

## **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 Auditor
- County Clerk
- County Judge and Commissioners
- Facilities Management
- General Administration
- Historical Commission
- 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 Clerk is also a member of the Justice and Public Safety Program Area.

For display purposes it will be shown in this Program Area and not included in the Justice and Public Safety Program 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 2008 Adopted Budget, the General Government and Support Services Program Area contains 676.5 FTE. This Program Area has experienced an 11% growth (66.5 FTE) in staffing since FY 2005.

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 \$63,313,278 in FY 05 to \$83,150,938 in FY 08. This is an increase of \$19,837,660, or 31%. The year-to-year increase from FY 07 to FY 08 was \$10,823,474. 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 05.

In the FY 08 Adopted Budget, the General Government and Support Services Program Area have a total of \$9,682,624 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$5,509,285 in

funding from new Certificates of Obligation for capital projects and equipment.

Department	FY 05	FY 06	FY 07	FY 08	Difference FY 08-05	Percent Change
County Judge	5.00	5.00	5.00	5.00	0.00	0.0%
Commissioner #1	4.00	4.00	4.00	4.00	0.00	0.0%
Commissioner #2	4.00	4.00	4.00	4.00	0.00	0.0%
Commissioner #3	4.00	4.00	4.00	4.00	0.00	0.0%
Commissioner #4	4.00	4.00	4.00	4.00	0.00	0.0%
County Auditor	71.00	71.00	73.00	74.00	3.00	4.2%
County Clerk	101.00	103.00	103.00	103.00	2.00	2.0%
Facilities Management	97.00	98.00	112.00	116.00	19.00	19.6%
Texas Exposition Center	9.00	9.00	9.00	10.00	1.00	11.1%
Central. Facilities-Leases & Utilities	0.00	0.00	0.00	0.00	0.00	N/A
General Administration	0.00	0.00	0.00	0.00	0.00	N/A
Historical Commission	0.00	0.00	0.00	0.00	0.00	N/A
Human Resource Mgt.	27.00	27.00	33.00	33.00	6.00	22.2%
Information & Telecomm. Sys.	81.00	88.00	95.00	101.00	20.00	24.7%
Centralized Computer Services	0.00	0.00	0.00	0.00	0.00	N/A
Planning and Budget	13.00	14.00	14.00	14.50	1.50	11.5%
Purchasing	30.00	30.00	30.00	30.00	0.00	0.0%
Records Mgt & Comm Rsc.	43.00	41.00	41.50	41.50	(1.50)	-3.5%
Tax Assessor-Collector	112.00	116.00	122.00	126.50	14.50	12.9%
Treasurer	5.00	5.00	6.00	6.00	1.00	20.0%
<b>Total</b>	<b>610.00</b>	<b>623.00</b>	<b>659.50</b>	<b>676.50</b>	<b>66.50</b>	<b>10.9%</b>

	FY 05	FY 06	FY 07	FY 08	FY 08-05 Difference	Percent Change
County Judge	\$364,581	\$376,765	\$397,160	\$417,565	\$52,984	14.5%
Commissioner #1	\$279,201	\$289,039	\$304,938	\$328,296	\$49,095	17.6%
Commissioner #2	\$288,117	\$297,636	\$297,895	\$321,053	\$32,936	11.4%
Commissioner #3	\$265,642	\$279,044	\$309,032	\$326,014	\$60,372	22.7%
Commissioner #4	\$281,390	\$291,806	\$307,770	\$323,123	\$41,733	14.8%
General Administration	\$2,639,597	\$405,795	\$384,019	\$2,449,646	(\$189,951)	-7.2%
Historical Commission	\$1,842	\$1,842	\$4,942	\$1,942	\$100	5.4%
County Auditor	\$5,725,275	\$6,037,819	\$6,471,657	\$7,573,799	\$1,848,524	32.3%
County Clerk	\$6,071,640	\$7,213,348	\$7,178,635	\$8,576,068	\$2,504,428	41.2%
Facilities Management	\$8,654,235	\$9,007,963	\$11,281,551	\$12,090,553	\$3,436,318	39.7%
Central. Facilities-Leases & Utilities	\$4,404,784	\$4,671,165	\$4,210,505	\$4,148,671	(\$256,113)	-5.8%
Human Resources Mgt.	\$7,405,010	\$8,238,233	\$8,575,636	\$8,604,488	\$1,199,478	16.2%
Information & Telecomm Sys	\$12,569,699	\$14,009,406	\$15,533,540	\$16,521,652	\$3,951,953	31.4%
Centralized Computer Services	\$1,227,889	\$1,385,512	\$2,249,865	\$5,263,378	\$4,035,489	328.7%
Planning and Budget Office	\$1,257,887	\$1,303,336	\$1,378,083	\$1,481,131	\$223,244	17.7%
Purchasing	\$2,207,903	\$2,380,474	\$2,572,838	\$2,514,436	\$306,533	13.9%
Records Mgt/Comm Res	\$3,548,163	\$3,645,930	\$3,676,286	\$4,391,922	\$843,759	23.8%
Tax Assessor-Collector	\$5,726,997	\$5,877,249	\$6,715,744	\$7,310,340	\$1,583,343	27.6%
Treasurer	\$393,426	\$407,620	\$477,368	\$506,861	\$113,435	28.8%
<b>Total</b>	<b>\$63,313,278</b>	<b>\$66,119,982</b>	<b>\$72,327,464</b>	<b>\$83,150,938</b>	<b>\$19,837,660</b>	<b>31.3%</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 08**

	<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	\$411,065	\$324,296	\$316,053	\$321,014	\$318,123	\$1,690,551
Operating	\$6,500	\$4,000	\$5,000	\$5,000	\$5,000	\$25,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$417,565</b>	<b>\$328,296</b>	<b>\$321,053</b>	<b>\$326,014</b>	<b>\$323,123</b>	<b>\$1,716,051</b>
FTE	5	4	4	4	4	21

**County Judge (Dept. 01)**

**Mission Statement**

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

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
% of meetings attended by County Judge	98%	98%	98%	98%
% of agendas distributed by noon Weds.	97%	97%	97%	97%
Total number of agenda items	3,600	3,742	3,750	3,800
% of TABC permits processed within three days of receipt	98%	98%	98%	98%
Number of TABC hearings held	8	4	6	6
Number of phone calls received	26,400	26,700	26,600	26,800
Number of pieces of mail received	13,850	13,900	13,850	14,100

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$358,081	\$370,265	\$390,660	\$411,065	\$20,405
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$364,581	\$376,765	\$397,160	\$417,565	\$20,405
FTEs	5	5	5	5	0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the County Judge’s Office includes an increase of \$20,405, or a 5.1% increase compared to the FY 07 Adopted Budget.

Personnel

The \$20,405 increase in personnel includes:

- An increase of \$15,602 for compensation increases for rank and file employees comprised of a 3.5% percent across-the-board cost of living increase, and 2% percent for performance-based pay awards and market salary adjustments.
- An increase of \$5,193 for a salary and related benefit increase for the elected official.
- An increase of \$500 for longevity pay for staff.
- An increase of \$396 due to changes in life insurance and workers compensation rates.

- A decrease of \$1,286 due to the department submitting their budget \$1,286 below the established target.

Operating

There is no change to the operating budget from FY 07 to FY 08.

**FY 08 Capital**

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The FY 08 Adopted Budget includes no capital for this department.

