk positions. Depending on the business needs of the office, the number of full-time and part-time positions for these Law Clerks may vary throughout the year, as long as the overall authorized FTEs and associated budget is not exceeded.

**⇒ Rule #5. Automatic budget adjustments must meet specific criteria.**

Local Government Code Section 111.070 (c) (2) allows the Commissioners Court to authorize PBO to process budget adjustments and send them directly to the County Auditor's Office for auditing and posting to the financial system without further approval subject to the terms and conditions approved by the Commissioners Court.

The Commissioners Court has authorized PBO to approve transfers as automatic budget adjustments if funding is moved within an office's or department's current budget, and the transfers meet the following criteria:

1. Do not involve any reserve obligations within a fund or office or department, except for arbitrage rebate disbursements as established in the exception to Budget Rule #7, unless the Commissioners Court voted to approve the transfer as an automatic budget adjustment
2. Do not move budget between funds (a reclassification of expenditures may be permitted in special circumstances)
3. Do not use CAR, Certificates of Obligation, State Highway Bonds or Voter Approved Bond funds (See Rule #7 on page 14):
  - a. to make purchases or execute projects that have not already been approved by the Commissioners Court
  - b. in a manner that is inconsistent with applicable bond covenants or Certificate of Obligation transcripts and the corresponding Official Statements (where applicable)
4. Do not move funds into or out of CAR fund centers (1xx8xx0001)
5. Do not move funds out of a budget control group that may have insufficient funding to meet the obligations of the office or department through the remainder of the fiscal year
6. Do not move funds out of a central budget control group or central commitment item (see Appendix 1)
7. Do not move funds into or out of the Wellness Clinic Fund Center in the Employee Health Benefits Fund
8. Do not move funds from a Medical Insurance Benefit commitment item (506030) except to another Medical Insurance Benefit commitment item
9. Do not move funds from budgeted salary and benefits savings commitment items (504010-504050)

10. Do not move funds out of “operating transfers” (590000-595999 or 490000-495999), with the exception of County Contribution to Grants (595010) without Commissioners Court approval
11. Do not move funds from programs or accounts that have recently received significant additional resources or are recommended to increase significantly in the upcoming fiscal year. Funds may be moved within these programs without Commissioners Court approval, but funds may not be moved from these programs or accounts without Commissioners Court approval
12. Do not move funds from the following budget control groups unless allowed by the exceptions noted below:

511460-511480, Utilities  
 511630, Rent-Building & Land  
 511800, External Placement Prisoners/Juveniles  
 514000-514999, Court and Law Enforcement Related Expenditures  
 500010-500020, Salaries-Elected/Appointed Officials  
 500030-500040, Salaries-County Executives  
 500050-500060, Salaries-Regular Employees  
 500090-500100, Salaries-Associate Judges  
 501010-501020, Salaries-POPS  
 502010-502015, Overtime and Extra Hours Paid Over 40  
 503010, Longevity Pay-All Employees  
 503020, Longevity Pay-Prosecutors  
 503030-503060, Law Enforcement Additional Pay  
 503090, Performance Pay  
 506010-506060, Standard Benefits

**Note:** County Executives who oversee multiple departments are authorized to move funds between the departments that they oversee in accordance with these budget rules.

**Exceptions to Budget Rule #5:**

1. If a position is vacant and documentation of the vacancy accompanies a budget adjustment, offices and departments can automatically move funds within their office or department. Upon PBO approval of departmental justification, *budget may be moved from the following commitment items:*

500050-500060 and 506010-506060, Salaries – Regular Employees and Standard Benefits  
 501010-501020 and 506010-506060, Salaries – POPS and Standard Benefits  
 500090-500100 and 506010-506060, Salaries – Associate Judges and Standard Benefits

if the adjustment moves them to:

- a) The same commitment items in a different fund center when a position is reassigned to another fund center
  - b) 500070, Salaries-Temporary Employees to temporarily fill a vacant regular position
  - c) Any of the following Services budget control group commitment items to temporarily fill a vacant regular position:
    - 511950, Temp Personnel Services–Clerical/Managerial/Exec
    - 511120, Other Medical Services
    - 511040, Nursing Services
    - 511050, Pharmacist Services
  - d) 502010, Overtime for an employee performing the duties of a vacant position
  - e) 502015, Extra Hours Paid Over 40
  - f) 500080, Salaries – Visiting Judges, if backfilling for a vacant Judge position
  - g) Juvenile Probation services commitment items
  - h) 511680, Advertising/Public Notification Services, related to advertising for vacant positions in offices or departments that advertise independently of HRMD.
2. An automatic budget adjustment that moves funds from 503090, Performance Pay to salary budget control groups may be executed based on approved annualized compensation awards.
  3. An automatic budget adjustment may be executed if the funds requested to be moved are from Grant funds and the change is allowed by the grantor.
  4. An automatic budget adjustment may be executed that moves funds for approved grant matches between Funds Management and Grants Management SAP modules if the transfer results in a zero net impact for the office or department.
  5. An automatic budget adjustment may be executed if the funds requested to be moved are from Bond funds and the change is allowed by the bond provisions.
  6. An automatic budget adjustment may be executed to implement changes among budget control groups related to interlocal agreements.



7. An automatic budget adjustment may be executed to transfer budget to 502010, Overtime as allowed in Budget Rule #4, Overtime.
8. If an office or department provides documentation of a change in duty rotation from one fund center to another within its office or department, personnel budget adjustments may be approved as automatic budget adjustments to reflect the move.
9. A budget adjustment transferring budget from an operating budget commitment item to 511710, Cellular Allowance and related Standard Benefit commitment items to implement a cell phone allowance may be treated as an automatic adjustment if it complies with the Travis County Wireless Policy (Budget Rule #15).

Automatic budget adjustments may also be processed at PBO's discretion to:

- a) Correct administrative or technical errors
- b) Correct projected negative balances in personnel budget control groups
- c) Implement a Commissioners Court vote to process a budget adjustment as automatic
- d) Correct errors to budget adjustments previously submitted to and approved by Commissioners Court if the Court's intent in approving the transfer is clearly documented and the correction is consistent with that intent
- e) Implement an interdepartmental transfer relating to a centrally budgeted commitment item or when one department procures goods or services on behalf of another department

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 posting (24 hours). Budget adjustments may take longer if there are any questions or issues that arise during the review process or if sufficient documentation does not accompany the budget adjustment.

⇒ **Rule #6. Budget adjustments that do not meet the criteria to be considered automatic must be properly authorized and submitted for action by Commissioners Court.**

Budget adjustments that are not considered automatic budget adjustments as described in Budget Rule #5 must be approved by Commissioners Court. These adjustments generally involve moving funds from one budget control group to another, augmenting a budget with funding from Reserves (including Earmarks), establishing a new budget, or changing the approved capital list.

**Budget adjustments that require Commissioners Court approval must be submitted to PBO with sufficient documentation by Thursday at 5:00 PM, at least 12 days before the Commissioners Court voting session at which they are to be considered.** Budget adjustments that require PBO, County Attorney, County Auditor or Bond Counsel review (such as those related to Certificates of Obligation or bond funds) should be submitted earlier than that to ensure sufficient time for PBO to coordinate the applicable review before Commissioners Court action.

In emergencies, the County Executive for PBO or the Budget Director may schedule a budget adjustment for a transfer, amendment, or discussion item as an add-on budget adjustment. Add-on budget adjustments can be placed on the agenda no later than 72 hours before the item is to be considered by the Commissioners Court, or the Friday before the Tuesday that the item is to appear on the Commissioners Court's agenda.

Budget adjustments that PBO posts for a Commissioners Court voting session require approval by Commissioners Court before they are audited and posted by the County Auditor's Office.

### **Transfer Budget Adjustments**

Transfers are intra-office or intra-department budget adjustments that do not meet the criteria for an automatic budget adjustment outlined in Budget Rule #5. 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 the budget adjustment on the Commissioners Court agenda as a Discussion item.

Transfer budget adjustments also include modifications to the adopted capital projects and purchases list regardless of the need to move the funds to another account.

### **Amendment Budget Adjustments**

Amendments are budget adjustments involving the movement of funds from any reserve account to an office or department expenditure commitment item or between offices or departments.

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 the budget adjustment on the Commissioners Court agenda as a Discussion item.

### **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 originate as Automatic, Transfer, or Amendment budget adjustments. Typically, these are items with which PBO does not concur.

Discussion items may have any of the following characteristics:

- Appear to be a programmatic change not consistent with Court policy;
- Warrant further consideration due to the office's or department's or County's financial condition;
- Raise issues that may need additional programmatic or policy review before a decision is made; and/or
- Appear to set a precedent that may have long-term or significant financial impacts on the County

### **New Budget Adjustments**

Budget adjustments that establish a new budget for new revenue that is not included in the Adopted Budget must be approved by Commissioners Court. New Budget adjustments submitted by an office or department that establish a new revenue and new expenditure budget must also include as an electronic attachment the revenue certification memo from the County Auditor's Office.

Grants: Commissioners Court approval for a new budget related to a grant is handled through the approval process for the grant contract discussed in Appendix 2.

**Note**: There is one exception to this rule. If new budget is being established for a multi-year grant and the budget is not approved by Commissioners Court through the grant approval process on an annual basis, the establishment of the new budget must be approved by Commissioners Court as part of budget amendments and transfers.

Intergovernmental Contracts: New Budget adjustments that establish a new revenue and new expenditure budget must include as an electronic attachment the date and agenda item number under which Commissioners Court approved the intergovernmental contract.

New Source of Unanticipated Revenue (e.g., Donations): New Budget adjustments that establish a new revenue and new expenditure budget must include as an electronic attachment the date and agenda item number under which Commissioners Court approved the acceptance of the new source of unanticipated revenue (e.g., donation), along with a summary of any restrictions to the expenditures of the revenue.

### **Other Budget Adjustments**

Other budget adjustments include:

- the creation of or change in the number of Permanent FTEs or Special Project Worker positions in an office or department, regardless of the need to move or augment the budget, or

- the movement of positions from any grant fund to the General Fund or Special Funds, even if such a change can be internally funded.

Any other issues related to budget that PBO believes should be considered by the Commissioners Court that do not fall within the automatic, transfer, amendment or discussion categories are placed under this category.

⇒ **Rule #7. Unused Capital Funds May Not Be Reallocated Without Commissioners Court Approval.**

Capital project funds, including all CAR accounts funds, may be used only for the purchases approved by the Commissioners Court. In addition, if the capital project funds are proceeds from a debt issuance, they may only be used in accordance with applicable bond covenants, Official Statements, and Commissioners Court transcripts and require legal and accounting review coordinated by PBO.

