

## **Program Area Overview**

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The **General Government and Support Services** Program Area is comprised of a diverse group of twelve 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. 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.

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 the General Government and Support Services Area.

## **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 2007 Adopted Budget, the General Government and Support Services Program Area has 556.5 FTE. This Program Area has experienced an 11% growth (54 FTE) in staffing since FY 2004.

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

## **Financial Aspects**

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The General Fund budget for the General Government and Support Services Program Area has grown from \$54,750,241 in FY 04 to \$65,148,829 in FY 07. This is an increase of \$10,398,588, or 19%. The year-to-year increase from FY 06 to FY 07 was \$6,242,195. This increase is primarily due to employee compensation increases and additional full time employees.

Table B on the next page provides a summary of the General Fund budget for each department since FY 04.

In the FY 06 Adopted Budget, the General Government and Support Services Program Area have a total of \$6,964,220 in capital

projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$6,356,760 in funding from new Certificates of Obligation for capital projects and equipment.

<b>Table A</b>						
<b>Regular Positions - All Funds</b>						
<b>FY 2004 - FY 2007</b>						
Department	FY 04	FY 05	FY 06	FY 07	Difference FY 07-04	Percent 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	71.0	71.0	71.0	73.0	2.0	3%
Facilities Management	97.0	97.0	98.0	112.0	15.0	15%
Texas Exposition Center	9.0	9.0	9.0	9.0	0.0	0%
Central. Facilities-Leases & Utilities	0.0	0.0	0.0	0.0	0.0	N/A
General Administration	0.0	0.0	0.0	0.0	0.0	N/A
Historical Commission	0.0	0.0	0.0	0.0	0.0	N/A
Human Resource Mgt.	24.0	27.0	27.0	33.0	9.0	38%
Information & Telecomm. Sys.	81.0	81.0	88.0	95.0	14.0	17%
Centralized Computer Services	0.0	0.0	0.0	0.0	0.0	N/A
Planning and Budget	13.0	13.0	14.0	14.0	1.0	8%
Purchasing	30.0	30.0	30.0	30.0	0.0	0%
Records Mgt & Comm Rsc.	43.0	43.0	41.0	41.5	-1.5	-3%
Tax Assessor-Collector	108.5	112.0	116.0	122.0	13.5	12%
Treasurer	5.0	5.0	5.0	6.0	1.0	20%
<b>Total</b>	<b>502.5</b>	<b>509.0</b>	<b>520.0</b>	<b>556.5</b>	<b>54.0</b>	<b>11%</b>

	FY 04	FY 05	FY 06	FY 07	FY 07-04 Difference	Percent Change
County Judge	\$345,366	\$364,581	\$376,765	\$397,160	\$51,794	15%
Commissioner #1	\$263,153	\$279,201	\$289,039	\$304,938	\$41,785	16%
Commissioner #2	\$271,438	\$288,117	\$297,636	\$297,895	\$26,457	10%
Commissioner #3	\$254,635	\$265,642	\$279,044	\$309,032	\$54,397	21%
Commissioner #4	\$264,980	\$281,390	\$291,806	\$307,770	\$42,790	16%
General Administration	\$839,392	\$2,639,597	\$405,795	\$384,019	(\$455,373)	-54%
Historical Commission	\$1,842	\$1,842	\$1,842	\$4,942	\$3,100	168%
County Auditor	\$5,336,516	\$5,725,275	\$6,037,819	\$6,471,657	\$1,135,141	21%
Facilities Management	\$8,498,356	\$8,654,235	\$9,007,963	\$11,281,551	\$2,783,195	33%
Central. Facilities-Leases & Utilities	\$4,830,059	\$4,404,784	\$4,671,165	\$4,210,505	(\$619,554)	N/A
Human Resources Mgt.	\$6,478,412	\$7,405,010	\$8,238,233	\$8,575,636	\$2,097,224	32%
Information & Telecomm Sys	\$14,600,720	\$12,569,699	\$14,009,406	\$15,533,540	\$932,820	6%
Centralized Computer Services	\$699,121	\$1,227,889	\$1,385,512	\$2,249,865	\$1,550,744	N/A
Planning and Budget Office	\$1,192,510	\$1,257,887	\$1,303,336	\$1,378,083	\$185,573	16%
Purchasing	\$2,006,977	\$2,207,903	\$2,380,474	\$2,572,838	\$565,861	28%
Records Mgt/Comm Res	\$3,404,165	\$3,548,163	\$3,645,930	\$3,676,286	\$272,121	8%
Tax Assessor-Collector	\$5,085,663	\$5,726,997	\$5,877,249	\$6,715,744	\$1,630,081	32%
Treasurer	\$376,936	\$393,426	\$407,620	\$477,368	\$100,432	27%
<b>Total</b>	<b>\$54,750,241</b>	<b>\$57,241,638</b>	<b>\$58,906,634</b>	<b>\$65,148,829</b>	<b>\$10,398,588</b>	<b>19%</b>

<b>Commissioners Court Summary</b>
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**Overview**

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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 07**

	<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	\$390,660	\$300,938	\$292,895	\$304,032	\$302,770	\$1,591,295
Operating	\$6,500	\$4,000	\$5,000	\$5,000	\$5,000	\$25,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$397,160</b>	<b>\$304,938</b>	<b>\$297,895</b>	<b>\$309,032</b>	<b>\$307,770</b>	<b>\$1,616,795</b>
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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
% of meetings attended by County Judge	95%	98%	98%	98%
% of agendas distributed by noon Weds.	95%	97%	97%	97%
Total number of agenda items	3,630	3,600	3,700	3,750
% of TABC permits processed within three days of receipt	98%	98%	98%	98%
Number of TABC hearings held	6	8	6	6
Number of phone calls received	26,400	26,400	26,600	26,600
Number of pieces of mail received	13,250	13,850	13,850	13,850

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$338,866	\$358,081	\$370,265	\$390,660	\$20,395
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	<b>\$345,366</b>	<b>\$364,581</b>	<b>\$376,765</b>	<b>\$397,160</b>	<b>\$20,395</b>
FTEs	5	5	5	5	0

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the County Judge's office includes an increase of \$20,395, or 5.4% more than the FY 06 Adopted Budget.

Personnel

Highlights of a \$20,395 increase in personnel include:

- An increase of \$11,060 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$5,382 for a salary and related benefit increase for the elected official.
- An increase of \$3,955 due to changes in health insurance and retirement costs.
- A decrease of \$2 due to the department submitting their budget \$2 below the established target.

Operating Expenses

There is no change to the operating budget from FY 06 to FY 07.

**FY 07 Capital**

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The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
Number of agenda items sponsored	185	200	200	200
Total number of work orders referred to TNR for Precinct One	3,470	4550	3,500	3,500
Total work orders referred to TNR for Precinct One that were completed	3,470	4,450	3,500	3,500
Number of committees and boards on which the Precinct One Commissioner serves	12	12	12	12
Number of special projects	100	30	30	30
Number of letters written on behalf of constituents	100	75	75	75
Number of speeches/presentations given on various topics	40	55	55	55

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY07-06
<u>Personnel</u>	\$259,153	\$275,201	\$285,039	\$300,938	\$15,899
Operating	\$4,000	\$4,000	\$4,000	\$4,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$263,153	\$279,201	\$289,039	\$304,938	\$15,899
FTEs	4	4	4	4	0

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$15,899, or 5.5% more than the FY 06 Adopted Budget.

Personnel

Highlights of a \$15,899 increase in personnel include:

- An increase of \$8,060 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$4,725 for a salary and related benefit increase for the elected official.
- An increase of \$3,114 due to changes in health insurance and retirement costs.

Operating Expenses

There is no change to the operating budget from FY 06 to FY 07.

**FY 07 Capital**

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The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of Precinct Two maintained road miles	147.6	147.95	147.95	147.95
# of subdivision plats submitted	46	43	43	43
# of completed work orders	1,089	1006	1006	1006
# of boards and commissions on which the Commissioner, Precinct Two serves	22	22	22	22
# of committee and community staff assignments for Pct. 2 staff	8	8	8	8

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$266,438	\$283,117	\$292,636	\$292,895	\$259
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$271,438	\$288,117	\$297,636	\$297,895	\$259
FTEs	4	4	4	4	0

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$259, or a 0.1% increase compared to the FY 06 Adopted Budget.

Personnel

Highlights of a \$259 increase in personnel include:

- An increase of \$8,434 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$4,725 for a salary and related benefit increase for the elected official.

- An increase of \$3,003 due to changes in health insurance and retirement costs.
- A decrease of \$15,901 due to the department submitting its budget below the established target. The new amount will still accommodate the new Commissioner Precinct Two, setting incoming staff salary levels based on the 2006 HRMD Market Salary Study for administrative staff.

