

## **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 will be included in this program area.

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 2005 Adopted Budget, the General Government and Support Services Program Area has 509 FTE. This Program Area has experienced just over 5% growth (25.5 FTE) in staffing since FY 2002.

Table A and B on the following pages contains summary information on the departments previously mentioned along with information for Centralized Computer Services and Centralized Facilities - Leases & Utilities. These two departments' budgets contain expenditures that were previously budgeted in Information and Telecommunication Systems and Facilities Management prior to FY 04.

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

**Financial Aspects**

The General Fund budget for the General Government and Support Services Program Area has grown from \$49,001,521 in FY 02 to \$57,241,638 in the FY 05. This is an increase of \$8,240,117, or 17%. The year-to-year increase from FY 04 to FY 05 was \$2,491,397, or 4.5%. This increase is primarily due to employee compensation increases and increased health insurance costs.

Table B on the next page provides a summary of the General Fund budget for each department since FY 02.

In the FY 05 Adopted Budget, the General Government and Support Services Program Area has a total of \$4,684,656 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area will receive \$1,786,556 in funding from short term Certificates of Obligation in March 2005 for additional capital projects and equipment.

**Table A**  
**Regular Positions - All Funds**  
**FY 2002 - FY 2005**

Department	FY 02	FY 03	FY 04	FY 05	Difference	Percent
					FY 05-02	Change
County Judge	5.0	5.0	5.0	5.0	0.0	0%
Commissioner #1	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #2	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #3	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #4	4.0	4.0	4.0	4.0	0.0	0%
County Auditor	66.0	71.0	71.0	71.0	5.0	8%
Facilities Management	86.0	87.0	97.0	97.0	11.0	13%
Centralized Facilities-Leases & Utilities	0.0	0.0	0.0	0.0	0.0	0%
General Administration	0.0	0.0	0.0	0.0	0.0	0%
Historical Commission	0.0	0.0	0.0	0.0	0.0	0%
Human Resource Mgt.	24.0	24.0	24.0	27.0	3.0	13%
Information & Telecomm. Sys.	78.0	81.0	81.0	81.0	3.0	4%
Centralized Computer Services	0.0	0.0	0.0	0.0	0.0	0%
Planning and Budget	13.0	13.0	13.0	13.0	0.0	0%
Purchasing	29.0	30.0	30.0	30.0	1.0	3%
Records Mgt & Comm Rsc.	44.0	44.0	43.0	43.0	-1.0	-2%
Tax Assessor-Collector	104.5	104.5	108.5	112.0	7.5	7%
Texas Exposition Center	13.0	14.0	9.0	9.0	-4.0	-31%
Treasurer	5.0	5.0	5.0	5.0	0.0	0%
<b>Total</b>	<b>483.5</b>	<b>494.5</b>	<b>502.5</b>	<b>509.0</b>	<b>25.5</b>	<b>5%</b>

**Table B**

**General Fund Budget By Department  
FY 2002 - FY 2005 Adopted Budget**

	FY 02	FY 03	FY 04	FY 05	FY 05- 02 Difference	Percent Change
County Judge	\$ 347,896	\$ 347,664	\$ 345,366	\$ 364,581	\$ 16,685	5%
Commissioner #1	\$ 257,023	\$ 256,433	\$ 263,153	\$ 279,201	\$ 22,178	9%
Commissioner #2	\$ 265,032	\$ 263,664	\$ 271,438	\$ 288,117	\$ 23,085	9%
Commissioner #3	\$ 252,482	\$ 255,769	\$ 254,635	\$ 265,642	\$ 13,160	5%
Commissioner #4	\$ 256,643	\$ 259,566	\$ 264,980	\$ 281,390	\$ 24,747	10%
General Administration	\$ 1,521,750	\$ 1,369,745	\$ 839,392	\$ 2,639,597	\$ 1,117,847	73%
Historical Commission	\$ 1,842	\$ 1,842	\$ 1,842	\$ 1,842	\$ 0	0%
County Auditor	\$ 4,740,818	\$ 5,206,507	\$ 5,336,516	\$ 5,725,275	\$ 984,457	21%
Facilities Management	\$ 11,584,996	\$ 10,978,097	\$ 8,498,356	\$ 8,654,235	\$ (2,930,761)	-25%
Centralized Facilities - Leases & Utilities	\$ 0	\$ 0	\$ 4,830,059	\$ 4,404,784	\$ 4,404,784	N/A
Human Resources Mgt.	\$ 5,950,819	\$ 6,086,748	\$ 6,478,412	\$ 7,405,010	\$ 1,454,191	24%
Info & Telecomm Sys	\$ 12,726,180	\$ 14,404,206	\$ 14,600,720	\$ 12,569,699	\$ (156,481)	-1%
Centralized Computer Services	\$ 0	\$ 0	\$ 699,121	\$ 1,227,889	\$ 1,227,889	N/A
Plan. and Bdg Office	\$ 1,177,481	\$ 1,166,952	\$ 1,192,510	\$ 1,257,887	\$ 80,406	7%
Purchasing	\$ 1,902,473	\$ 1,989,419	\$ 2,006,977	\$ 2,207,903	\$ 305,430	16%
Records Mgt/Comm Res	\$ 3,326,172	\$ 3,176,267	\$ 3,404,165	\$ 3,548,163	\$ 221,991	7%
Tax Assessor-Coll	\$ 4,389,245	\$ 4,782,388	\$ 5,085,663	\$ 5,726,997	\$ 1,337,752	30%
Treasurer	\$ 300,669	\$ 304,585	\$ 376,936	\$ 393,426	\$ 92,757	31%
<b>Total</b>	<b>\$ 49,001,521</b>	<b>\$ 50,849,852</b>	<b>\$ 54,750,241</b>	<b>\$ 57,241,638</b>	<b>\$ 8,240,117</b>	<b>17%</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 05**

	<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	\$358,081	\$275,201	\$283,117	\$260,642	\$276,390	\$1,453,431
Operating	\$6,500	\$4,000	\$5,000	\$5,000	\$5,000	\$25,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$364,581	\$279,201	\$288,117	\$265,642	\$281,390	\$1,478,931
FTE	5	4	4	4	4	21

County Judge (01)
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**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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
% of meetings attended by County Judge	96%	95%	98%	98%
% of agendas distributed by noon Weds.	96%	95%	97%	97%
Total number of agenda items	3,620	3,630	3,600	3,700
% of TABC permits processed within three days of receipt	98%	98%	98%	98%
Number of TABC hearings held	8	6	8	6
Number of phone calls received	26,310	26,400	26,400	26,400
Number of pieces of mail received	13,720	13,250	13,850	13,500

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$341,396	\$341,164	\$338,866	\$358,081	\$19,215
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$347,896	\$347,664	\$345,366	\$364,581	\$19,215
FTEs	5	5	5	5	0

**FY 05 Budget Issues**

The FY 05 Adopted Budget for the County Judge's office includes an increase of \$19,215, or 5.5% more than the FY 04 Adopted Budget.

Personnel

Highlights of a \$19,215 increase in personnel include:

- A decrease of \$1,586 due to the department submitting its budget below the established budget target.
- An increase of \$11,599 for compensation increases for rank and file employees composed of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$5,951 for a salary and related benefit increase for the elected official.
- An increase of \$3,251 due to changes in health insurance and retirement costs.

Operating Expenses

There is no change to the operating budget from FY 04 to FY 05.

**FY 05 Capital**

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The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
Number of agenda items sponsored	168	185	185	200
Total number of work orders referred to TNR for Precinct One	3,702	3,470	3,470	3,500
Total work orders referred to TNR for Precinct One that were completed	3,517	3,470	3,470	3,500
Number of committees and boards on which the Precinct One Commissioner serves	12	12	12	12
Number of special projects	30	100	30	30
Number of letters written on behalf of constituents	100	35	100	75
Number of speeches/presentations given on various topics	30	185	40	55

### Adopted Budgets FY 02-05

	FY 02	FY 03	FY 04	FY 05	Diff FY05-04
Personnel	\$252,023	\$251,433	\$259,153	\$275,201	\$16,048
Operating	\$5,000	\$5,000	\$4,000	\$4,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$257,023	\$256,433	\$263,153	\$279,201	\$16,048
FTEs	4	4	4	4	0

### FY 05 Budget Issues

The FY 05 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$16,048, or 6.1% more than the FY 04 Adopted Budget.