An office or department cannot automatically transfer appropriated funds left over after a capital project is completed or a capital asset is purchased to another project or purchase without Commissioners Court approval. In addition, funds cannot be transferred between projects or used to make purchases not specifically approved and itemized during the FY 2015 budget process without approval of Commissioners Court.

PBO periodically reviews CAR accounts and may ask offices and departments to transfer realized savings from completed projects and purchases to the CAR Reserve.

**Exception to Rule #7:**

PBO has the authority to process budget transfers from realized capital project savings for completed projects in Capital Acquisition Resources (CAR) accounts that do not exceed \$15,000 per project as automatic transfers unless a policy issue surfaces that PBO believes requires the decision of the Commissioners Court. Requests to use these savings must include a summary of the approved project/item budget, total expenditures, and total project/item purchase savings.

To comply with arbitrage rebate requirements and make disbursements to the IRS, PBO may transfer unused funds within a bond fund, including reserves, but must notify the Commissioners Court at its next regular meeting if a transfer is completed.

⇒ **Rule #8. Remaining bond funds from the 1984 Voter Approved Capital Improvement Projects are expended on Precinct One road and bridge projects.**

Bond funds that have not been expended after the completion of all of the 1984 Voter Approved Road Capital Improvement Projects, including right-of-way litigation associated with those projects, shall be expended on Road and Bridge Projects in Precinct One.

⇒ **Rule #9. Encumbrances and Pre-Encumbrances that are no longer needed must be liquidated.**

Pre-Encumbrances are reservations of funds made with SAP shopping carts. A pre-Encumbrance is converted into an Encumbrance when a purchase order is created from that shopping cart. Encumbrances are reservations of funds made with purchase orders, funds reservations, or travel commitments and must be covered by an appropriation. The encumbrances are liquidated when the related expense is recognized. Offices and departments are expected to keep track of their encumbrances and keep them timely. Unnecessary encumbrances tie up County resources.

The County Auditor is authorized to automatically liquidate outstanding encumbrances for purchase orders that are deemed “completed” (i.e., all items have been received, invoiced, and payment for the full expenditure has been forwarded to the provider). Travel is considered “completed” once the travel reimbursement request has been received and the expenditure forwarded to the provider.

Offices and departments should review open encumbrances quarterly. Authorized office or department personnel should review this encumbrance report, which includes Shopping Carts, Funds Reservations and Purchase Orders, and determine if any encumbrances can legally be unencumbered. Offices or departments must notify the Purchasing Office of any encumbrances that need to be liquidated and submit notification to the County Auditor’s Office that the encumbrances have been reviewed no later than 20 days after the end of the quarter. Office or department personnel can generate an open encumbrance report from the SAP financial system.

Only Type NE (not to exceed contracts) and Type FC (funds certification to begin procurement process and before contract award) funds reservations are eligible to carry forward after PBO review. Type OT (Other) funds reservations do not carry forward to the following fiscal year and will be liquidated at the end of the fiscal year.

⇒ **Rule #10. An Encumbrance Reserve is established each year to pay for contractual obligations made in the previous fiscal year for goods and services to be received in the new fiscal year.**

After the previous fiscal year’s accounting records are closed, the County Auditor applies a portion of the estimated budgeted reserve to pay the expenditures for goods and services ordered in the previous fiscal year but not received by fiscal year end; the remaining amount becomes the actual amount available for the new fiscal year expenditures for contractual obligations incurred during the previous fiscal year. The amount budgeted for this reserve is the maximum, not to exceed amount, estimated at the time this budget was adopted.

PBO approves all encumbrances that will re-appropriate to the new fiscal year as carry forwards in the individual office's or department's accounts for the purpose and for the vendor to which the contractual obligation and encumbrances were originally applied. The County Auditor will move any funds associated with canceled prior year encumbrances from the office's or department's budget to the applicable reserve for re-appropriation by the Commissioners Court.

#### **Exception to Rule #10:**

Capital project funds (Bonds and COs) and Grant funds are excluded from the requirement to transfer liquidations from prior year encumbrances to the applicable reserve. CAR project funds are excluded from the requirement to transfer liquidations from prior year encumbrances to the CAR reserve, unless the project is complete.

⇒ **Rule #11. A Pre-Encumbrance Reserve may be established each year if deemed necessary. Amounts included in this reserve are limited and generally only include resources for those pre-encumbrances (Shopping Carts) that are in the process of converting to a Purchase Order. PBO must approve any use of these reserve funds.**

PBO approves all pre-encumbrances that will be re-appropriated to the new fiscal year as budget carry forwards in the budget of the individual office or department for the specified purpose.

The County Auditor submits the list of pre-encumbrances to PBO for review and approval. Only shopping carts with extraordinary circumstances that are documented to support the future conversion to a purchase order will carry forward to the next fiscal year. Any pre-encumbrances that are not approved to carry forward to the new fiscal year will be rejected back to the office or department and the funds will be unencumbered and transferred to the Allocated Reserve.

⇒ **Rule #12. Use of the central support services accounts is restricted to 500 or fewer mailing labels, address mailings or copies unless the mailing or copy 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. TCRSC resources cannot be used 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. Offices or departments placing printing orders must affirm on the work order that the materials ordered are for official Travis County business. Projects shall be printed as 2-sided unless 1-sided is specified and the office or department provides a reason.

If a non-county agency submits a work order for printing services, the work order must have a copy of the contract authorizing TCRSC to do the printing.

⇒ **Rule #13. Offices and departments may only authorize the payment of travel costs incurred by County employees, officials and other authorized persons that is necessary and related to official Travis County business.**

Travis County only pays for travel that is necessary and related to official Travis County business. Please see the Auditor's Travel Policy for detailed information on travel rules and process.

Employees must obtain office or department approval for their travel before expenses are incurred. Travel that is not encumbered prior to the expense being incurred may require Commissioners Court approval.

Travis County may pay travel vendors directly or reimburse County employees, officials and other authorized persons who have traveled for County business.

Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. Exceptions are granted on an individual basis for reasons such as illness or emergency.

Certain grants limit the amount and type of reimbursable travel expenditures. Travelers must work with the County Auditor's Grant Analyst to verify that any proposed travel is in accordance with the grant agreement before travel begins.

Any requests to travel outside the continental United States require Commissioners Court approval. Travel relating to criminal extradition, investigation, prosecutions, or similar situations is exempted from this rule.

### **Reimbursement Rates**

Reimbursements rates for Fiscal Year 2015 follow IRS standard rates effective at the time of travel.

Meals are reimbursed using the US General Services Administration (GSA) domestic per diem rates, which vary by the travel destination. Reimbursement for actual meal expenses, with receipts, is \$60 a day plus 15% gratuity.

The County Auditor is responsible for managing the travel reimbursement process. All travelers must follow the County Auditor's Travel Policy, located on the County intranet, Travis Central, under the *Resources* page. This Policy ensures the County meets the IRS requirements for an *accountable plan*.

## Expenses Not Eligible for Reimbursement

Expenses not eligible for reimbursement include:

- Extracurricular activities such as golf, tennis, entertainment, movies, tours, sports events, or non-business events along with any related costs for such extracurricular activities (e.g., transportation to an extracurricular activity)
- First class travel
- Items for which a detailed receipt is not available (e.g., hotel mini bar items)
- Alcoholic beverages
- Fines or penalties for violation of the law (e.g., parking tickets, speeding tickets)
- Expenses related to a traveling companion (e.g., spouse)
- Mileage for County owned vehicles
- Personal expenses
- Complimentary expenses (i.e., an expense paid for, or provided by, an organization or entity outside the County, by virtue of the traveler's business activities or employment.
- Food and beverages provided at meetings, training for County staff, retreats or training provided on County property. This does not apply if the expense is grant allowable
- Meals and lodging when the traveler was not required to be out of the Metropolitan Statistical Area (MSA) overnight. Meals that are included in a conference registration fee are excluded from this prohibition. The MSA includes Bastrop, Caldwell, Hays, Travis and Williamson counties.

## Other Special Situations

Offices and departments must work with the County Auditor's Office when making travel arrangements where alternate transportation mode, accommodations, or schedule are proposed.

Reimbursement of food and beverages for a group are allowed in certain instances when County employees are deployed to perform emergency or public safety duties.

⇒ **Rule #14. The Commissioners Court may approve the use of County funds to pay for travel arrangements, food and non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions.**

Commissioners Court approval must be granted before travel for a job applicant to be reimbursed. The job applicant is reimbursed for the actual expense incurred not to exceed the rates used for County personnel. The County does not use per diem rates for non-County employees. Meals may only be reimbursed up to \$60 per day plus 15% gratuity if receipts are submitted.



If the job applicant is hired, moving expenses and employment agency fees may also be paid for these positions if approved in advance by the Commissioners Court and receipts are submitted. Offices and departments must notify Payroll before any expenses are paid. To be non-taxable, reimbursement requests must be submitted to the County Auditor with receipts no later than 60 days after the expenses are incurred. If reimbursement requests are submitted over 60 days after the expenses were incurred, the amount of the reimbursement must be reported to the IRS as income for the job applicant.

⇒ **Rule #15. Offices and departments must comply with [Chapter 39, Wireless Communications Policy](#), of the Travis County Code.**

⇒ **Rule #16. Applications and contracts for grants must be submitted in accordance with the rules in Appendix 2. 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.**

⇒ **Rule #17. County Offices and departments must comply with [Chapter 40, Use of County-Owned Passenger Vehicles While Off-Duty](#), of the Travis County Code.**

⇒ **Rule #18. The County Auditor has the authority to adjust budgets without prior approval from the office or department under some circumstances. Such adjustments are included on the weekly consent motion submitted to Commissioners Court.**

### **Negative Personnel and Benefits 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 benefits budget control groups. The County Auditor may transfer:

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

The County Auditor must present a list of these adjustments to PBO. These adjustments occur after the end of the fiscal year in preparation for final closing. PBO will present these adjustments for ratification by Commissioners Court.

### **Adjustments for Invoice Deficits of \$10 or Less**

To avoid invoice processing delays, the County Auditor is authorized to transfer funds automatically throughout the fiscal year to cover an invoice amount that exceeds the remaining budget control group appropriation by \$10 or less. These funds are transferred from within the

budget of the office or department incurring the invoice from any operating expenditure commitment item with sufficient unencumbered funds. In the case of Grants, these automatic transfers must be approved by the Auditor's Grant Financial Analyst.