### Operating

There is no change to the operating budget from FY 06 to FY 07.

### **FY 07 Capital**

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The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
Number of articles published	85	65	72	72
Number of internal/external TNR work orders handled for Precinct Three	5,800	4200	5,800	5000
Number of committees and boards on which the Commissioner, Precinct Three serves	15	16	14	14
Number of presentations made to Travis County constituents	175	150	125	120
Number of agenda items sponsored	300	300	500	400
Number of Precinct Three maintained road miles	630	630	630	626
Number of subdivision plats submitted	305	280	280	275
Number of mail/email received	4,000/18,000	4,000/17,000	4,000/20000	4000/19000
Number of phone calls received	12,500	11,500	13,000	13000
Number of meetings attended by the Commissioner and Staff	3,000	2,500	3,500	3000

### Adopted Budgets FY 04-07

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$249,635	\$260,642	\$274,044	\$304,032	\$29,988
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$254,635	\$265,642	\$279,044	\$309,032	\$29,988
FTEs	4	4	4	4	0

**FY 07 Budget Issues**

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The FY 07 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$29,988, or 10.7% more than the FY 06 Adopted Budget.

Personnel

Highlights of a \$29,988 increase include:

- An increase of \$8,241 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$18,793 for a salary and related benefit increase for the elected official.
- An increase of \$2,973 due to changes in health insurance and retirement costs.
- A decrease of \$19 due to the department submitting its budget below the established target.

Operating

There is no change to the operating budget from FY 06 to FY 07.

**FY 07 Capital**

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The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of internal TNR work orders handled for Precinct Four	977	1,072	1000	1000
# of referrals made to HHS	565	608	575	575
# of referrals made to other departments within or outside Travis County	602	563	575	575
# of committees and boards on which the Commissioner, Precinct Four serves	15	15	15	15

### Adopted Budgets FY 04-07

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$259,980	\$276,390	\$286,806	\$302,770	\$15,964
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$264,980	\$281,390	\$291,806	\$307,770	\$15,964
FTEs	4	4	4	4	0

### FY 07 Budget Issues

The FY 07 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$15,964, or 5.5% over the FY 06 Adopted Budget.

#### Personnel

Highlights of a \$15,964 increase in personnel include:

- An increase of \$8,153 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$4,725 due for a salary and related benefit increase for the elected official.

- An increase of \$3,086 due to changes in health insurance and retirement costs.

Operating

There is no change to the operating budget from FY 06 to FY 07.

**FY 07 Capital**

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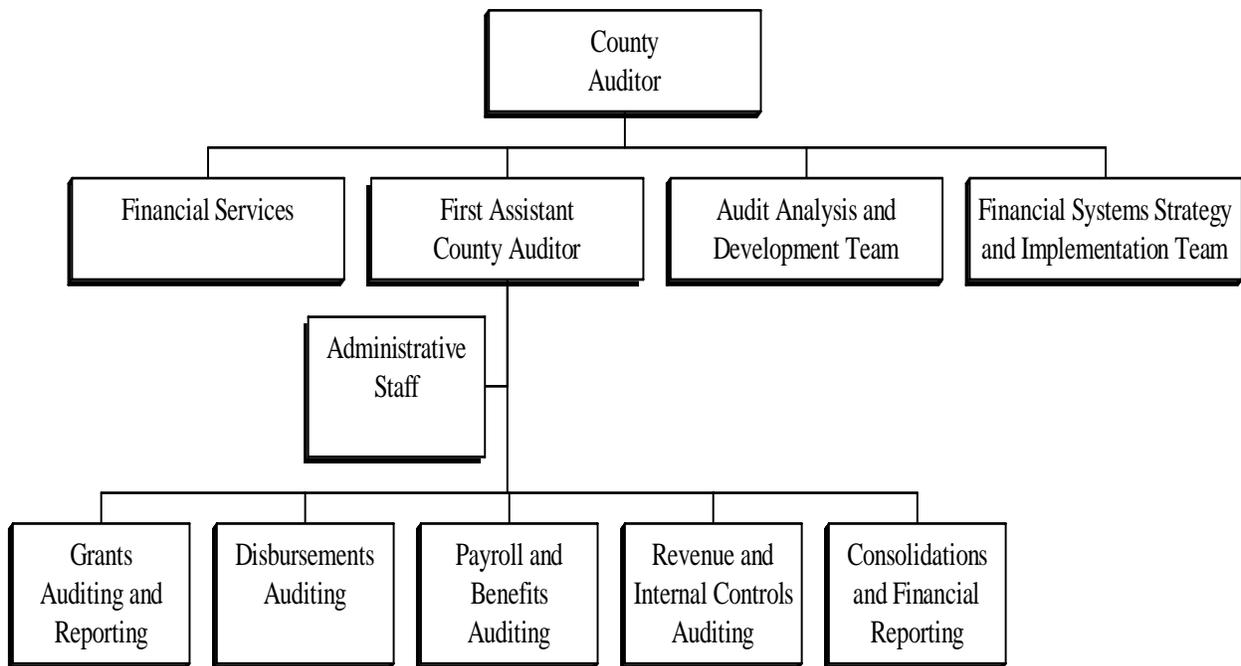
The FY 07 Adopted Budget includes no capital for this office.

# 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**

<b>Measures</b>	<b>FY 04 Actual</b>	<b>FY 05 Actual</b>	<b>FY 06 Projected</b>	<b>FY 07 Projected</b>
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100%	100%
General fund revenue as a percent of actual revenue	97.5%	95-101%	95-101%	95-101%

**Adopted Budgets FY 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$5,007,650	\$5,398,965	\$5,711,509	\$6,129,395	\$417,886
Operating	\$328,866	\$326,310	\$326,310	\$342,262	\$15,952
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$5,336,516	\$5,725,275	\$6,037,819	\$6,471,657	\$433,838
FTE (A)	71.0	71.0	71.0	73.0	2.0

**FY 07 Budget Issues**

In the FY 07 Adopted Budget, the County Auditor’s Office budget includes an increase of \$433,838, or a 7.2% increase from the FY 06 Adopted Budget. (See note B).

Personnel

The \$417,886 increase in personnel expense includes:

- An increase of \$261,448 for rank and file compensation increases including benefits to be distributed in accordance with guidelines approved by the District Judges.
- An increase of \$38,422 in salary and benefits to fund career ladders.
- An increase of \$60,093 due to changes in health insurance and retirement costs.
- An increase of \$58,356 in salary and benefits for partial year funding for a Database Administrator II and a Business Consultant II for initiation of a Travis County New Financial System.
- A decrease of \$433 in the salary and benefits line items due to department submitted changes from the established target.

Operating

The \$15,952 increase in operating expense includes:

- An increase of \$15,519 for operating supplies for new FTE associated with initiation of the Travis County New Financial System project.

- An increase of \$433 in the operating line items due to department submitted changes from the established target.

### **FY 07 Capital Issues**

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The FY 07 Adopted Budget includes no capital funding for this department.

Notes:

- (A) Since FY 03 the office has had 71 authorized positions, although the Adopted Budget contains funding for 67 positions. In FY 07, the Commissioners' Court authorized 2 new slots effective 10/1/06, but funded these positions effective 7/1/07.
- (B) The County Auditor did not request for the FY 07 budget the 5% statutory increase for which the District Judges have the authority to increase the Auditor's Office budget on an annual basis. The County Auditor's Office FY 06 budget within the 5% statutory limit would have been \$6,283,997. Therefore, the FY 07 Adopted Budget of \$6,471,657 equals an \$187,660 increase or a 3.0% increase from the FY 06 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 2004 Actual	FY 2005 Actual	FY 2006 Projected	FY 2007 Projected
Number of cash receipts processed	11,693	11,937	11,500	11,500
Number of warrants processed	66,776	58,012	60,000	60,000
10% service fee retained for prompt filing	\$279,700	\$307,741	\$300,000	\$300,000

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$257,181	\$273,671	\$287,865	\$356,807	\$68,942
Operating	\$119,755	\$119,755	\$119,755	\$120,561	\$806
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$376,936	\$393,426	\$407,620	\$477,368	\$69,748
FTE	5.0	5.0	5.0	6.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the Treasurer's Office has increased \$69,748 when compared to the FY 06 Adopted Budget. While the department made an internal \$806 transfer to the operating budget from the personnel budget, the \$69,748 increase is isolated to the department's personnel budget and includes:

- A total of \$50,104 for a new Accountant position to support the functions of this office.
- An increase to the elected official's salary and benefits of \$4,571.