Personnel

Highlights of a \$16,048 increase in personnel include:

- An increase of \$8,430 for compensation increases for rank and file employees composed of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$5,000 for a salary and related benefit increase for the elected official.
- An increase of \$2,618 due to changes in health insurance and retirement costs.

Operating Expenses

There is no change to the operating budget from FY 04 to FY 05.

**FY 05 Capital**

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The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of Precinct Two maintained road miles	145.3	147.6	152	152
# of subdivision plats submitted	34	46	46	46
# of completed work orders	545	1,089	545	545
# of boards and commissions on which the Commissioner, Precinct Two serves	20	22	21	21
# of committee and community staff assignments for Pct. 2 staff	N/A	8	8	8

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$260,032	\$258,664	\$266,438	\$283,117	\$16,679
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$265,032	\$263,664	\$271,438	\$288,117	\$16,679
FTEs	4	4	4	4	0

**FY 05 Budget Issues**

The FY 05 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$16,679, or a 6.14% increase compared to the FY 04 Adopted Budget.

Personnel

Highlights of a \$16,679 increase in personnel include:

- An increase of \$8,852 for compensation increases for rank and file employees composed of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$5,000 due for a salary and related benefit increase for the elected official.

- An increase of \$2,606 due to changes in health insurance and retirement costs.
- An increase of \$221 for longevity pay.

Operating Expenses

There is no change to the operating budget from FY 04 to FY 05.

**FY 05 Capital**

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The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
Number of articles published	78 (Est.)	65	65	65
Number of internal/external TNR work orders handled for Precinct Three	5,029	5,400	4,284	4,200
Number of committees and boards on which the Commissioner, Precinct Three serves	18 (Est.)	15	16	16
Number of presentations made to Travis County constituents	150	175	150	150
Number of agenda items sponsored	250 (Est.)	300	300	300
Number of Precinct Three maintained road miles	630	630	630	630
Number of subdivision plats submitted	259	283	290	280
Number of mail/email received	1,460/1,700 (Est.)	3,900/17,500	7,000/21,000	4,000/17,000
Number of phone calls received	4,000 (Est.)	12,500	12,500	11,500
Number of meetings attended by the Commissioner and Staff	800 (Est.)	2,600	2,600	2,500

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$248,982	\$250,769	\$249,635	\$260,642	\$11,007
Operating	\$3,500	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$252,482	\$255,769	\$254,635	\$265,642	\$11,007
FTEs	4	4	4	4	0

**FY 05 Budget Issues**

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The FY 05 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$11,007, or 4.32% more than the FY 04 Adopted Budget.

Personnel

Highlights of an \$11,007 increase include:

- An increase of \$8,375 for compensation increases for rank and file employees composed of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$2,632 due to changes in health insurance and retirement costs.

Operating Expenses

There is no change to the operating budget from FY 04 to FY 05.

**FY 05 Capital**

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The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of internal TNR work orders handled for Precinct Four	964	944	1,000	975
# of referrals made to HHS	498	523	500	500
# of referrals made to other departments within or outside Travis County	472	581	500	500
# of committees and boards on which the Commissioner, Precinct Four serves	14	14	15	15

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$251,643	\$254,566	\$259,980	\$276,390	\$16,410
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$256,643	\$259,566	\$264,980	\$281,390	\$16,410
FTEs	4	4	4	4	0

**FY 05 Budget Issues**

The FY 05 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$16,410, or 16.19%, over the FY 04 Adopted Budget.

Personnel

Highlights of a \$16,410 increase in personnel include:

- An increase of \$8,498 for compensation increases for rank and file employees composed of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.

- An increase of \$5,000 due for a salary and related benefit increase for the elected official.
- An increase of \$2,616 due to changes in health insurance and retirement costs.
- An increase of \$296 for longevity pay.

#### Operating Expenses

There is no change to the operating budget from FY 04 to FY 05.

#### **FY 05 Capital**

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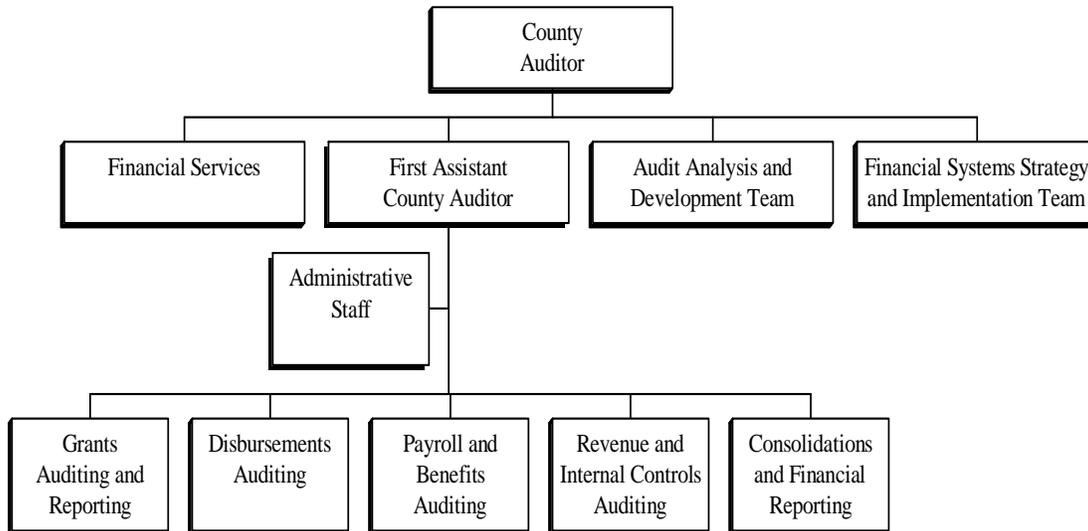
The FY 05 Adopted Budget includes no capital for this office.

# 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 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	97.9%	98.6%	95-101%	95-101%

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$4,416,827	\$4,875,938	\$5,007,650	\$5,398,965	\$391,315
Operating	\$323,991	\$330,569	\$328,866	\$326,310	(\$2,556)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$4,740,818	\$5,206,507	\$5,336,516	\$5,725,275	\$388,759
FTE (B)	66.0	71.0	71.0	71.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

**FY 05 Budget Issues**

In the FY 05 Adopted Budget, the County Auditor’s Office budget includes an increase of \$388,759, or a 7.3 % increase, excluding encumbrance rollovers (See note C).

Personnel

The \$391,315 increase in personnel expense includes:

- An increase of \$264,629 (5.75% as approved countywide by Commissioners' Court) for compensation increases to be distributed in accordance with guidelines approved by the District Judges.
- An increase of \$81,315 in salary and benefits to fund career ladders.
- An increase of \$49,848 for health benefits.
- A decrease of \$7,033 for retirement contributions.
- An increase of \$2,556 reallocated from the operating budget.

Operating Expenses

The \$2,556 decrease in the operating budget consists of a reallocation to the personnel budget.

**FY 05 Capital**

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The County Auditor's Office received no FY05 capital funding.

Notes:

- (B) 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, FY04, and FY05, the department has 71 authorized positions, although the Adopted Budget contains funding for 67 positions.
  
