

## **Program Area Overview**

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The **General Government and Support Services** Program Area is comprised of a diverse group of thirteen departments and offices that share the common goals of:

- *Supporting the goals of Justice and Public Safety, Health and Human Services, and Roads and Land.*
- *Serving taxpayers and protecting their assets.*

The departments and offices that make up the General Government and Support Services Program Area are:

- County Attorney
- County Auditor
- County Clerk
- Facilities Management
- Human Resources Management
- Information and Telecommunication Systems
- Planning and Budget Office
- Purchasing
- Records Management and Communication Resources
- Tax Assessor-Collector
- Texas Exposition Center
- Treasurer

The General Government and Support Services Program Area was established by the Commissioners Court in the Spring of 1994 as a part of Travis County's Strategic Planning process. This is the first time in the County's history that a formal grouping of these departments and offices was established for any purpose.

For presentation in the Adopted Budget, the County Judge, the Commissioners, the General Administration Department and the Historical Commission's budgets. Table A and B also contains information for

Centralized Computer Services and Centralized Rent & Utilities. These are two newly created departments' budgets contain expenditures that were previously budgeted in Information and Telecommunication Systems and Facilities Management.

In addition, the County Attorney and the County Clerk are also members of the Justice and Public Safety Program Area. For display purposes they will be shown in that Program Area and not included in General Government and Support Services.

## **Key Service Populations**

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The key service populations or major stakeholders of the General Government and Support Services Program Area are:

- *All County Departments*
- *Commissioners Court*
- *County Employees*
- *Taxpayers*
- *Travis County Residents and Visitors*

## **Staffing**

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In the FY 2004 Adopted Budget, the General Government and Support Services Program Area has 502.5 FTE. This Program Area has experienced just over 10% growth (46 FTE) in staffing since FY 2000. A total of 8 positions have been added in either mid-year FY 03 or during the FY 04 budget process.

Table A on the next page provides a departmental summary of the number of regular positions by each department.

**Financial Aspects**

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The General Fund budget for the General Government and Support Services Program Area has grown from \$39,596,532 in FY 01 to \$54,750,241 in the FY 04. This represents an increase of \$15,153,709, or 38% since FY 01. The year-to-year increase from FY 03 was \$3,900,389, or 8%. This increase is primarily due to increased health insurance and retirement benefit costs for staff.

In addition, an accounting change related to the Uniform Chart of Accounts for Texas Counties created the Centralized Facilities Department and the Centralized Computer Services Department. These actions moved \$4,830,059 of countywide rent and utilities to the Centralized Facilities Department from Facilities Management and \$699,121 of technology related expenses to the Centralized Computer Services Department from Information and Telecommunication Services. The oversight and management control of these expenses will remain with the previously budgeted departments.

Table B provides a summary of the General Fund budget for each department since FY 01.

In the FY 04 Adopted Budget, the General Government and Support Services Program Area has a total of \$6,443,594 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area will receive \$463,586 in funding from short term Certificates of Obligation in March 2004 for additional capital projects and equipment.

The following pages provide more detailed information on the FY 04 Adopted Budget including information on special funds and capital equipment and projects. Please note that in FY 04, unlike years prior to FY 02, the CAR funded capital equipment has been added to the department's operating budget as shown on the General Government and Support Services Program summary information. This change is attributable to new accounting standards implemented by the County under GASB 34.

Department	FY 00	FY 01	FY 02	FY 03	FY 04	Difference FY 04-00	Percent Change
County Judge	5.0	5.0	5.0	5.0	5.0	0.0	0%
Commissioner #1	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #2	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #3	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #4	4.0	4.0	4.0	4.0	4.0	0.0	0%
Cash/Investment Mgt.	2.0	0.0	0.0	0.0	0.0	-2.0	-100%
County Auditor	57.0	58.0	66.0	71.0	71.0	14.0	25%
Facilities Management	81.0	84.0	86.0	87.0	97.0	16.0	20%
Centralized Facilities	0.0	0.0	0.0	0.0	0.0	0.0	N/A
Historical Commission	0.0	0.0	0.0	0.0	0.0	0.0	N/A
Human Resource Mgt.	22.0	22.0	24.0	24.0	24.0	2.0	9%
Information & Telecomm. Sys.	75.0	78.0	78.0	81.0	81.0	6.0	8%
Centralized Computer Services	0.0	0.0	0.0	0.0	0.0	0.0	N/A
Planning and Budget	11.0	13.0	13.0	13.0	13.0	2.0	18%
Purchasing	26.0	27.0	29.0	30.0	30.0	4.0	15%
Records Mgt & Comm Rsc.	42.0	43.5	44.0	44.0	43.0	1.0	2%
Tax Assessor-Collector	101.5	101.5	104.5	104.5	108.5	7.0	7%
Texas Exposition Center	13.0	13.0	13.0	14.0	9.0	-4.0	-31%
Treasurer	5.0	5.0	5.0	5.0	5.0	0.0	0%
<b>Total</b>	<b>456.5</b>	<b>466.0</b>	<b>483.5</b>	<b>494.5</b>	<b>502.5</b>	<b>46.0</b>	<b>10%</b>

	FY 01	FY 02	FY 03	FY 04	FY 04- 01 Difference	Percent Change
County Judge	\$ 331,864	\$ 347,896	\$ 347,664	\$ 345,366	\$ 13,502	4%
Commissioner #1	\$ 241,457	\$ 257,023	\$ 256,433	\$ 263,153	\$ 21,696	9%
Commissioner #2	\$ 248,935	\$ 265,032	\$ 263,664	\$ 271,438	\$ 22,503	9%
Commissioner #3	\$ 238,544	\$ 252,482	\$ 255,769	\$ 254,635	\$ 16,091	7%
Commissioner #4	\$ 240,870	\$ 256,643	\$ 259,566	\$ 264,980	\$ 24,110	10%
General Administration	\$ 1,341,859	\$ 1,521,750	\$ 1,369,745	\$ 839,392	\$ (502,467)	-37%
Historical Commission	\$ 1,492	\$ 1,842	\$ 1,842	\$ 1,842	\$ 350	23%
County Auditor	\$ 3,925,371	\$ 4,740,818	\$ 5,206,507	\$ 5,336,516	\$ 1,411,145	36%
Facilities Management	\$ 9,655,246	\$ 11,584,996	\$ 10,978,097	\$ 8,498,356	\$ (1,156,890)	-12%
Centralized Facilities	\$ 0	\$ 0	\$ 0	\$ 4,830,059	\$ 4,830,059	N/A
Human Resources Mgt.	\$ 4,503,744	\$ 5,950,819	\$ 6,086,748	\$ 6,478,412	\$ 1,974,668	44%
Info & Telecomm Sys	\$ 8,585,961	\$ 12,726,180	\$ 14,404,206	\$ 14,600,720	\$ 6,014,759	70%
Centralized Computer Services	\$ 0	\$ 0	\$ 0	\$ 699,121	\$ 699,121	N/A
Plan. and Bdg Office	\$ 985,491	\$ 1,177,481	\$ 1,166,952	\$ 1,192,510	\$ 207,019	21%
Purchasing	\$ 1,711,709	\$ 1,902,473	\$ 1,989,419	\$ 2,006,977	\$ 295,268	17%
Records Mgt/Comm Res	\$ 3,051,419	\$ 3,326,172	\$ 3,176,267	\$ 3,404,165	\$ 352,746	12%
Tax Assessor-Coll	\$ 4,248,988	\$ 4,389,245	\$ 4,782,388	\$ 5,085,663	\$ 836,675	20%
Treasurer	\$ 283,582	\$ 300,669	\$ 304,585	\$ 376,936	\$ 93,354	33%
<b>Total</b>	<b>\$ 39,596,532</b>	<b>\$ 49,001,521</b>	<b>\$ 50,849,852</b>	<b>\$ 54,750,241</b>	<b>\$ 15,153,709</b>	<b>38%</b>

**Commissioners Court Summary**

**Overview**

Four County Commissioners and the County Judge form the Commissioners Court, which is the chief legislative and executive branch of county government. Their primary function is to lead Travis County in achieving the mission of the County:

“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.”

**Adopted Budgets FY 04**

	<b>County Judge</b>	<b>Comm., Precinct 1</b>	<b>Comm., Precinct 2</b>	<b>Comm., Precinct 3</b>	<b>Comm., Precinct 4</b>	<b>Total</b>
Personnel	\$338,866	\$259,153	\$266,438	\$249,635	\$259,980	\$1,374,072
Operating	\$6,500	\$4,000	\$5,000	\$5,000	\$5,000	\$25,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$345,366	\$263,153	\$271,438	\$254,635	\$264,980	\$1,399,572
FTE	5	4	4	4	4	21

**County Judge (01)**

**Mission Statement**

The mission of the County Judge's Office 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 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
% of meetings attended by County Judge	95%	96%	98%	98%
% of agendas distributed by noon Weds.	97%	96%	97%	97%
Total number of agenda items	3,560	3,620	3,575	3,600
% of TABC permits processed within three days of receipt	97%	98%	98%	98%
Number of TABC hearings held	6	8	8	8
Number of phone calls received	26,100	26,310	26,100	26,400
Number of pieces of mail received	13,700	13,720	13,750	13,850

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$325,364	\$341,396	\$341,164	\$338,866	(\$2,298)
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$331,864	\$347,896	\$347,664	\$345,366	(\$2,298)
FTEs	5	5	5	5	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the County Judge's office includes a decrease of \$2,298, or .66 % less than the FY 03 Adopted Budget.

Personnel

Highlights of a \$2,298 decrease in personnel include:

- A decrease of \$12,051 due to the department submitting its budget below the established budget target.
- An increase of \$9,489 due to increases in health insurance and retirement costs.
- An increase of \$264 for a benefit line item correction.

Operating Expenses

There were no changes to the operating budget from FY 03 to FY 04.

**FY 04 Capital**

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The FY 04 Adopted Budget includes no capital for this department.