- An increase of \$8,332 in salaries and benefits for a 4% across-the-board pay increase (with a \$1,200 minimum) for county employees and 1% for performance-based pay awards and other compensation issues.
- An increase of \$3,205 due to increases in hospitalization and retirement costs.
- An increase of \$3,236 from Travis County Hospital District for administrative functions.
- An increase of \$300 to annualize FY 06 personnel actions.

### **FY 07 Capital Issues**

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The FY 07 Adopted Budget does not include any funding for capital items for this department.

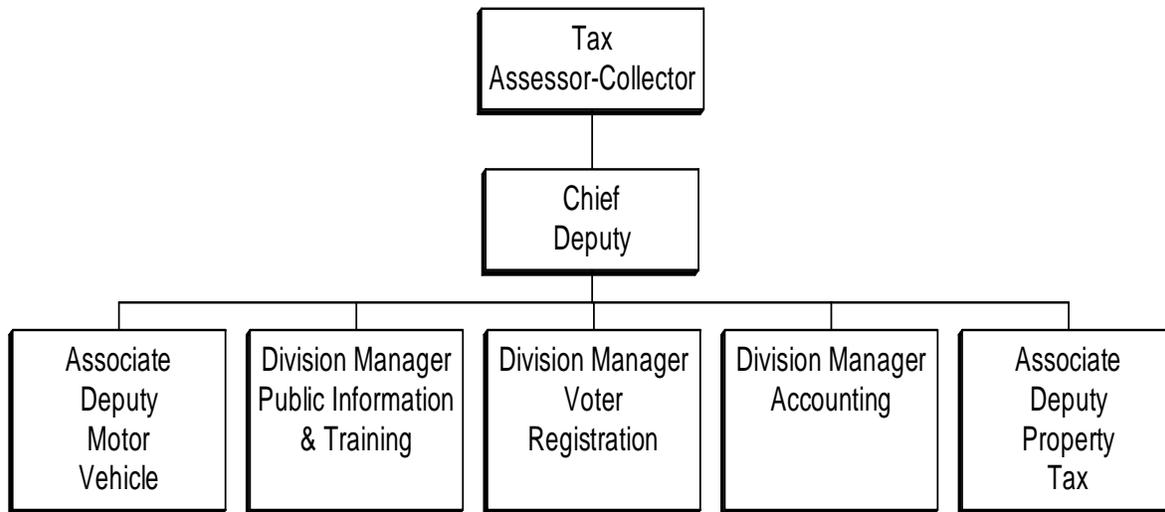
# Tax Assessor-Collector (08)

## 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
<b>Public Training &amp; Information:</b>				
# of Taxpayer demands	408,068	413,139	418,210	384,204
<b>Property Tax:</b>				
Posted Tax Payments by "Remittance Processing Device"	162,451	166,804	168,000	167,444
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	162,982	77,385	78,930	78,930
# of walk-in customers	131,079	131,389	131,389	131,389
<b>Voter Registration:</b>				
# of voter applications received	179,058	124,000	125,000	115,000
# of registered voters	586,612	526,000	568,000	550,000
<b>Accounting:</b>				
Total collections (all jurisdictions)	\$2.0	\$2.1b	\$2.2b	\$2.8b

**Adopted Budgets FY 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$4,831,154	\$5,280,595	\$5,589,708	\$6,107,564	\$517,856
Operating	\$254,509	\$276,681	\$287,541	\$608,180	\$320,639
CAR	\$0	\$169,721	\$0	\$0	\$0
Total	\$5,085,663	\$5,726,997	\$5,877,249	\$6,715,744	\$838,495
FTE	108.5	112	116	122	6.0
Other Capital (A)	\$0	\$0	\$0	\$0	0

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

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the department includes an increase of \$838,495 increase over the FY 06 Adopted Budget.

Personnel changes in this budget, resulting in an increase of \$517,856, include:

- An increase of \$11,756 to annualize FY 06 personnel actions.
- A total of \$212,105 related to five mid year positions approved related to the Central Collections Unit for fines and fees collections. These positions include an Accountant; three Compliance Officers; and one Office Specialist Senior.
- An increase to the elected official’s salary and benefits of \$5,444.
- An increase of \$70,680 due to increases in health insurance and retirement costs.
- An increase of \$252,961 in salaries and benefits for a 4% across-the-board pay increase (with a \$1,200 minimum) for county employees, and 1% for performance-based pay awards as well as other compensation issues.
- The Tax Office internally reallocated \$35,090 from its personnel budget to its operating budget after internal reallocations for the addition of one Business Analyst position.

Operating changes in this budget, resulting in an increase of \$320,639, include:

- A total of \$276,549 was added mid year to support the Central Collections Unit.
- \$35,090 was transferred from the personnel budget to the operating budget.
- \$9,000 for vehicle title machine rental related to a program allowing third party title companies to use Tax Office rented equipment to enter motor vehicle title information. The cost of the additional equipment is paid by the title companies.

**FY 07 Capital**

The department received no capital funding budgeted in the department in FY 07.

## 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
Customer satisfaction with services; scale of 1-5	N.A.	4.07	4.00	4.00
Customer satisfaction with budget process	N.A.	3.83	N.A.	N.A.
Number of Budget Adjustments processed	7,294	7,679	7,700	7,700
Portfolio yield in basis points over applicable benchmark	17.3	(49.2)	(52.5)	25.6

### Adopted Budgets FY 04-07

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$1,051,932	\$1,133,380	\$1,240,649	\$1,315,116	\$74,467
Operating	\$140,578	\$124,507	\$62,687	\$62,967	\$280
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,192,510	\$1,257,887	\$1,303,336	\$1,378,083	\$74,747
FTE	13	13	14	14	0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

### FY 07 Budget Issues

The FY 07 Adopted Budget for the Planning and Budget Office has increased \$74,747 when compared to the FY 06 Adopted Budget.

#### Personnel

Highlights of a \$74,467 increase in personnel include:

- An increase of \$54,698 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1% for performance-based pay awards and other compensation issues.

- An increase of \$12,818 due to increases in health insurance and retirement costs.
- An increase of \$9,031 to annualize FY 06 personnel actions.
- PBO internally reallocated \$2,080 from its personnel budget to its operating budget.

### Operating

The \$280 expense is related to a one time expense of \$1,800 as well as an increase of \$2,080 from an internal reallocation from personnel to operating line items.

### **FY 07 Capital Issues**

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The FY 07 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 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	(\$1,319,434)	(\$1,239,460)	(\$1,703,366)	(\$1,725,142)	(\$21,776)
Operating	\$2,158,826	\$3,879,057	\$2,109,161	\$2,109,161	\$0
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$839,392	\$2,639,597	\$405,795	\$384,019	(\$21,776)
FTEs	0	0	0	0	0

### **FY 07 Budget Issues**

The FY 07 Adopted Budget of \$384,019 for the General Administration General Fund budget includes a decrease of \$21,776 or a 5.4% decrease over the FY 06 Adopted Budget.

#### Personnel

Highlights of a \$21,776 decrease in personnel include:

- An increase of \$6,375 for FY 07 compensation increases for Travis County Executive Managers.
- A decrease of \$28,151 for compensation increases awarded to Travis County Executive Managers in FY 06 and subsequently transferred to their respective departments.

#### Operating

There is no change to the operating budget from FY 06 to FY 07.

### **FY 07 Capital Issues**

The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of positions posted	415	650	650	650
# of PAF's processed	10,622	13,211	20,078	16,808
# of employees/management consultations	1,464	1,500	1,600	1,600
# of TCHR/EEO complaints filed	14	5	6	6
# of outreach contacts to recruit a qualified and diverse workforce	7,124	5,000	17,000	18,000
# of classification analysis	1,057	1,600	2,700	1,000
# of training and development opportunities	85	150	200	200
# of positions market surveyed	1,057	1,235	1,200	1,200

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
<b>Personnel</b>	<b>\$1,447,950</b>	<b>\$1,394,345</b>	<b>\$1,446,526</b>	<b>\$1,506,096</b>	<b>\$59,570</b>
<b>Operating</b>	<b>\$5,030,462</b>	<b>\$6,010,665</b>	<b>\$6,791,707</b>	<b>\$7,069,540</b>	<b>\$277,833</b>
<b>CAR</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Total</b>	<b>\$6,478,412</b>	<b>\$7,405,010</b>	<b>\$8,238,233</b>	<b>\$8,575,636</b>	<b>\$337,403</b>
<b>FTE</b>	<b>15.66</b>	<b>15.66</b>	<b>15.66</b>	<b>15.66</b>	<b>0.00</b>

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the department includes an increase of \$337,403 or a 4.1% increase over the FY 06 Adopted Budget. The FY 07 Adopted Budget includes moving two benefits-related FTE to the Health Benefits Fund and replacing them with two compensation-related FTE with no increase in the General Fund.