- (C) The County Auditor's Office FY 04 budget within the 5% statutory limit would have been \$5,476,871. Therefore, the FY 05 Adopted Budget of \$5,725,275 equals a \$248,404 increase or a 4.5 % increase from the FY 04 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 2002 Actual	FY 2003 Actual	FY 2004 Projected	FY 2005 Projected
Number of cash receipts processed	9,203	11,356	11,000	11,000
Number of warrants processed	61,963	66,776	60,000	60,000
10% service fee retained for prompt filing	\$193,237	\$226,304	\$210,000	\$200,000

### Adopted Budgets FY 02-05

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$243,718	\$247,634	\$257,181	\$273,671	\$16,490
Operating	\$56,951	\$56,951	\$119,755	\$119,755	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$300,669	\$304,585	\$376,936	\$393,426	\$16,490
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 05 Budget

The FY 05 Adopted Budget for the Treasurer's Office has increased \$16,490 when compared to the FY 04 Adopted Budget. This increase is isolated to the department's personnel budget and includes:

- An increase to the elected official's salary and benefits of \$4,836.
- An increase of \$8,122 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.
- An increase of due to increases in health insurance and retirement costs totaling \$3,374.
- An increase of \$158 for longevity increases in this small department.

**FY 05 Capital**

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The FY 05 Adopted Budget does not include any funding for capital items for this department.

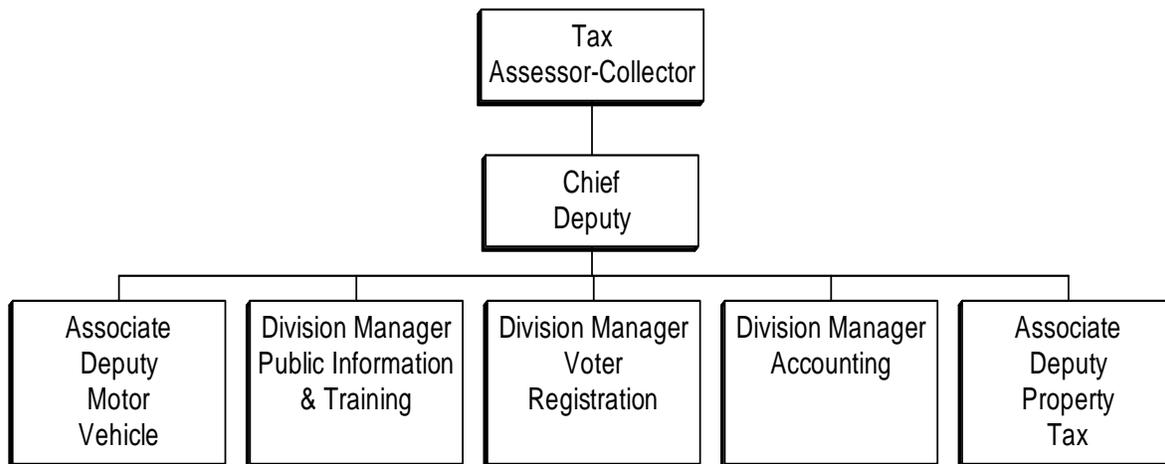
# Tax Assessor-Collector (08)

## 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
<b>Public Training &amp; Information:</b>				
# of customer transactions	360,911	367,068	395,242	410,242
<b>Property Tax:</b>				
Posted Tax Payments by "Remittance Processing Device"	150,595	162,115	154,716	160,000
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	175,526	177,290	200,600	206,618
# of drive-thru customers	48,719	46,701	44,800	46,144
# of walk-in customers	138,307	141,020	144,200	148,526
<b>Voter Registration:</b>				
# of voter applications received	125,688	116,746	140,000	140,000
# of registered voters	510,767	518,676	560,000	565,000
<b>Accounting:</b>				
Total collections (all jurisdictions)	\$1.47b	\$1.7b	\$2b	\$2.1b

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$4,365,245	\$4,453,323	\$4,831,154	\$5,280,595	\$449,441
Operating	\$323,628	\$329,065	\$254,509	\$276,681	\$22,172
CAR	\$12,000	\$0	\$0	\$169,721	\$169,721
Total	\$4,700,873	\$4,782,388	\$5,085,663	\$5,726,997	\$641,334
FTE	104.5	104.5	108.5	112	3.5
Other Capital (A)	\$0	\$0	\$0	\$0	0

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

**FY 05 Budget Issues**

The FY 05 Adopted Budget for the department includes an increase of \$641,334 or a 12.61% increase over the FY 04 Adopted Budget.

Personnel: Highlights of a \$449,441 personnel expense increase include:

- An increase of \$79,831 was due to changes in health insurance, and retirement costs.
- \$71,345 and 2 FTE were added to assist in the management of new legislative requirements on the Property Tax Division.
- \$59,980 and 1.5 FTE were added to manage increased motor vehicle workload.
- \$238,287 was added for FY 05 compensation increases, including the elected official’s increase as well as a 4% cost of living increase and 1.75% for performance-based pay awards and other compensation issues.
- The department submitted its budget with a \$2 reduction to its FY 04 budget.

Operating Expenses: Highlights of a \$22,172 operating expense increase include:

- \$16,000 was removed from operating expenses as one time FY 04 expenses not included in the FY 05 budget.
- \$2,272 was added as operating expenses associated with the additional property tax staff approved for FY 05.
- \$35,900 was added to pay the costs of the rental of motor vehicle title equipment. This increase is supported by additional revenue from third-party title companies.

**FY 05 Capital**

The department received \$169,721 for new and replacement equipment, including an advanced customer queing system for citizens with business at the tax office. The department also received \$10,070 in new computer equipment associated with the new positions approved for the Tax Office.

**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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
Customer satisfaction with services; scale of 1-5	4.08	N.A.	N.A.	4.08
Customer satisfaction with budget process	3.83	N.A.	N.A.	3.83
Number of Budget Adjustments processed	6,926	7,265	7,300	7,400
Portfolio yield in basis points over applicable benchmark	138.30	103.40	38.00	100.00

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$1,023,737	\$1,012,388	\$1,051,932	\$1,133,380	\$81,448
Operating	\$153,744	\$154,564	\$140,578	\$124,507	(\$16,071)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,177,481	\$1,166,952	\$1,192,510	\$1,257,887	\$65,377
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 05 Budget Issues**

The FY 05 Adopted Budget for the Planning and Budget Office has increased \$65,377 when compared to the FY 04 Adopted Budget.

Personnel

Highlights of an \$81,448 increase in personnel include:

- An increase totaling \$16,071 from the department's operating budget for additional temporary salaries and for other projected personnel adjustments.
- An increase of \$47,600 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$8,929 for career ladder increases in this small department.
- An increase of \$8,226 due to increases in health insurance and retirement costs.
- An increase of \$622 for longevity increases in this small department

#### Operating Expenses

The operating budget for PBO decreased by \$16,071 and moved to personnel expenditures.

#### **FY 05 Capital**

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The FY 05 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 02-05**

	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>	<b>Diff FY 05-04</b>
Personnel	(\$478,501)	(\$714,581)	(\$1,319,434)	(\$1,239,460)	\$79,974
Operating	\$2,000,251	\$2,084,326	\$2,158,826	\$3,879,057	\$1,720,231
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$1,521,750	\$1,369,745	\$839,392	\$2,639,597	\$1,800,205
FTEs	0	0	0	0	0

**FY 05 Budget Issues**

The FY 05 Adopted Budget for General Administration General Fund budget includes an increase of \$1,800,205, or a 214.4% increase over the FY 04 Adopted Budget.

Personnel

Highlights of a \$79,974 increase in personnel include:

- An increase of \$56,715 to account for the estimated County-wide FY 05 savings realized when county employees decline health insurance.
- An increase of \$23,259 for FY 05 compensation increases for Travis County Executive Managers.

Operating Expenses

Highlights of a \$1,720,231 increase in operating include:

- An increase of \$1,728,231 in one-time funding for a transfer to the Travis County Hospital District to assist the Hospital District in setting up a reserve for future district expenses.
- A decrease of \$8,000 for FY 05 arbitrage expenses.