**Commissioner, Precinct One (Dept. 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Number of agenda items sponsored	200	200	200	200
Total number of work orders referred to TNR for Precinct One	4,450	3,571	1,448	3,200
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	30	30	35	35
Number of letters written on behalf of constituents	75	570	600	500
Number of speeches/presentations given on various topics	55	84	60	70

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY08-07
Personnel	\$275,201	\$285,039	\$300,938	\$324,296	\$23,358
Operating	\$4,000	\$4,000	\$4,000	\$4,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$279,201	\$289,039	\$304,938	\$328,296	\$23,358
FTEs	4	4	4	4	0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$23,358, or a 7.7% increase compared to the FY 07 Adopted Budget.

Personnel

The \$23,358 increase in personnel includes:

- An increase of \$10,653 for compensation increases for rank and file employees comprised of a 3.5% percent across-the-board cost of living increase, a 2% percent for performance-based pay awards and funding for the FY06 market adjustment.
- A one time increase of \$7,430 of temporary salary and benefits in order to assist the office while other staff members are on extended leave.
- An increase of \$4,469 for a salary and related benefit increase for the elected official.
- An increase of \$500 for longevity pay for staff.
- An increase of \$306 due to changes in life insurance and workers compensation rates.

Operating

There is no change to the operating budget from FY 07 to FY 08.

**FY 08 Capital**

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The FY 08 Adopted Budget includes no capital for this department.

**Commissioner, Precinct Two (Dept. 03)**

**Mission Statement**

To promote sound and just policy and bring accessibility of county government to the citizens of Travis.

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Constituent Database Increase efficiency within Commissioners Court, including paperless backups for agenda items, increased recycling programs				

No Departmental Performance Measures were included in their budget submission. The department states: "As a first-term Commissioner, there are no trends to base performance on, but an infinite number of possibilities to achieve and goals to work toward."

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$283,117	\$292,636	\$292,895	\$316,053	\$23,158
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$288,117	\$297,636	\$297,895	\$321,053	\$23,158
FTEs	4	4	4	4	0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$23,158, or a 7.8% increase compared to the FY 07 Adopted Budget. A new first term Commissioner began her term in January 2007.

Personnel

The \$23,158 increase in personnel include:

- An increase of \$12,486 for compensation increases for rank and file employees comprised of a 3.5% percent across-the-board increase and 2% percent for performance-based pay awards and other compensation increases and additional funding for FY06 market salary adjustments.

- An increase of \$5,890 due to a technical correction to slot 3, Executive Assistant to increase the position's pay grade from 14 to 16 to be in agreement with the FY06 Market Salary Survey.
- An increase of \$4,469 for a salary and related benefit increase for the elected official (of which the salary increase was not accepted by the elected official).
- An increase of \$313 due to changes in life insurance and workers compensation rates.

### Operating

There is no change to the operating budget from FY 07 to FY 08.

### **FY 08 Capital**

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The FY 08 Adopted Budget includes no capital funding for this department.

## Commissioner, Precinct Three (Dept. 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Number of internal/external TNR work orders handled for Precinct Three	4,200	5,800	5,000	5,000
Number of committees and boards on which the Commissioner, Precinct Three serves	16	14	14	13
Number of agenda items sponsored	300	500	400	450
Number of Precinct Three maintained road miles	630	630	626	630
Number of subdivision plats submitted	280	280	275	250
Number of mail/email received	4,000/17,000	4,000/20,000	4,000/19,000	4000/20,000
Number of phone calls received	11,500	13,000	13,000	13000
Number of meetings attended by the Commissioner and Staff	2,500	3,500	3,000	2,500

### Adopted Budgets FY 05-08

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$260,642	\$274,044	\$304,032	\$321,014	\$16,982
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$265,642	\$279,044	\$309,032	\$326,014	\$16,982
FTEs	4	4	4	4	0

### FY 08 Budget Issues

The FY 08 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$16,982, or 5.5% more than the FY 07 Adopted Budget.

#### Personnel

The \$16,982 increase includes:

- An increase of \$11,700 for compensation increases for rank and file employees comprised of a 3.5 percent across-the-board increase and 2% percent for performance-based pay awards and other compensation increases and additional funding for FY06 market adjustments.
- An increase of \$4,469 for a salary and related benefit increase for the elected official (of which the salary increase was not accepted by the elected official).
- An increase of \$500 for longevity pay for staff.
- An increase of \$313 due to changes in life insurance and workers compensation rates.

### Operating

There is no change to the operating budget from FY 07 to FY 08.

### **FY 08 Capital**

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The FY 08 Adopted Budget includes no capital funding for this department.

**Commissioner, Precinct Four (Dept. 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of internal TNR work orders handled for Precinct Four	1,072	3,341	3,000	3,000
# of referrals made to HHS	608	613	600	600
# of referrals made to other departments within or outside Travis County	563	420	500	500
# of committees and boards on which the Commissioner, Precinct Four serves	15	15	15	15

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$276,390	\$286,806	\$302,770	\$318,123	\$15,353
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$281,390	\$291,806	\$307,770	\$323,123	\$15,353
FTEs	4	4	4	4	0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$15,353, or 5% over the FY 07 Adopted Budget.

Personnel

The \$15,353 increase in personnel includes:

- An increase of \$10,376 for compensation increases for rank and file employees comprised of a 3.5% percent across-the-board increase and 2% percent for performance-based pay awards and other compensation increases and additional funding for FY06 market adjustments.
- An increase of \$4,469 due for a salary and related benefit increase for the elected official.

- An increase of \$308 due to changes in life insurance and workers compensation rates.
- An increase of \$200 for longevity pay for staff.

Operating

There is no change to the operating budget from FY 07 to FY 08.

**FY 08 Capital**

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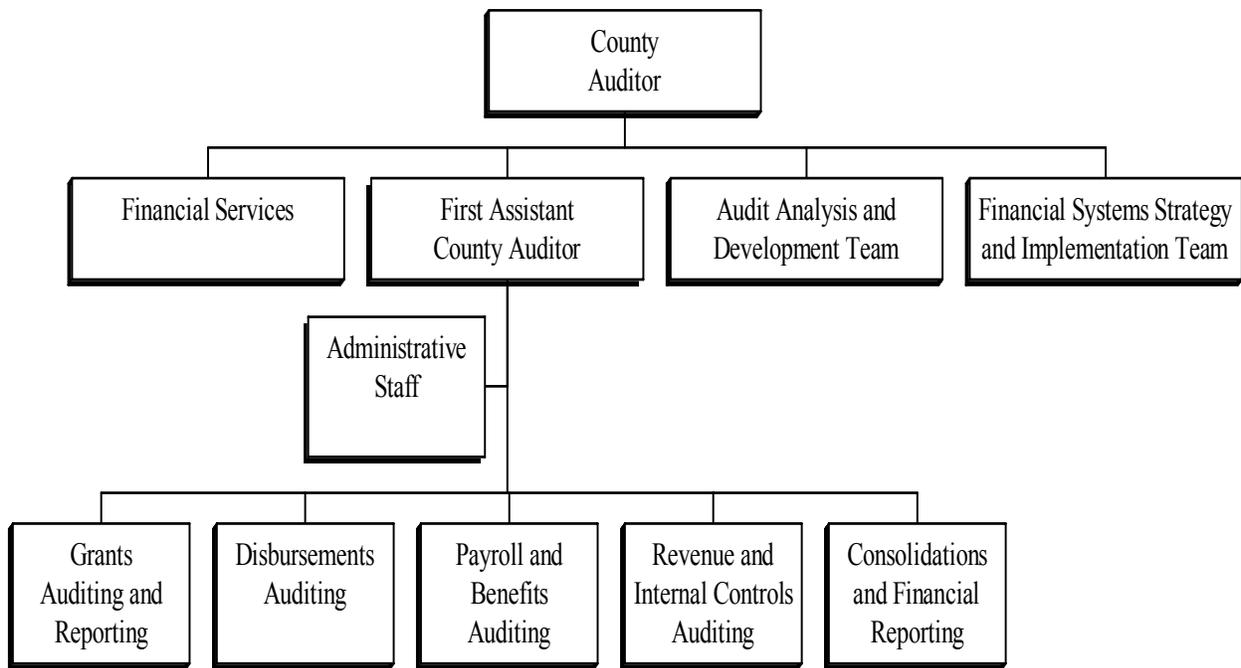
The FY 08 Adopted Budget includes no capital for this office.