## Commissioner, Precinct One (02)

### Mission Statement

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 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
Number of agenda items sponsored	175	168	185	185
Total number of work orders referred to TNR for Precinct One	1,500	3,702	4,072	4,072
Total work orders referred to TNR for Precinct One that were completed	2,750	3,517	3,869	3,470
Number of committees and boards on which the Precinct One Commissioner serves	12	12	12	12
Number of special projects	30	30	30	30
Number of letters written on behalf of constituents	100	100	100	100
Number of speeches/presentations given on various topics	30	30	35	40

### Adopted Budgets FY 01-04

	FY 01	FY 02	FY 03	FY 04	Diff FY04-03
Personnel	\$236,457	\$252,023	\$251,433	\$259,153	\$7,720
Operating	\$5,000	\$5,000	\$5,000	\$4,000	(\$1,000)
CAR	(A)	\$0	\$0	\$0	\$0
Fund Total	\$241,457	\$257,023	\$256,433	\$263,153	\$6,720
FTEs	4	4	4	4	0
Prior Year CAR	\$3,387	(A)	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

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The FY 04 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$6,720, or 2.62 % more than the FY 03 Adopted Budget.

Personnel

Highlights of a \$7,720 increase in personnel include:

- An increase of \$154 for longevity pay.
- An increase of \$7,566 for increases to health insurance and retirement costs.

Operating Expenses

The FY 04 operating budget is \$1,000 less than in FY 03 due to the department submitting its office supply budget \$1,000 below the established budget target.

**FY 04 Capital**

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The FY 04 Adopted Budget includes no capital for this department.

**Commissioner, Precinct Two (03)**

**Mission Statement**

It is the mission of the Precinct Two Office to be advocates for good government, to make government work for the people, to be a trouble-shooter on behalf of our constituents and taxpayers, to make government work smarter and better, to strengthen the management of the County's financial, natural and human resources, to organize and work at problem solving in teams, to encourage horizontal and vertical communication within and outside the organization, and to help lead and coordinate a very lean and dedicated set of County employees.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual*	FY 03 Projected*	FY 04 Projected*
# of Precinct Two maintained road miles	335.02	145.3	152	152
# of subdivision plats submitted	226	34	46	46
# of completed work orders	2,836	545	545	545
# of boards and commissions on which the Commissioner, Precinct Two serves	20	20	21	21

\* The boundaries of Precinct Two changed in FY 02. The FY 01 performance measures are based on the previous boundaries of the precinct. Data for FY 02 and forward is based on the new boundaries for the precinct.

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$243,935	\$260,032	\$258,664	\$266,438	\$7,774
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$248,935	\$265,032	\$263,664	\$271,438	\$7,774
FTEs	4	4	4	4	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$7,774, or a 3 % increase compared to the FY 03 Adopted Budget.

Personnel

Highlights of a \$7,774 increase in personnel include:

- An increase of \$7,581 for increases to health insurance and retirement costs.
- An increase of \$193 for longevity pay.

Operating Expenses

There were minor internal reallocations within the department's existing operating budget for FY 04.

**FY 04 Capital**

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The FY 04 Adopted Budget includes no capital funding for this department.

**Commissioner, Precinct Three (04)**

**Mission Statement**

The mission of the Commissioner, Precinct Three Office is to be responsive to the constituents in Precinct Three and citizens of Travis County.

The Commissioner’s mission is to ensure that county services are provided in an efficient and effective manner that is fair to the recipients of those services and to the taxpaying public.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual*	FY 03 Projected*	FY 04 Projected
Number of articles published	78	78 (Est.)	65	85
Number of internal/external TNR work orders handled for Precinct Three	4,007	5,029	5,400	5,800
Number of committees and boards on which the Commissioner, Precinct Three serves	19	18 (Est.)	15	15
Number of presentations made to Travis County constituents	234	150	175	175
Number of agenda items sponsored	242	250 (Est.)	300	300
Number of Precinct Three maintained road miles	406	630	630	630
Number of subdivision plats submitted	210	259	325	305
Number of mail/email received	N/A	1,460/1,700 (Est.)	3,900/17,500	4,000/18,000
Number of phone calls received	N/A	4,000 (Est.)	12,500	12,500
Number of meetings attended by the Commissioner and Staff	N/A	800 (Est.)	2,600	3,000

\* The boundaries of Precinct Three changed in second quarter of FY 02. Some of the variances in stated the FY 02 and FY 03 measures are due to this change.

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$233,544	\$248,982	\$250,769	\$249,635	(\$1,134)
Operating	\$5,000	\$3,500	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$238,544	\$252,482	\$255,769	\$254,635	(\$1,134)
FTEs	4	4	4	4	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Precinct Three Commissioner's Office includes a decrease of \$1,134, or .44 % less than the FY 03 Adopted Budget.

Personnel

Highlights of a \$1,134 decrease include:

- A decrease of \$8,674 due to the office submitting its budget below the established budget target. This savings is the result of permanent salary savings associated with the elected official for the office voluntarily accepting a 10% reduction in salary.
- An increase of \$7,540 for increases to health insurance and retirement costs.
- There were internal personnel reallocations to provide for temporary employees and lump sum compensation.

Operating Expenses

There were no changes between the FY 04 and FY 03 operating budgets.

**FY 04 Capital**

The FY 04 Adopted Budget includes no capital funding for this department.

**Commissioner, Precinct Four (05)**

**Mission Statement**

The mission of the County Commissioner Precinct Four Office is to provide an effective and efficient team style of government that results from the process of strategic planning. This process will result in better use of the existing tax base, better management of County departments, and improved services to constituents' needs.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of internal TNR work orders handled for Precinct Four	922	964	950	1,000
# of referrals made to HHS	442	498	500	500
# of referrals made to other departments within or outside Travis County	576	472	500	500
# of committees and boards on which the Commissioner, Precinct Four serves	14	14	14	15

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
<b>Personnel</b>	\$235,870	\$251,643	\$254,566	\$259,980	\$5,414
<b>Operating</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$0
<b>CAR</b>	(A)	\$0	\$0	\$0	\$0
<b>Fund Total</b>	\$240,870	\$256,643	\$259,566	\$264,980	\$5,414
<b>FTEs</b>	4	4	4	4	0
<b>Prior Year CAR</b>	\$500	(A)	(A)	(A)	(A)
<b>Other Capital (B)</b>	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department’s General Fund operating budget. The amounts in prior years are shown below under “Prior Year CAR”.
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$5,414, or 2 %, over the FY 03 Adopted Budget.

Personnel

Highlights of a \$5,414 increase in personnel include:

- A decrease of \$2,154 due to the office submitting its budget below the established budget target.
- An increase of \$7,568 for increases to health insurance and retirement costs.

#### Operating Expenses

There were no changes to the operating budget from FY 03 to FY 04.

#### **FY 04 Capital**

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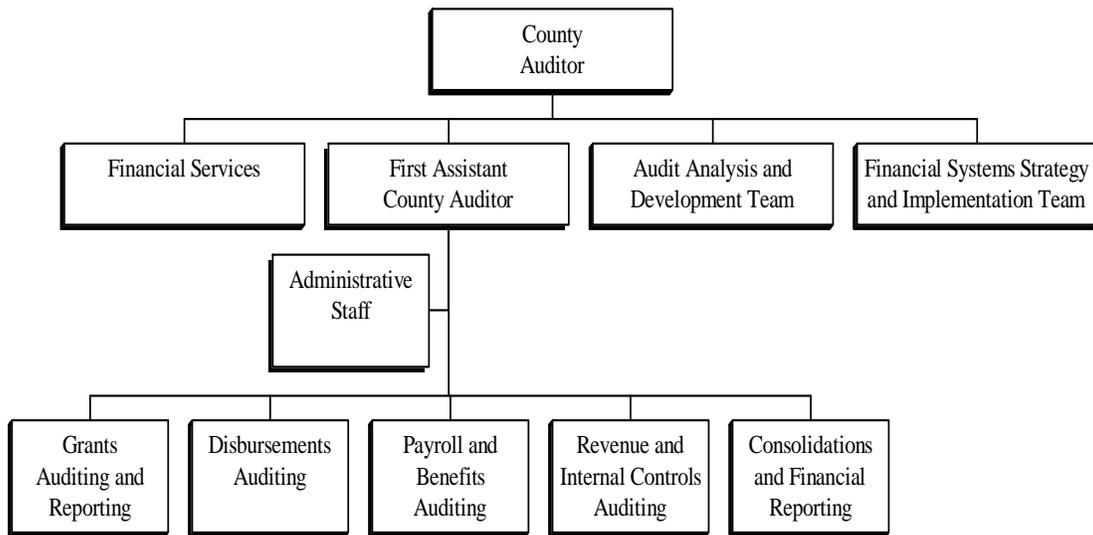
The FY 04 Adopted Budget includes no capital for this office.

# County Auditor (06)

## Mission Statement

To ensure that the County meets its fiduciary responsibilities to taxpayers with regard to County finances by strictly enforcing the statutes governing County finances as provided by the local government code (LGC), by providing the technical financial and managerial support necessary to ensure the integrity of the County financial reporting system, by providing the annual revenue estimate as the primary control parameter for the county budget, and by providing technical assistance and analysis to Travis County elected and appointed officials and customers to maximize the effective and efficient use of County resources.

## Organizational Structure



The County Auditor is the Chief Financial Officer of the County. By statute, the office reports to the State District Judges, which provides for an independent review of county financial operations, separate from the Commissioners’ Court, the legislative and executive branch of county government.

## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100%	100%
Estimated general fund revenue that is at least 95%, but does not exceed 101% of actual revenue	94.7%	97.9%	95-101%	95-101%

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$3,639,956	\$4,416,827	\$4,875,938	\$5,007,650	\$131,712
Operating	\$285,415	\$323,991	\$330,569	\$328,866	(\$1,703)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$3,925,371	\$4,740,818	\$5,206,507	\$5,336,516	\$130,009
FTE (A)	58.0	66.0	71.0	71.0	0.0
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) In FY 01, the authorized FTE count for the Auditor’s Office was 58. However, the Adopted Budget included funding for 54 positions. In FY 02, the authorized FTE count for the Auditor’s Office was 66 positions, although the Adopted Budget included funding for 62 positions. In FY03 and FY04, the department has 71 authorized positions, although the Adopted Budget contains funding for 67 positions.
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

In the FY 04 Adopted Budget, the County Auditor’s Office budget includes an increase of \$130,009, or a 2.5% increase, excluding encumbrance rollovers (C).

Personnel

The \$131,712 increase in personnel expense includes:

- An increase of \$130,009 due to FICA, retirement, and health benefit increases.
- An increase of \$1,703 reallocated from the operating budget.

Operating Expenses

The \$1,703 decrease in the operating budget consists of a reallocation to the personnel budget.

**FY 04 Capital**

The County Auditor’s Office received no FY 04 capital funding.

Note (C): The County Auditor’s Office FY 03 budget within the 5% statutory limit would have been \$5,323,667. Therefore, the FY 04 Adopted Budget of \$5,336,516 equals a \$12,849 increase or a .2 % increase from the FY 03 statutory base.

**Treasurer (07)**

**Mission Statement**

The mission of the County Treasurer's office is to provide for the safekeeping of all County funds, perform as the chief custodian of County finances; receive, account, and disburse all moneys belonging to the County; keep the public fully informed of County government fiscal affairs; register all claims against the County; expedite the payment to all jurors; improve the processing of funds; perform fiduciary responsibilities as paying agent/registrar of all Travis County bonds; increase interest and accelerate the availability of funds; monitor the portfolio of Travis County; purchase and monitor collateral for all County funds; collect and report unclaimed property held by Travis County; and continually improve the efficiency and effectiveness of the Treasury's administrative operations.

**Key Program Statistics**

Measures	FY 2001 Actual	FY 2002 Actual	FY 2003 Projected	FY 2004 Projected
Number of cash receipts processed	9,126	9,203	9,000	9,000
Number of warrants processed	64,504	61,963	64,000	64,000
10% service fee retained for prompt filing	\$140,991	\$193,237	\$190,000	\$190,000

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$226,731	\$243,718	\$247,634	\$257,181	\$9,547
Operating	\$56,851	\$56,951	\$56,951	\$119,755	\$62,804
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$283,582	\$300,669	\$304,585	\$376,936	\$72,351
FTE	5.0	5.0	5.0	5.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and Bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Treasurer's Office has increased \$72,351 when compared to the FY 03 Adopted Budget.

Personnel

Highlights of an \$9,547 increase in personnel include:

- An increase of \$9,316 due to increases in health insurance and retirement costs.
- An increase of \$231 for longevity increases in this small department.

Operating Expenses

The operating budget for the Treasurer's Office increased by \$62,804 for increased costs related to a new armored motor services contract.

**FY 04 Capital**

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The FY 04 Adopted Budget does not include any funding for capital items for this department.

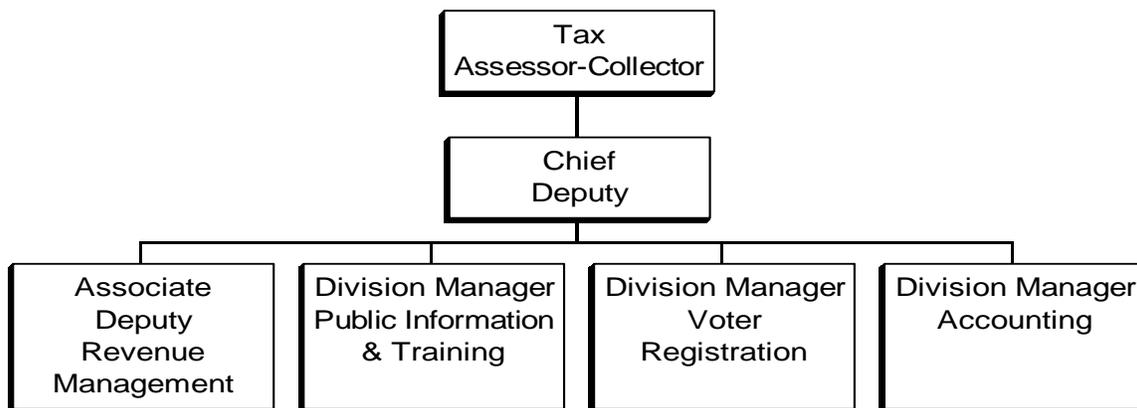
# Tax Assessor-Collector (08)

## Mission Statement

The mission of the Tax Assessor-Collector is to formulate policies and programs to ensure enforcement of the Texas Property Code, Texas Motor Vehicle laws, and the Texas Election Code. The basic duties and responsibilities of the Tax Assessor-Collector include: 1) assessing and collecting property taxes, 2) registering, licensing, and titling motor vehicles, 3) registering eligible voters, and 4) maintaining accountability for public funds.

## Organizational Structure

The Tax Assessor-Collector is organized around the four functions displayed below and has six programmatic divisions: Administration, Public Information and Training, Revenue Management, Motor Vehicle Registration, Voter Registration, and Accounting.



## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
<b>Public Training &amp; Information:</b>				
# of customer transactions	382,949	360,911	372,000	385,000
<b>Property Tax:</b>				
Posted Tax Payments (see dusty)	351,741	332,584	329,000	331,500
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	176,211	175,526	179,037	182,000
# of drive-thru customers	25,855	48,719	49,693	50,687
# of walk-in customers	172,370	138,307	141,073	143,894
<b>Voter Registration:</b>				
# of voter applications received	163,214	125,688	115,000	150,000
# of registered voters	526,962	510,767	529,000	570,000
<b>Accounting:</b>				
Total collections (all jurisdictions)	\$1.315b	\$1.47b	\$1.7b	\$2.0b

**Adopted Budgets FY 01-04**

	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>Diff FY 04-03</b>
Personnel	\$4,029,047	\$4,365,245	\$4,453,323	\$4,831,154	\$377,831
Operating	\$219,941	\$323,628	\$329,065	\$254,509	(\$74,556)
CAR	0	\$12,000	\$0	\$0	\$0
Total	\$4,248,988	\$4,700,873	\$4,782,388	\$5,085,663	\$303,275
FTE	101.5	104.5	104.5	108.5	4
Other Capital (A)	\$0	\$0	\$0	\$0	0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the department includes an increase of \$303,275 or a 6.34% increase over the FY 03 Adopted Budget.

Personnel

Highlights of a \$377,831 personnel expense increase include:

- An increase of \$207,314 was due to increases in health insurance, FICA and retirement costs.
- \$169,556 and 4 FTE were added to expand the criminal fines and fees collections program to all the County Court at Law courts.
- \$982 was added to annualize the elected official’s FY 03 salary increase.
- The department submitted its budget with a \$21 reduction to its FY 04 budget.

Operating Expenses

Highlights of a \$74,556 operating expense decrease include:

- A net \$93,556 was removed from operating expenses due to the allocation of funds for the criminal collections program.
- \$19,000 was added due to a change in accounting methodology requiring tax refunds to be expended from within the Tax Office budget, rather than netting the overpayment against revenue.

**FY 04 Capital**

The department received \$20,632, budgeted in ITS, for computer equipment for the unit to expand the criminal fines and fees collections program to all the County Court at Law courts.

**Planning and Budget Office (09)**

**Mission Statement**

The Planning and Budget Office (PBO) will facilitate the wise use of County resources for the effective provision of public services. PBO will do so by working with Travis County government organizations to plan, research, and evaluate budgetary and policy issues. In addition, PBO will integrate countywide spending and strategic plans and prepare the County budget. The Cash Investment Management Division will effectively and efficiently manage and invest the funds of Travis County within legal and policy parameters, manage the depository banking relationship, and assist the County corporations via contractual agreement.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
Customer satisfaction with services; scale of 1-5	3.98	4.08	N.A.	4.08
Customer satisfaction with budget process	3.60	3.83	N.A.	3.83
Number of Budget Adjustments processed	5,854	6,926	6,800	6,800
Portfolio yield in basis points over applicable benchmark	118.20	138.30	90.00	65.00

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$931,701	\$1,023,737	\$1,012,388	\$1,051,932	\$39,544
Operating	\$53,790	\$153,744	\$154,564	\$140,578	(\$13,986)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$985,491	\$1,177,481	\$1,166,952	\$1,192,510	\$25,558
FTE	13	13	13	13	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Planning and Budget Office has increased \$25,558 when compared to the FY 03 Adopted Budget.

Personnel

Highlights of a \$39,544 increase in personnel include:

- An increase of \$25,558 due to increases in health insurance and retirement costs.
- An increase totaling \$12,181 from the department's operating budget for additional temporary salaries and for other projected personnel adjustments.
- An increase of \$1,805 from the department's operating budget to annualize personnel actions.

Operating Expenses

The operating budget for PBO decreased by \$13,986 and moved to personnel expenditures.

**FY 04 Capital**

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The FY 04 Adopted Budget does not include any funding for capital items for this department.

## General Administration (10)

### Mission Statement

This department is an administrative function of the Commissioners Court. The General Administration budget is used for expenditures that do not fit easily into any other department. This department's budget consists of six different types of expenditures: Travis Central Appraisal District fees, county membership and participation fees for organizations such as the Texas Association of Counties (TAC), contracts for services that are for countywide purposes, performance-based pay for the Executive Managers, a contra-account for the entire county to reflect the savings that occur when employees decline health insurance, and transfers from the General Fund to other County funds.