Personnel

Highlights of a \$59,570 increase in personnel expense include:

- An increase of \$50,852 for compensation increases, comprised of a 4% across-the-board pay increase and 1% for performance-based pay awards and other compensation issues.
- An increase of \$12,116 due to changes in health benefit and retirement costs.
- A decrease of \$3,398 from a reallocation from personnel to operating.

Operating

Highlights of the \$277,833 increase in operating expense include:

- An increase of \$1,573,935 for retiree health benefit increases.
- An increase of \$3,398 from a reallocation from personnel to operating.
- A decrease of 1,200,000 in the budgeted transfer to the Risk Management Fund in order to reduce the reserve of the fund. This will be the first year of a planned four year reduction.
- A decrease of \$99,500 in the budgeted transfer to the Risk Management Fund based on the non-renewal of third party claims contract the will now be handed with county staff.

## 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. These resources totaled \$479,831 in FY 06 and have been removed from the FY 07 Adopted Budget.

### Funding Source

The Risk Management Fund is funded from the General Fund. General Funds budgeted in Human Resources Management for Tort Liability, Unemployment Compensation, and General Insurance Premiums are transferred to the Risk Management Fund. Workers' Compensation is budgeted in each department and transferred to the fund. Based on a review of the fund's reserve, it was determined the reserve could be reduced by \$4.8 million over a period of four years by a \$1.2 million reduction in the annual transfer from the General Fund. FY 07 will be the first year of this planned four year reduction. The fund has \$15,570,607 in available resources for FY 07 and a reserve of \$9,656,258.

### Key Program Statistics

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 06 Projected
# of Safety Training Sessions	80	25	60	60
Annual safety inspection for all departments	189	55	50	50
Loss prevention to County property (# of Claims)	378	100	125	125
# of alcohol and drug tests	320	330	330	330

### Adopted Budgets FY 04-07

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$757,327	\$873,202	\$900,166	\$978,884	\$78,718
Operating	\$10,204,228	\$11,936,537	\$12,695,222	\$14,591,723	\$1,896,501
Total	\$10,961,555	\$12,809,739	\$13,595,388	\$15,570,607	\$1,975,219
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.34	6.34	6.34	7.34	1.0

**FY 07 Budget Issues**

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In the FY 07 Adopted Budget, the Risk Management Fund budget increased by \$1,975,219, or 14.53% compared to the FY 06 Adopted Budget.

Highlights of the \$78,718 increase in the personnel budget include:

- An increase of \$47,044 and one FTE in order to provide additional claims administration in-house rather than through a third-party contract. Providing these services in-house with the additional FTE resulted in a \$99,500 reduction in the General Fund transfer to the fund from the non-renewal of third-party claims administration contract.
- An increase of \$25,249 for compensation increases, comprised of a 4% across-the-board pay increase and 1% for performance-based pay awards and other compensation issues.
- An increase of \$6,290 for changes in employee health benefits and retirement costs.
- An increase of \$135 from a reallocation from the operating budget.

Highlights of the \$1,896,501 increase in the operating budget include:

- An increase of \$2,472,101 in catastrophic reserves due to changes in fund balance.
- A reduction of \$479,831 from the removal of Owner Controlled Insurance Program (OCIP) resources that are no longer required to be budgeted.
- A net decrease of \$95,634 related the non-renewal of a third-party claims administration contact that will now be handled by County staff. This change consists of a \$99,500 in reduction for the contract and an increase of \$3,866 for operating resources for staff to handle these services.
- A decrease of \$135 reallocated to the personnel budget.

**FY 07 Capital Issues**

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In the FY 07 Adopted Budget, no capital items are budgeted in the Risk Management Fund.

## Human Resources Management

### Employee Health Benefits Fund (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. Beginning in FY 05, a county employee health clinic was established with the expenses for the clinic budgeted in Fund 526. All employees, retirees, and dependents on a county health plan have access to the clinic and their wellness outreach efforts.

**Key Program Statistics**

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of current/former employees assisted with benefit issues (phone and walk-ins)	5,125	4,820	4,025	3,650
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	4,000	6,900	6,770	6,900
Measures for Employee Health Clinic				
Number participant clinic visits	N/A	3,414	5,281	6,000
Number of offsite visits and health screenings	N/A	N/A	730	1,000
Number of physicals	N/A	190	324	1500
Number of training and education seminars for wellness programs	N/A	160	200	200
Attendance at wellness education	N/A	1,100	1,595	1,600

**Funding Source**

The FY 07 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$64,424,670 that are derived from the following sources: premiums charged to County departments (\$31,591,494), premiums charged to employees and retirees (\$6,799,890), vacant slot savings from the General Fund (\$2,245,310), pooled cash investments (\$500,000), rebates from the pharmacy contract and United Health Care (\$201,500), COBRA premiums (\$86,476), and fund balance (\$23,000,000).

**Adopted Budgets FY 04-07**

	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>Diff FY 07-06</b>
<b>Personnel</b>					
HRMD	\$117,038	\$314,005	\$424,353	\$847,674	\$423,321
ITS	\$0	\$0	\$0	\$81,154	\$81,154
<b>Personnel Tot</b>	<b>\$117,038</b>	<b>\$314,005</b>	<b>\$424,353</b>	<b>\$928,828</b>	<b>\$504,475</b>
<b>Operating</b>					
HRMD	\$31,468,819	\$38,028,708	\$48,383,368	\$63,143,131	\$14,759,763
ITS	\$0	\$0	\$0	\$352,711	\$352,711
<b>Operating Tot</b>	<b>\$31,468,819</b>	<b>\$38,028,708</b>	<b>\$48,383,368</b>	<b>\$63,495,842</b>	<b>\$15,112,474</b>
<b>Total</b>	<b>\$31,585,857</b>	<b>\$38,342,713</b>	<b>\$48,807,721</b>	<b>\$64,424,670</b>	<b>\$15,616,949</b>
<b>FTE</b>	<b>2.0</b>	<b>5.0</b>	<b>5.0</b>	<b>11.0</b>	<b>6.0</b>

**FY 07 Budget Issues**

In the FY 07 Adopted Budget, the Employee Health Benefits Fund HRMD budget increased by \$15,183,084, or 31.11% compared to the FY 06 Adopted Budget. This is primarily the result of a \$10,500,000 increase in the beginning fund balance from lower than projected FY 06 health care costs, increases in the county and employee contribution for FY 07, along with other changes to the department’s personnel and operating budget noted in detail below. The total budget for HRMD within the fund for FY 07 is \$63,990,805 and 10 FTE. Over the last several years, any budgeted health insurance premium savings budgeted in the General Fund were transferred to the Employee Health Benefits Fund at the end of the year. The Commissioners Court approved these funds remaining in the General Fund for FY 06. The transfer will be revisited again for FY 07 to determine if the transfer is necessary.

The fund now also includes a separate budget for the Information Telecommunication Systems (ITS) Department. The Commissioners Court established a budget for ITS with 1 FTE and operating resources for FY 07 for security systems related to the Health Insurance Portability and Accountability Act (HIPPA) data. The budget for this purpose within the fund is \$433,865 and is shown in the table above. The total budget for the fund including HRMD and ITS is \$64,424,670.

Personnel

Highlights of the \$423,321 increase in the personnel budget for HRMD include:

- An increase for \$261,435 and three FTE for additional employee health clinic staff.
- An increase for \$126,882 and two FTE to move these benefits-related FTE from the General Fund to this special revenue fund.
- An increase of \$26,481 compensation increases, comprised of a 4% across-the-board pay increase and 1% for performance-based pay awards and other compensation issues.
- An increase of \$8,541 changes in for employee health benefits and retirement costs for personnel budgeted in the fund.
- A decrease of \$18 due to a reallocation from personnel to the operating budget.

Operating

Highlights of the \$14,759,763 increase in the operating budget for the department include:

- An increase of \$9,642,084 in the Allocated Reserve of the fund compared to FY 06.
- An increase of \$5,063,088 for insurance claims.
- A net increase of \$29,673 for operating expenses associated with the expansion of the employee health clinic with the additional 3 FTE staff.
- An increase of \$20,000 for actuarial services for the Employee Health Plan.
- An increase of \$4,900 for operating expenses associated with the transfer of the two compensation related FTE.
- An increase of \$18 due to a reallocation from personnel to the operating budget.

### **FY 07 Capital Issues**

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There are no capital items budgeted in the Employee Health Benefits Fund for the department.