# 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 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Projected</b>	<b>FY 08 Projected</b>
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100%	100% - pending GASB 45 impact
General Fund revenue as a percent of actual revenue	97.2%	95.6%	95-101%	95-101%

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$5,398,965	\$5,711,509	\$6,129,395	\$6,957,533	\$828,138
Operating	\$326,310	\$326,310	\$342,262	\$616,266	\$274,004
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$5,725,275	\$6,037,819	\$6,471,657	\$7,573,799	\$1,102,142
FTE (A)	71.0	71.0	73.0	74.0	1.0

**FY 08 Budget Issues**

In the FY 08 Adopted Budget, the County Auditor’s Office budget includes an increase of \$1,102,142, or a 17% increase from the FY 07 Adopted Budget. (See note B).

Personnel

The \$828,138 increase in personnel expense includes:

- An increase of \$320,730 for rank and file compensation increases including benefits to be distributed in accordance with guidelines approved by the District Judges.
- An increase of \$44,915 in salary and benefits to fund career ladders.
- An increase of \$5,156 due to changes in life insurance and workers comp costs.
- An increase of \$79,062 in salary and benefits for funding for a Community Block Development Grant (CDBG) Financial Analyst III.
- An increase of \$199,425 in the salary and benefits line items for FTE associated with the Auditor’s New Financial System Development.
- An increase of \$176,614 for annualization costs associated with a Database Administrator II and a Business Consultant II authorized mid-year FY 07 for initiation of the Travis County New Financial System.
- An increase of \$450 for a technical correction to the department’s FICA OASDI line item.
- An increase of \$1,786 due to due to departmental reallocation from operating to personnel line items.

Operating

The \$274,004 increase in operating expense includes:

- An increase of \$20,051 in the professional development costs for department employees.
- An increase of \$25,098 in maintenance agreement line items for technology equipment.
- An increase of \$4,000 for operating and training resources associated with the initiation of the New Financial System project.
- An increase of \$112,500 to begin project planning for implementing an Identity Management Architecture that is required to support the New Financial System.
- An increase of \$4,091 for operating costs associated with the CDBG Financial Analyst III position.
- One time funding of \$110,050 for operating, training, and purchased services associated with the initiation of the New Financial System project.
- A decrease of \$1,786 due to due to departmental reallocation from operating to personnel line items.

**FY 08 Capital Issues**

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The FY 08 Adopted Budget includes no capital funding for this department.

Notes:

- (A) From FY 03 to FY 06 the office has had 71 authorized positions, although the Adopted Budget contained 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. In FY 08, the Commissioners' Court funded one new slot effective 10/1/07 that was authorized on June 5, 2007.
- (B) The County Auditor did not request for the FY 08 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 07 budget within the 5% statutory limit would have been \$6,938,882. Therefore, the FY 08 Adopted Budget of \$7,573,799 equals a \$634,917 increase or a 9.15% increase from the FY 07 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 2005 Actual	FY 2006 Actual	FY 2007 Projected	FY 2008 Projected
Number of cash receipts processed	11,937	11,803	11,500	11,500
Number of warrants processed	58,012	58,670	55,000	55,000
10% service fee retained for prompt filing	\$307,741	\$375,978	\$425,000	\$450,000

### Adopted Budgets FY 05-08

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$273,671	\$287,865	\$356,807	\$386,300	\$29,493
Operating	\$119,755	\$119,755	\$120,561	\$120,561	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$393,426	\$407,620	\$477,368	\$506,861	\$29,493
FTE	5.0	5.0	6.0	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 08 Budget Issues

The FY 08 Adopted Budget for the Treasurer's Office has increased \$29,493 when compared to the FY 07 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 \$4,323.
- An increase of \$16,372 in salaries and benefits for a 3.5% across-the-board pay increase (with a \$1,050 minimum) for county employees and 2% for performance-based pay awards and other compensation issues including market adjustments.
- An increase of \$423 due to increases in life insurance and workers compensation costs.

- An increase of \$8,375 for annualized personnel actions mostly related to the Human Resources job study implemented in FY 07.

**FY 08 Capital Issues**

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The FY 08 Adopted Budget does not include any funding for capital items for this department.

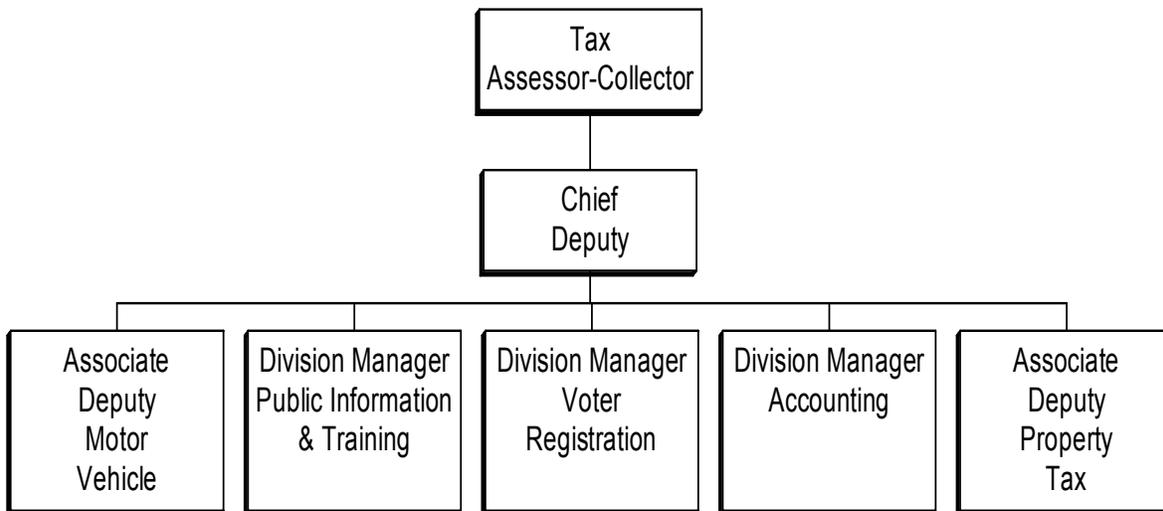
## Tax Assessor-Collector (08)

### 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
<b>Public Training &amp; Information:</b>				
# of Taxpayer demands	384,204	423,441	427,341	427,341
<b>Property Tax:</b>				
Posted Tax Payments by "Remittance Processing Device"	166,804	167,444	167,217	192,300
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	77,385	120,075	107,150	110,364
# of walk-in customers	131,389	197,234	127,058	130,870
<b>Voter Registration:</b>				
# of voter applications received	129,429	127,172	105,000	171,000
# of registered voters	534,892	558,374	540,000	570,000
<b>Accounting:</b>				
Total collections (all jurisdictions)	\$1.7b	\$1.9b	\$2.1b	\$2.3b

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$5,280,595	\$5,589,708	\$6,107,564	\$6,841,623	\$734,059
Operating	\$276,681	\$287,541	\$608,180	\$447,517	(\$160,663)
CAR	\$169,721	\$0	\$0	\$21,200	\$21,200
Total	\$5,726,997	\$5,877,249	\$6,715,744	\$7,310,340	\$594,596
FTE	112	116	122	126.5	4.5
Other Capital (A)	\$0	\$0	\$0	\$0	0

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

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the department includes an increase of \$594,596 increase over the FY 07 Adopted Budget.