### Payment of Interest

The County Auditor is authorized to transfer funds automatically within an office's or department's budget throughout the fiscal year to cover the interest cost payable on overdue invoices to comply with the Prompt Payment Act. These funds are transferred from within the budget of the office or department incurring the interest from any expenditure budget control group with sufficient unencumbered funds. In the case of Grants, Bond funds, and other funds that do not allow interest payments, the interest is charged to the general fund budget of the office or department.

⇒ **Rule #19. All expenditures for reimbursable agreements within Fund 4050 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.**

Some approved agreements budgeted in Fund 4050 (Contractual Capital Projects) by the County require expenditure of County funds until those expenditures are reimbursed by the funding entity. 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 or department is required to request a transfer into the fund from other office or department resources.

⇒ **Rule #20. Reimbursements for business related expenditures made 60 days after the expense is incurred or paid become taxable income for the County employee or official making the request.**

Reimbursement requests for business related expenditures must be submitted to the County Auditor's Office in a form and format prescribed by the Auditor's Office. Requests must include the supporting documentation appropriate to the type of expenditure. If the reimbursement request is submitted more than 60 days from the date of incurring the expense or payment of the expense, the reimbursement will be reported as taxable income for the County employee, in compliance with the Travis County's Accountable Plan.

**Salaries of elected officials are set during the budget process and in compliance with notice and hearing requirements in the Local Government Code. For an elected official, a reimbursement that becomes taxable income is not allowed to be paid because Texas law does not allow mid-year increases in salary.**

For appointed officials whose salaries are set through an Order of their authorizing board, a reimbursement that becomes taxable income may only be paid if it complies with the Order.

⇒ **Rule #21. Travel related expenditures and other costs paid from discretionary funds and expected to be reimbursed from General Fund and/or Other Funds require compliance with Budget Rules and encumbrance of the expenditures prior to the start of travel or costs being incurred.**

To qualify for General Fund and/or Other Fund reimbursement, offices and departments that choose to pay for items initially out of Discretionary Funds are required to:

- a) Encumber expenditures in the General Fund/Other Funds in compliance with Budget Rules prior to incurring the expense. This applies to all purchases including travel related expenditures and Advanced Payments.
- b) Comply with purchasing statutes and obtain written approval from the Purchasing Agent prior to making the purchase.
- c) Provide detailed receipts and proof of payment from the Discretionary fund submitted with the reimbursement request.

Reimbursements from General Fund and/or Other Funds are disbursed after the expense has been incurred (purchase or travel), the discretionary fund has paid the expenditure, and compliance with the budget rules/purchasing policies is verified.

**APPENDIX 1  
CENTRAL ACCOUNTS**

Centrally Budgeted Accounts are expenditures that are budgeted in one support department instead of being allocated to each user department. The following departments/fund centers/commitment items generally are centrally budgeted in SAP but are included for illustrative purposes only. PBO budget analysts can assist departments and offices with questions.

## Fund Center

- 1110050001 – HRMD Risk Management Ergonomic Improvements
  - 510210 – Office Furniture
  - 511530 – Building Repairs and Maintenance
  - 511120 – Other Medical Services
  
- 1120040001 – Information and Telecommunication Systems/Technical Support
  - 511550 – Hardware/Software Maintenance
  - 511620 – Other Equipment Repairs & Maintenance
  - 511740 – Communication - Trunk Lines
  
- 1470010001 – Emergency Services/Communications
  - 511570 – Radios/TV Communication Repairs & Maintenance
  
- 1150010001 – Purchasing
  - 511680 – Advertising/Public Notification Services
  
- 1490350000 – 1490430000 – Transportation and Natural Resources/County Fleet Maintenance
  
- 1570020001 – Records Management & Communication Resources
  - 510200 – Other Equipment
  - 511620 – Other Equipment Repairs & Maintenance
  - 511540 – Furniture & Office Equipment Repairs & Maintenance
  - 511650 – Rent Office Equipment
  
- 1570060100/1570070100 – Records Management & Communication Resources
  - 510020 – Books (law books for all offices and departments and courts, excluding the law library)
  
- 1570080001 – Records Management and Communication Resources
  - 511730 – Postal/Freight Services Out
  
- 1570100001 – Records Management & Communication Resources

511900 – Other Services

190xxxxxxx – Centralized Computer Services

191xxxxxxx – Centralized Utilities

191xxxxxxx – Rent-Building & Land

**CONTACT LIST FOR CENTRALLY BUDGETED ACCOUNTS**

<b>Type of Expenditure</b>	<b>Department</b>	<b>Contact #</b>
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 Accounts Paper General Fund Law Library Services Printing Television Services Records Storage Records Management Consulting Imaging Services Postage	RMCR	854-9575

## APPENDIX 2 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's Office, and the County Auditor's Office must review grant applications, contracts, permissions to continue, and other related items before a grant is placed on the agenda for Commissioners Court approval. Please note that any grant related item that requires Commissioners Court approval must be coordinated through PBO and comply with the following grant rules.

### **The following applies to all grants:**

All grant submissions for Commissioners Court consideration must be received by PBO, the County Auditor's Office and County Attorney's Office in electronic format (pdf) by **Tuesday at 5:00 PM**, 14 days prior to the planned Commissioners Court meeting at which the office or department wishes the grant to be included on the agenda.

All grant submissions must include the following items:

- A grant summary sheet. (The summary form is available electronically from PBO; contact the appropriate Budget Analyst.)
- The grant application or contract documents and all supporting forms and documents.
- All terms, conditions and instructions from the granting entity.

Documents that require signatures from Commissioners Court or the County Judge and require submission to the grantor in hard copy should be submitted in hard copy to PBO on the same day the documents are submitted electronically.

A Grant Master Data Request Form (GMDR) must be submitted to the Auditor's Office through SAP when a grant contract is awarded. Departments and offices are encouraged to submit a GMDR with every grant application to assist the Auditor's Office and PBO in tracking all grant applications. The GMDR can be found on <http://TCSAPhelp>. Departments and offices should consult with Auditor's Office Grant Analysts if help is needed.

Changes cannot be made to the item after it has been approved by the Commissioners Court, with the exception of minor typographical or scrivener's corrections.

### **Review of grant items**

- The County Auditor's Office reviews the application for fiscal requirements.
- The County Attorney reviews it for legal requirements.

- PBO reviews the item, including the stated performance measures, for programmatic and long-term budgetary impacts.

PBO places all grant submissions on the Commissioners Court agenda for consideration and approval once the County Auditor and County Attorney's Office agree that the submission is complete.

#### **Other departments involved with the grant process**

- **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 capitalized. This applies to any items located on County property for which the County is liable, regardless of the source of funding.
- **Human Resources:** All positions requested as part of a grant **must** be identified using the existing job titles. If a proposed grant position does not exist within the existing job titles contact Human Resources early in the process so a classification, with pay grade, can be developed for the new position.
- **Facilities Management:** If the grant includes new FTEs, contact Facilities Management to ensure that there is sufficient space for the additional personnel. If space is not available, Facilities Management will develop an estimate of the cost necessary to accommodate the additional personnel.
- **ITS:** ITS will develop the costs necessary to accommodate the technology needs of additional personnel. Also, if the request has a significant technology cost, ITS should be contacted to develop costs to accommodate the grant needs. These needs may not be obvious; for example, a grant to purchase digital video equipment, requires significant additional electronic storage, which must be accommodated.
- **County Clerk's Office:** The County Clerk serves as the Clerk of the Commissioners Court. With many granting entities transitioning to an electronic process for managing their grant programs, the certified minutes of the Commissioners Court vote on the grant agenda item (including the grant backup) serve as the official record of the Court's action on the grant item (including a grant contract). If any signature or other action is needed after the Commissioners Court's approval of a grant item, the requesting department or office must submit a copy of the signed or otherwise changed document to the Clerk's Office.

Please contact PBO if there are any questions about which departments should be contacted. Offices or departments are strongly encouraged to contact support departments early in the development of a new grant application to discuss the application and potential issues.

**Permission to Continue (PTC)**

A Permission to Continue is a request to continue a grant-funded program until a contract to renew the existing program can be fully executed. If a contract has not been signed prior to the effective end date of the grant and grant employees are requested to continue on the payroll, offices or departments must submit a PTC request. PTC 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. Permissions to Continue:

- Require a grant summary sheet and a memo from the department, submitted to PBO and the County Auditor;
- Are allowed for up to three months;
- Are for personnel costs or critical operating costs such as direct service delivery costs;
- Must be for personnel or critical operating costs that will qualify for reimbursement under the delayed grant;
- Must be approved by Commissioners Court prior to the end of the existing grant, generally at least two weeks prior to the grant's end date.

A budget adjustment related to a Commissioners Court approved Permission to Continue is processed as an automatic budget adjustment, unless PBO determines that it merits further Commissioners Court review. For PTCs that cross fiscal years, the budget adjustment establishing the funding amount must equal the approved budget listed on the Grant Summary Sheet.



**Grant modification approval**

Changes to dates, amounts or other minor modifications that require Commissioners Court approval (signature) follow the same procedure as original grant contract approval.

**Performance measures**

All grants should have performance measures, including relevant outcome measures. This includes a narrative description of the outcome impact to the program. This information is captured on the grant summary sheet.

- These measures should reflect the current activity of the office or department in the area where grant assistance is requested;
- The expected impact of the grant on the office's or department's activities;
- If the grant is for a new program, performance measures should be supplied for the new program;
- If the grant is renewing an existing grant, offices or departments should show the actual performance of the last complete grant cycle, the projected performance of the current grant and the projected performance of the current grant proposal.

Offices and departments are expected to report performance measures and updated information annually during the contract term.

**Grant responsibility**

Grants that involve multiple County departments need a single person to be responsible for the daily administration and management of the grant. Contact information for that person must be noted in the Grant Summary Sheet.

**Direct cost of accounting and audit**

Contact the County Auditor for assistance in estimating these costs. Include the estimate in the grant application if the costs are reimbursable. Offices and departments should seek reimbursement for direct accounting and audit costs when applicable.

**Indirect costs**

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

- The total amount requested, without including indirect costs is less than \$50,000.
- If an office or department 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 offices and departments as of August 27, 2013. 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 PBO Analyst.

### **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 part of 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 only pending County commitments.

### **Revenue certification & budget creation**

Once the contract has been signed by all parties, the office or department must:

- Forward the originals of the signed contract to the County Clerk and the grantor.
- Submit a copy of the fully executed contract to the County Attorney's Office, the County Auditor's Office, and the Purchasing Office.

The County Auditor certifies revenue upon receipt of the fully executed contract and a GMDR. The GMDR can be found on <http://TCSAPhelp>. Departments and offices should consult with Auditor's Office Grant Analysts if help is needed.