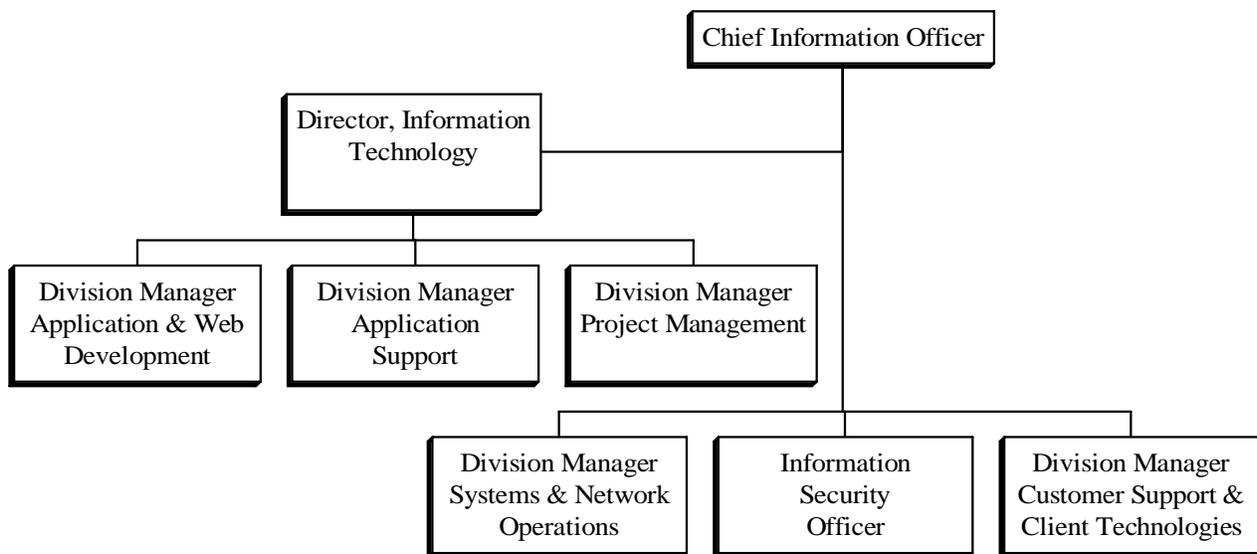
# Information and Telecommunication Systems (12)

## Mission Statement

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

To provide a stable, efficient technology infrastructure and effective technology service to departments.

## Organizational Structure



The Chief Information Officer reports to the Executive Manager of Administrative Operations.

## Key Program Statistics

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
File servers maintained	123	150	190	240
Average time to resolve critical Help Desk calls	.5 Hrs	3 Hrs	2.85hrs	< 3 Hrs
Number of training classes offered	0	40	90	100
Number of in bound/out bound calls to the HelpDesk	64,033	57,643	60,000	54,000
Number of service requests resulting from calls received	39,762	38,102	39,542	36,000
Maintained Applications	5	8	15	8

**Adopted Budgets FY 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$6,382,042	\$6,724,444	\$7,138,271	\$8,225,496	\$1,087,225
Operating	\$5,420,064	\$5,343,331	\$5,922,367	\$6,687,394	\$765,027
CAR	\$2,798,614	\$501,924	\$948,768	\$620,650	(\$328,118)
Department Subtotal	\$14,600,720	\$12,569,699	\$14,009,406	\$15,533,540	\$1,524,134
Centralized Computer Services, General Fund only (Dept. 90)	\$699,121	\$1,227,889	\$1,385,512	\$2,249,865	\$864,353
Department Total including Centralized Computer Services	\$15,299,841	\$13,797,588	\$15,394,918	\$17,783,405	\$2,388,487
FTE	81.0	81.0	88.0	96.0	8.0
Other Capital (A)	\$0	\$817,571	\$2,099,000	\$2,420,554	\$321,554

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

**FY 07 Budget Issues**

The FY 07 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$1,524,134 from the FY 06 budget. The Information & Telecommunication Systems personnel budget increased by \$1,087,225 while the operating budget increased by \$765,027. One time CAR funded capital requests decreased by \$328,118 from FY 06.

Personnel

Highlights of the \$1,087,225 increase in the personnel budget include:

- An increase of \$493,975 for eight new FTE (4 System Engineers, 1 Customer Support Specialist, 1 Accounting Clerk, 1 FACTS Application Administrator and 1 FACTS Special Project Temp).
- An increase of \$325,980 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$200,512 due to FY 06 mid-year addition of two FTE to the ITS department.
- An increase of \$82,171 due to changes in health insurance and retirement costs.
- An increase of \$25,000 for temporary personnel associated with the Evercom contract.
- A \$19,011 increase for performance based pay for employees brought into ITS in FY 05.
- An increase of \$9,479 for Executive Manager compensation.
- A net decrease of \$68,581 to the target budget for internal reallocation from the department’s personnel budget to its operating budget.
- A decrease of \$322 due to the removal of one-time FY 06 performance-based pay.

Operating

Highlights of the \$765,027 increase in the operating budget include:

- An increase of \$766,794 due to maintenance of current effort requests related to maintenance agreement costs, upgrades, licensing and professional services.
- An increase of \$21,144 for various operating expenses associated with new FTE.
- An increase of \$98,274 for one-time consulting costs associated with creation of the Health Insurance Portability and Accountability Act (HIPAA) Compliance Division in Fund 526.
- A net increase of \$68,581 to the target budget for internal reallocation from the department's personnel budget to its operating budget.
- A decrease of \$189,766 for one-time software expenditures made in FY06.

**FY 07 Capital**

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ITS received \$620,650 in CAR funding for capital equipment and projects. In addition, the department received \$2,249,865 in capital funding for countywide replacement computer equipment. These funds are budgeted in department 90, established as part of the Uniform Chart of Accounts.

*Capital Equipment and Projects funded from CAR (\$620,650):*

- Major System upgrades (\$383,000)
- Computer Room Flooring replacement (\$100,000)
- Elections Phone System replacement (\$75,000)
- E-Courtroom project continuation (\$62,650)

*Capital Equipment and Projects funded from CO's (\$2,420,554):*

- Mobile Data Computers and support equipment (\$140,000)
- Storage Servers and Software (\$406,500)
- Ethernet and Telecommunications upgrades (\$413,000)
- Replacement file servers (\$1,461,054)

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

### **Purpose**

The Centralized Computer Services budget provides for 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 07 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 07 Adopted Budget for this department were previously budgeted in the ITS CAR accounts. The total FY 07 Adopted Budget for this department is \$2,249,865 in the General Fund and \$196,005 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.

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<p style="text-align: center;"><b>Information and Telecommunication Systems (12)</b> <b>HIPAA Compliance Division</b> <b>Employee Health Benefits Fund (Fund 526)</b></p>
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**Purpose**

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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. Beginning in FY 05, a county employee health clinic was established with the expenses for the clinic budgeted in Fund 526. All employees, retirees, and dependents on a county health plan have access to the clinic and their wellness outreach efforts.

The Health Insurance Portability and Accountability Act (HIPAA) Compliance budget provides health record and information security compliance for Travis County. The division budget is comprised of one FTE (Information Security Analyst) and associated operating expenses.

**Funding Source**

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The Employee Health Insurance Fund FY 07 Adopted Budget revenues of \$64,424,670 are derived from the following sources: premiums charged to County departments (\$31,591,494), premiums charged to employees and retirees (\$6,799,890), vacant slot savings from the General Fund (\$2,245,310), pooled cash investments (\$500,000), rebates from the pharmacy contract and United Health Care (\$201,500), COBRA premiums (\$86,476), and fund balance (\$23,000,000).

**FY 07 Budget Issues**

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The ITS HIPAA Compliance Division was created as the result of requirements identified during the FY 07 Budget Process. The total FY 07 Adopted Budget for this division is \$532,139 with \$433,865 in the Health Benefit Fund (Fund 526) and \$98,274 in the General Fund. Fund 526 resources will be used to hire an Information Security Analyst and necessary hardware and software to provide network access control, security information management, remote access and application development security. General Fund resources will be used for consulting services required for hardware and software installation and training. This budget remains under the oversight and management control of Executive Manager for Administrative Operations.