Personnel changes in this budget, resulting in an increase of \$734,059, include:

- An increase to the elected official’s salary and benefits of \$5,180.
- An increase of \$8,423 due to net increases in life insurance and workers’ compensation costs.
- An increase of \$359,141 in salaries and benefits for a 3.5% across-the-board pay increase (with a \$1,050 minimum) for county employees and 2% for performance-based pay awards and other compensation issues including market adjustments.
- A decrease totaling \$2,843 adjusting the department’s salary savings benefits.
- The Tax Office internally reallocated \$188,479 from its operating budget to its personnel budget in order to internally fund the addition of five new positions (4.5 FTE). These positions include a Lead Tax Compliance Officer for collections related to a new County Court at Law; a Tax Supervisor and two Tax Compliance Officers for the County’s Collections Program and a half-time Tax Specialist I for the Precinct 3 substation.
- An increase of \$175,679 for annualized personnel actions mostly related to the Human Resources job study implemented in FY 07.

Operating changes in this budget, resulting in a decrease of \$160,663, include:

- A total of \$3,000 was added to support a Remittance Processing Device purchased mid-year in FY 07.
- \$188,479 was transferred from the personnel budget to the operating budget.
- \$24,816 was added to the Voter Registration Division to transfer to Fund 018 (Voter Registration Fund). These funds will be returned to the General Fund at a later date, once reimbursement is received from the State of Texas.

**FY 08 Capital**

The department received \$21,200 for an encoder machine; two cash registers and two bill counters in FY 08.

**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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Total number of budget requests reviewed for Preliminary Budget (General Fund & Capital)	470	332	410	417
Total value of budget requests reviewed for Preliminary Budget:				
General Fund \$	\$10,495,703	\$24,948,233	\$33,507,986	\$33,414,102
Other Funds \$	\$12,052,455	\$11,379,411	\$16,117,761	\$9,500,409
Capital \$	\$28,053,403	\$22,136,778	\$37,042,036	\$45,488,907
Percentage of PBO budget recommendations in Adopted Budget	100%	100%	100%	100%
County Bond Rating	AAA	AAA	AAA	AAA
Number of Budget adjustments processed	7,679	7,700	7,922	8,000
Number of Personal Action Forms processed	3,775	2,915	3,258	3,400
End of Year Balance of Allocated Reserve (adjusted)/ Percent of Reserve Spent	\$136,566 93%	\$210,523 92%	\$462,037 86%	\$ 638,967 84%

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$1,133,380	\$1,240,649	\$1,315,116	\$1,418,170	\$103,054
Operating	\$124,507	\$62,687	\$62,967	\$62,967	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,257,887	\$1,303,336	\$1,378,083	\$1,481,137	\$103,054
FTE	13	14	14	14.5	0.5
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

**FY 08 Budget Issues**

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The FY 08 Adopted Budget for the Planning and Budget Office has increased \$103,054 when compared to the FY 07 Adopted Budget. These increases occurred exclusively within the department's personnel budget as highlighted below:

- A net decrease totaling \$1,468 related to the annualization of FY 07 personnel actions.
- An increase of \$26,212 for a 0.5 FTE increase to make a part-time Financial Analyst full-time related to work done for the Healthcare District.
- An increase of \$5,088 related to approved career ladder increases.
- An increase of \$71,934 in salaries and benefits for a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues including market adjustments.
- An increase of \$1,288 due to increases in life insurance and workers compensation costs.

**FY 08 Capital Issues**

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The FY 08 Adopted Budget does not include any funding for capital items for this department.

## General Administration (Dept. 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 Urban Counties (TUC), contracts for services that are for countywide purposes, performance-based pay for the Executive Managers, and transfers from the General Fund to other County funds.

### Adopted Budgets FY 05-08

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	(\$1,239,460)	(\$1,703,366)	(\$1,725,142)	\$11,877	\$1,737,019
Operating	\$3,879,057	\$2,109,161	\$2,109,161	\$2,437,769	\$328,608
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,639,597	\$405,795	\$384,019	\$2,449,646	\$2,065,627
FTEs	0	0	0	0	0

### FY 08 Budget Issues

The FY 08 Adopted Budget for the General Administration General Fund budget includes an increase of \$2,065,627.

#### Personnel

The \$1,737,019 increase in personnel includes:

- An increase of \$1,731,517 from moving the Hospitalization Contra Account to the new Department 89 General Administration.
- An increase of \$11,877 for FY 07 compensation increases for Travis County Executive Managers.
- A decrease of \$6,375 for compensation increases awarded to Travis County Executive Managers in FY 07 and subsequently transferred to their respective departments.

#### Operating

The \$328,608 increase in the operating budget includes:

- \$289,608 increase in fees to the Travis Central Appraisal District.
- \$24,000 increase in the legislative services contract.
- \$14,000 increase to join the National Association of Counties.
- \$1,000 increase for the Capital Area Council of Governments (CAPCOG) fee.

### FY 08 Capital Issues

The FY 08 Adopted Budget includes no capital funding for this department.

**Hospitalization Contra Account (Dept. 89)**

**Mission Statement**

This new department was created to contain the hospitalization contra account. The contra account reflects the savings that occur when employees decline health insurance from the Travis County health care provider or when there is a vacant slot in any of the departments.

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	\$0	\$0	(\$4,155,683)	(\$4,155,683)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$0	\$0	(\$4,155,683)	(\$4,155,683)
FTEs	0	0	0	0	0

**FY 08 Budget Issues**

The contra account has increased by \$2,424,166 going from (\$1,731,517) in FY07 to (\$4,155,683) in FY08. This new calculation will better reflect the actual savings generated by those employees that decline health insurance or an employment vacancy.

## Human Resources Management (11)

### General Fund

**Mission Statement**

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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**

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

**Key Program Statistics**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
# of positions posted	650	524	355	800
# of PAF's processed	13,211	11,842	16,808	16,728
# of consultations with hiring managers, personnel liaisons and applicants	1,600	10,000	12,100	12,150
# of TCHR/EEO complaints filed	14	3	6	6
# of outreach contacts to recruit a qualified and diverse workforce	5,000	17,000	18,150	18,250
# of classification analysis	1,500	1,110	1,000	1,000
# of positions market surveyed	1,600	1,100	1,000	1,000

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$1,394,345	\$1,446,526	\$1,506,096	\$1,534,946	\$28,850
Operating	\$6,010,665	\$6,791,707	\$7,069,540	\$7,069,542	\$2
CAR	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	<b>\$7,405,010</b>	<b>\$8,238,233</b>	<b>\$8,575,636</b>	<b>\$8,604,488</b>	<b>\$28,852</b>
FTE	15.66	15.66	15.66	15.66	0.00

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the department includes an increase of \$28,852 or a 3.4% increase over the FY 07 Adopted Budget.