### Adopted Budgets FY 01-04

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	(\$460,108)	(\$478,501)	(\$714,581)	(\$1,319,434)	(\$604,853)
Operating	\$1,801,967	\$2,000,251	\$2,084,326	\$2,158,826	\$74,500
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$1,341,859	\$1,521,750	\$1,369,745	\$839,392	(\$530,353)
FTEs	0	0	0	0	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

### FY 04 Budget Issues

The FY 04 Adopted Budget for General Administration General Fund budget includes a decrease of \$530,353, or 38.72% less than the FY 03 Adopted Budget.

#### Personnel

There is a \$604,853 decrease in personnel to account for the estimated county-wide FY 04 savings realized when county employees decline health insurance.

#### Operating Expenses

Highlights of a \$74,500 increase in operating includes:

- An increase of \$49,500 for the dues associated with the Austin – San Antonio Intermunicipal Commuter Rail District; and,
- An increase of \$25,000 for professional services for Title 4-E reimbursement for Juvenile Probation.

**FY 04 Capital**

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The FY 04 Adopted Budget includes no capital funding for this department.

# Human Resources Management (11) General Fund

## Mission Statement

To recruit and retain a skilled work force committed to quality performance and to promote a healthy and safe work environment.

## Department Philosophy

- Commitment to highest standard of ethics, confidentiality and fairness worthy of the trust of those we serve.
- Commitment to excellent customer service guided by a deep sense of integrity, responsibility, and dedication to the development of human resources

## Overview

The Human Resources Management Department (HRMD) develops and implements programs, services and processes in the functional areas of staffing, recruitment, compensation, benefits, training, employee relations, health and safety, and risk management. Additionally, HRMD ensures compliance with Travis County policies and related state and federal laws and regulations.

## Organizational Structure



The Director of the Human Resource Management Department reports to the Executive Manager of Administrative Operations.

## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of positions posted	662	630	680	650
# of PAF's processed	13,447	11,632	10,375	10,445
# of employees/management consultations	4,146	4,200	4,400	4,500
# of TCHR/EEO complaints filed	10	2	18	20
# of outreach contacts to recruit a qualified and diverse workforce	825	1,000	1,500	1,800
# of classification analysis	51	1,317	1,145	1,120
# of training and development opportunities	185	225	230	250
# of positions market surveyed	782	1,317	1,145	1,120

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$1,002,627	\$1,040,017	\$1,100,411	\$1,447,950	\$347,539
Operating	\$3,501,117	\$4,910,802	\$4,986,337	\$5,030,462	\$44,125
CAR	(A)	\$0	\$0	\$0	\$0
Fund Total	\$4,503,744	\$5,950,819	\$6,086,748	\$6,478,412	\$391,664
FTE	16.16	15.66	15.66	15.66	0.00
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital included such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the department includes an increase of \$391,664 or a 6.4% increase over the FY 03 Adopted Budget.

Personnel

Highlights of a \$347,539 personnel expense increase include:

- A total of \$231,456 for employee retirement contribution, FICA, retiree health benefit, and employee health benefit increases.
- A total of \$60,000 for the projected increase in County-wide unemployment insurance for all employees.
- An increase of \$59,612 to eliminate budgeted health insurance savings in the HRMD budget and consolidate it in the General Administration budget.
- A decrease of \$3,529 reallocated to the operating budget.

Operating Expenses

Highlights of the \$44,125 increase in operating expense include:

- An increase of \$93,400 in the line items that provide General Fund resources to the Risk Management Fund in order support property insurance increases.
- An increase of \$3,529 reallocated from the personnel budget.
- A decrease of \$100 in cellular phone expenditures.
- A decrease of \$4,152 in retiree health insurance based on FY04 rates and enrollment estimates.
- A decrease of \$48,552 due to the elimination of FY03 one-time litigation expenses.

The operating budget also includes a reallocation of \$61,000 from line items that supply General Fund resources to the Risk Management Fund to operating supplies and equipment line items. The purpose of this reallocation is to transfer the County-wide ergonomics program from the Risk Management Fund to the HRMD General Fund.

### **FY 04 Capital**

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The HRMD budget contains no capital funding in FY04.

## Human Resources Management Risk Management Fund (Fund 525)

### Purpose

The Risk Management Fund is Travis County's self-insurance pool for Worker's Compensation, auto and general liability, and internal losses. The County also purchases catastrophic loss insurance from this fund. At the end of FY 97, the County began operating an Owner Controlled Insurance Program (OCIP) to provide insurance on the County's facility projects that would otherwise be provided by a building contractor. The OCIP program ended in November 2000, but Travis County is required by contract to maintain a claims reserve for seven years.

### Funding Source

The Risk Management Fund is funded from the General Fund. General Funds budgeted in Human Resources Management for Tort Liability, Unemployment Compensation, General Insurance Premiums and OCIP are transferred to the Risk Management Fund. Workers' Compensation is budgeted in each department and transferred to the fund.

### Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of Safety Training Sessions	30	80	30	30
Annual safety inspection for all departments	108	120	120	120
Loss prevention to County property (# of Claims)	388	350	390	390
# of alcohol and drug tests	320	300	320	320

### Adopted Budgets FY 01-04

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$591,021	\$633,449	\$685,300	\$757,327	\$72,027
Operating	\$9,294,196	\$12,285,253	\$10,526,959	\$10,204,228	(\$322,731)
Total	\$9,885,217	\$12,918,702	\$11,212,259	\$10,961,555	(\$250,704)
Capital	\$0	\$0	\$0	\$0	\$0
FTE	5.84	6.34	6.34	6.34	0.0

**FY 04 Budget Issues**

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In the FY 04 Adopted Budget, the Risk Management Fund budget decreased by \$250,704.

Personnel

Highlights of the \$72,027 increase in the personnel budget include:

- An increase of \$60,000 due to the projected increase in County-wide unemployment compensation for all employees.
- An increase of \$12,269 for health insurance and retirement increases.
- A decrease of \$242 due to the submission of the budget under target level.

Operating Expenses

Highlights of the \$322,731 decrease in the operating budget include:

- An increase of \$526,082 in catastrophic reserves due to changes in fund balance and decreases in the operating budget.
- An increase of \$93,400 for purchased property insurance.
- A decrease of \$61,000 due to the transfer of the County-wide ergonomics program from the Risk Management Fund to the HRMD General Fund.
- A decrease of \$337,474 for one-time FY03 projects eliminated in the FY04 budget.
- A decrease of \$543,739 in legal expenses, non-insurance loss, OCIP workers' compensation, and general workers' compensation in order to align the budget with projected expenditures based on recent experience.

Additionally, in late FY03, the Risk Management Fund received over \$1.4 million from a one-time settlement of litigation. As a result, the Commissioners Court declared a surplus in the fund and approved a transfer of \$1,250,000 to support a claims contingency reserve in the Employee Health Insurance Fund.

**FY 04 Capital**

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In the FY 04 Adopted Budget, no capital items are budgeted in the Risk Management Fund.

**Human Resources Management  
Hospital and Insurance Fund – County Employees  
(Fund 526)**

**Purpose**

In FY 02, the Commissioners Court approved the establishment of Fund 526 for the self-insurance of employee and retiree health benefits. The advantages of self-insurance include the opportunity to offer a better level of benefits and to provide more control over increasing health benefit costs.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of current/former employees assisted with benefit issues (phone and walk-ins)	4,700	4,300	4,000	4,600
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	3,200	3,400	4,000	4,500

**Funding Source**

The Employee Health Insurance Fund FY04 Adopted Budget revenues of \$31,585,857 are derived from the following sources: premiums charged to employees and retirees (\$5,467,644), premiums charged to County departments (\$25,829,331), COBRA premiums (\$64,982), pooled cash investments (\$50,000), and fund balance (\$173,900).

**Adopted Budget FY 04**

	FY 02	FY03	FY04	Diff FY 04-03
Personnel	\$107,739	\$100,104	\$117,038	\$16,934
Operating	\$18,226,696	\$22,062,151	\$31,468,819	\$9,406,668
Total	\$18,334,435	\$22,162,255	\$31,585,857	\$9,423,602
Capital	\$0	\$0	\$0	\$0
FTE	2.0	2.0	2.0	0.0

**FY 04 Budget Issues**

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Personnel

Highlights of the \$16,934 increase in the personnel budget include:

- An increase of \$12,592 for annualized personnel changes.
- An increase of \$4,342 for health insurance and retirement increases.

Operating

Highlights of the \$9,406,668 increase in the operating budget include:

- An increase of \$7,544,069 for insurance claims.
- An increase of \$1,508,268 in reserves.
- An increase of \$168,079 for the stop/loss premium.
- An increase of \$143,252 for administrative fees.
- An increase of \$43,000 in office supplies, actuarial services, and consulting.

**FY 04 Capital**

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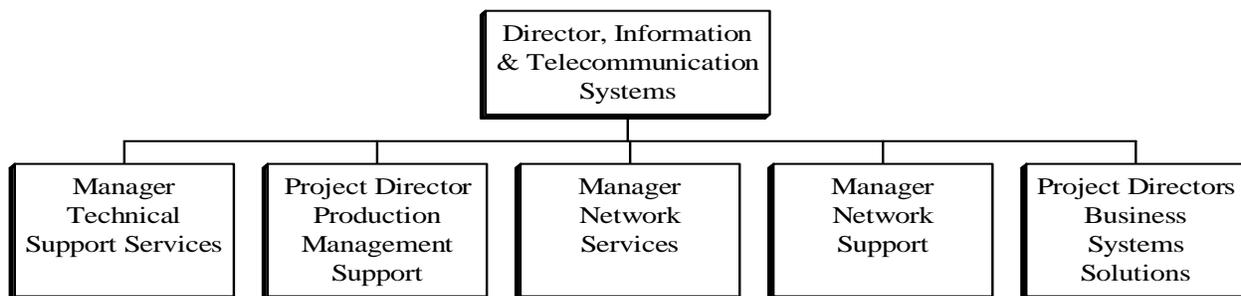
In the FY 04 Adopted Budget, no capital items were budgeted in the Hospital and Insurance Fund.