New grant budgets are processed as automatic budget adjustments after approval of the contract and the grant budget by Commissioners Court and certification of revenue by the County Auditor. For documentation purposes, a copy of the revenue certification memo from the County Auditor should be attached to the budget adjustment.

### **Budget adjustments**

- All budget adjustments must comply with the grantor's requirements.
- 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 before the end of the grant, a budget adjustment must immediately be sent to PBO reducing each applicable revenue and expenditure commitment item.
- If changes are required to be approved by Commissioners Court, the change must also follow the same procedure as grant modifications. For example, if new budget is being established for a multi-year grant and the budget is not approved by Commissioners Court through the grant approval process on an annual basis, the establishment of the new budget must be approved by Commissioners Court as part of budget amendments and transfers.

- Budget is not transferred from a grant to another office or department for purchase of any items, including ITS for software licenses and phone lines. Expenses are reclassified against the grant for applicable expenditures with the proper supporting documents.
- Budget adjustment types “Supplement” and “Return” should include documentation regarding the nature of the requested action and the date, if any, when Commissioners Court approved the grant change.

PBO also has the discretion to place a Budget Adjustment that would otherwise be automatic on the Commissioners Court agenda for approval.

### **Personnel actions in grants**

Unless otherwise specified, offices and departments are expected to absorb the cost of personnel changes within the grant.

Offices and departments with grant positions should confirm with the County Auditor’s Grant Personnel that grant resources are available for the starting salaries and salary adjustments for grant positions. This confirmation should be noted as part of the personnel action in SAP.

The department or office may not move position(s) from a grant fund to the General Fund or other Special Fund without prior consultation with PBO and approval by the Commissioners Court. This applies even if

- there is insufficient funding in the budget in a grant to support the continued funding of position(s) and there is no other flexibility available in the grant budget, or
- the department or office has sufficient internal resources in the General Fund or other Special Fund to accommodate such a move.

### **Authorization for reimbursed grants**

Many of the grants received by the County require expenditures of County funds until those expenditures are accepted and reimbursed by the grantor.

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

### **Vehicles funded through grant funds**

If an office or department plans to purchase a vehicle using grant funds, all the associated costs for the vehicle, such as fuel and maintenance, need to be covered by the grant. If the grant does not cover these costs, the office or department should allocate non-grant resources to TNR to fund the fuel and maintenance and any other applicable cost.

Any additional funding requests for fuel and maintenance should be coordinated with the approval of the grantor.

Vehicles purchased with grant funds are not automatically added to the County's vehicle fleet. The office or department must specifically request that the vehicle be added to the fleet as part of its annual budget submission and include sufficient justification for the request.

### **Computer equipment funded through grant funds**

Computer and related IT equipment (desktop computers, laptops, mobile data computers) purchased with grant funds are not automatically eligible for replacement under the County's computer replacement policy. The office or department must specifically request that the equipment be added to the replacement list as part of its annual budget submission and include sufficient justification for the request.

### **Software licenses and phone lines**

If an office or department plans to charge software licenses or telephone lines to a grant, these charges must be supported by independent, third party invoices which clearly indicate the purchase and usage during the grant period. Internal documentation from the ITS department is not accepted.

If the proper documentation cannot be produced to support these costs, the department should allocate non-grant resources to ITS to fund the software licenses and phone lines. Any additional funding requests for software licenses and phone lines should be coordinated with the approval of the grantor.

### **Online management of grants**

If a grantor utilizes an online system for approvals or modifications to grants, PBO is authorized to act on behalf of the authorized official for approving or modifying grants in all of the following circumstances:

- The grant authorized official is a member of the Commissioners Court;
- The grant contract/application has been approved by Commissioners Court;
- The change does not significantly change the scope of service of the grant from what was approved by Commissioners Court.

### **Grant close-out**

The Auditor's Office frequently is required to enter the final grant close-out documents. The Auditor's Office is authorized to submit documents to the grantor, including final Financial Status Reports, which results in the de-obligation of the remaining funds in a grant.

Any items PBO determines warrant further consideration will be placed on the Commissioners Court agenda for approval.

**Ratification**

In the rare instance when Commissioners Court cannot take action on a requested grant item by a critical deadline, PBO, the County Auditor's Office, and the County Attorney's Office may work with the office or department in a professional and prudent manner to meet the deadline. PBO will submit the grant item to the Commissioners Court for its ratification as soon as practicable after the deadline. If the Commissioners Court does not ratify the requested grant item, the office or department must withdraw the item from the grantor.



TRAVIS COUNTY  
 FY 2015 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:		
Contact Person/Title:		
Phone Number:		

Grant Title:		
Grant Period:	From: <input type="text"/>	To: <input type="text"/>
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/> Local: <input type="checkbox"/>
Grantor:		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Originating Grantor:		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FTEs:	0.00	0.00	0.00	0.00	0.00

Program Income (\$/Des):	\$ 0.00
--------------------------	---------

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
	\$ 0.00	\$ 0.00	\$ 0.00	0.00	
	\$ 0.00	\$ 0.00	\$ 0.00	0.00	
Totals:	\$ 0.00	\$ 0.00	\$ 0.00	0.00	

Department	Review	Staff Initials	Comments
County Auditor	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

Performance Measures					
#	Measure	Actual FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure	Projected FY 16 Measure
+ - Applicable Departmental Measures					
1.					
2.					
3.					
+ - Measures for the Grant					
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

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 one?

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 Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), 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.



### APPENDIX 3 ADDITIONAL GUIDANCE

#### A. TAX REFUNDS

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

The Tax Assessor Collector calculates the expenditure requirements for tax refunds.

#### B. CONTINGENT LIABILITIES

The County Auditor has the authority to record contingent liabilities in accordance with 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, the County Attorney and, where applicable, the Risk Manager of significant contingent liabilities that are recorded on the County's financial records.

#### C. 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" to 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, CSCD, 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 monies to the Special Funds for the full budgeted amount at the beginning of the fiscal year, 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.

**D. JURY SEQUESTRATION IN CRIMINAL CASES**

In the event of jury sequestration, the County Treasurer and County Auditor are authorized to advance the cost of sequestering in the amount ordered by the sequestering Judge 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 Commissioners Court. The normal procedures for claims processing may be adjusted accordingly.

**E. 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. Offices and departments award PBP consistent with the rules established by the Commissioners Court.

If an office or department has funds in an employee recognition commitment 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 token of recognition. Food, refreshments, decorations, entertainment or other expenses associated with a ceremony, reception or dinner are not allowable expenses.

**F. 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.

**G. COUNTY BENEFITS**

Fringe benefits of offices and departments are budgeted based on the calculated costs of each benefit. The current benefit calculation rates as of October 1, 2014, are shown below.

Base Salary	
FICA OASDI (506010)	Base Salary (up to \$117,000) x 0.062
FICA Medicare (506020)	Base Salary x 0.0145
Medical Insurance (506030)	Months on Payroll x \$810.50
Life Insurance (506040)	Months on Payroll x \$8.25
Retirement (506050)	Base Salary x 0.1367
Workers Compensation Insurance (506060)	Base Salary x "WCI Factor" Shown below

Job Description	"WCI Factor"
PRINTING	0.0124
INSULATION WORK & DRIVERS	0.0367
ROAD EMPLOYEES - PAVING	0.0437
ROAD MAINT MGMT PERSONNEL	0.0056
DRIVERS	0.0297
AIRPORT, HELICOPTER OPR	0.0133
LAW ENFORCEMENT, AMBULANC	0.0155
AUTO MECHANICS	0.0128
ENGINEERS, SURVEYORS	0.0018
CLERICAL	0.0016
CLINICAL PROFESSIONALS	0.0019
HOSP PROFESSIONAL & CLERK	0.0048
BUILDING MAINT & JANITOR	0.0188
PARKS & RECREATION	0.0208

**H. INDIRECT COST RATES**

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

**Approved by Commissioners Court on September 2, 2014**

<b>Number</b>	<b>Department Name</b>	<b>Calculated Rate</b>
101	County Judge	357.78%
102	Commissioner - Precinct 1	97.01%
103	Commissioner - Precinct 2	62.60%
104	Commissioner - Precinct 3	38.80%
105	Commissioner - Precinct 4	39.64%
108	Tax Assessor-Collector	72.69%
NA	Exposition Center	7.99%
119	County Attorney	42.49%
120	County Clerk	37.86%
121	District Clerk	42.75%
122	Civil Courts	34.47%
123	District Attorney	28.81%
124	Criminal Courts	72.01%
125	Probate Court	28.69%
126	Justice of Peace – Precinct 1	47.72%
127	Justice of Peace – Precinct 2	43.09%
128	Justice of Peace – Precinct 3	39.04%
129	Justice of Peace – Precinct 4	41.56%
130	Justice of Peace – Precinct 5	42.80%
131	Constable - Precinct 1	35.82%
132	Constable - Precinct 2	39.70%
133	Constable - Precinct 3	48.69%
134	Constable - Precinct 4	41.40%
135	Constable - Precinct 5	34.01%
137	Sheriff	21.15%
138	Medical Examiner	32.89%
139	Community Supervision & Corrections	36.71%
140	Counseling and Educational Services	43.49%
142	Pretrial Services	41.00%
143	Juvenile Public Defender	41.63%
145	Juvenile Probation	30.71%
147	Emergency Services	80.83%
149	Transportation and Natural Resources	51.39%
154	Civil Service Commission	11.45%
155	Criminal Justice Planning	31.82%
158	Health and Human Services	75.20%
159	Emergency Medical Services	35.94%
	<b>Composite Travis County Rate</b>	<b>34.75%</b>