**FY 05 Capital**

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The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of positions posted	630	680	500	800
# of PAF's processed	11,632	11,818	8,785	11,018
# of employees/management consultations	4,200	4,400	4,500	5,000
# of TCHR/EEO complaints filed	2	18	14	14
# of outreach contacts to recruit a qualified and diverse workforce	1,000	1,500	43,200	50,000
# of classification analysis	1,317	1,000	1,120	1,000
# of training and development opportunities	225	230	60	75
# of positions market surveyed	1,317	1,000	1,120	1,000

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$1,040,017	\$1,100,411	\$1,447,950	\$1,394,345	(\$53,605)
Operating	\$4,910,802	\$4,986,337	\$5,030,462	\$6,010,665	\$980,203
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$5,950,819	\$6,086,748	\$6,478,412	\$7,405,010	\$926,598
FTE	15.66	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 05 Budget Issues**

The FY 05 Adopted Budget for the department includes a net increase of \$926,598 or a 14.3% increase over the FY 04 Adopted Budget.

Personnel

Highlights of a \$53,605 personnel expense decrease include:

- A decrease of \$200,163 reallocated to the operating budget from a reserve for retiree health benefit increases.
- An increase of \$85,000 for the projected increase in County-wide unemployment insurance for all employees.
- An increase of \$10,163 for employee health benefits.
- A decrease of \$1,404 in retirement contributions.
- An increase of \$52,799 for compensation increases, comprised of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.

Operating Expenses

Highlights of the \$980,203 increase in operating expense include:

- An increase of \$221,551 in the line items that provide General Fund resources to the Risk Management Fund in order support property insurance increases.
- A total increase of \$764,652 in County contributions for retiree health insurance: \$200,163 reallocated from the personnel budget and \$564,489 in additional funds. This increase is based on projected enrollment and increased contribution rates.
- A decrease of \$6,000 reallocated to other Administrative Operations departments.

**FY 05 Capital**

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The HRMD budget contains no capital funding in FY05.

## 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. In FY05, ongoing expenses in the Risk Management Fund exceed ongoing revenues by \$562,371, with the difference made up by fund balance.

### Key Program Statistics

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of Safety Training Sessions	30	35	30	60
Annual safety inspection for all departments	108	101	120	48
Loss prevention to County property (# of Claims)	388	219	275	200
# of alcohol and drug tests	320	330	300	350

### Adopted Budgets FY 02-05

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$633,449	\$685,300	\$757,327	\$873,202	\$115,875
Operating	\$12,285,253	\$10,526,959	\$10,204,228	\$11,936,537	\$1,732,309
Total	\$12,918,702	\$11,212,259	\$10,961,555	\$12,809,739	\$1,848,184
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.34	6.34	6.34	6.34	0.0

**FY 05 Budget Issues**

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In the FY 05 Adopted Budget, the Risk Management Fund budget increased by \$1,848,184.

Highlights of the \$115,875 increase in the personnel budget include:

- An increase of \$85,000 due to the projected increase in County-wide unemployment compensation for all employees.
- An increase of \$4,717 for employee health insurance.
- A decrease of \$702 in retirement contributions.
- A total of \$591 reallocated from the operating budget.
- An increase of \$26,269 for compensation increases, comprised of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.

Highlights of the \$1,732,309 increase in the operating budget include:

- An increase of \$515,349 in catastrophic reserves due to changes in fund balance.
- A one-time increase of \$996,000 in a transfer to the General Fund as a result of the Commissioners Court voting to declare a surplus in the Risk Management Fund. Because of an accounting requirement, however, the County Auditor's Office completed this transfer in late fiscal year 04.
- An increase of \$221,551 for purchased property insurance.
- A decrease of \$591 reallocated to the personnel budget.

**FY 05 Capital**

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In the FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of current/former employees assisted with benefit issues (phone and walk-ins)	4,300	4,600	5,200	5,200
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	3,400	4,000	4,500	4,500

**Funding Source**

The Employee Health Insurance Fund FY05 Adopted Budget revenues of \$38,342,713 are derived from the following sources: premiums charged to employees and retirees (\$5,948,496), premiums charged to County departments (\$28,270,471), COBRA premiums (\$73,746), pooled cash investments (\$50,000), and fund balance (\$4,000,000).

**Adopted Budget FY 05**

	FY 02	FY03	FY04	FY05	Diff FY 05-04
Personnel	\$107,739	\$100,104	\$117,038	\$314,005	\$196,967
Operating	\$18,226,696	\$22,062,151	\$31,468,819	\$38,028,708	\$6,559,889
Total	\$18,334,435	\$22,162,255	\$31,585,857	\$38,342,713	\$6,756,856
Capital	\$0	\$0	\$0	\$0	\$0
FTE	2.0	2.0	2.0	5.0	3.0

**FY 05 Budget Issues**

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Personnel

Highlights of the \$196,967 increase in the personnel budget include:

- \$188,957 in salary and benefits for three employees to staff the new Wellness Clinic: a Physician Assistant (\$84,267), a Registered Nurse (\$64,752), and an HR Administrative Assistant (\$39,938). The clinic will be located in the County's downtown campus and will provide health and nutritional counseling and monitoring to employees enrolled in the County's health benefits program. In addition to these uses, the Wellness Clinic will also provide an alternative for routine doctor visits and will thereby assist the County in containing costs to the self-insured health benefits program.
- An increase of \$6,052 for compensation increases, comprised of a 4% across-the-board pay increase and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$1,488 for health benefits.
- An increase of \$631 reallocated from the operating budget.
- A decrease of \$161 in retirement contributions.

Operating

Highlights of the \$6,559,889 increase in the operating budget include:

- An increase of \$4,179,664 for insurance claims.
- An increase of \$144,060 for the Wellness Clinic operating budget: \$102,500 for pharmaceuticals, supplies, and equipment, \$24,000 for the contractual services of a supervising physician, and \$17,560 for building improvements to prepare the USB Building for clinic services.
- An increase of \$1,923,950 in reserves.
- An increase of \$236,882 for the stop/loss premium.
- An increase of \$75,964 for administrative fees.
- A decrease of \$631 reallocated to the personnel budget.

**FY 05 Capital**

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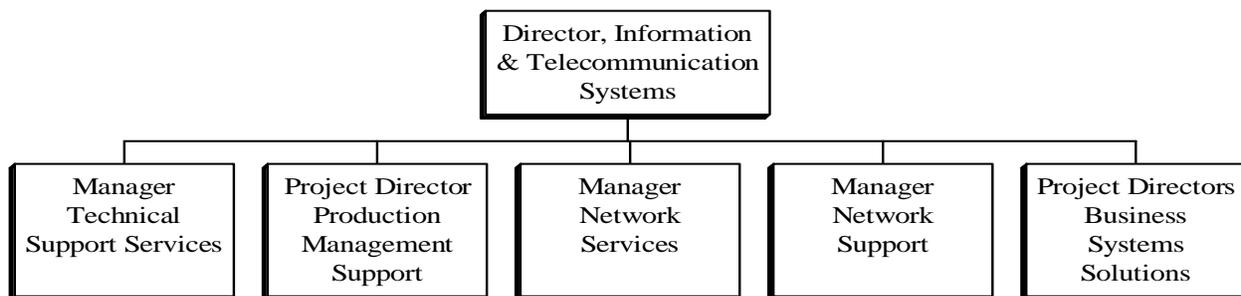
In the FY 05 Adopted Budget, no capital items were budgeted in the Hospital and Insurance Fund.

# 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
Average quarterly server availability	99%	99%	99%	99%
File servers maintained	70	70	65	70
Average time to resolve critical Help Desk calls	3.38 Hrs	3.3 Hrs	1.3 Hrs	3.0 Hrs
Number of training classes offered	140	n/a	n/a	n/a
Number of in bound/out bound calls to the HelpDesk	69,294	61,466	60,000	60,000
Number of new major systems implemented	3	7	9	4

**Adopted Budgets FY 02-FY 05**

	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>	<b>Diff FY 05-04</b>
Personnel	\$5,412,281	\$5,849,186	\$6,382,042	\$6,724,444	\$342,402
Operating	\$4,420,993	\$5,363,006	\$5,420,064	\$5,343,331	(\$76,733)
CAR	\$2,892,906	\$3,192,014	\$2,798,614	\$501,924	(\$2,296,690)
Department Subtotal	\$12,726,180	\$14,404,206	\$14,600,720	\$12,569,699	(\$2,031,021)
Centralized Computer Services, General Fund only (Dept. 90)	\$0	\$0	\$699,121	\$1,227,889	\$1,227,889
Department Total including Centralized Computer Services	\$12,726,180	\$14,404,206	\$15,299,841	\$13,797,588	(\$803,132)
FTE	78.0	81.0	81.0	81.0	0.0
Other Capital (A)	\$936,540	\$1,427,220	\$0	\$817,571	\$817,571

(A) Other Capital includes such sources as Certificates of Obligation and other Special Revenue funds.