# Information and Telecommunication Systems (12)

## Mission Statement

To assist departments in the execution of their functional responsibilities through the successful application of information technology.

## Organizational Structure



The Director of Information and Telecommunication Systems reports to the Executive Manager of Administrative Operations.

## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
Average quarterly server availability	99%	99%	99%	99%
File servers maintained	70	70	70	65
Average time to resolve critical Help Desk calls	6.5 Hrs	3.38 Hrs	4.0 Hrs	4.0 Hrs
Number of training classes offered	165	140	120	120
Number of in bound/out bound calls to the HelpDesk	70,825	69,294	60,200	63,000
Number of new major systems implemented	1	3	7	9

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$5,188,389	\$5,412,281	\$5,849,186	\$6,382,042	\$532,856
Operating	\$3,397,572	\$4,420,993	\$5,363,006	\$5,420,064	\$57,058
CAR	(A)	\$2,892,906	\$3,192,014	\$2,798,614	(\$393,400)
Department Subtotal	\$8,585,961	\$12,726,180	\$14,404,206	\$14,600,720	\$196,514
Centralized Computer Services, General Fund only (Dept. 90)	\$0	\$0	\$0	\$699,121	\$699,121
Department Total including Centralized Computer Services	\$8,585,961	\$12,726,180	\$14,404,206	\$15,299,841	\$895,635
FTE	78.0	78.0	81.0	81.0	0.0
Prior Year CAR	\$2,725,854	(A)	(A)	(A)	(A)
Other Capital (B)	\$735,000	\$936,540	\$1,427,220	\$0	(\$1,427,220)

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department’s General Fund operating budget. The amounts funded in prior years are shown below under “Prior Year CAR.”
- (B) Other Capital includes such sources as Certificates of Obligation and other Special Revenue funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for Information and Telecommunication Systems has increased by \$196,514 from the FY 03 budget. Under the implementation of the Uniform Chart of Accounts outlined below, the centralized budget for countywide replacement computer equipment is now located in a stand-alone department (department 90) rather than in the ITS budget. This resulted in the \$393,400 decrease in the department’s CAR budget. Information & Telecommunication Systems personnel budget increased by \$532,856, while the operating budget increased by \$57,058. Part of the reason for a relatively small increase in the operating budget is that the department realized large savings in the line item for countywide maintenance agreements. The savings were reallocated to fund several projects, some with ongoing expenses and others on a one-time basis.

Personnel

Highlights of the \$532,856 increase in the personnel budget include:

- An increase of \$92,345 to correct the department's budgeted salary savings to better reflect actual salary savings.
- A revenue-supported increase of \$25,000 to allow the county to hire a contract manager for the Evercom contract.
- An increase of \$156,105 due to increases in health insurance and retirement costs and in FICA-OASDI (social security).
- An increase of \$158,334 to reallocate funding for the first year of the e-Filing project due to a delay in the project start.
- An increase of \$90,893 to annualize the funding for the second year of the e-Filing project.
- An increase of \$10,185 to fund lump sum awards for staff who helped manage the Evercom contract.
- A decrease of \$6 due to the internal reallocation of personnel funds to the operating budget.

Operating Expenses

Highlights of the \$57,058 increase in the operating budget include:

- An increase of \$250,000 to fund the one-time expenses related to the implementation of the Mental Health Network.
- A decrease of \$192,866 for one-time expenditures made in FY03.
- An increase of \$147,002 due to maintenance of current effort requests related to trunkline increases for a new county facility, maintenance agreement costs related to e-Filing hardware and software and file server replacements, professional services for NT platform migration and API Link.
- A decrease of \$133,223 due to moving the maintenance agreement budget for systems related to records management and archives from the General Fund budget to the new Archival Fund.
- A decrease of \$30,000 due to the elimination of local pay directory assistance.
- An increase of \$17,475 for software and maintenance agreement costs related to the new firewall for the Travis County phone system.
- A decrease of \$1,336 due to a 25% cut in cellular telephone air time.
- An increase of \$6 due to an internal reallocation from personnel to operating.

**FY 04 Capital**

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ITS received \$2,798,614 in CAR funding for capital equipment and projects. The department also received \$50,000 in funding from the Records Management Fund (Fund 028) to purchase a scanner for use in the e-Filing Project.

In addition, the department received \$699,121 in capital funding for countywide replacement computer equipment. These funds are budgeted in a new department 90, established as part of

the new Uniform Chart of Accounts. Included in the \$699,121, is \$35,835 for replacement equipment to be assigned to ITS staff. This includes 17 replacement desktop computers, 41 software upgrades, and 17 PC installation services.

Finally, replacement computer and telecommunications equipment for the Justice Courts is funded in the Justice Court Technology Fund (Fund 050) under department 90.

***Capital Equipment and Projects funded from CAR (\$2,798,614):***

- Migration of Tiburon V. 7 to Oracle (\$383,000).
- Criminal Courts e-Courtroom Project Expansion (\$359,138).
- Continuation of the Token Ring to Ethernet Upgrade (\$353,000).
- Replacement of AS/400 Tape Backup (\$300,000).
- File Server Replacements and Upgrades (\$277,000).
- ITS Prioritized Projects-primarily IJS related (rebudgeted from FY03) (\$210,882).
- PBX Replacement & Upgrade of Voicemail (\$185,000).
- IJS Priority Projects (\$217,631).
- e-Filing and Electronic Document Management System (\$159,600).
- Firewall for Travis County Phone Network (\$92,965).
- Contingency for eGovernment (\$75,986).
- Voice Communications (rebudgeted from FY03) (\$60,000).
- GAATN Expansion (rebudgeted from FY03) (\$45,412).
- Wireless Pilot Test Equipment (\$40,000).
- e-Filing (rebudgeted from FY03) (25,000).
- Migration of Dec Alpha Sys to NT Platform (\$14,000).

**Uniform Chart of Accounts**

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The Uniform Chart of Accounts for Texas Counties was developed by the Texas County Financial Data Advisory Committee (FDAC). It is intended to allow Texas counties to utilize a uniform accounting and reporting structure without significant revisions to their current financial systems. It was adopted by the State Comptroller in accordance with H.B. 2869 approved by the 2001 Texas Legislature.

The implementation of the Uniform Chart of Accounts is intended to be a multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and will be implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally budgeted expenses will be budgeted outside of the departments where they were previously budgeted.

In ITS these expenses include replacement computer and telecommunication equipment that is usually funded in the General Fund under the Capital Acquisition Resources (CAR) Account.

## **Centralized Computer Services (90)**

### **Purpose**

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The Centralized Computer Services budget provides for all replacement computers and telecommunications equipment 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.

### **FY 04 Budget Issues**

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The Centralized Computer Services Department was created as the result of the implementation of the Uniform Chart of Accounts. The expenses included in the FY 04 Adopted Budget for this department were previously budgeted ITS CAR accounts. The total FY 04 Adopted Budget for this department is \$699,121 in the General Fund and \$27,585 in the Justice Courts Technology Fund (Fund 050). Please see the financial charts at the beginning of this document for a list of all IT equipment that is funded in this department. The Department 90 budget remains under the oversight and management control of ITS.

The Uniform Chart of Accounts for Texas Counties was developed by the Texas County Financial Data Advisory Committee (FDAC). It is intended to allow Texas counties to utilize a uniform accounting and reporting structure without significant revisions to their current financial systems. It was adopted the State Comptroller in accordance with H.B. 2869 approved by the 2001 Legislature.

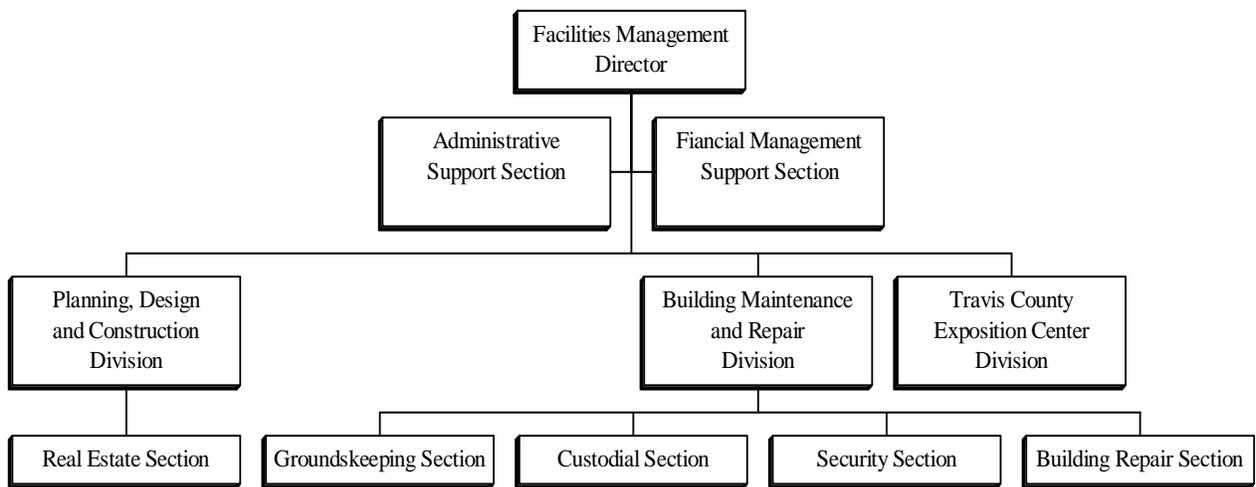
The Uniform Chart of Accounts is intended to be a multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and will be implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally budgeted expenses will be budgeted outside of the departments where they were previously budgeted in years past. The new accounting structure will have no net impact on the overall Travis County budget, but will categorize certain expense budgets in a different way than in past years.

# Facilities Management (14)

## Mission Statement

To manage the planning, design, construction, maintenance, operations and leases for facilities that effectively and efficiently meets economic and functional needs of Travis County.