I. FY 2015 Peace Officer Pay Scale  
Sheriff's Office

PG	STEP	1	2	3	4	5	6	7	8	9	10	11	
80	Cadet	hr	18.71	19.09									
		mo	3,243.29	3,308.15									
		yr	38,919.50	39,697.84									
81	Corrections Officer	hr	21.33	21.87	22.40	22.94	23.49	24.05	24.75	25.35	25.96	26.58	27.19
		mo	3,697.36	3,791.37	3,882.37	3,975.54	4,070.96	4,168.67	4,290.76	4,393.74	4,499.20	4,607.18	4,713.14
		yr	44,368.27	45,496.46	46,588.46	47,706.46	48,851.50	50,024.00	51,489.15	52,724.88	53,990.35	55,286.19	56,557.70
82	Cert Peace Officer (CPO)	hr	22.61										
		mo	3,919.19										
		yr	47,030.26										
83	Sr Corrections Officer	hr	23.19	23.78	24.35	24.93	25.53	26.14	26.91	27.55	28.21	28.89	29.56
		mo	4,018.86	4,121.07	4,219.97	4,321.25	4,424.96	4,531.16	4,663.88	4,775.80	4,890.43	5,007.79	5,122.97
		yr	48,226.26	49,452.83	50,639.68	51,855.02	53,099.49	54,373.90	55,966.56	57,309.62	58,685.12	60,093.49	61,475.65
72	LE Deputy Sheriff	hr	25.15	25.65	26.16	26.68	27.22	27.76	28.32	28.88	29.46	30.05	30.65
		mo	4,358.48	4,445.65	4,534.56	4,625.24	4,717.75	4,812.12	4,908.35	5,006.53	5,106.64	5,208.79	5,312.96
		yr	52,301.81	53,347.84	54,414.67	55,502.93	56,613.02	57,745.38	58,900.19	60,078.30	61,279.71	62,505.46	63,755.54
84	Sr CPO	hr	25.35	25.96	26.58	27.22	27.87	28.69	29.37	30.08	30.80	31.51	
		mo	4,393.46	4,498.90	4,606.87	4,717.44	4,830.66	4,972.15	5,091.48	5,213.68	5,338.81	5,461.60	
		yr	52,721.55	53,986.82	55,282.45	56,609.28	57,967.94	59,665.84	61,097.71	62,564.11	64,065.66	65,539.14	
74	LE Sr Deputy Sheriff	hr	26.91	27.55	28.21	28.89	29.58	30.29	31.18	31.93	32.69	33.48	34.25
		mo	4,663.57	4,775.49	4,890.12	5,007.46	5,127.65	5,250.72	5,404.52	5,534.22	5,667.05	5,803.04	5,938.51
		yr	55,962.82	57,305.87	58,681.38	60,089.54	61,531.81	63,008.61	64,854.19	66,410.66	68,004.56	69,636.53	71,238.13
75	LE Detective	hr			35.43	36.00	36.57	37.16	37.75	38.98	39.60	40.23	40.88
		mo			6,141.50	6,239.76	6,339.58	6,441.00	6,544.08	6,755.67	6,863.76	6,973.58	7,085.09
		yr			73,697.94	74,877.09	76,074.96	77,291.97	78,528.94	81,068.00	82,365.09	83,682.98	85,021.04
88	Corrections Sergeant	hr	35.06	35.73	36.42	37.12	37.83	38.51	39.20	39.91	40.63	41.61	42.03
		mo	6,076.67	6,193.34	6,312.25	6,433.49	6,556.99	6,675.00	6,795.17	6,917.51	7,042.00	7,212.66	7,284.80
		yr	72,920.02	74,320.06	75,746.94	77,201.90	78,683.90	80,099.97	81,542.03	83,010.10	84,503.95	86,551.92	87,417.62
76	LE Sergeant	hr					39.34	40.05	40.77	41.50	42.25	43.28	43.71
		mo					6,819.26	6,942.02	7,066.97	7,194.18	7,323.68	7,501.19	7,576.21
		yr					81,831.15	83,304.21	84,803.68	86,330.19	87,884.16	90,014.29	90,914.51
89	Corrections Lieutenant	hr			42.15	42.96	43.79		44.63	45.52	46.43	47.36	48.31
		mo			7,306.59	7,446.92	7,589.83		7,735.59	7,890.34	8,048.14	8,209.08	8,373.27
		yr			87,679.07	89,363.04	91,078.00		92,827.07	94,684.10	96,577.73	98,509.01	100,479.18
77	LE Lieutenant	hr							46.41	47.34	48.29	49.25	50.24
		mo							8,045.02	8,205.93	8,370.04	8,537.45	8,708.20
		yr							96,540.29	98,471.15	100,440.50	102,449.36	104,498.37

PG	STEP	12	13	14	15	16	17	18	19	20	21	
81	Corrections Officer	hr	27.82	28.46	29.55	29.55	29.55	29.55	29.55	29.55	29.55	29.55
		mo	4,821.54	4,932.44	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24	5,121.24
		yr	57,858.53	59,189.31	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85	61,454.85
82	Cert Peace Officer (CPO)	hr										
		mo										
		yr										
83	Sr Corrections Officer	hr	30.24	30.93	32.11	32.11	32.11	32.11	32.11	32.11	32.11	32.11
		mo	5,240.80	5,361.34	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57	5,566.57
		yr	62,889.63	64,336.06	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78	66,798.78
72	LE Deputy Sheriff	hr	31.26	31.89	32.53	32.53	32.53	32.53	32.53	32.53	32.53	32.53
		mo	5,419.22	5,527.60	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15	5,638.15
		yr	65,030.58	66,331.20	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82	67,657.82
84	Sr CPO	hr	32.23	32.98	34.24	34.24	34.24	34.24	34.24	34.24	34.24	34.24
		mo	5,587.21	5,715.72	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50	5,934.50
		yr	67,046.51	68,588.62	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00	71,214.00
74	LE Sr Deputy Sheriff	hr	35.04	35.84	37.21	37.21	37.21	37.21	37.21	37.21	37.21	37.21
		mo	6,073.06	6,212.74	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55	6,450.55
		yr	72,876.75	74,552.82	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58	77,406.58
75	LE Detective	hr	41.53	42.19	42.87	43.56	43.56	43.56	43.56	43.56	43.56	43.56
		mo	7,198.50	7,313.66	7,430.66	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59
		yr	86,381.98	87,763.94	89,167.94	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02
88	Corrections Sergeant	hr	42.78	43.55	44.34	45.14	45.39	45.39	45.57	45.57	45.57	45.57
		mo	7,415.93	7,549.41	7,685.29	7,823.63	7,868.40	7,868.40	7,899.48	7,899.48	7,899.48	7,899.48
		yr	88,991.14	90,592.94	92,223.46	93,883.50	94,420.77	94,420.77	94,793.71	94,793.71	94,793.71	94,793.71
76	LE Sergeant	hr	44.50	45.30	46.11	46.94	47.21	47.21	47.85	47.85	47.85	47.85
		mo	7,712.59	7,851.41	7,992.73	8,136.60	8,183.12	8,183.12	8,294.45	8,294.45	8,294.45	8,294.45
		yr	92,551.06	94,216.93	95,912.75	97,639.15	98,197.42	98,197.42	99,533.41	99,533.41	99,533.41	99,533.41
89	Corrections Lieutenant	hr	49.09	50.07	51.07	52.10	53.14	53.55	53.58	53.58	53.58	53.58
		mo	8,509.16	8,679.36	8,852.93	9,029.99	9,210.60	9,282.69	9,286.56	9,286.56	9,286.56	9,286.56
		yr	102,109.90	104,152.26	106,235.17	108,359.89	110,527.25	111,392.32	111,438.70	111,438.70	111,438.70	111,438.70
77	LE Lieutenant	hr	51.05	52.08	53.12	54.18	55.26	55.70	55.70	55.70	55.70	55.70
		mo	8,849.52	9,026.51	9,207.05	9,391.18	9,579.01	9,654.03	9,654.03	9,654.03	9,654.03	9,654.03
		yr	106,194.19	108,318.08	110,484.61	112,694.19	114,948.08	115,848.30	115,848.30	115,848.30	115,848.30	115,848.30

EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO TCSO POPS THE FOLLOWING APPLIES MONTHLY:				
CERTIFIED FTO:	\$125	BI-LINGUAL SKILLS TEST:	\$125	TCLEOSE LICENSE:
		SPANISH, VIETNAMESE		INTERMEDIATE
		AMERICAN SIGN LANGUAGE		ADVANCED
				MASTERS
				\$50
				\$100
				\$150

Positions on the Peace Officer Pay Scale are paid based on their annual salary. Hourly rates and monthly salaries are shown for illustrative purposes.

Numbers that are italicized and shaded in grey may be used for pay administration purposes if needed, but were not used in the pay determination methodology.

I. FY 2015 Peace Officer Pay Scale

Constables, County Attorney's Office, District Attorney's Office, Fire Marshall's Office, Juvenile Public Defender and TNR