**FY 05 Budget Issues**

The FY 05 Adopted Budget for Information and Telecommunication Systems has decreased by \$2,031,021 from the FY 04 budget. Information & Telecommunication Systems personnel budget increased by \$342,402, while the operating budget decreased by \$76,733. One time CAR funded capital requests decreased significantly from FY 04 by \$2,296,690.

Personnel

Highlights of the \$342,402 increase in the personnel budget include:

- A decrease of \$48,448 was due to the removal of one-time FY 04 personnel related expenditures.
- A revenue-supported increase of \$25,001 to allow the county to hire a contract manager for the Evercom contract.
- An increase of \$51,692 due to changes in health insurance and retirement costs.
- An increase of \$314,157 to fund a 4% cost of living increase and 1.75% for performance-based pay awards and other compensation issues.

Operating

Highlights of the \$76,733 decrease in the operating budget include:

- A decrease of \$449,506 for one-time expenditures made in FY04.
- An increase of \$327,022 due to maintenance of current effort requests related to maintenance agreement costs and professional services for NT platform migration.

- An increase of \$9,475 of additional operating costs to support additional networking needs of positions approved as part of the FY 05 budget in other departments.
- \$40,815 was added to support specialized Medical Examiner software. \$7,500 of the increase was a direct transfer from the Medical Examiner's budget.
- A reduction of \$4,539 that was transferred to Facilities Operations to fund increased personnel demands in that department.

## **FY 05 Capital**

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ITS received \$501,924 in CAR funding for capital equipment and projects, which is a substantial reduction from FY 04, since many of the FY 04 projects are still underway. In addition, the department received \$1,227,889 in capital funding for countywide replacement computer equipment. These funds are budgeted in department 90, established as part of the Uniform Chart of Accounts and include \$99,920 for replacement equipment to be assigned to ITS staff. The total appropriation for replacement equipment includes 39 replacement desktop computers, 19 replacement notebook computers, 1 printer, and 4 software purchases.

### ***Capital Equipment and Projects funded from CAR (\$501,925):***

- Urban Counties IJS Phase III (\$61,924).
- Migration to Tiburon Version 7 & Oracle, rebudgeted from FY 04 (\$383,000)
- E-Courtroom project, rebudgeted from FY 04 (\$57,000).

In addition, the department received \$817,517 in new and rebudgeted CO funds.

### ***Capital Equipment and Projects funded from CO's (\$817,517):***

- Equipment to convert from Token Ring to Ethernet Network (\$182,000)
- Major systems equipment replacements (\$301,000)
- Telecommunication equipment (\$119,840)
- Replacement file servers (\$214,731)

Finally, \$19,055 in replacement computer and telecommunications equipment for the Justice Courts is funded in the Justice Court Technology Fund (Fund 050) under department 90.

## **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**

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 05 Budget Issues**

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 05 Adopted Budget for this department were previously budgeted ITS CAR accounts. The total FY 05 Adopted Budget for this department is \$1,227,889 in the General Fund and \$19,055 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.

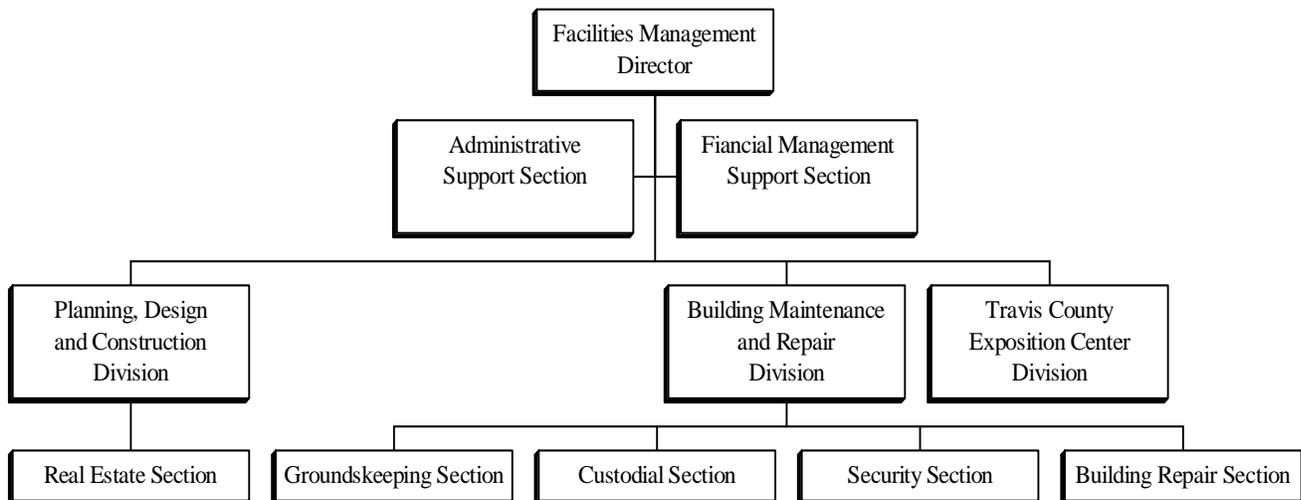
The Uniform Chart of Accounts is intended to be a multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and was implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally 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 02	FY 03	FY 04	FY 05
	Actual	Actual	Projected	Projected
% of correct pay applications processed w/ 7 days	94%	92%	92%	98%
% of acceptable invoices processed w/in 7 days	96%	92%	92%	98%
% of correct contract mods processed w/in 7 days	95%	94%	94%	95%
% of budget transfers processed w/in 48 hrs.	100%	95%	100%	100%
% of purchase requisitions processed w/in 7 days	92%	95%	95%	98%
Variation of construction contract modifications	9.6%	1.7%-2.1%	8%-15%	10%-15%
Construction sched. variance	9.5%	4%-6%	12%-18%	10%-20%
Design contract modifications	4%	0%-0.8%	4%	5%-10%
Design schedule variance	3.8%	-17%-5%	11%-25%	10%-25%
% of grounds maintenance accomplished versus plan	92%	92%	92%	92%
Total call in job req. (excluding moves & recycle pick up)	659	441	525	500

**Key Program Statistics (continued)**

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
Total completion of Best Locking program	100%	100%	100%	100%
% of systems w/ Preventive Maintenance	90%	90%	90%	90%
% of Emergency Calls closed w/in 48 hrs.	100%	95%	95%	95%
% of maintenance job orders self-identified by dept	41%	40%	45%	45%
% of "routine" maintenance calls closed w/in target	94%	96%	97%	97%
Total maintenance call in job requests per month	329	457	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 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$3,553,725	\$3,592,198	\$4,064,320	\$4,419,381	\$355,061
Operating	\$7,083,452	\$7,098,506	\$1,520,177	\$1,614,732	\$94,555
CAR	\$947,819	\$287,393	\$2,913,859	\$2,620,122	(\$293,737)
Department Total	\$11,584,996	\$10,978,097	\$8,498,356	\$8,654,235	\$155,879
Centralized Leases & Utilities (Dept. 91)	N.A.	N.A.	\$4,830,059	\$4,404,784	(\$425,275)
Department Total including Utilities and Leases	\$11,584,996	\$10,978,097	\$13,328,415	\$13,059,019	(\$269,396)
FTE	86.0	87.0	97.0	97.0	0.0
Other Capital (A)	\$11,043,567	\$7,657,550	\$3,377,445	\$3,377,445	\$0

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

**FY 05 Budget Issues**

The FY 05 Adopted Budget for Facilities Management has increased by \$155,879 from the FY 04 budget. This increase is composed of a \$355,061 increase in the personnel budget and a \$94,555 increase in operating funds, as well as a \$293,737 decrease in CAR expenditures budgeted in Facilities Management.