## Organizational Structure



The Director of Facilities Management reports to the Executive Manager of Administrative Operations.

## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
% of correct pay applications processed w/ 7 days	98% (est.)	94%	92%	95%
% of acceptable invoices processed w/in 7 days	98% (est.)	96%	92%	95%
% of correct contract mods processed w/in 7 days	100% (est.)	95%	94%	95%
% of budget transfers processed w/in 48 hrs.	100% (est.)	100%	95%	100%
% of purchase requisitions processed w/in 7 days	100% (est.)	92%	95%	100%
Variation of construction contract modifications	3.57%	9.6%	1.7%-2.1%	10%-15%

**Key Program Statistics (continued)**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
Construction sched. variance	5.89%	9.5%	4%-8.5%	10%-20%
Design contract modifications	N.A.	4%	0%-0.8%	5%-10%
Design schedule variance	N.A.	3.8%	-17%-5%	10%-25%
% of grounds maintenance accomplished versus plan	88%	92%	92%	92%
Total call in job req. (excluding moves & recycle pick up)	474	659	575	525
Total completion of Best Locking program	96%	100%	100%	100%
% of systems w/ Preventive Maintenance	90%	90%	90%	90%
% of Emergency Calls closed w/in 48 hrs.	100%	100%	95%	95%
% of maintenance job orders self-identified by dept	42%	41%	40%	45%
% of "routine" maintenance calls closed w/in target	95%	94%	97%	97%
Total maintenance call in job requests per month	247	329	500*	500

N.A. data not currently available

\* Implementation of online work order system anticipated to result in an increase in number of submitted work requests.

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$3,295,502	\$3,553,725	\$3,592,198	\$4,064,320	\$472,122
Operating	\$6,359,744	\$7,083,452	\$7,098,506	\$1,520,177	(\$5,578,329)
CAR	(A)	\$947,819	\$287,393	\$2,913,859	\$2,626,466
Department Total	\$9,655,246	\$11,584,996	\$10,978,097	\$8,498,356	(\$2,479,741)
Centralized Leases & Utilities (Dept. 91)	N.A.	N.A.	N.A.	\$4,830,059	\$4,830,059
Department Total including Utilities and Leases	\$9,655,246	\$11,584,996	\$10,978,097	\$13,328,415	\$2,350,318
FTE	84.0	86.0	87.0	97.0	10.0
Prior Year CAR	\$791,508	(A)	(A)	(A)	(A)
Other Capital (B)	\$6,663,276	\$11,043,567	\$7,657,550	\$3,377,445	(\$4,280,105)

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department’s General Fund operating budget. The amounts funded in prior years are shown below under “Prior Year CAR”.

(B) Other Capital includes such sources as Certificates of Obligation and Bond funds.

**FY 04 Budget Issues**

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The FY 04 Adopted Budget for Facilities Management has decreased by \$2,479,741 from the FY 03 budget. Under the implementation of the Uniform Chart of Accounts outlined below, Facilities Management's FY 04 Adopted Budget was decreased by \$4,830,059 so that the department's centrally budgeted utilities and leases could be moved to a new department entitled Centralized Facilities Department. These utilities and leases remain under the oversight and management of Facilities Management. Below are highlights of the changes in Facilities Management's budget for FY 04.

Personnel

Personnel changes in this budget, resulting in an increase of \$472,122, include:

- A reallocation from the department's operating budget totaling \$152,529 to pay for FTE approved in October of 2002.
- A total of \$140,249 for new FTE (five Custodial positions) for the opening of new buildings in Travis County. Please note that the positions were previously funded in the Exposition Center Fund.
- An increase of \$178,888 due to increases in health insurance and retirement costs.
- An adjustment to the department's salary savings totaling \$37,932 to better reflect turnover rates in this department.
- An additional \$18,695 for personnel actions related to raising positions to new minimum pay ranges approved by Commissioners Court.
- An increase of \$3,072 to annualize FY 03 personnel actions.
- Administrative Operations submitted the Facilities Management FY 04 budget under the Target budget amount with total personnel savings of \$59,243.

Operating Expenses

Operating changes in this budget, resulting in a decrease of \$5,578,329, include:

- A decrease totaling \$4,830,059 associated with budgeting the department's centrally budgeted utilities and leases in the newly created Centralized Facilities Department as part of the first phase implementation of the Uniform Chart of Accounts.
- A decrease of \$570,702 due to lease savings incurred in FY 03 as departments move into the new Precinct Four Office Building. Another decrease in leases due to the purchase of new buildings totals \$570,728. Both of these changes occurred before leases were removed from this departmental budget to the new Centralized Facilities Department.
- A reallocation from the department's operating budget totaling \$152,529 to pay for FTE approved in October of 2002.
- A decrease of \$90,250 for one time costs incurred in FY 03.
- A decrease of \$12,953 due to utility savings as part of energy efficiency improvements.
- A reduction of \$5,540 related to the County's efforts to reduce cellular airtime costs.

- A total increase of \$252,095 for increased utilities related to the opening of new buildings in Travis County in FY 04. This change occurred before utilities were removed from this departmental budget to the new Centralized Facilities Department.
- A total of \$138,690 increase as a new one time subsidy transfer to the Exposition Center Fund in FY 04 to assist funding operations in that Special Fund.
- A total of \$120,000 related to one-time move costs associated with the Airport Boulevard Building, the West Rural Community Center and Clinic and Precinct Three Office Building.
- A total of \$97,157 for operating and maintenance (excluding utilities) related to the opening of new buildings in Travis County in FY 04.
- A total of \$39,690 related to centralizing custodial services for Health and Human Services within Facilities Management.
- A total of \$6,800 to cover deteriorated sky lights at the Collier Center.

### **FY 04 Capital**

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Capital equipment and capital projects included in the Adopted Budget from all sources total \$3,377,445.

#### ***Capital Equipment and Projects funded from CAR (\$2,913,859)***

- Courthouse Remodel – first, second and third floors (\$908,796)
- Furniture, fixtures and equipment and ITS infrastructure for Airport Boulevard (BSB) and Precinct Three Buildings (\$854,830)
- Jail mold remediation/repair (\$303,175)
- Equipment and projects for Exposition Center (\$275,000)
- Forensic Center Addition (\$261,050)
- Disaster Recovery-Minimum Cold Site (\$90,493)
- Executive Office Building Roof Restoration (\$61,000)
- Energy efficiency improvements V (\$60,860)
- StarFlight Security Improvements (\$40,000)
- Replacement Heating Boiler – Collier (\$19,000)
- Replacement Heat Pumps (\$12,500)
- Centralized Space Costs (\$12,455)
- HVAC Test Equipment (Purge Unit) (\$9,700)
- CJC Emergency Generator Improvements (\$5,000)

#### ***Capital Projects funded out of five year Certificates of Obligation (\$463,586)***

- Holt Building Remodel (\$179,036)
- Granger Roof Replacement (\$169,000)
- Furniture, fixtures and equipment and ITS infrastructure for West Rural Community Center and Clinic (\$115,550)

**Uniform Chart of Accounts**

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The Uniform Chart of Accounts for Texas Counties was developed by the Texas County Financial Data Advisory Committee (FDAC). It is intended to allow Texas counties to utilize a uniform accounting and reporting structure without significant revisions to their current financial systems. It was adopted by the State Comptroller in accordance with House Bill 2869 approved by the 2001 Legislature.

The Uniform Chart of Accounts is intended to be a multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and will be implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally budgeted expenses are now budgeted outside of the departments where they were previously budgeted in years past.

In Facilities Management these expenses include centrally budgeted utilities and leases resulting in a \$4,830,059 budgeted decrease for this department. These utilities and leases remain under the oversight and management of Facilities Management.

**Centralized Facilities (91)**

**Purpose**

The Centralized Facilities budget includes centralized Travis County leases and utilities expenditures.

**Adopted Budgets FY 01–04**

	FY 01	FY 02	FY 03	FY 04	FY 04-FY 03
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Operating</b>	\$0	\$0	\$0	\$4,830,059	\$4,830,059
<b>Total</b>	\$0	\$0	\$0	\$4,830,059	\$4,830,059
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>FTE</b>	0.00	0.00	0.00	0.00	0.00

**FY 04 Budget Issues**

The Centralized Facilities Department was created as the result of the implementation of the Uniform Chart of Accounts. The expenses included in the FY 04 Adopted Budget for the centralized leases and utilities were previously budgeted directly in Facilities Management. This change resulted in a \$4,830,059 decrease to Facilities Management by budgeting the expenses noted above in the Centralized Facilities Department. These expenditures remain under the oversight and management of Facilities Management.

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The Uniform Chart of Account is intended to be multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and will be implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally budgeted expenses will be budgeted outside of the departments where they were previously budgeted in years past. The new accounting structure will have no net impact on the overall Travis County budget, and will not change programmatic responsibilities but will categorize certain expense budgets in a different way than in past years.

**Travis County Exposition Center (Fund 501)**

**Purpose**

The Travis County Exposition Center is a multi purpose facility, designed to host events varying from receptions, concerts, trade shows, and livestock and horse shows. The Center is able to provide low cost meeting space to the Travis County citizens as well as host events that contribute to the economy of Travis County when out-of-county people visit the events.

**Funding Source**

The Travis County Exposition Center Fund generates revenue by charging fees to those who rent the facility. In addition, the Fund also receives a percent of the concessions revenue generated. The estimated total charges for services in FY 03 is \$414,664. In addition, the Exposition Center Funds is projected to receive \$496,419 in miscellaneous revenue, \$66,533 as a beginning fund balance and a new one-time subsidy transfer from the General Fund totaling \$138,690, for total revenues of \$1,116,306.

**Key Program Statistics**

Measures	FY 2001 Actual	FY 2002 Actual	FY 2003 Projected	FY 2004 Projected
Number of Events	232	118	133	151
Number of Events Days*	266	171	176	200

\*Some events are more than one day in length and use more than one building.