**Adopted Budgets FY 04-07**

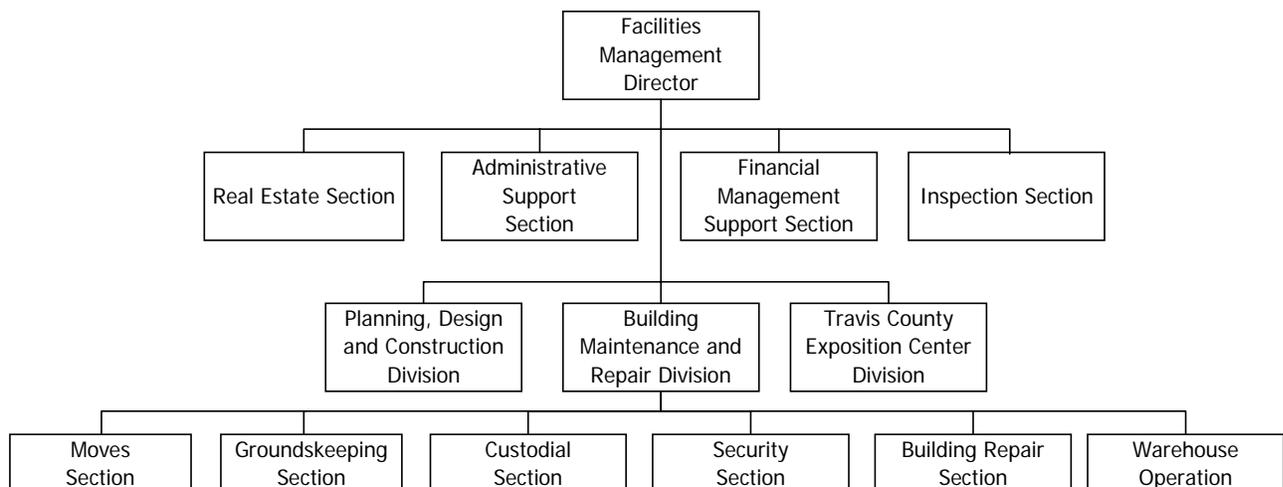
	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY07-06</b>
Personnel	\$0	\$0	\$0	\$81,154	\$81,154
Operating (Fund 526)	\$0	\$0	\$0	\$352,711	\$352,711
Operating (GF)	\$0	\$0	\$0	\$98,274	\$98,274
CAR	\$0	\$0	\$0	\$0	\$0
Division Total	\$0	\$0	\$0	\$532,139	\$532,139
FTEs	0	0	0	1	1

# 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
% of correct pay applications processed w/ 7 days	92%	90%	97%	98%
% of acceptable invoices processed w/in 7 days	92%	90%	96%	98%
% of correct contract mods processed w/in 7 days	94%	96%	96%	95%
% of budget transfers processed w/in 48 hrs.	95%	98%	98%	100%
% of purchase requisitions processed w/in 7 days	95%	96%	96%	95%
Variation of construction contract modifications	8%-15%	6%-12%	6%-12%	10%-15%
Construction schedule variance	12%-18%	12%-15%	12%-15%	10%-20%
Design contract modifications	4%	1%-2%	1%-2%	5%-10%
Design schedule variance	11%-15%	14%-18%	14%-18%	10%-25%
% of grounds maintenance accomplished versus plan	84%	85%	85%	85%
Total call in job requisitions (excluding moves & recycle pick up)	441	345	501	500

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
Total completion of Best Locking program	100%	100%	100%	100%
% of systems w/ Preventive Maintenance	90%	N.A.	N.A.	N.A.
% of Emergency Calls closed w/in 48 hrs.	100%	100%	95%	95%
% of maintenance job orders self-identified by dept	42%	36%	45%	45%
% of "routine" maintenance calls closed w/in target	83.7%	72.9%	85%	85%
Total maintenance call in job requests per month	255	258	425*	400*

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 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$4,064,320	\$4,419,381	\$4,637,273	\$5,423,419	\$786,146
Operating	\$1,520,177	\$1,614,732	\$1,691,712	\$1,817,427	\$125,715
CAR	\$2,913,859	\$2,620,122	\$2,678,978	\$4,040,705	\$1,361,727
Department Total	\$8,498,356	\$8,654,235	\$9,007,963	\$11,281,551	\$2,273,588
Centralized Leases & Utilities (Dept. 91)	\$4,830,059	\$4,404,784	\$4,671,165	\$4,210,505	(\$460,660)
Department Total including Utilities and Leases	\$13,328,415	\$13,059,019	\$13,679,128	\$15,492,056	\$1,812,928
FTE	97.0	97.0	98.0	112.0	14.0
Other Capital (A)	\$463,586	\$1,624,556	\$46,500	\$4,069,501	\$4,023,001

(A) Other Capital includes such sources as Certificates of Obligation. Please note that the FY 04 and FY 05 other capital amounts have been restated above to not include CAR funded items.

**FY 07 Budget Issues**

The FY 07 Adopted Budget for Facilities Management has increased by \$2,273,588 from the FY 06 budget. This increase is composed of a \$786,146 increase in the personnel budget and a \$125,715 increase in operating funds, as well as a \$1,361,727 increase in CAR expenditures budgeted in Facilities Management.

Personnel changes in this budget, resulting in an increase of \$786,146, include:

- The department submitted its FY 07 budget \$14,992 under the FY 07 budget target.
- A total of \$192,106 for seven new custodial and one lead custodian, all with different start dates (remaining funding to annualize these positions can be found in the FY 07 Annualization Reserve). Six of these new custodial positions are related to new space

acquired by the County, such as 5555 Airport Boulevard, while two positions were added to improve custodial services in the downtown campus.

- An increase totaling \$60,983 for a new Maintenance Worker position and a new Plumber to support new owned space.
- An increase totaling \$134,545 for a Project Management team consisting of a Project Manager and a Senior Architectural Associate to support such functions as on-going “in-house” architectural services as well as project management due to the resources currently being redirected to the jail project approved by voters in November 2005.
- An increase of \$71,372 for a Cost Estimator position to assist the department with providing cost estimates for project design phases and construction estimation for change orders.
- Another \$71,372 in personnel costs related to a new Electrical Engineer position to support the department with functions such as electrical design and review of consultant deliverables.
- An increase of \$60,664 due to increases in health insurance and retirement costs.
- An increase of \$210,096 in salaries and benefits for a 4% across-the-board pay increase (with a \$1,200 minimum) for county employees, and 1% for performance-based pay awards as well as other compensation issues.

Operating changes in this budget, resulting in an increase of \$125,715, include:

- A decrease of \$133,175 for one-time costs incurred in FY 06 such as a transfer to the Exposition Center of \$125,000 as well as various move costs associated with FY 06 projects.
- A total of \$14,992 for resources to support the Planning and Design division.
- A total increase of \$59,732 related to FY 07 planned move costs.
- An additional \$31,285 in operating costs to support seven new custodial positions.
- An additional \$11,321 in operating costs to support two new maintenance positions.
- An additional \$7,880 in operating costs to support a new Project Management team.
- An additional \$4,740 in operating costs to support a new Electrical Engineer.
- An additional \$3,940 in operating costs to support a new Cost Estimator.
- An increase of \$125,000 for a one-time FY 07 subsidy of the Exposition Center.

## **FY 07 Capital Issues**

Capital equipment and capital projects included in the Adopted Budget from all sources, other than voter approved bonds, total \$8,110,206.

### ***Capital Equipment and Projects funded from CAR (\$4,040,705)***

- Centralized Space Costs for CAR Funded Projects Countywide (\$98,065)
- EOB Elevator Refurbishment (\$495,000)
- Upgrade Courthouse Fire Alarm System (\$224,000)
- Palm Square Sewer Line Upgrade (\$51,000)
- Collier Skylight Fall Protection (\$25,000)
- Granger Computer Room HVAC (\$19,170)
- East Rural Community Center HVAC Upgrade (\$132,000)
- Criminal Justice Center Elevator Controller (\$13,000)
- CJC 3<sup>rd</sup> Floor New Criminal Courts – Planning & Design (\$189,791)
- Smith Road – Texas Cooperative Extension (\$153,374)
- Airport Boulevard (5501 and 5555) FF&E (\$300,000)

- Reconfigure ITS Tape Library - Restroom Remodel (\$29,500)
- Collier Law Enforcement Center Crime Lab (\$52,000)
- Medical Examiner Facility Planning Study (\$75,000)
- Civil Courthouse Planning Study (\$199,835)
- Courthouse HVAC Replacement Phase III (\$960,548)
- Security Guard EOB – lockers (\$6,000)
- New Financial Systems Initiative – space costs (\$40,570)
- CSCD Centralized Diagnostic and Assessment Units (\$54,290)
- East Command Center Upgrades (\$27,000)
- Court Improvements (\$239,941)
- Rebudgeted Space Costs for Attorney II (\$3,000)
- Rebudgeted JP Traffic Enforcement Package (\$21,919)
- Rebudgeted Forensic Center Addition (\$23,000)
- Rebudgeted Courthouse HVAC Replacement Phase 2 (\$599,750)
- Rebudgeted Exposition Center Show Barn Arena Fence (\$7,952)

***Capital Projects funded out of New Certificates of Obligation (\$3,936,206)***

- 5555 Airport Boulevard (\$555,720)
- Eastside Service Center-Phase II (\$2,000,000)
- Post Road Renovation (\$1,380,486)

***Capital Projects funded out of Existing Certificates of Obligation (\$133,295)***

- 5501 Airport Boulevard (\$133,295)

In addition to the above capital projects and equipment, there is a total of \$14,784 for centrally budgeted ITS equipment (four new computers, phones and monitors) as well as \$75,000 in a new CO for centrally budgeted vehicles (three new vehicles). The Central Projects Department (97) also has a rebudgeted project totaling \$8,625 in FY 07 CAR related to planning and design for the new jail project.