Personnel changes in this budget, resulting in an increase of \$355,061, include:

- An increase of \$29,218 to annualize FY 04 personnel actions, including a \$1,811 reallocation from the department's operating budget.
- An increase of \$15,000 for a parking lot maintenance program.
- An increase of \$66,819 due to increases in health insurance and retirement costs.

- An increase of \$220,349 in salaries and benefits for a 4% across-the-board pay increase for county employees, and 1.75% for performance-based pay awards as well as other compensation issues.
- A total of \$17,073 for new temporary positions to support the Grounds Division.
- A one time increase of \$21,602 for a Facilities Management Reorganization that eliminates three positions including a Real Estate Manager, a Records Analyst I, and a Security Guard and adds three new positions including an Architectural Associate and two Senior Building Maintenance Workers.

Operating changes in this budget, resulting in an increase of \$94,555, include:

- A decrease of \$265,490 for one-time costs incurred in FY 04, most of this decrease is related to a \$138,690 Exposition Center subsidy budgeted in FY 04. A similar subsidy totaling \$141,877 is centrally budgeted as a reserve under the Commissioners Court's control in FY 05.
- An increase of \$44,339 to annualize operating and maintenance (excluding utilities) related to the opening of new buildings in Travis County in FY 04.
- A small \$1,811 reallocation from the department's operating budget to its personnel budget.
- An increase of \$15,000 for a parking lot maintenance program.
- An increase of \$7,875 for water extraction equipment
- A total of \$15,000 for move costs associated with various projects.
- An increase of \$10,000 for an annual signage program.
- A total of \$36,000 for window tinting improvements.
- An increase of \$7,475 for improvements at the Brizendine House.
- A total of \$20,600 for improvements at the Starflight Hanger.
- A total of \$22,900 to for replacement furniture in the Commissioners Courtroom.
- An increase of \$176,471 for increased maintenance requirements.
- A total of \$5,696 to support the Facilities Management Reorganization.
- An increase of \$500 to support new temporary grounds staff.

## **FY 05 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 (\$2,620,122)***

- Centralized Space Costs for CAR Funded Projects Countywide (\$34,900)
- HVAC Equipment Replacement (\$873,069)
- Replacement Heat Pumps (\$12,500)
- Move ITS Help Desk to USB (\$34,000)
- Law Library Move to Granger Bldg (\$37,500)
- New Grounds Equipment (\$7,597)
- Funding for Courthouse 4th and 5th Floors Remodel (\$55,089)
- Airport Blvd Former Services Area Remodel (\$15,000)
- Forensic Center Addition (\$39,800)
- Precinct 1 Tax Office Substation and Lobby Remodel (\$133,695)

- Rebudgeting of Courthouse Remodel – first and second floors (\$485,709)
- Rebudgeted Equipment and Projects for Exposition Center (\$119,510)
- Rebudgeted Disaster Recovery - Minimum Cold Site (\$90,493)
- Rebudgeted Airport Boulevard - Phase I (\$284,318)
- Rebudgeted Precinct 3 Office Building - FF&E/ITS (\$162,790)
- Rebudgeted CJC Plumbing Chases (\$480)
- Rebudgeted Jail Indoor Air Quality 2 (\$43,021)
- Rebudgeted Forensic Center Addition (\$190,151)
- Rebudgeted Executive Office Building Roof Restoration (\$500)

***Capital Projects funded out of New Certificates of Obligation (\$1,604,556)***

- Planning for a New Civil Courthouse (\$150,000)
- Airport Boulevard Phase II (\$1,454,556)

***Capital Projects funded out of Existing Certificates of Obligation (\$1,604,556)***

- CSCD Remodel of the First Floor of the CJC (\$20,000)

## **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 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 was 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.

**Centralized Facilities – Leases & Utilities (91)**

**Purpose**

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

**Key Program Statistics**

**Adopted Budgets FY 02 – FY 05**

	FY 02	FY 03	FY 04	FY 05	FY 05-04
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Operating</b>	\$0	\$0	\$4,830,059	\$4,404,784	(\$425,275)
<b>Total</b>	\$0	\$0	\$4,830,059	\$4,404,784	(\$425,275)
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>FTE</b>	0.00	0.00	0.00	0.00	0.00

**FY 05 Budget Issues**

The Centralized Facilities – Leases & Utilities Department was created as the result of the implementation of the Uniform Chart of Accounts. Prior to FY 04, centralized leases and utilities were budgeted directly in Facilities Management. However, these expenditures remain under the oversight and management of Facilities Management.

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The FY 05 Adopted Budget for Centralized Facilities – Leases & Utilities has decreased by \$425,275 from the FY 04 budget. Operating changes in this budget include:

- A decrease of \$487,427 in leases related to the construction of the new Precinct Four Office Building and the purchase of the Airport Boulevard Building.
- An increase of \$10,800 transferred from the District Attorney’s Office to support the Child Protection Team Lease.
- A total increase of \$62,686 to annualize utility expenses related to the opening of new buildings in Travis County in FY 04.
- A decrease totaling \$11,334 due to capital energy improvements that are expected to reduce utility costs.

**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 05 is \$355,000. In addition, the Exposition Center Funds is projected to receive \$589,500 in miscellaneous revenue, \$300 in interest income and \$52,392 as a beginning fund balance for total revenues of \$997,192.

**Key Program Statistics**

Measures	FY 2002 Actual	FY 2003 Actual	FY 2004 Projected	FY 2005 Projected
Number of Events	118	122	114	94
Number of Events Days*	171	196	193	175

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

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$516,212	\$568,246	\$448,121	\$470,884	\$22,763
Operating	\$523,186	\$621,711	\$668,185	\$526,308	(\$141,877)
Total	\$1,039,398	\$1,189,957	\$1,116,306	\$997,192	(\$119,114)
Capital	\$0	\$200,000	\$0	\$0*	\$0
FTE	13.0	14.0	9.0	9.0	0

\* A total of \$119,510 was budgeted in CAR funds under Facilities Management for the Exposition Center.

**FY 05 Budget Issues**

While the Allocated Reserve in the Travis County Exposition Center Fund (Fund 501) continues to be \$0 in FY 05, the Fund's Unallocated Reserve has been maintained in FY 05 at \$50,000. In addition, the operating budget includes \$476,308 in general operating line items for maintenance of the Exposition Center. This operating budget includes a decrease to the utilities line item of \$141,877 for a total budget of \$276,139. This decrease is represented in a centralized Exposition Center Subsidy Reserve under the Commissioners Court control in the event that funds are

needed for utility costs in FY 05 that exceed the budgeted amount. Budgeted expenditures for FY 05 also include salaries for nine full time employees and temporary employees totaling \$470,884.

### **FY 05 Capital**

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A total of \$119,510 in FY 05 Rebudgeted CAR funds were approved for capital equipment and projects for the Exposition Center as summarized below:

- Outdoor Arena Fence (\$4,510)
- Metal Storage Building (\$45,000)
- Upgrade Sound System, Main Arena Bldg (\$70,000)

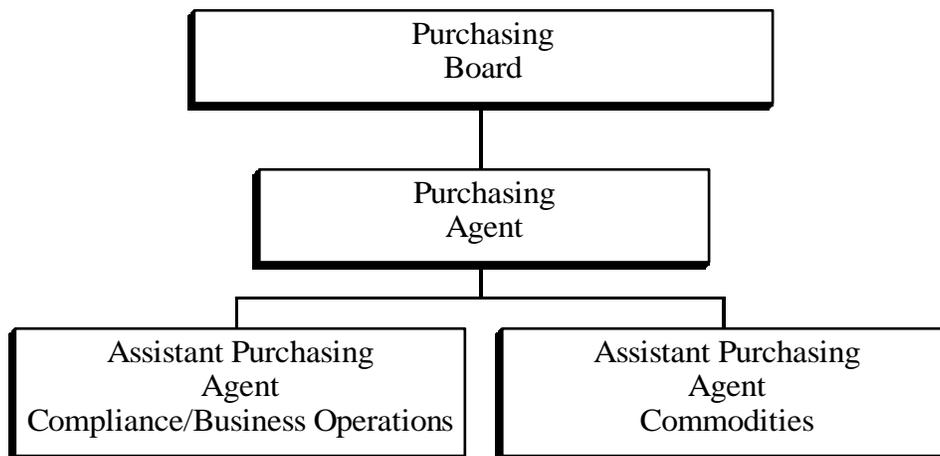
Please note that these funds were budgeted as part of Facilities Management General Fund CAR allocation.