PG	STEP	1	2	3	4	5	6	7	8	9	10	11	
58	Fire Marshall Deputy II	hr	30.01	30.63	31.25	31.75	32.26	32.77	33.30	34.38	34.93	35.48	36.05
	mo	5,202.29	5,308.47	5,416.80	5,503.47	5,591.51	5,680.96	5,771.88	5,958.50	6,053.83	6,150.70	6,249.05	
	yr	62,427.51	63,701.61	65,001.58	66,041.60	67,098.11	68,171.52	69,262.52	71,501.98	72,646.01	73,808.39	74,988.56	
59	Fire Marshall Deputy III	hr	33.35	34.03	34.72	35.28	35.84	36.42	37.00	38.20	38.81	39.43	40.06
	mo	5,780.33	5,898.30	6,018.67	6,114.96	6,212.79	6,312.18	6,413.20	6,620.55	6,726.48	6,834.11	6,943.39	
	yr	69,363.90	70,779.57	72,223.98	73,379.55	74,553.46	75,746.13	76,958.36	79,446.64	80,717.79	82,009.32	83,320.62	
60	Deputy Constable Park Ranger	hr	23.89	24.37	24.85	25.35	25.86	26.37	26.90	27.44	27.99	28.55	29.12
	mo	4,140.55	4,223.37	4,307.84	4,393.98	4,481.86	4,571.51	4,662.93	4,756.20	4,851.31	4,948.36	5,047.31	
	yr	49,686.62	50,680.45	51,694.03	52,727.79	53,782.35	54,858.13	55,955.12	57,074.37	58,215.66	59,380.26	60,567.73	
62	Deputy Constable Sr Park Ranger Sr	hr	25.56	26.17	26.80	27.44	28.10	28.78	29.62	30.33	31.06	31.81	32.54
	mo	4,430.38	4,536.72	4,645.61	4,757.08	4,871.27	4,988.19	5,134.29	5,257.51	5,383.70	5,512.88	5,639.68	
	yr	53,164.59	54,440.67	55,747.33	57,084.98	58,465.28	59,889.24	61,611.47	63,090.14	64,604.38	66,154.61	67,676.13	
63	Park Ranger Supervisor	hr	29.30	29.90	30.51	31.13	31.77	32.34	32.92	33.52	34.12	34.95	35.30
	mo	5,079.07	5,182.72	5,288.49	5,396.40	5,506.56	5,605.69	5,706.58	5,809.30	5,913.87	6,057.22	6,117.80	
	yr	60,948.78	62,192.62	63,461.84	64,756.85	66,078.69	67,268.24	68,479.01	69,711.62	70,966.48	72,686.64	73,413.60	
64	Constable Sergeant	hr	34.47	35.18	35.89	36.63	37.37	38.05	38.73	39.43	40.14	41.11	41.52
	mo	5,975.37	6,097.31	6,221.75	6,348.72	6,478.30	6,594.92	6,713.63	6,834.48	6,957.50	7,126.13	7,197.41	
	yr	71,704.46	73,167.74	74,660.98	76,184.58	77,739.58	79,139.01	80,563.60	82,013.78	83,489.95	85,513.58	86,368.88	
65	Chief Park Ranger	hr	34.47	35.18	35.89	36.63	37.37	38.05	38.73	39.43	40.14	41.11	41.52
	mo	5,975.37	6,097.31	6,221.75	6,348.72	6,478.30	6,594.92	6,713.63	6,834.48	6,957.50	7,126.13	7,197.41	
	yr	71,704.46	73,167.74	74,660.98	76,184.58	77,739.58	79,139.01	80,563.60	82,013.78	83,489.95	85,513.58	86,368.88	
66	Chief Dep Constable	hr	37.00	37.76	38.53	39.32	40.12	40.94	41.77	42.61	43.46	44.33	45.22
	mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.52	7,385.34	7,533.03	7,683.71	7,837.37	
	yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45	
67	Investigator	hr	34.03	34.72	35.43	36.00	36.57	37.16	37.75	38.98	39.60	40.23	40.88
	mo	5,898.29	6,018.67	6,141.50	6,239.76	6,339.58	6,441.00	6,544.08	6,755.67	6,863.76	6,973.58	7,085.09	
	yr	70,779.49	72,224.05	73,697.94	74,877.09	76,074.96	77,291.97	78,528.94	81,068.00	82,365.09	83,682.98	85,021.04	
68	Chief Dep Const., Pct 5	hr	40.70	41.53	42.38	43.25	44.13	45.03	45.95	46.87	47.81	48.76	49.74
	mo	7,055.36	7,199.35	7,346.27	7,496.20	7,649.18	7,805.29	7,964.56	8,123.87	8,286.34	8,452.08	8,621.12	
	yr	84,664.32	86,392.18	88,155.18	89,954.38	91,790.19	93,663.44	95,574.75	97,486.48	99,436.06	101,424.96	103,453.38	
69	Investigations Lieutenant Asst Fire Marshall	hr	37.00	37.76	38.53	39.32	40.12	40.94	41.77	42.61	43.46	44.33	45.22
	mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.52	7,385.34	7,533.03	7,683.71	7,837.37	
	yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45	
70	Constable Lieutenant	hr	35.68	36.41	37.15	37.91	38.68	39.38	40.09	40.81	41.54	42.55	42.98
	mo	6,184.51	6,310.72	6,439.51	6,570.92	6,705.04	6,825.74	6,948.61	7,073.69	7,201.01	7,375.55	7,449.32	
	yr	74,214.12	75,728.61	77,274.11	78,851.04	80,460.47	81,908.88	83,383.33	84,884.26	86,412.10	88,506.56	89,391.79	

PG	STEP	12	13	14	15	16	17	18	19	20	21	
58	Fire Marshall Deputy II	hr	36.63	37.22	37.81	38.42	38.42	38.42	38.42	38.42	38.42	38.42
	mo	6,349.08	6,450.65	6,553.84	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73	6,658.73
	yr	76,188.91	77,407.79	78,646.12	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81	79,904.81
59	Fire Marshall Deputy III	hr	40.70	41.35	42.01	42.68	42.68	42.68	42.68	42.68	42.68	42.68
	mo	7,054.53	7,167.39	7,282.05	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59	7,398.59
	yr	84,654.34	86,008.66	87,384.58	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12	88,783.12
60	Deputy Constable Park Ranger	hr	29.70	30.30	30.90	30.90	30.90	30.90	30.90	30.90	30.90	30.90
	mo	5,148.26	5,251.22	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24
	yr	61,779.12	63,014.64	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91
62	Deputy Constable Sr Park Ranger Sr	hr	33.29	34.05	35.35	35.35	35.35	35.35	35.35	35.35	35.35	35.35
	mo	5,769.42	5,902.10	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03
	yr	69,233.01	70,825.25	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32
63	Park Ranger Supervisor	hr	35.93	36.58	37.24	37.91	38.12	38.12	38.64	38.64	38.64	38.64
	mo	6,227.92	6,340.01	6,454.14	6,570.30	6,607.87	6,607.87	6,697.77	6,697.77	6,697.77	6,697.77	6,697.77
	yr	74,735.02	76,080.16	77,449.63	78,843.65	79,294.38	79,294.38	80,373.28	80,373.28	80,373.28	80,373.28	80,373.28
64	Constable Sergeant	hr	42.27	43.03	43.81	44.59	44.85	44.85	45.46	45.46	45.46	45.46
	mo	7,326.96	7,458.85	7,593.09	7,729.77	7,773.97	7,773.97	7,879.73	7,879.73	7,879.73	7,879.73	7,879.73
	yr	87,923.47	89,506.14	91,117.10	92,757.18	93,287.58	93,287.58	94,556.80	94,556.80	94,556.80	94,556.80	94,556.80
65	Chief Park Ranger	hr	42.27	43.03	43.81	44.59	44.85	44.85	45.46	45.46	45.46	45.46
	mo	7,326.96	7,458.85	7,593.09	7,729.77	7,773.97	7,773.97	7,879.73	7,879.73	7,879.73	7,879.73	7,879.73
	yr	87,923.47	89,506.14	91,117.10	92,757.18	93,287.58	93,287.58	94,556.80	94,556.80	94,556.80	94,556.80	94,556.80
66	Chief Dep Constable	hr	45.95	46.87	47.81	48.76	49.74	50.13	50.13	50.13	50.13	50.13
	mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.12	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
	yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
67	Investigator	hr	41.53	42.19	42.87	43.56	43.56	43.56	43.56	43.56	43.56	43.56
	mo	7,198.50	7,313.66	7,430.66	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59
	yr	86,381.98	87,763.94	89,167.94	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02
68	Chief Dep Const., Pct 5	hr	50.54	51.56	52.59	53.64	54.71	55.14	55.14	55.14	55.14	55.14
	mo	8,761.01	8,936.24	9,114.98	9,297.27	9,483.22	9,557.48	9,557.48	9,557.48	9,557.48	9,557.48	9,557.48
	yr	105,132.14	107,234.82	109,379.71	111,567.25	113,798.67	114,689.74	114,689.74	114,689.74	114,689.74	114,689.74	114,689.74
69	Investigations Lieutenant Asst Fire Marshall	hr	45.95	46.87	47.81	48.76	49.74	50.13	50.13	50.13	50.13	50.13
	mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.12	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
	yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
70	Constable Lieutenant	hr	43.75	44.54	45.34	46.16	46.42	46.42	47.05	47.05	47.05	47.05
	mo	7,583.40	7,719.90	7,858.85	8,000.31	8,046.05	8,046.05	8,155.52	8,155.52	8,155.52	8,155.52	8,155.52
	yr	91,000.79										



J. FY 2015 Classified Pay Scale

Pay Grade	Pay Rate	Hiring Levels										10% Above Midpoint	Maximum	Range Width	Pay Grd Diff	
		Minimum	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Midpoint						
32	Hourly	\$52.59	\$54.16	\$55.74	\$57.32	\$58.90	\$60.48	\$62.05	\$63.63	\$65.21	\$66.79	\$68.36	\$75.20	\$84.14		
	Monthly	\$9,115.06	\$9,387.73	\$9,661.60	\$9,935.47	\$10,209.33	\$10,483.20	\$10,755.33	\$11,029.20	\$11,849.59	\$13,034.55	\$14,584.09				
	Annual	\$109,380.75	\$112,652.80	\$115,939.20	\$119,225.60	\$122,512.00	\$125,798.40	\$129,084.80	\$132,371.20	\$142,195.04	\$156,414.54	\$175,009.12	60%	7%		
33	Hourly	\$56.27	\$57.96	\$59.70	\$61.49	\$63.33	\$65.23	\$67.19	\$69.21	\$73.15	\$80.46	\$90.03				
	Monthly	\$9,753.12	\$10,046.40	\$10,348.00	\$10,658.27	\$10,977.20	\$11,306.53	\$11,646.27	\$11,996.40	\$12,679.05	\$13,946.95	\$15,604.98				
	Annual	\$117,037.44	\$120,556.80	\$124,176.00	\$127,899.20	\$131,726.40	\$135,678.40	\$139,755.20	\$143,956.80	\$152,148.60	\$167,363.46	\$187,259.76	60%	7%		
34	Hourly	\$60.21	\$62.01	\$63.87	\$65.79	\$67.76	\$69.79	\$71.88	\$74.04	\$78.27	\$86.10	\$96.33				
	Monthly	\$10,435.85	\$10,748.40	\$11,070.80	\$11,403.60	\$11,745.07	\$12,096.93	\$12,459.20	\$12,833.60	\$13,566.60	\$14,923.26	\$16,697.35				
	Annual	\$125,230.14	\$128,980.80	\$132,849.60	\$136,843.20	\$140,940.80	\$145,163.20	\$149,510.40	\$154,003.20	\$162,799.19	\$179,079.11	\$200,368.23	60%	7%		
35	Hourly	\$64.42	\$66.35	\$68.34	\$70.39	\$72.50	\$74.68	\$76.92	\$79.23	\$83.75	\$92.12	\$103.07				
	Monthly	\$11,166.36	\$11,500.67	\$11,845.60	\$12,200.93	\$12,566.67	\$12,944.53	\$13,332.80	\$13,733.20	\$14,516.27	\$15,967.89	\$17,866.17				
	Annual	\$133,996.30	\$138,008.00	\$142,147.20	\$146,411.20	\$150,800.00	\$155,334.40	\$159,993.60	\$164,798.40	\$174,195.20	\$191,614.71	\$214,394.09	60%	7%		

Regular Employees on the Classified Pay Scale are salaried employees and are paid on an annual salary basis. The hourly rates and monthly salaries are shown for illustrative purposes for salaried employees.



# GLOSSARY

**Ad Valorem Tax**

Also referred to as Property Tax. This is a tax of real estate or personal property based on the taxable value of the property and is assessed at a rate per \$100 of taxable value. The Commissioners Court sets the ad valorem tax rate annually as part of the budget process. The tax rate consists of two parts: the maintenance and operations rate that is levied to pay for General Fund operations, and the debt service rate for general obligation debt service.