Personnel

Highlights of a \$28,850 increase in personnel expense include:

- An increase of \$58,336 for compensation comprised of a 3.5% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$1,228 due to changes in life insurance and workers compensation costs.
- A decrease of \$23,407 due to changes in budgeted salary savings for the office.
- A decrease of \$5,583 for a correction related to two positions that moved to the Employee Benefits Fund in FY 07.
- A decrease of \$1,722 for the removal of one-time salary savings increased awarded in FY 07.
- A decrease of \$2 due to a reallocation from personnel to the operating budget.

Operating

- The operating budget was increased by \$2 compared to FY 07 as the result of a reallocation from the personnel budget.

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

**Purpose**

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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 1999, but Travis County was required by contract to maintain a claims reserve for seven years. These resources totaled \$479,831 in FY 06 and have since been removed from the budget.

**Funding Source**

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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. The County has been able to reduce the employer contribution toward workers compensation based on a beneficial claims record in recent years and actuarial projections. A total of \$333,824 has been reduced from the General Fund contribution toward the workers compensation program in the Risk Management Fund as result of these new reduced rates.

In addition, 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 08 will be the second year of a planned four year reduction. The fund has \$18,491,123 in available resources for FY 08 and a reserve of \$12,548,685.

**Key Program Statistics**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Number of Safety Training Sessions	25	110	110	120
Annual number of safety inspections for all departments	55	52	52	52
Loss prevention to County property (# of Claims)	100	240	125	52
# of alcohol and drug tests conducted	330	340	330	350

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$873,202	\$900,166	\$978,884	\$1,010,837	\$31,953
Operating	\$11,936,537	\$12,695,222	\$14,591,723	\$17,480,286	\$2,888,563
Total	\$12,809,739	\$13,595,388	\$15,570,607	\$18,491,123	\$2,920,516
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.34	6.34	7.34	7.34	0.0

**FY 08 Budget Issues**

In the FY 08 Adopted Budget, the Risk Management Fund budget increased by \$2,920,516, or 18.76% compared to the FY 07 Adopted Budget.

Highlights of the \$31,953 increase in the personnel budget include:

- An increase of \$31,334 for compensation comprised of a 3.5% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$621 due to changes in life insurance and workers compensation costs.
- A decrease of \$2 due to a reallocation from personnel to the operating budget.

Highlights of the \$2,888,563 increase in the operating budget include:

- An increase of \$2,892,427 in catastrophic reserves due to changes in fund balance.
- An increase of \$2 due to a reallocation from personnel to the operating budget.
- A decrease of \$3,866 for the removal of one-time expenses associated with an FTE added in FY 07.

## 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
<b>Measures for administration of benefits</b>				
# of current/former employees assisted with benefit issues (phone)	3,800	5,800	5,200	5,500
# of current/former employees assisted with benefit issues (walk-ins)	700	575	400	400
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	3,600	3,750	4,000	4,195
<b>Measures for Employee Health Clinic</b>				
Number office visits	3,414	3,045	3,650	5,544
Number of employees attending Wellness Programs	722	291	250	480
Number of employees attending Health Education programs	N/A		500	600
Number of employee having physicals	190	169	390	680
Number of employees in disease Management	348	567	250	500
Number of employees having hearing screenings	N/A	446	375	375

**Funding Source**

The FY 08 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$70,683,196 that are derived from the following sources: premiums charged to County departments (\$32,317,008), premiums charged to employees and retirees (\$6,058,500), pooled cash investments (\$750,000), rebates from the pharmacy contract and United Health Care (\$450,000), COBRA premiums (\$107,688), and fund balance (\$31,000,000).

**Adopted Budget FY 05-08**

	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>Diff FY 08-07</b>
<b>Personnel</b>					
HRMD	\$314,005	\$424,353	\$847,674	\$897,644	\$49,970
ITS	\$0	\$0	\$81,154	\$85,280	\$4,126
<b>Personnel Total</b>	\$314,005	\$424,353	\$928,828	\$982,924	\$54,096
<b>Operating</b>					
HRMD	\$38,028,708	\$48,383,368	\$63,143,131	\$69,698,483	\$6,555,352
ITS	\$0	\$0	\$352,711	\$1,789	(\$350,922)
<b>Operating Total</b>	\$38,028,708	\$48,383,368	\$63,495,842	\$69,700,272	\$6,204,430
<b>Total</b>	\$38,342,713	\$48,807,721	\$64,424,670	\$70,683,196	\$6,258,526
FTE	5.0	5.0	11.0	11.0	0.0

**FY 08 Budget Issues**

In the FY 08 Adopted Budget, the Employee Health Benefits Fund HRMD budget increased by \$6,605,322, or 9.36% compared to the FY 07 Adopted Budget. The total budget for HRMD within the fund for FY 08 is \$70,596,127 and 10 FTE.

Prior to FY 07, 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 beginning in FY 07. Transfers of any vacancy premium savings will be reviewed in the future to determine if such a transfer is necessary, but a transfer for FY 08 is not anticipated at this time.

Beginning in FY 07, the fund 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 security systems related to the Health Insurance Portability and Accountability Act (HIPPA) data. The budget for this purpose within the fund is \$87,069 and is shown in the table above and additional details will be provided in the narrative for ITS (Department 12). The total budget for the fund including HRMD and ITS is \$70,683,196.

Personnel

Highlights of the \$49,970 increase in the personnel budget for HRMD include:

- An increase of \$42,870 for compensation comprised of a 3.5% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$5,583 for a correction related to two positions that moved from the General Fund in FY 07.
- An increase of \$872 due to changes in life insurance and workers compensation costs.
- An increase of \$645 due to a reallocation from the operating budget to personnel.

Operating

Highlights of the \$6,555,352 increase in the operating budget for the department include:

- An increase of \$8,081,294 in the Allocated Reserve of the fund compared to FY 07.
- A net decrease of \$1,496,765 for anticipated insurance claims based the FY 08 open enrollment and data provided by the actuary.
- A decrease of \$28,532 for the removal of one-time expenses budgeted in FY 07.
- A decrease of \$645 due to a reallocation to the personnel budget from operating.