# 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 02 Actual	FY 03 Actual	FY 04 Actual	FY 05 Projected
Customer Satisfaction (1-6 Scale)	5.4	5.5	5.4	5.5
# of purchase orders processed	25,206	25,931	26,173	25,500
# of requisitions processed	27,232	28,867	28,907	26,800
# of Information for Bid/Request for Proposals' completed	179	169	134	210
# contracts written*	277	345	310	275

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

**Adopted Budgets FY 02-05**

	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>	<b>Diff FY 05-04</b>
Personnel	\$1,662,406	\$1,767,468	\$1,771,650	\$1,937,576	\$165,926
Operating	\$227,972	\$221,951	\$235,327	\$270,327	\$35,000
CAR	\$12,095	\$0	\$0	\$0	\$0
Fund Total	\$1,902,473	\$1,989,419	\$2,006,977	\$2,207,903	\$200,926
FTE	29.0	30.0	30.0	30.0	0.0

**FY 05 Budget Issues**

The FY 05 Adopted Budget for the Purchasing Office includes an increase of \$200,926, or a 10% increase over the FY 04 Adopted Budget.

Personnel

Highlights of a \$165,926 increase in the personnel budget include:

- An increase of \$52,579 for the restoration of a position temporarily frozen in FY 04. The restored position will now support the Historically Underutilized Business (HUB) Program within the department.
- An increase of \$93,584 for FY 05 employee compensation.
- An increase of \$19,763 due to changes in health insurance and retirement costs.

Operating Expenses

Highlights of a \$35,000 increase in the operating budget include:

- A decrease of \$15,000 for removal of one-time resources for the City of Austin’s On-line Plan Partnership
- An increase of \$50,000 for year one of a two year commitment for the County to participate with the City of Austin in a disparity study for the HUB Program.

**FY 05 Capital**

The FY 05 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 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of special projects	4	3	4	4
# of volunteer hours contributed	N/A	950	1,200	1,200
# of marker applications processed	11	16	10	14
# of markers sponsored	0	0.5	1	1
# of publications sponsored	2	1	1	1

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,842	\$1,842	\$1,842	\$1,842	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,842	\$1,842	\$1,842	\$1,842	\$0
FTE	0.0	0.0	0.0	0.0	0.0

**FY 05 Budget Issues**

Operating Budget

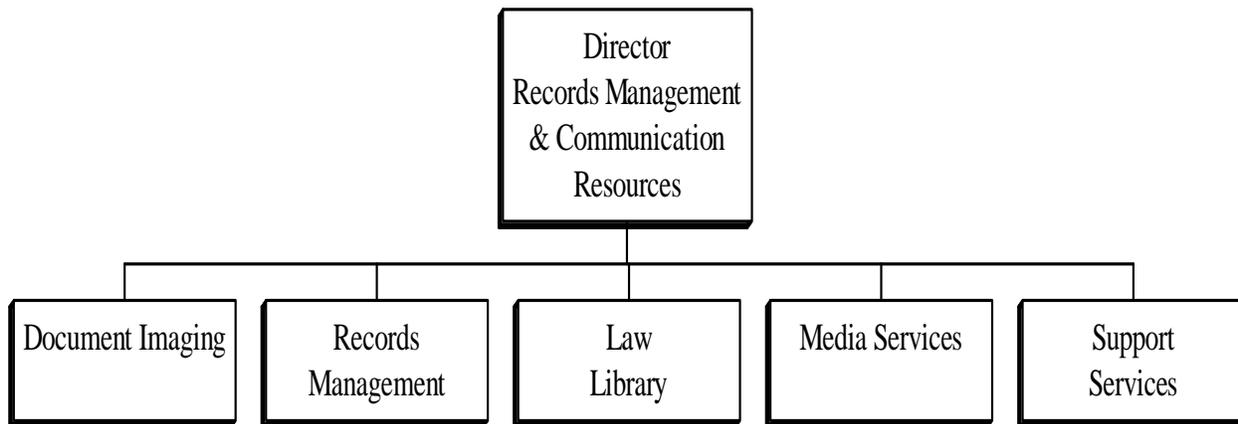
The Historical Commission’s budget total for FY 05 is unchanged from its FY 04 budget.

# Records Management and Communication Resources General Fund (57)

## Mission Statement

The Records Management and Communication Resources (RMCR) Department’s mission is to identify and implement programs that deliver the greatest value to our customers who wish to convey or preserve information by print, mail, television, image, or internet media. Further, the department seeks to preserve and protect county records in such a way that promotes ease of use as well as complies with all statutory requirements.

## Organizational Structure



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

## Key Program Statistics

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of notaries performed by the information booth	3,289	4,155	3,980	4,000
# of work orders on County copier fleet	1,086	567	300	300
# of pieces of metered mail (annual)	1,447,341	1,338,665	1,550,000	1,600,000
# of new television programs produced	238	150	120	100
# of productions for website	n/a	10	20	40
# of daily hits to County website	9,343	10,000	15,000	18,000
# of turnaround days for press/copy jobs	5/10	5/10	7/10	5/10
Total cubic feet of records in storage	119,430	124,840	131,772	141,852

\*n/a = this is a new performance measure to measure a new workload area

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$1,048,342	\$1,024,728	\$1,011,203	\$1,079,487	\$68,284
Operating	\$1,989,363	\$2,073,244	\$2,360,962	\$2,303,676	(\$57,286)
CAR	\$288,467	\$78,295	\$32,000	\$165,000	\$133,000
Fund Total	\$3,326,172	\$3,176,267	\$3,404,165	\$3,548,163	\$143,998
FTE	23.90	22.90	22.55	22.55	0.00
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 05 Budget Issues**

The FY 05 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net increase of \$143,998 over the FY 05 Adopted Budget. The bulk of that increase is for one-time capital purchases. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

Personnel

Highlights of a \$68,284 increase in the personnel budget include:

- An increase of \$16,775 for increases to health insurance.
- A decrease of \$1,352 to account for a lower retirement cost rate.
- An increase of \$5,607 to fund a \$1 per hour increase in the county minimum wage from \$9/hour to \$10/hour.
- An increase of \$50,468 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.
- A decrease of \$3,214 from the internal reallocation of permanent salary savings from the personnel budget to the operating budget.

Operating Expenses

Highlights of the \$57,286 decrease in the operating budget include:

- An increase of \$9,500 for log analysis software and records retention software to assist the department in improving efficiency.
- An increase of \$50,000 for additional postage to meet current needs. There is also an \$80,000 earmark on Allocated Reserve for possible additional postage needs.
- An increase of \$25,000 for additional copy paper to meet current needs. There is also a \$30,000 earmark on Allocated Reserve for possible additional copy paper needs.

- A decrease of \$145,000 due to one-time costs incurred in FY 04 for postage for voter registration cards and media equipment repairs.
- An increase of \$3,214 from the internal reallocation of permanent salary savings from the personnel budget to the operating budget.

**FY 05 Capital**

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The FY 05 Adopted Budget includes \$165,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for five replacement cameras used in the Commissioners Court Room.

**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 \$743,000 in fee income and \$5,000 in interest income for FY 05. The Law Library has a beginning balance of \$378,298, for total fund revenue of \$1,126,298.