**Adjusted Budget**

The Adopted Budget, amended by adjustments approved by Commissioners Court throughout the fiscal year and prior-year budget carryovers. Also known as the Revised Budget.

**Adopted Budget**

A financial plan approved by Commissioners Court for use in the County's fiscal year of October 1 to September 30. By State law, the Adopted Budget must be a balanced budget.

**Allocated Reserve**

A reserve available for potential expenditures that may occur throughout the fiscal year. Tapping the allocated reserve for expenditures must be approved by the Commissioners Court.

**Assessed Valuation**

The valuation set for Travis County properties by the Travis Central Appraisal District as a basis for levying property taxes.

**Average Homestead Taxable Value**

The mean property value of Travis County homesteads after a 20% homestead exemption and other required adjustments are applied, as appraised and certified by the Travis Central Appraisal District. For FY 2014, the mean homestead taxable value is \$222,431.

**Average Homestead Value**

The mean property value of Travis County homesteads, as appraised and certified by the Travis Central Appraisal District. For FY 2014, the average homestead value is \$282,909.

**Basis of Accounting**

The method of tracking and recognizing revenue and expenditures in the County's

accounting records. Accounting records for governmental funds are maintained on a modified accrual basis. Revenue is recognized when it is measurable and available. Accounting for internal service funds, which are proprietary funds, is based on the full accrual method. Expenditures generally are recorded when a liability is incurred under either basis of accounting.

### **Basis of Budgeting**

See also Modified Accrual. Travis County's basis of budgeting for governmental funds is the modified accrual basis. Budgeting for internal service funds, which are proprietary funds, is based on the full accrual method. Encumbrances are recognized in the year of commitment for both governmental and proprietary funds.

### **Balanced Budget**

A financial plan in which projected total available funds are equal to total planned expenditures plus established reserves.

### **Base Budget**

The budget that serves as a starting point for the next fiscal year. County departments and offices are required to submit budgets at a defined base (or target) level each fiscal year. The target budget level represents the current year Adopted Budget plus the annualized impact of increased partial-year funding included in the Adopted Budget, less any current year one-time funding, as well as other appropriate modifications such as mid-year budget adjustments.

### **BEFIT**

Acronym for **B**etter **E**nterprise **F**inancial **I**nformation for **T**ravis County, the SAP financial, procurement, payroll and Human Resources software at Travis County that replaced the County's legacy system.

### **Beginning Balance**

The beginning balance represents the remaining non-restricted funds brought forward from the previous fiscal year, or the prior year's ending balance.

### **Bonds**

Bonds are debt instruments that represent agreements (between the County and those who hold the bonds) that in exchange for money today, the County will pay bondholders principal and interest over the term of the bond. Bonds are sold to borrow money to pay for needed major projects such as improvements to roadways, bridges and park infrastructure. Financing projects through bonds allows intergenerational equity in which current and future citizens of Travis County share the cost of improvements that benefit County residents over a number of years.

**Bond Election**

Election held periodically to obtain voter authorization for the issuance of long-term general obligation debt for capital improvements backed by the County's taxing authority.

**Bond Rating**

See Credit Rating.

**Budget**

A budget is an organization's comprehensive financial plan for the coming fiscal year. The Travis County budget includes estimated revenue and expenditures for the General Fund, General Purpose Debt Service Fund, and most special revenue funds. The annual budget is legally adopted by the Commissioners Court at the end of September, with an October 1st start date for the new fiscal year.

**Budget Amendment**

A change in the level of funding that increases or decreases the total budget of an individual department or office. A Budget Amendment can also include a change to the overall Travis County Adopted Budget through increased revenue certified by the County Auditor. Budget Amendments must be approved by Commissioners Court.

**Budget Calendar**

The schedule of key dates that the County follows in the preparation and adoption of the budget. The calendar helps to ensure that no activity or task is overlooked, helps to coordinate activities that must take place in a certain sequence and within a specific time period, communicates the plan, and assigns specific roles and responsibilities for completion of the tasks.

**Budget Document**

The written document published by the Planning and Budget Office that presents a comprehensive financial plan to the Commissioners Court and the citizens for one fiscal year.

**Budget Mark-up Process**

A scheduled series of Travis County budget deliberations conducted by the Commissioners Court to consider proposed amendments to the Preliminary Budget prepared by the Planning and Budget Office.

**Budget Officer**

In counties with a population of more than 125,000, State law allows the Commissioners Court to appoint a Budget Officer. The Budget Officer prepares and proposes a budget for each fiscal year for consideration by the Commissioners Court. Travis County has an appointed Budget Officer.

**Capital**

Used interchangeably with Capital Expenditure. Travis County defines Capital Expenditure as an outlay on an asset with an initial, individual cost of at least \$5,000, with the exception of \$100,000 for software, and an estimated useful life of one year or more. The County considers all land and land improvements as Capital Assets, regardless of cost.

**Capital Acquisition Resources**

Available funding in the General Fund that is allocated for capital acquisition or improvements. This is often referred to as “pay-as-you-go” financing and is segregated in an account within the General Fund that is called the Capital Acquisition Resources Account, or the CAR Account.

**Capital Acquisition Resources (CAR) Account**

An account that is used to record and track resources in the General Fund that are dedicated to the purchase of capital equipment, real property, and substantial building and other capital improvements projects.

**Capital Budget**

A plan that includes projected capital expenditures to acquire, build or improve long-term assets and the sources of funding to pay for the capital expenditures. The annual capital budget provides the funding mechanism for implementation of multi-year capital needs.

**Capital Expenditure**

See Capital.

**Capital Improvement Program**

A multi-year program of projects that addresses repair and replacement of existing infrastructure, as well as development of new facilities to accommodate future growth.

**Carry Forward Balance**

Funds moved to the next fiscal year for the purpose of expending them for the same purpose as they were originally budgeted.

**Certificates of Obligation**

Debt that is authorized by the Commissioners Court and does not require prior voter approval. Intent to issue certificates of obligation must be published in the local newspaper in advance of issuing the debt.

**Classified (Employee)**

A designation given to all County employees who are not peace officers.

**Classified Pay Scale**

A graded scale of wages or salaries paid for job classifications and grade/level within the County, for all jobs that are not peace officer positions.

**Commissioners Court**

A statutorily-defined governing body for Texas counties, consisting of one member elected County-wide (the County Judge), and four Commissioners elected from geographically unique precincts.

**Commitment**

A term in SAP to identify expenditures that will be incurred in the future for materials and services that have been requested or ordered. Commitments serve to reserve funds against the budget that will become expenditures at a future date.

**Commitment Item**

An identifier in SAP, consisting of six digits of the functional grouping of expenditures and revenue within a financial management area.

**Cost Center**

In SAP, the method of grouping and reporting expenditures in the general ledger.

**Credit Rating**

An opinion given by a credit rating agency that indicates the ability and willingness of a bond issuer to meet its financial obligations in full and on time. A credit rating also indicates the credit quality of an individual debt issue. Credit ratings are expressed as letters ranging from 'AAA', which is the highest grade, to 'C' ("junk"), which is the lowest grade. Travis County has received the highest credit rating available from both Standard & Poor's and Moody's since 2001.

**Debt Financing**

When an entity raises money for capital expenditures by issuing debt, the purchasers of the debt instrument(s) become creditors and receive a promise that the principal and interest on the debt will be repaid.

**Debt Limit**

A limit in the amount of debt that Travis County can issue as expressed in the Texas Constitution and Texas Statutes, and by administrative rule of the Attorney General of Texas. The limits vary by type of debt to be issued.

**Debt Service**

The act of making principal and interest payments when due on outstanding debt.

**Department**

The organization unit that functions uniquely in its delivery of service, and is designated by a unique three-digit code in SAP; can be interchangeable with "office."

**Earmark**

The identification of potential claims against funds set aside in the Allocated Reserve or the Capital Acquisition Reserve that may need to be allocated to a department or office during the year. Earmarks do not represent appropriations, and are not considered to be departmental resources unless allocation of an earmark is approved by the Commissioners Court during the year through a budget amendment.

**Economic Development Program**

LOCAL GOVERNMENT CODE Chapter 381 authorizes counties to contract with a broad range of entities to stimulate business and commercial activity. Generally, Travis County grants benefits to applicant firms for projects that will bring new jobs and enhance the County's tax base. If the proposed project achieves specified performance criteria, grant payments can be awarded in an annual amount up to 80% of property tax revenue generated by the new value resulting from the project.

**Effective Tax Rate**

A calculated rate that provides a taxing unit with about the same amount of revenue it received in the year before on properties taxed in both years. If property values rise, the effective tax rate will go down, and vice versa. The effective tax rate calculation is established by state law.

**Encumbrance**

The commitment of appropriated funds to purchase an item or service in the future. An encumbrance is a reservation of funds made through purchase orders, funds reservations, or travel commitments in SAP, and must be accompanied by an appropriation of funds. An encumbrance is liquidated when the related expenditure is recognized.

**Ending Balance**

Funding that remains after current expenditures are deducted from the beginning fund balance and current resources. Portions of the fund balance may be reserved for various purposes, such as encumbrances.

**Expenditures**

Under the modified accrual basis of accounting, expenditures are recognized when the liability is incurred and expected to be liquidated with current financial resources.

**Fiscal Year**

A twelve-month period, extending from October 1st through the following September

30th, which is designated as the operating year for accounting and budgeting purposes in the County.

**FTE**

The decimal equivalent of a full-time position based on 2,080 hours per year, whether filled or vacant. For example, an employee working 20 hours per week would be equivalent to 0.50 FTE.

**Fund**

A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance**

The excess of the assets of a fund over its liabilities, reserves, and obligations to be carried over into the next fiscal year.

**General Fund**

The largest fund within the County, used to account for general operations and activities. This fund accounts for most of the financial resources of Travis County. General Fund revenue is comprised primarily of property taxes; other typical revenue sources include fines and fees, interest, intergovernmental transfers, and charges for services.

**General Obligation Debt**

Debt that is secured by the full faith and credit of the issuer and sold to borrow money to pay for needed major projects such as improvements to roadways, bridges and park infrastructure.

**Governmental Accounting Standards Board (GASB)**

An organization whose main purpose is to improve and create accounting and reporting standards or generally accepted accounting principles (GAAP).

**Governmental Fund**

A category of funds that is used to account for revenues and expenditures of the main government of Travis County and is included in the County's fund financial statements. Governmental funds include the General Fund, Grants Fund, General Purpose Debt Service Fund, Permanent Improvement Bonds Fund, and other governmental funds.