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

**Purpose**

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

**Key Program Statistics**

**Adopted Budgets FY 04 – FY 07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 07-06</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Operating</b>	\$4,830,059	\$4,404,784	\$4,671,165	\$4,210,505	(\$460,660)
<b>Total</b>	\$4,830,059	\$4,404,784	\$4,671,165	\$4,210,505	(\$460,660)
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>FTE</b>	0.00	0.00	0.00	0.00	0.00

**FY 07 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.

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 FY 07 Adopted Budget for Centralized Facilities – Leases & Utilities has decreased by \$460,660 from the FY 06 budget. Operating changes in this budget include:

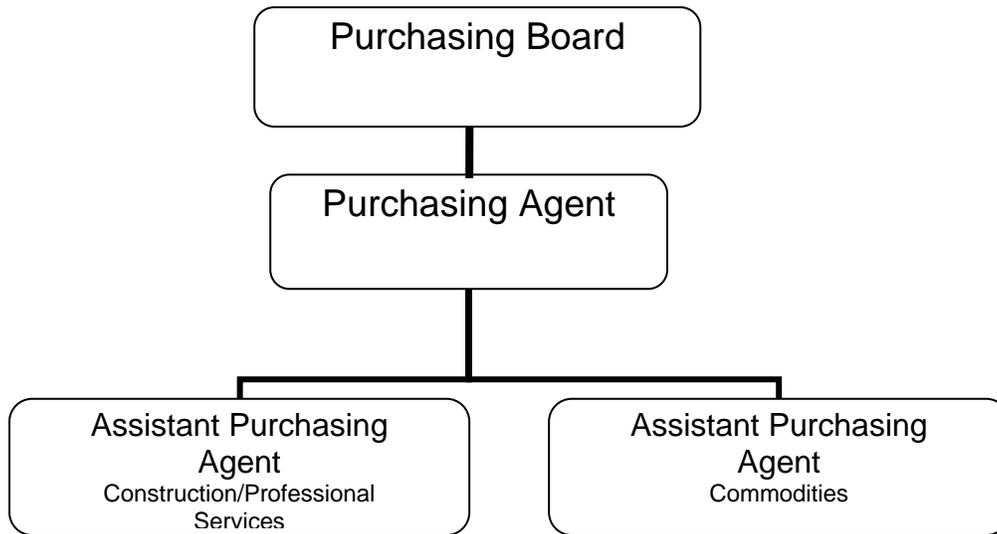
- A net decrease of \$833,162 in leases mainly related to moving into County owned space and eliminating leases.
- A total increase of \$372,502 for additional utility expenses related to fuel charge increases implemented in FY 06.

# 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 04 Actual	FY 05 Actual	FY 06 Actual	FY 07 Projected
Customer Satisfaction (1-6 Scale) ** Format changed in FY 06	5.5	5.5	**98%	90.0%
# of purchase orders processed	25,500	26,173	25,700	25,800
# of requisitions processed	26,800	28,907	27,000	28,000
# of Information for Bid/Request for Proposals' completed	210	134	175	175
# contracts written	275	297	275	288

**Adopted Budgets FY 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$1,771,650	\$1,937,576	\$2,035,147	\$2,173,261	\$138,114
Operating	\$235,327	\$270,327	\$345,327	\$399,577	\$54,250
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,006,977	\$2,207,903	\$2,380,474	\$2,572,838	\$192,364
FTE	30.0	30.0	30.0	30.0	0.0

**FY 07 Budget Issues**

The FY 07 Adopted Budget for the Purchasing Office includes an increase of \$192,364, or an 8.1% increase over the FY 06 Adopted Budget.

Personnel

Highlights of a \$138,114 increase in the personnel budget include:

- An increase of \$85,961 for compensation increases for rank and file employees comprised of a four percent across-the-board increase and one percent for performance-based pay awards and other compensation increases.
- An increase of \$22,471 due to changes in health insurance and retirement costs.
- An increase of \$6,252 for a five percent increase for the Purchasing Agent voted for by the Purchasing Board.
- An increase of \$23,432 to upgrade Slot 4 to a Purchasing Agent IV.
- A decrease of \$2 due to the department submitting its budget below the established target.

Operating

Highlights of a \$54,250 increase in the operating budget include:

- An increase of \$8,000 for creation of a dedicated HUB operating line item.
- An increase of \$17,000 for education and training.
- An increase of \$4,250 to upgrade Slot 4 to a Purchasing Agent IV.
- A decrease of \$50,000 for the removal of one time funds associated with completion of the HUB Second Generation Disparity Study.
- A \$75,000 increase in the special allocated reserve line item, due to Purchasing Board deferment of FY 06 reserve amount until FY 07.

**FY 07 Capital**

The FY 07 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of special projects	3	3	3	4
# of volunteer hours contributed	1,000	1,200	1,000	1100
# of marker applications processed	10	14	10	10
# of markers sponsored	1.0	1	2	1
# of publications sponsored	1	1	1	2

### Adopted Budgets FY 04-07

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,842	\$1,842	\$1,842	\$4,942	\$3,100
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,842	\$1,842	\$1,842	\$4,942	\$3,100
FTE	0.0	0.0	0.0	0.0	0.0

### FY 07 Budget Issues

#### Operating

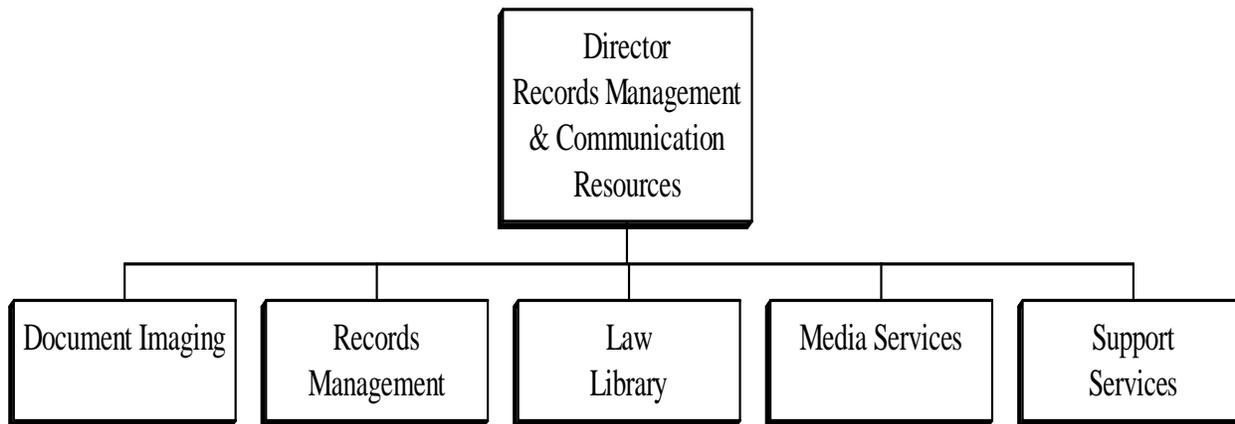
The Historical Commission's budget total for FY 07 increased \$3,100 from FY 06. The increase is due to \$100 allocated for extra historical markers and \$3,000 from a grant from the Texas Historical Commission to conduct historical surveys in Manor.

# 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, or digital image. 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 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of notaries performed by the information booth	3,980	4,000	2,351	3,500
# of work orders on County copier fleet	181	120	143	120
# of pieces of metered mail (annual)	1,402,801	1,310,000	1,310,000	1,325,000
# of new television programs produced	127	130	160	160
# of productions for website	10	10	20	25
# of turnaround days for press/copy jobs	7/10	7/10	10/14	10/14

**Adopted Budgets FY 04-07**

	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$1,011,203	\$1,079,487	\$1,002,804	\$1,082,625	\$79,821
Operating	\$2,360,962	\$2,303,676	\$2,568,126	\$2,540,661	(\$27,465)
CAR	\$32,000	\$165,000	\$75,000	\$53,000	(\$22,000)
Fund Total	\$3,404,165	\$3,548,163	\$3,645,930	\$3,676,286	\$30,356
FTE	22.55	22.55	20.55	21.05	0.50
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 07 Budget Issues**

The FY 07 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net increase of \$30,356 over the FY 06 Adopted Budget. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, and Records Management and Preservation Fund.