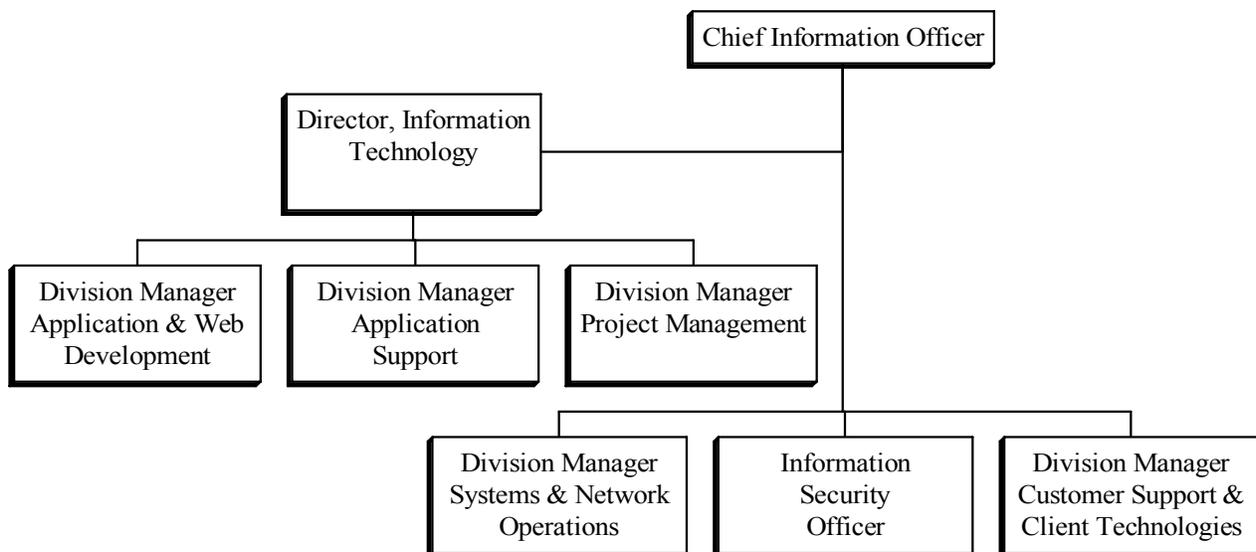
# Information and Telecommunication Systems (12)

## 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
File servers maintained	150	190	240	250
Average time to resolve critical Help Desk calls	2.5 Hrs	50 min	35 min	< 2.5 Hrs
Number of training classes offered	97	155	100	100
Number of in bound/out bound calls to the HelpDesk	57,643	50,080	54,000	50,000
Number of service requests resulting from calls received	38,102	46,554	36,000	50,000
Maintained Applications	21	24	30	38

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$6,724,444	\$7,138,271	\$8,225,496	\$9,073,167	\$847,671
Operating	\$5,343,331	\$5,922,367	\$6,687,394	\$7,065,964	\$378,570
CAR	\$501,924	\$948,768	\$620,650	\$382,521	(\$238,129)
Department Subtotal	\$12,569,699	\$14,009,406	\$15,533,540	\$16,521,652	\$988,112
Centralized Computer Services, General Fund only (Dept. 90)	\$1,227,889	\$1,385,512	\$2,249,865	\$5,263,378	\$3,013,513
Department Total including Centralized Computer Services	\$13,797,588	\$15,394,918	\$17,783,405	\$21,785,030	\$4,001,625
FTE	81.0	88.0	96.0	101.0	5.0
Other Capital (A)	\$817,571	\$2,099,000	\$2,420,554	\$2,628,285	\$529,285

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

**FY 08 Budget Issues**

The FY 08 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$988,112 from the FY 07 budget. The Information & Telecommunication Systems personnel budget increased by \$847,671 while the operating budget increased by \$378,570. One time CAR funded capital requests decreased by \$238,129 from FY 07.

Personnel

Highlights of the \$847,671 increase in the personnel budget include:

- An increase of \$337,802 for five new FTE (3 System Engineers, 1 Business Analyst II, 1 Application Support Division Manager).
- An increase of \$413,268 for compensation increases for rank and file employees comprised of a 3.5 percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$36,690 for temporary backfill employees required for the Fully Automated Courts Tracking System (FACTS) implementation.
- An increase of \$8,416 due to changes in life insurance and worker comp costs.
- An increase of \$28,500 for temporary personnel associated with the Inmate Telephone System contract.
- An increase of \$1,404 for Executive Manager compensation.
- An increase of \$68,000 to the target budget for internal reallocation from the department’s operating budget to its personnel budget.
- A decrease of \$2,567 due to the removal of one-time FY 07 performance-based pay.
- A decrease of \$45,231 due to expiration of a Special Project Temporary Employee slot.

- A decrease of \$17,789 due to a departmental salary savings revision.
- A net increase of \$19,178 for internal reallocation from the department's operating budget to its personnel budget.

### Operating

Highlights of the \$378,570 increase in the operating budget include:

- An increase of \$595,406 due to maintenance of current effort requests related to maintenance agreement costs, upgrades, licensing and professional services.
- An increase of \$114,957 for maintenance and one-time consulting costs associated with the Persysent and CITRIX application packages.
- An increase of \$473 for ITS costs associated with Facilities Management projects.
- A decrease of \$245,088 for one-time operating expenditures made in FY07.
- A decrease of \$68,000 to the target budget for internal reallocation from the department's operating budget to its personnel budget.
- A decrease of \$19,178 for internal reallocation from the department's operating budget to its personnel budget.

### **FY 08 Capital**

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ITS received \$382,521 in CAR funding for capital equipment and projects. In addition, the department received \$4,388,900 in capital funding for various new technology equipment and 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 (\$382,521):*

- Rebudget FY 07 funds for Tiburon Version 7 upgrade to the Public Safety Modules of the Integrated Justice System (IJS) (\$307,521)
- Rebudget FY 07 funds for Election Phone System replacement (\$75,000)

#### *Capital Equipment and Projects funded from CO's (\$2,628,285):*

- Version 7 upgrade to the Public Safety Modules of the Integrated Justice System (IJS) Phase II Implementation.

## **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 08 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 08 Adopted Budget for this department were previously budgeted in the ITS CAR accounts. The total FY 08 Adopted Budget for this department is \$5,263,378 (\$1,691,103 new, \$3,572,275 replacement) in the General Fund and \$127,146 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.

**Information and Telecommunication Systems (12)  
HIPAA Compliance Division  
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.

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**

The FY 08 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$70,683,196 that are derived from the following sources: premiums charged to County departments (\$32,317,008), premiums charged to employees and retirees (\$6,058,500), pooled cash investments (\$750,000), rebates from the pharmacy contract and United Health Care (\$450,000), COBRA premiums (\$107,688), and fund balance (\$31,000,000).

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY08-07
Personnel	\$0	\$0	\$81,154	\$85,279	\$4,125
Operating	\$0	\$0	\$352,711	\$1,790	(\$350,921)
CAR	\$0	\$0	\$0	\$0	\$0
Division Total	\$0	\$0	\$532,139	\$532,139	(\$346,796)
FTEs	0	0	1	1	0

**FY 08 Budget Issues**

The ITS HIPAA Compliance Division was created as the result of requirements identified during the FY 07 Budget Process. The total FY 08 Adopted Budget for this division is \$87,069 which funds an Information Security Analyst. This budget remains under the oversight and management control of Executive Manager for Administrative Operations.

Personnel

Highlights of the \$4,125 increase in the personnel budget include:

- An increase of \$4,045 for compensation increases for rank and file employees comprised of a 3.5 percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$80 due to changes in life insurance and worker comp costs.