**Grant**

A contribution by a government or other organization to support a general or specified purpose. In most cases, County grants are received from the State or Federal governments, or from local non-profit organizations.

**Homestead**

A building occupied by the owner of the structure and his or her family, with the primary intention of making it their home, together with the parcel of land on which it stands and any improvements attached to it.

**Interlocal Agreement**

Agreements between governmental agencies often resulting in one governmental agency receiving funds from another agency in the form of grants, shared revenues, and other payments in exchange for services provided.

**Internal Service Fund**

A type of proprietary fund used to account for the financing of goods or services provided by one department to other departments of the government on a cost reimbursement basis in Travis County. The Risk Management Fund is Travis County's self-insurance fund for worker's compensation, auto and general liability, and internal losses. The Employee Health Benefits Fund was established in 2002 and provides self-insurance for employee and retiree health benefits.

**Job**

A title that describes what work an employee does and the level of the job or profession – e.g., Accountant I.

**Long-Term Debt**

At Travis County, long-term debt is defined as having a maturity of more than five years after the date of issuance.

**Median Homestead Taxable Value**

The property value of Travis County homesteads, as appraised and certified by the Travis Central Appraisal District, that lies at the midpoint of all Travis County homestead taxable values. For FY 2014, this number is \$165,642.

**Median Homestead Value**

The median property value of Travis County homesteads, as appraised and certified by the Travis Central Appraisal District. For FY 2014, this number is \$209,509.

**Office**

The organization unit that functions uniquely in its delivery of service, and is designated by a unique three-digit code; can be interchangeable with "department."

**One-time**

A funding status that indicates that the appropriation will not be included in the County's Base Budget in the following fiscal year.



**Ongoing**

A funding status that indicates that the appropriation will be included in the County's Base Budget from one fiscal year to the next.

**Operating Funds**

Resources derived from recurring revenue sources used to finance ongoing operations and “pay as you go” capital projects.

**Operating Transfer**

The movement of monies between funds of the same governmental entity.

**Order**

A rule, command or direction that has been duly approved by the jurisdiction’s governing body (Commissioners Court in Travis County).

**Pay Scale**

A graded scale of wages and salaries paid within Travis County.

**Peace Officer Pay Scale (POPS)**

A separate graded scale of wages or salaries for county-employed peace officers, such as sheriffs, constables, park rangers, and investigators.

**Performance Measure**

A quantifiable indicator used to assess how well an organization is achieving its desired objectives. Travis County performance measures assess such things as outcomes, citizen demand for services and operating efficiencies. This data is typically gathered by departments and reported during the budget process.

**Pilot Program**

An activity executed as a test or a trial. Pilot programs are generally funded on a one-time basis and renewed for the following fiscal year if success is documented through performance measures.

**Position**

A unique job identified with an eight-digit number in SAP.

**Position List**

A comprehensive list of all positions and jobs within a department and the employees who may fill those positions/jobs. The list is used for planning and budgeting purposes.

**Pre-Encumbrance**

Reservations of funds made through SAP shopping carts. Pre-encumbrances are converted into an Encumbrance when a purchase order is created in SAP from the shopping cart.

**Preliminary Budget**

A draft financial plan presented to the Commissioners Court in late July that reflects the funding recommendations of the Planning and Budget Office. The recommendations are made in compliance with the Commissioners Court's annual budget policy guidelines. The Preliminary Budget is used as a basis for the deliberations that occur during August and September at various public hearings, work sessions and voting sessions of the Commissioners Court.

**Program**

A mandate and associated resources conferred by the federal or state government or by Commissioners Court that provides a department administrative authority to achieve specific outcomes within a jurisdiction. Programs may create a management structure and may provide the basis for budgeting structure and resource allocation.

**Property Tax**

Also referred to as Ad Valorem Tax. This is a tax of real estate or personal property based on the assessed value of the property.

**Proposed Budget**

A financial plan filed by the Planning and Budget Office for consideration by Commissioners Court to adopt for use October 1 to September 30.

**Proprietary Fund**

Funds used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are generally considered self-supporting because the services provided by the funds are financed through user charges or by cost reimbursement. Within Travis County, the Internal Service Funds are Proprietary Funds.

**Rating Agency**

A company that assess the creditworthiness of debt securities and debt issuers. Travis County receives bond ratings from Standard and Poor's and Moody's.

**Rebudgeted**

Unused funds that were first approved in one fiscal year and are re-appropriated for the following year. All encumbrances that need to be re-appropriated for the new fiscal year are approved as carry forwards in the individual office's or department's accounts, and must be used for the same purpose and vendor to which the contractual obligation and encumbrance were originally applied.

**Refunding**

A procedure in which an issuer refinances outstanding bonds by issuing new bonds. The main reason for refunding is to reduce the issuer's interest costs.

**Reserve**

A central account used to set aside budgeted revenue that is not required for expenditure in the current budget year. These central accounts often have dedicated purposes or “earmarks” for potential purposes within that fiscal year. See also Earmark.

**Residential Homestead Exemption**

A reduction in taxable value on a primary residence. Travis County offers a 20% exemption on a principal residence primarily owned and occupied by an individual. Taxpayers can apply for a Homestead Exemption to lower the taxable value and tax liability on their property.

**Revenue**

Sources of income that finance the operations of government.

**Revenue Estimate**

An annual projection of revenue and beginning fund balance that is prepared by the Auditor’s Office. Included in the projection are estimates for the general fund, the special revenue funds, the internal service funds, and the debt service funds.

**Rollback Tax Rate**

A tax rate that provides the taxing unit with approximately the same amount of revenue it spent in the previous year for day-to-day operations (Maintenance and Operations), plus an extra 8%. The tax rate the taxing unit needs to pay its debts in the coming year (Interest and Sinking) is considered separately. If a unit adopts a tax rate that is higher than the rollback rate, voters in the unit can petition for an election to roll back the size of the tax increase to the Rollback Tax Rate.

**SAP**

SAP is an acronym for Systems, Applications and Products in Data Processing. SAP is the company that developed the software that is used to run the County’s business processes such as Finance, Procurement, Payroll and Human Resources. See also BEFIT.

**Shopping Cart**

In SAP, a virtual tool used to designate the goods and services planned for purchase that are needed by a particular office or department.

**Sinking Fund**

A fund into which monies are placed to be used to redeem bonds in accordance with a redemption schedule in the bond contract.

**Special Purpose Reserve**

An account used either to set aside budgeted revenues that are not required for

expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Special Revenue Fund**

A fund used to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government. Some special revenue funds do not report a specific revenue source but rather are intended to present the finances related to a particular activity, such as social services. Such funds may not track any original revenue source at all but are composed entirely of transferred resources.

**Structural Balance**

In governmental budgeting, a budget achieves structural balance if it supports financial sustainability for multiple years into the future through the matching of ongoing expenditures to ongoing revenues and the maintenance of an appropriate reserve balance.

**Target Budget**

See Base Budget.

**Tax Exemption**

A type of tax relief that reduces the assessed value of a home or entity to a taxable value on which tax bills are based. A property tax exemption removes a percentage or a fixed dollar amount of a property's assessed value from taxation.

**Tax Increment Financing (TIF)**

An economic development tool that Texas counties can use to finance needed structural improvements and enhanced infrastructure within a defined area. These improvements usually are undertaken to promote the viability of existing businesses and to attract new commercial enterprises to the area. The cost of the improvements is repaid by the contribution of future tax revenue from the participating taxing jurisdictions. The statutes governing tax increment financing are located in Chapter 311 of the Texas Tax Code.

**Tax Rate**

The amount of tax stated in terms of a unit of the tax base; in Texas, the tax rate is stated in terms of every \$100 of value.

**Transfers In/Out**

The movement of revenue or expenditure budget between funds within Travis County. Transfers In/Out are used to move revenue from the fund in which the statute or budget requires to collect them to the fund that the statute or budget requires to expend them, and to use unrestricted revenues collected in the general fund to finance various

programs accounted for in other funds in accordance with budgetary authorization. Such transactions must be approved by Commissioners Court.

**Travis Central Appraisal District**

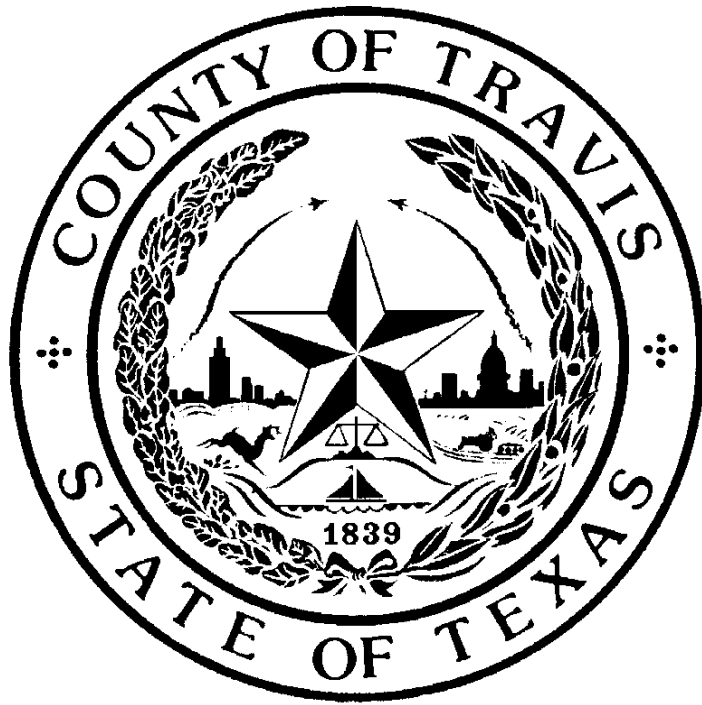
The Travis Central Appraisal District (TCAD) is a special unit of government with the primary responsibility to develop an annual appraisal roll for use by taxing units in imposing ad valorem taxes on property in the district. TCAD works to provide accurate appraisal of all property in Travis County at one hundred percent market value, equally and uniformly.

**Unallocated Reserve**

This reserve is established as a buffer in the event of a disaster or an emergency of an extraordinary nature. Since 1989, Travis County has maintained an Unallocated Reserve balance equal to 11% of budgeted expenditures. In FY 2014, the balance in the Unallocated Reserve was increased to 12% of budgeted expenditures.

**Voter Approved/Authorized Bonds**

Bond elections allow voters to decide on long-term financing for major capital improvement projects in Travis County. Travis County often holds bond elections in conjunction with other scheduled elections.







Stay informed by watching Commissioners Court  
on TCTV Channel 17 or online at  
[www.traviscountytexas.gov](http://www.traviscountytexas.gov)