Personnel

Highlights of a \$79,821 increase in the personnel budget include:

- An increase of \$19,697 to consolidate funding in the General Fund for an Office Specialist that was previously split funded between the General Fund and the Records Preservation Fund (Fund 030).
- An increase of \$2,465 due to departmental reallocation from operating to personnel line items.
- An increase of \$12,311 for increases to health insurance and a lower retirement cost rate.
- An increase of \$45,348 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1% for performance-based pay awards and other compensation issues.

Operating

Highlights of the \$27,465 decrease in the operating budget include:

- A decrease of \$145,000 to account for one-time expenditures that were made in FY 06.
- A decrease of \$2,465 due to departmental reallocation from operating to personnel line items.
- An increase of \$120,000 for postage and offsite storage rate increases.

**FY 07 Capital Issues**

The FY 07 Adopted Budget includes \$53,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for a replacement digital audio mixer, field camcorder and printing press.

**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 \$854,000 in fee income and \$28,000 in interest income for FY 07. The Law Library has a beginning balance of \$574,338, for total fund revenue of \$1,456,338.

**Key Program Statistics**

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of hrs of non-computer assisted research	4,000	4,000	5,000	5,000
% of collection in electronic format	35%	40%	55%	55%
% of manual reference requests completed on day of inquiry	99%	120%	99%	99%
% of new materials processed in one week to keep collection current	99%	99%	85%	99%
# of CD-ROM searches on library workstations	900	800	600	600

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$363,315	\$390,160	\$404,178	\$484,404	\$80,226
Operating *	\$762,546	\$736,138	\$923,947	\$971,934	\$47,987
Total	\$1,125,861	\$1,126,298	\$1,328,125	\$1,456,338	\$128,213
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.35	6.35	6.35	7.35	1.00

\* Operating includes the Allocated Reserve for Fund 011.

**FY 07 Budget Issues**

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In FY 07, the Adopted Budget for the Law Library includes a net increase of \$128,213 over the FY 06 Adopted Budget. In FY 07, the Law Library has an Allocated Reserve of \$521,445, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 07 is \$60,673 more than the FY 06 Allocated Reserve amount of \$460,772.

Personnel

Highlights of an \$80,226 increase in the personnel budget include:

- An increase of \$56,396 due to the transfer of an FTE from Fund 030 to Fund 011.
- An increase of \$5,261 for increases to health insurance and the retirement cost rate.
- An increase of \$17,123 in salaries and benefits for a 4% across-the-board pay increase for county employees and 1% for performance-based pay awards and other compensation issues.
- An increase of \$1,446 due to departmental reallocation from operating to personnel line items.

Operating

Highlights of a \$47,987 increase in the operating budget include:

- A decrease of \$11,240 for FY 06 one-time expenditures.
- A decrease of \$1,446 due to departmental reallocation from operating to personnel line items.
- An increase of \$60,673 in the Fund's Allocated Reserve to balance the budget to the certified revenue estimate.

**FY 07 Capital Issues**

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There are no capital items funded in the FY 07 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 \$311,000 in fee income and \$7,000 in interest income for FY 07. The Records Management and Preservation Fund has a beginning balance of \$202,797 for total fund revenue of \$520,797.

**Key Program Statistics**

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of Cu. Ft. records sent to off-site storage	10,000	10,800	8,500	8,500
Total # Cu. Ft. in offsite storage at year end	131,640	143,600	155,000	160,000
# Cu. Ft. permanently removed from offsite storag	2,357	1,600	1,000	1,000

**Adopted Budgets FY 04-07**

	FY 04	FY 05	FY 06	FY 07	Diff FY 07-06
Personnel	\$223,856	\$238,478	\$246,643	\$238,269	(\$8,374)
Operating *	\$135,463	\$186,654	\$220,919	\$282,528	\$61,609
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$359,319	\$425,132	\$467,562	\$520,797	\$53,235
FTE	4.70	4.70	4.70	3.70	(1.00)

\* Operating includes the Allocated Reserve for Fund 030.

**FY 07 Budget Issues**

In FY 07, the Adopted Budget includes an increase of \$53,235 over the FY 06 Adopted Budget. In FY 07, the Records Management and Preservation Fund has an Allocated Reserve of \$216,899, which is included in the operating budget row in the table above. The Allocated Reserve for FY 07 is \$39,874 more than the FY 06 Allocated Reserve of \$177,025. To allow

Fund 030 to absorb increases in offsite storage costs and the portion of the RMCR Director's Salary formerly funded in Fund 028 (0.5 FTE), Slot 40 (1.0 FTE) was transferred to the Law Library Fund (Fund 011) and one FTE that was originally split between Fund 030 (0.5 FTE) and the General Fund was consolidated into the General Fund.

### Personnel

Highlights of an \$8,374 decrease in personnel include:

- An increase of \$2,651 to cover increases to health insurance and the retirement cost rate.
- An increase of \$10,710 to cover a 4% across-the-board pay increase for county employees and 1% for performance-based pay awards and other compensation issues.
- A decrease of \$21,735 due to departmental reallocation from personnel to operating line items.

### Operating

Highlights of the \$61,609 increase in the operating budget include:

- An increase of \$21,735 due to departmental reallocation from personnel to operating line.
- An increase of \$39,874 to balance against revenue in the Allocated Reserve for this fund.

## **FY 07 Capital Issues**

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There are no capital items funded in the FY 07 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 and for special records-related projects. 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 07, total fund revenue is certified at \$1,660,087, an increase of \$190,504 from FY 06. Of the total \$1,660,087 budget for this fund, Records Management and Communication Resources is budgeted \$253,959 in FY 07.

**Key Program Statistics**

Measures	FY 04 Actual	FY 05 Actual	FY 06 Projected	FY 07 Projected
# of images microfilmed	794,082	300,000	200,000	100,000
# of images scanned	1,850,000	200,000	700,000	200,000
# of Disc (COLD) reports created	2,600	250	250	250
# of microfilm images scanned	1,085,559	4,177,144	3,000,000	3,380,000

**Adopted Budgets FY 04-07**

Personnel	\$426,838	\$402,116	\$245,406	\$92,618	(\$152,788)
Operating	\$194,874	\$169,122	\$161,341	\$161,341	\$0
Capital	\$135,000	\$0	\$0	\$0	\$0
Total *	\$756,712	\$571,238	\$406,747	\$253,959	(\$152,788)
FTE	9.40	8.07	3.78	2.17	(1.61)

\*See County Clerk Records Management Fund (Fund 028) departmental budget for complete fund details.

**FY 07 Budget Issues**

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In FY 07, the Adopted Budget includes a decrease of \$152,788 from FY 06 due to impending completion of imaging work by Records Management for the County Clerk. This budget funds remaining work that is planned to be completed in December 2006. Beginning in FY 04, the County Clerk discussed with the Commissioners Court her desire to plan funding for imaging work on a project basis and that Fund 057 and Fund 028 special revenue funds would decrease support of Records Management over several years. The County Clerk advised that she wishes to contract with an outside vendor and has chosen to discontinue funding any new imaging projects in FY 07 and beyond. For FY 07, the County Clerk funded the remaining imaging work from Fund 028 only. In anticipation of this, the Commissioners Court approved an Imaging Division Reserve of \$309,874 to fund the division in the General Fund upon County Clerk project completion. In addition, portions of the RMCR Director and Imaging Division Manager salaries (1.61 FTE) were moved to Fund 030 and the General Fund, respectively. Going forward, the County Clerk has stated her intent to continue funding for her portion of offsite storage costs (\$161,341).

**FY 07 Capital Issues**

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The FY 07 Adopted Budget does not include any funding for capital equipment.

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

**Purpose**

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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 06 was the second year and last year that funding for the Records Management and Communication Resources Department is included in the County Clerk Archival Fund.

**Funding Source**

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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 07, total fund revenue is certified at \$1,238,981, a decrease of \$520,237 from FY 06. This decrease is the result of the spending down of the fund balance in FY 06. Of the total resources in this fund, Records Management and Communication Resources is budgeted \$0 in FY 07.

**Adopted Budget FY 05-07**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>Diff FY 07-06</b>
Personnel	\$53,520	\$227,276	\$0	(\$227,276)
Operating	\$1,428	\$1,428	\$0	(\$1,428)
Capital	\$0	\$0	\$0	\$0
Total	\$54,948	\$228,704	\$0	(\$228,704)
FTE	1.3	5.62	0	(5.62)

**FY 07 Budget Issues**

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For FY 07 this budget provides no funding for Records Management and Communications Resources work. Beginning in FY 04, the County Clerk discussed with the Commissioners Court her desire to plan funding for imaging work on a project basis and that Fund 057 and Fund 028 special revenue funds would decrease support of Records Management over several years. The County Clerk advised that she wishes to contract with an outside vendor and has chosen to discontinue funding any new imaging projects in FY 07 and beyond.