Operating

Highlights of the \$350,921 decrease in the operating budget include:

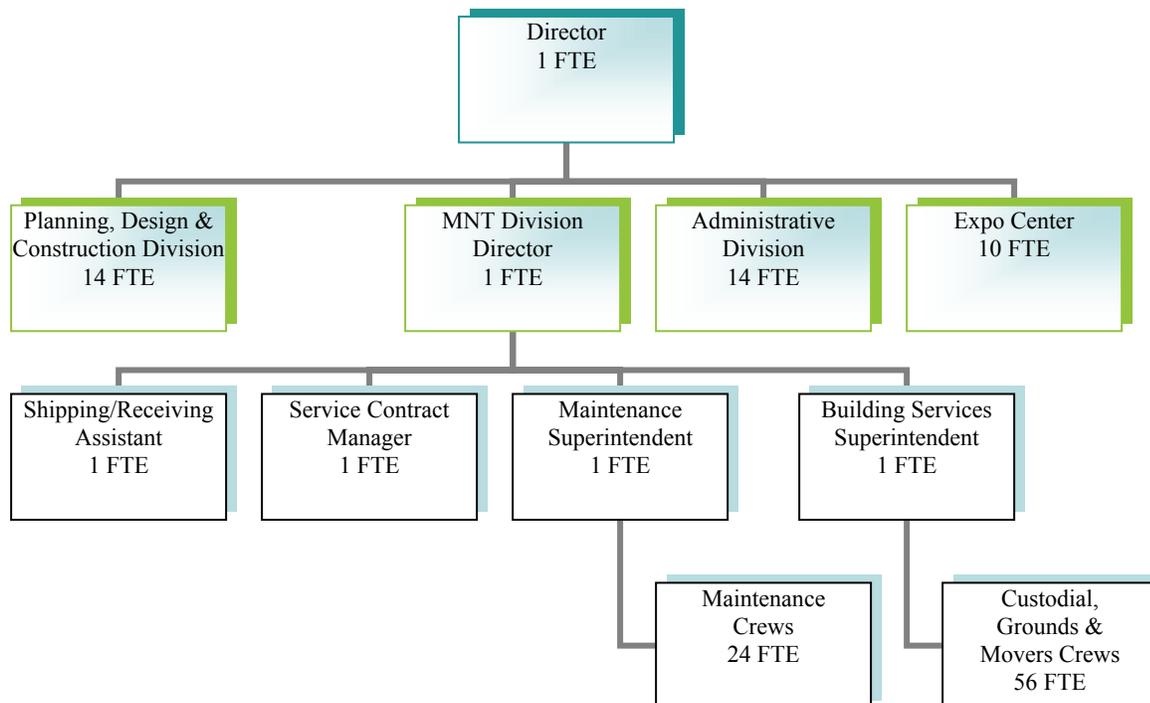
- A \$350,921 decrease in the operating budget due to the removal of one-time operating expenditures related to security technology equipment and software made in FY07.

# 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 05	FY 06	FY 07	FY 08
	Actual	Actual	Projected	Projected
% of correct pay applications processed w/ 7 days	90%	95%	97%	98%
% of acceptable invoices processed w/in 7 days	90%	97%	97%	98%
% of correct contract mods processed w/in 7 days	96%	96%	95%	96%
% of budget transfers processed w/in 48 hrs.	98%	98%	98%	100%
% of purchase requisitions processed w/in 7 days	96%	96%	95%	96%
Variation of construction contract modifications- Small projects	12%	11%	15%	15%
Medium projects	6%	10%	12.5%	12.5%
Large projects	6%	5%	10%	10%

<b>Measures</b>	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Projected</b>	<b>FY 08 Projected</b>
Construction schedule variance- Small projects	15%	17%	20%	20%
Medium projects	12%	13%	15%	15%
Large projects	12%	15%	10%	10%
Design contract modifications- Small projects	1%	2%	N/A	N/A
Medium projects	2%	1%	10%	10%
Large projects	2%	1%	5%	5%
Design schedule variance- Small projects	18%	16%	25%	25%
Medium projects	14%	14%	15%	15%
Large projects	14%	15%	10%	10%
% of grounds maintenance accomplished vs plan	85%	85%	86%	87%
Total call in job requisitions (excluding moves & recycle pick up)	556	629	615	605
Total call in job requests for lock and key services	405	515	500	500
% of Emergency Calls closed w/in 48 hrs.	100%	100%	95%	95%
% of maintenance job orders self-identified by dept	36%	34%	40%	40%
% of "routine" maintenance calls closed w/in target	72.9%	69.8%	85%	85%
Total maintenance call in job requests per month	258	298	350*	325*

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 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 07-08</b>
Personnel	\$4,419,381	\$4,637,273	\$5,423,419	\$5,948,758	\$525,339
Operating	\$1,614,732	\$1,691,712	\$1,817,427	\$2,199,770	\$382,343
CAR	\$2,620,122	\$2,678,978	\$4,040,705	\$3,942,025	(\$98,680)
<b>Department Total</b>	<b>\$8,654,235</b>	<b>\$9,007,963</b>	<b>\$11,281,551</b>	<b>\$12,090,553</b>	<b>\$809,002</b>
Centralized Leases & Utilities (Dept. 91)	\$4,404,784	\$4,671,165	\$4,210,505	\$4,148,671	(\$61,834)
<b>Department Total including Utilities and Leases</b>	<b>\$13,059,019</b>	<b>\$13,679,128</b>	<b>\$15,492,056</b>	<b>\$16,239,224</b>	<b>\$747,168</b>
FTE	97.0	98.0	112.0	116.0	4.0
Other Capital (A)	\$1,624,556	\$46,500	\$4,069,501	\$2,921,000	(\$1,148,501)

(A) Other Capital includes such sources as Certificates of Obligation and rebudgeted capital. Please note that the FY 05 Other Capital amounts have been restated above to not include CAR funded items. In addition, the full list of projects to be funded from CO's has not

been identified by Commissioners Court yet. The full list is expected to be completed in November 2007.

## **FY 08 Budget Issues**

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The FY 08 Adopted Budget for Facilities Management has increased by \$809,002 from the FY 07 budget. This increase is comprised of a \$525,339 increase in the personnel budget and a \$382,343 increase in operating funds, as well as a net decrease of \$98,680 in the CAR budget.

### Personnel

Changes in this budget, resulting in an increase of \$525,339, include:

- A decrease in the target budget of \$474 in one-time salary and benefits expenditures in FY 07.
- An increase of \$32,933 for the mid-year addition of a Building Security Guard for the Executive Office Building.
- An increase of \$87,958 for the annualization of several positions partially funded in FY 07.
- A decrease of \$110,012 due to the budgeting of a greater contra account for salary savings.
- A one-time increase of \$60,009 in salaries and benefits for the continuation of the Project Inspector for the Jail Expansion Project.
- An increase of \$4,592 for the increase in life insurance benefits.
- A decrease of \$13,190 to reflect lower worker's compensation insurance rates.
- An increase of \$302,805 for compensation increases for rank and file employees.
- An increase of \$50,994 for the addition of a Building Services Superintendent added during Budget Mark-Up.
- A one-time increase of \$44,006 for a Special Project Temporary who will provide administrative support to the Civil Courthouse Project.
- An increase of \$65,718 for the addition of two Building Security Guards for Palm Square and relief factor.

### Operating

Changes in this budget, resulting in an increase of \$382,343, include:

- A decrease of \$218,734 for one-time costs incurred in FY 07 including a transfer to the Exposition Center of \$125,000 as well as various move costs associated with FY 07 projects.
- An increase of \$125,000 for a subsidy to the Exposition Center Fund (Fund 501).
- An increase of \$239,937 for maintenance of current effort increases to line items that fund recurring and normal maintenance items.
- An increase of \$1,200 for the costs associated with a move related to office space renovation for the Domestic Relations Office.
- An increase of \$5,000 for the costs associated with the pending move of Drug Court to Post Road Courtroom space.
- An increase of \$1,940 for office supplies, software, and equipment for the new Building Services Superintendent.
- A one-time increase of \$200,000 for the continuation of Civil Courthouse Planning.