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$495,749	\$516,212	\$568,246	\$448,121	(\$120,125)
Operating	\$601,563	\$523,186	\$621,711	\$668,185	\$46,474
Total	\$1,097,312	\$1,039,398	\$1,189,957	\$1,116,306	(\$73,651)
Capital	\$5,058,276	\$0	\$200,000	0*	(\$200,000)
FTE	13.0	13.0	14.0	9.0	(5)

\* A total of \$275,000 was budgeted in CAR funds under Facilities Management for the Exposition Center.

**FY 04 Budget Issues**

The Allocated Reserve in the Travis County Exposition Center Fund (Fund 501) has decreased to \$0 in FY 04. The Fund's Unallocated Reserve has been maintained in FY 04 at \$50,000.

In addition, the operating budget includes \$618,185 in general operating line items for maintenance of the Exposition Center. This operating budget includes an increase to the utilities line item of \$122,016 for a total budget of \$418,016. Budgeted expenditures for FY 04 also include salaries for nine full time employees and temporary employees totaling \$448,121. This Special Fund's FTE were reduced by 5 from last year's 14 FTE total as these custodial positions were eliminated in this fund and transferred to the General Fund as discussed in the Facilities Management section.

### **FY 04 Capital**

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A total of \$275,000 in FY 04 CAR funds were approved for capital equipment and projects for the Exposition Center as summarized below:

- Upgrade Sound System, Main Arena Bldg (\$80,000)
- Forklift (\$45,000)
- Metal Storage Building (\$45,000)
- Fire Sprinkler System - Banquet Hall (\$40,000)
- Scrubber, Power Boss, TSS 90 (\$40,000)
- Outdoor Arena Fence (\$25,000)

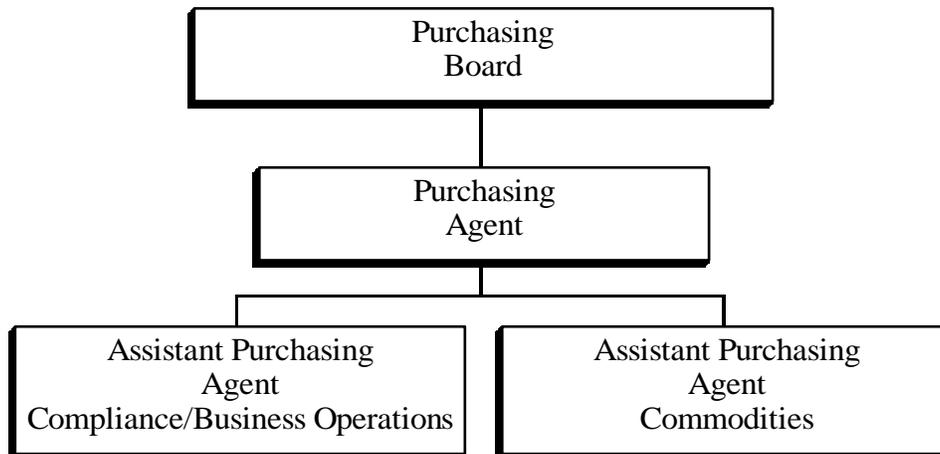
Please note that these funds were budgeted as part of Facilities Management General Fund CAR allocation.

# Purchasing (15)

## Mission Statement

The Purchasing Office is committed to: ensuring compliance with the County Purchasing Act as well as other state and federal laws applying to purchasing; providing equal access to all vendors participating through competitive acquisition of goods and services; providing a quality, on-going supply of goods and services to all County offices; accounting for all County assets by an effective fixed asset management system; and protecting the interests of the Travis County taxpayers without regard to undue influence or political pressures, and protecting the integrity of the County procurement system.

## Organizational Structure



## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Actual	FY 04 Projected
Customer Satisfaction (1-6 Scale)	5.0	5.4	5.5	5.5
# of purchase orders processed	22,372	25,206	25,931	26,000
# of requisitions processed	24,096	27,232	28,867	29,000
# of Information for Bid/Request for Proposals' completed	148	179	169	184
# contracts written*	281	277	345	360

\* Excludes contract modifications extending the contract for an additional year.

**Adopted Budgets FY 01-04**

	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>Diff FY 04-03</b>
Personnel	\$1,490,358	\$1,662,406	\$1,767,468	\$1,771,650	\$4,182
Operating	\$221,351	\$227,972	\$221,951	\$235,327	\$13,376
CAR	\$0	\$12,095	\$0	\$0	\$0
Fund Total	\$1,711,709	\$1,902,473	\$1,989,419	\$2,006,977	\$17,558
FTE	27.0	29.0	30.0	30.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Purchasing Office includes an increase of \$17,558, or .88 % over the FY 03 Adopted Budget.

Personnel

Highlights of a \$4,182 increase in the personnel budget include:

- An increase of \$54,699 for increases to health insurance and retirement costs.
- An increase of \$273 for a benefit line item correction.
- A decrease of \$50,712 for the temporary freezing of one open Purchasing Agent Assistant II position for FY 04.
- A decrease of \$78 as the result of office submitting its personnel budget under target.

Operating Expenses

Highlights of a \$13,376 increase in the operating budget include:

- An increase of \$15,000 for the County to participate in the City of Austin’s On-line Plan Partnership
- A decrease of \$1,624 as the result of office submitting its personnel budget under target.

**FY 04 Capital**

The FY 04 Adopted Budget includes no capital funding for this department.

**Historical Commission (17)**

**Mission Statement**

Travis County Historical Commission initiates and conducts programs as authorized by Chapter 152, Acts of the 50th Legislature, 1963 as amended, (Art. 6145-1, VACS) for the preservation of the heritage of Travis County, Texas and its citizens.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of special projects	4	3	4	4
# of volunteer hours contributed	N/A	1,200	1,000	1,200
# of marker applications processed	11	10	10	10
# of markers sponsored	0	2	1	1
# of markers dedicated	1	5	5	5
# of publications sponsored	2	1	2	1

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,492	\$1,842	\$1,842	\$1,842	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,492	\$1,842	\$1,842	\$1,842	\$0
FTE	0.0	0.0	0.0	0.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

(A) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

Operating Budget

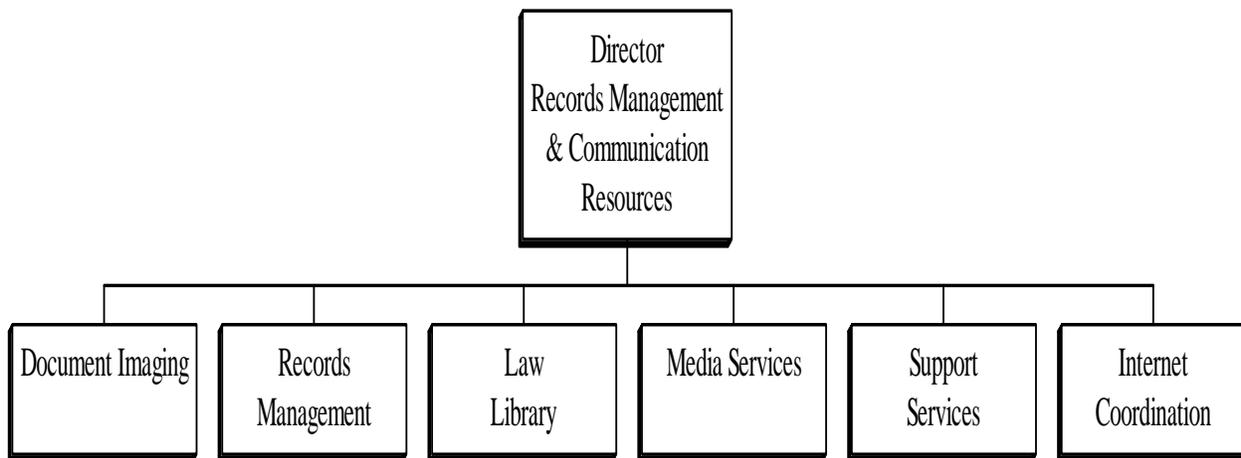
The Historical Commission’s budget total for FY 04 is unchanged from its FY 03 budget other than minor internal reallocations.

# Records Management and Communication Resources General Fund (57)

## Mission Statement

The Records Management and Communication Resources (RMCR) Department’s mission is to act as the caretaker of information belonging to the citizens of Travis County. This stewardship involves safeguarding the information while making it available in a usable and cost effective manner. RMCR works to provide information to the public about the activities and programs of County government.

## Organizational Structure



The Director of Records Management and Communication Resources reports to the Executive Manager of Administrative Operations.

## Key Program Statistics

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of notaries performed by the information booth	3,694	3,289	3,500	3,500
# of work orders on County copier fleet	1,233	1,086	760	700
# of pieces of metered mail (annual)	1,987,832	2,100,000	1,995,000	1,995,000
# of new programs produced	182	238	150	150
# of Internet hits to County web site (daily)	11,703	12,552	13,000	14,000
# of day turn around for Print Shop orders (copy jobs/press work)	7/10	7/5	10/5	10/5

**Adopted Budgets FY 01-04**

	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>Diff FY 04-03</b>
Personnel	\$988,011	\$1,048,342	\$1,024,728	\$1,011,203	(\$13,525)
Operating	\$2,063,408	\$1,989,363	\$2,073,244	\$2,360,962	\$287,718
CAR	(A)	\$288,467	\$78,295	\$32,000	(\$46,295)
Fund Total	\$3,051,419	\$3,326,172	\$3,176,267	\$3,404,165	\$227,898
FTE	23.90	23.90	22.90	22.55	(0.35)
Prior Year CAR	\$86,689	(A)	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department’s General Fund operating budget. The amounts funded in prior years are shown below under “Prior Year CAR”.
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

**FY 04 Budget Issues**

The FY 04 Adopted Budget for the Records Management and Communication Resources Department includes an increase of \$227,898, or 7.18 % more than the FY 03 Adopted Budget. In addition, the FY 04 Adopted Budget includes a 1 FTE decrease for department. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, and Records Management and Preservation Fund. In the General Fund there is a .35 FTE decrease compared to FY 03. This change is the result of a .5 FTE decrease for the Records Management and Communication Resources Director, a .2 FTE decrease for the Imaging Division Manager, and a net .35 FTE increase divided among several positions in order to better align personnel responsibilities with the RMCR budget in the various funds noted above.