**Key Program Statistics**

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of hrs of non-computer assisted research	3,000	3,000	4,000	4,000
% of collection in electronic format	25%	35%	35%	40%
% of manual reference requests completed on day of inquiry	99%	99%	99%	99%
% of new materials processed in one week to keep collection current	95%	99%	99%	99%
# of CD-ROM searches on library workstations	5,000	1,500	900	800

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$287,399	\$349,964	\$363,315	\$390,160	\$26,845
Operating	\$676,778	\$666,330	\$762,546	\$736,138	(\$26,408)
Total	\$964,177	\$1,016,294	\$1,125,861	\$1,126,298	\$437
Capital	\$0	\$0	\$0	\$0	\$0
FTE	5.50	6.50	6.35	6.35	0.00

**FY 05 Budget Issues**

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In FY 05, the Adopted Budget for the Law Library includes a net increase of \$437 over the FY 04 Adopted Budget. In FY 05, the Law Library has an Allocated Reserve of \$280,519, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 05 is \$62,354 less than the FY 04 Allocated Reserve amount of \$347,859.

Personnel

Highlights of a \$26,845 increase in the personnel budget include:

- An increase of \$5,468 for increases to health insurance.
- A decrease of \$482 due to a decrease in the retirement cost rate.
- An increase of \$18,201 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$6,118 to fund a temporary reference attorney to serve as a backfill for the existing reference attorneys.
- A decrease of \$2,460 from the internal reallocation of permanent salary savings from the personnel budget to the operating budget.

Operating Expenses

Highlights of a \$26,408 decrease in the operating budget include:

- An increase of \$28,662 to fund cost increases for law books and online legal research services.
- A one-time increase of \$6,500 for the translation of *pro se* materials to Spanish.
- A one-time increase of \$740 for the purchase of electronic patron counters.
- A one-time increase of \$2,570 for a coin/copycard device of a library copy machine.
- An increase of \$2,460 from the internal reallocation of permanent salary savings from the personnel budget to the operating budget.
- A decrease of \$67,340 in the Fund's Allocated Reserve to balance the budget to the certified revenue estimate.

**FY 05 Capital**

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There are no capital items funded in the FY 05 Adopted Budget for the Law Library Fund.

**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 Resources 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 \$283,000 in fee income and \$1,500 in interest income for FY 05. The Records Management and Preservation Fund has a beginning balance of \$140,632 for total fund revenue of \$425,132.

**Key Program Statistics**

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of Cu. Ft. records sent to off-site storage	12,860	8,488	8,524	10,000
Total # Cu. Ft. in offsite storage at year end	119,430	127,918	136,442	141,852
# Cu. Ft. permanently removed from offsite storage	3,052	3,000	2,000	3,600

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$214,737	\$218,329	\$223,856	\$238,478	\$14,622
Operating	\$100,644	\$135,039	\$135,463	\$186,654	\$51,191
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$315,381	\$353,368	\$359,319	\$425,132	\$65,813
FTE	4.25	4.25	4.70	4.70	0.00

**FY 05 Budget Issues**

In FY 05, the Adopted Budget includes an increase of \$65,813 over the FY 04 Adopted Budget. In FY 05, the Records Management and Preservation Fund has an Allocated Reserve of \$145,959, which is included in the operating budget row in the table above. The Allocated Reserve for FY 05 is \$54,747 more than the FY 04 Allocated Reserve of \$91,212.

Personnel

Highlights of a \$14,622 increase in personnel include:

- An increase of \$357 for additional longevity pay for long-term staff.
- An increase of \$3,497 to cover increases to health insurance.
- A decrease of \$298 due to a decrease in the retirement cost rate.
- An increase of \$11,066 to cover a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.

Operating Expenses

The increase of \$51,191 in the operating budget are due to an increase in the Allocated Reserve and a \$357 decrease in other purchased services.

**FY 05 Capital**

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There are no capital items funded in the FY 05 Adopted Budget for the Records Management and Preservation 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 05, total fund revenue is certified at \$1,714,121, a decrease of \$211,985 from FY 04. This decrease is the result of a drop in beginning fund balance. Of the total \$1,714,121 budget for this fund, Records Management and Communication Resources is budgeted \$571,238 in FY 05.

**Key Program Statistics**

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of images microfilmed	855,000	830,000	600,000	50,000
# of images scanned	1,950,000	1,850,000	1,850,000	0
# of Disc (COLD) reports created	2,550	2,700	2,600	0
# of microfilm images scanned	0	0	970,000	3,530,000

**Adopted Budgets FY 02-05**

	FY 02	FY 03	FY 04	FY 05	Diff FY 05-04
Personnel	\$429,578	\$435,324	\$426,838	\$402,116	(\$24,722)
Operating	\$175,516	\$175,602	\$194,874	\$169,122	(\$25,752)
Capital	\$0	\$0	\$135,000	\$0	(\$135,000)
Total	\$605,094	\$610,926	\$756,712	\$571,238	(\$185,474)
FTE	10.35	10.35	9.40	8.07	(1.33)

**FY 05 Budget Issues**

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In FY 05, the Adopted Budget includes a decrease of \$185,474 from FY 04 due to part of the department's funding being moved to Fund 057, the County Clerk Archival Fund. Part of that decrease is associated with the transfer of 1.33 FTEs from Fund 028 to Fund 057. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

**Personnel**

Highlights of a \$24,722 decrease in the personnel budget include:

- A decrease of \$49,544 as the result of the transfer of 1.33 FTE from Fund 028 to Fund 057.
- An increase of \$6,001 for increases in health insurance.
- A decrease of \$500 to account for a decrease in the retirement cost rate.
- An increase of \$18,625 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.
- An increase of \$696 to fund a \$1 per hour increase in the county minimum wage from \$9/hour to \$10/hour.

**Operating Expenses**

Highlights of a \$25,752 decrease in the operating budget include:

- A reduction of \$161,341 due to one-time expenses budgeted in FY 04.
- An increase of \$135,589 due to the budgeting of off-site storage fees.

**FY 05 Capital**

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The FY 05 Adopted Budget does not include any funding for capital equipment.

**Records Management and  
Communication Resources (57)  
County Clerk Archival Fund (Fund 057)**

**Purpose**

The County Clerk Archival Fund supports the County's preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive. A records archive is defined by statute to mean public documents filed with the County Clerk before January 1, 1990. FY 05 is the first year that funding for the Records Management and Communication Resources Department is included in the County Clerk Archival Fund.

**Funding Source**

The revenue for this fund derives from a \$5 records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk for recording or filing. This fee was first charged in FY 04. For FY 05, total fund revenue is certified at \$2,046,875, an increase of \$846,875 from FY 04. This increase is the result of a beginning fund balance of \$795,375 in addition to an increase in charges for services and interest income. Of the total \$2,046,875 budget for this fund, Records Management and Communication Resources is budgeted \$59,948 in FY 05.

**Key Program Statistics**

Measures	FY 02 Actual	FY 03 Actual	FY 04 Projected	FY 05 Projected
# of Microfilm Images Scanned	n/a	n/a	n/a	3,530,000

n/a = not available due to program not in existence in this fund until FY 05.

**Adopted Budget FY 05**

	FY 05
Personnel	\$53,520
Operating	\$1,428
Capital	\$0
Total	\$54,948
FTE	1.3

**FY 05 Budget Issues**

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This budget will fund 1.33 FTEs in the Records Management and Communication Resource Department that will work on an imaging project related to documents filed prior to January 1, 1990. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

Personnel

Highlights of \$53,520 personnel budget include:

- A total of \$50,206 is budgeted for the 1.33 FTEs.
- The budget was increased by \$994 due to increases in health insurance costs.
- The budget was decreased by \$64 due to a decrease in the retirement cost rate.
- The budget was increased by \$2,384 to cover a 4% across-the-board pay increase for county employees and 1.75% for performance-based pay awards and other compensation issues.

Operating Expenses

The \$1,428 operating budget is for basic office supplies.

**FY 05 Capital**

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The FY 05 Adopted Budget does not include any funding for capital equipment.