Personnel

Highlights of a \$13,525 decrease in personnel include:

- An increase of \$42,723 for increases to health insurance and retirement costs.
- An increase of \$206 for a correction to a benefit line item.
- An increase of \$124 for an adjustment for a position upgraded in FY 03.
- A decrease of \$55,304 to budget .5 FTE of the Records Management and Communication Resources Director in the County Clerk Records Management Fund.
- A decrease of \$1,274 due to the internal reallocation of personnel funds to operating line items.

Operating Expenses

Highlights of the \$287,718 increase in operating include:

- An increase of \$215,000 for FY 04 postage requirements. This includes \$130,000 in one-time resources for the biennial mass mailing of voter registration cards.
- An increase of \$46,444 to fund additional offsite storage requirements.
- An increase of \$25,000 for media equipment repairs. Of this amount, \$15,000 is one-time funding to refurbish three of the five robotic cameras in the Commissioners Courtroom and \$10,000 is for on-going repair and maintenance.
- An increase of \$1,274 due to the internal reallocation of personnel funds to operating line items.

### **FY 04 Capital**

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The FY 04 Adopted Budget includes \$32,000 in capital for the department. This amount includes:

- \$17,000 for the replacement of the current print shop paper cutter; and,
- \$15,000 for the replacement of three camera pedestal bases.

## Records Management and Communication Resources (57) Law Library Fund (Fund 011)

**Purpose**

The Law Library Fund is established by the Texas Local Government Code. It is used to provide legal materials to court litigants. The Library maintains two primary branches for use by the general public, attorneys, judges as well as County employees.

**Funding Source**

The Law Library Fund generates funds through fees placed on civil court filings. The County Auditor has certified \$760,470 in fee income and \$2,000 in interest income for FY 04. The Law Library has a beginning balance of \$363,391, for a total fund revenue of \$1,125,861.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of hrs of non-computer assisted research	2,800	3,000	3,000	3,000
% of collection in electronic format	20%	25%	35%	35%
% of manual reference requested completed by end of day of inquiry	99%	99%	99%	99%
% of new materials processed in one week to keep collection current	99%	95%	99%	99%
# of CD-ROM searches on library workstations	3,000	5,000	1,500	1,000

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$245,299	\$287,399	\$349,964	\$363,315	\$13,351
Operating	\$621,872	\$676,778	\$666,330	\$762,546	\$96,216
Total	\$867,171	\$964,177	\$1,016,294	\$1,125,861	\$109,567
Capital	\$0	\$0	\$0	\$0	\$0
FTE	5.50	5.50	6.50	6.35	-0.15

**FY 04 Budget Issues**

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In FY 04 the Adopted Budget includes an increase of \$109,567, or 10.78 % over the FY 03 Adopted Budget. In FY 04, the Law Library will have an Allocated Reserve of \$347,859, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 04 is \$104,246 more than the FY 03 Allocated Reserve amount of \$243,613.

In addition, the FY 04 Adopted Budget includes a 1 FTE decrease for the department. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, and Records Management and Preservation Fund. In the Law Library Fund there is a .15 FTE decrease compared to FY 03 as the result of changes among several positions in order to better align personnel responsibilities with the RMCR budget in the various funds noted above.

Personnel

Highlights of a \$13,351 increase in personnel include:

- An increase of \$13,663 for increases to health insurance and retirement costs.
- An increase of \$52 for a correction to a benefit line item.
- A decrease of \$364 due to the reallocation of personnel expenses to an operating line item.

Operating Expenses

Highlights of a \$96,216 increase in operating include:

- An increase of \$104,246 of the FY 04 Allocated Reserve compared to FY 03
- An increase of \$364 due to the reallocation of personnel expenses to the training and seminars line item.
- A decrease of \$5,922 for the removal of one-time funding for additional law books funded in FY 03.
- A decrease of \$2,472 for the removal of one-time computer related equipment for the Reference Attorney II (.5 FTE) added in FY 03.

**FY 04 Capital**

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There are no capital items funded in the FY 04 Adopted Budget for the Law Library Fund.

**Records Management and  
Communication Resources (57)  
County Clerk Records Management  
Fund (Fund 028)**

**Purpose**

The County Clerk Records Management Fund is a fee-based program for the preservation of Travis County records. The County Clerk contributes a portion of this fund to the Records Management and Communication Resources (RMCR) Department for County-wide records management activities. These activities consist primarily of offsite storage of records and document imaging.

**Funding Source**

The County Clerk Records Management Fund derives its income from fees for court cases and legal transactions. For FY 04, total revenue is certified at \$1,926,106, an increase of \$387,275 from FY 03. This increase is the result of a \$158,275 increase in the beginning fund balance, a \$235,000 increase in fees, and a \$6,000 decrease in interest earned. Of the total \$1,926,106 in revenue, Records Management and Communication Resources is budgeted \$756,712 in FY 04.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of images microfilmed	861,000	855,000	830,000	500,000
# of images scanned	1,850,000	1,950,000	1,850,000	1,900,000
# of Disc (COLD) reports created	2,700	2,550	2,700	2,500
# of microfilm images scanned	0	0	0	3,000,000

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$397,032	\$429,578	\$435,324	\$426,838	(\$8,486)
Operating	\$184,746	\$175,516	\$175,602	\$194,874	\$19,272
Capital	\$0	\$0	\$0	\$135,000	\$135,000
Total	\$581,778	\$605,094	\$610,926	\$756,712	\$145,786
FTE	10.35	10.35	10.35	9.40	(0.95)

**FY 04 Budget Issues**

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In FY 04, the Adopted Budget includes an increase of \$145,786, or a 23.86 % increase over the FY 03 Adopted Budget. In addition, the FY 04 Adopted Budget includes a 1 FTE decrease for the department. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, and Records Management and Preservation Fund. In the County Clerk Records Management Fund there is a .95 FTE decrease compared to FY 03. This change is the result of a .5 FTE increase for the Records Management and Communication Resources Director, a .5 FTE increase for the Imaging Division Manager and a net 1.95 FTE decrease divided among several positions in order to better align personnel responsibilities with the RMCR budget in the various funds noted above.

Personnel

Highlights of a \$8,486 decrease in personnel include:

- An increase of \$55,304 as the result of budgeting .5 FTE of the Records Management and Communication Resources Director in this specific records management fund.
- An increase of \$39,652 in order to budget an additional .5 FTE of Imaging Division Manager in this specific records management fund.
- An increase of \$15,441 for increases in health insurance and retirement costs.
- A decrease of \$118,759 as the result of the department submitted its personnel budget under target.
- A decrease of \$124 for an adjustment for a position upgraded in FY 03.

Operating Expenses

The FY 04 operating budget is \$19,272 more than in FY 03 due to an internal reallocation from personnel budget to the operating budget.

**FY 04 Capital**

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The FY 04 Adopted Budget includes \$135,000 for a scanner to be used for an imaging project for the County Clerk.

**Records Management & Communication  
Resources (57) - Records Management and  
Preservation Fund (Fund 030)**

**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 Resource Department.

**Funding Source**

The Records Management and Preservation Fund generates funds through fees placed on certain court cases and legal transactions. The County Auditor has certified \$253,965 in fee income and \$800 in interest income for FY 04. The Records Management and Preservation Fund has a beginning balance of \$104,554 for a total fund revenue of \$359,319.

**Key Program Statistics**

Measures	FY 01 Actual	FY 02 Actual	FY 03 Projected	FY 04 Projected
# of Cu. Ft. records sent to off-site storage	8,985	12,860	8,488	8,524
Total # Cu. Ft. in offsite storage at year end	105,898	119,430	127,918	136,442
# Cu. Ft. permanently removed from offsite storage	2,642	3,052	3,000	2,000

**Adopted Budgets FY 01-04**

	FY 01	FY 02	FY 03	FY 04	Diff FY 04-03
Personnel	\$186,004	\$214,737	\$218,329	\$223,856	\$5,527
Operating	\$76,668	\$100,644	\$135,039	\$135,463	\$424
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$262,672	\$315,381	\$353,368	\$359,319	\$5,951
FTE	3.75	4.25	4.25	4.70	0.45

**FY 04 Budget Issues**

In FY 04, the Adopted Budget includes an increase of \$5,951, or 1.68 % over the FY 03 Adopted Budget. In FY 03, the Records Management and Preservation Fund will have an Allocated Reserve of \$91,212, which is included in the operating budget row in the table above. The Allocated Reserve for FY 04 is \$2,767 less than the FY 03 allocated reserve of \$93,979.

In addition, the FY 04 Adopted Budget includes a 1 FTE decrease for the department. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, and Records Management and Preservation Fund. In the Records Management and Preservation Fund there is a .45 FTE increase compared to FY 03. This change is the result of a .1 FTE decrease for the elimination of one Senior Records Analyst position and a net 1.45 FTE increase divided among several positions in order to better align personnel responsibilities with the RMCR budget in the various funds noted above.

#### Personnel

Highlights of a \$5,527 increase in personnel include:

- An increase of \$8,718 for increases to health insurance and retirement costs; and,
- A decrease of \$3,191 due to an internal reallocation from personnel to operating.

#### Operating Expenses

Highlights of a \$424 increase in operating include:

- An increase of \$3,191 due to an internal reallocation noted above.
- A decrease of 2,767 in the Allocated Reserve for the fund compared to FY 03.

#### **FY 04 Capital**

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There are no capital items funded in the FY 04 Adopted Budget for the Records Management and Preservation Fund.