- An increase of \$10,000 for move costs related to the occupation of 910 Lavaca Street.
- An increase of \$18,000 for pending move costs related to the CSCD/MHMR Co-Location lease.
- There is a \$100,000 Earmark on Allocated Reserve for Civil Courthouse Planning.

### **FY 08 Capital Issues**

Capital equipment and capital projects included in the FY 08 Adopted Budget from all sources, other than voter approved bonds, total \$6,863,025.

#### ***Capital Equipment and Projects funded from CAR (\$3,942,025)***

- Security Equipment for Palm Square, \$39,000
- Security Equipment for Airport Road, \$55,718
- Radios for Building Security Guards, \$16,542
- Upgrade of USB Fire Alarm, \$157,000
- Building Security for Pct. 3 Office Buildings, \$61,000
- Furniture for New District Clerk Staff, \$2,600
- Public Lobby Seating for CJC Court Floors, \$98,786
- Refurbish Granger Garage Elevator, \$125,000
- East Rural Community Center HVAC Upgrade, \$99,561
- Emergency Cooling Connections, \$35,000
- Space Costs for Various Departmental Requests, \$204,984
- Canopy Structure for 5501 Airport Road, \$189,750
- Expanded parking at Starflight Headquarters, \$35,000
- Expanded Parking at Ray Martinez Building, \$175,000
- Renovation of USB 1<sup>st</sup> Floor for DRO Expansion, \$13,301
- S. Congress Roof Restoration, \$98,500
- Improvements and Equipment for Medical Examiner's Facility, \$66,980
- CJC 3<sup>rd</sup> Floor New Criminal Court Planning & Design, \$147,796
- Renovation of Pct. 3 Office Building, 2<sup>nd</sup> Floor for JP3, \$159,313
- Eastside Service Center, \$863,730 (rebudgeted from FY 07)
- Planning/Programming for New Pct. 1 Office Building, \$50,000
- Drug Court Renovation at Post Road, \$400,081
- 910 Lavaca St. Renovation, \$199,938
- Cabling/IT Equipment for CSCD/MHMR Co-Location Lease Space, \$49,797
- Cabling/IT Equipment for CSCD Day Treatment Center, \$116,160
- Heman Marion Sweatt Courthouse HVAC Replacement, Phase IV, \$246,600
- Refurbishment of EOB Elevators, \$217,388 (rebudgeted from FY 07)
- Thermal Imager for Maintenance Division, \$17,500

#### ***Capital Projects funded out of New 20-Year Certificates of Obligation (\$2,325,000)***

- Purchase of 910 Lavaca Street Building, \$2,325,000

#### ***Capital Projects funded out of New 5-Year Certificates of Obligation (\$7,392,242)***

- Eastside Service Center Water and Wastewater Construction, \$556,000

- Eastside Service Center FFE/ITS/Security, \$991,539
- New CSCD 72 Bed Smart Building, \$2,723,515
- CJC/Gault Renovations, \$3,121,188

***Capital Projects funded out of Existing Certificates of Obligation (\$40,000)***

- Power Sweeper/Scrubber for the Expo Center, \$40,000

There is also a \$25,000 Earmark on the CAR Reserve for the Eastside Service Center Project.

In addition to the above capital projects and equipment, there is a total of \$3,405 funded centrally in ITS for one new computer and one single line telephone.

Funding of \$50,000 for two replacement vehicles, \$25,000 for a new vehicle for the additional Building Security Guards, and \$17,000 for two replacement riding mowers is budgeted centrally in Transportation and Natural Resources.

An additional \$6,808,351 is budgeted in the Central Projects Department (97) for the construction of the Jail Expansion Project. These are long-term CO funds.

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

**Purpose**

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

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 08-07</b>
Operating-Leases	\$0	\$0	\$858,670	\$488,880	(\$369,790)
Operating-Utilities	\$0	\$0	\$3,351,835	\$3,659,791	\$307,956
<b>Total</b>	<b>\$4,404,784</b>	<b>\$4,671,165</b>	<b>\$4,210,505</b>	<b>\$4,148,671</b>	<b>(\$61,834)</b>
Capital	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00

**FY 08 Budget Issues**

The FY 08 Adopted Budget for Centralized Facilities – Leases & Utilities has decreased by \$61,834 from the FY 07 budget. For FY 07 and FY 08, PBO is breaking out the operating budget to isolate the changes in leases and utilities. Prior to FY 07, the operating budget was reported as one number.

Changes in this budget include:

- A decrease of \$369,790 in leases mainly related to the County’s strategy to move into County owned space and minimize the use of lease space.
- An increase of \$307,956 for additional utility expenses related to fuel charge increases implemented in FY 07 and the opening of new county facilities.

There is also an earmark of \$112,000 on Allocated Reserve for the pending lease for the CSCD Day Treatment Center.

**Exposition & Heritage Center – Fund 501**

**Purpose**

The multi-purpose Exposition & Heritage Center hosts events such as receptions, concerts, trade shows, and livestock and horse shows. The Center provides affordable meeting space to Travis County citizens and organizations and contributes to the local economy by attracting out-of-county patrons.

**Funding Source**

The Exposition & Heritage Center generates revenue for this fund by charging facility rental and service fees. The fund also receives a percentage of the concessions revenue generated. Finally, Commissioners Court subsidizes the fund with a \$125,000 transfer from the General Fund. The certified revenue of \$1,126,609 in this special fund is comprised of \$227,701 in beginning fund balance, \$328,800 in charges for services, \$8,000 in interest income, \$437,100 in miscellaneous revenue, and the \$125,000 General Fund subsidy.

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 08-07</b>
Personnel	\$470,884	\$493,422	\$520,229	\$578,667	\$58,438
Operating	\$526,308	\$661,102	\$550,541	\$547,934	(\$2,607)
<b>Total</b>	<b>\$997,192</b>	<b>\$1,154,524</b>	<b>\$1,070,770</b>	<b>\$1,126,601</b>	<b>\$55,831</b>
Capital*	\$0	\$0	\$0	\$0	\$0
FTE	9.00	9.00	9.00	10.00	1.00

\* For the past several fiscal years, capital funding for the Exposition & Heritage Center has been budgeted in the General Fund’s Capital Acquisition Resources (CAR) Account or other capital budget due to the Expo Center & Heritage Center’s Special Fund being unable to accommodate the capital costs of maintaining and enhancing the facility. For FY 08, a power sweeper/scrubber for the Exposition Center is being funded out of rebudgeted Certificate of Obligation (CO) funds at \$40,000.

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the Exposition & Heritage Center has increased by \$55,831 from the FY 07 budget. This increase is comprised of a \$58,438 increase in the personnel budget and a \$2,607 decrease in the operating budget.

Personnel

Changes in this personnel budget, resulting in an increase of \$58,438, include:

- A decrease of \$2,823 in the target budget due to one-time costs funded in FY 07.
- The internal reallocation of \$42,546 from the operating budget (other purchased services) to personnel for the salaries and benefits associated with a new Custodial Supervisor position funded on February 13, 2007, by Commissioners Court.
- The internal reallocation of \$6,616 to the operating budget from the personnel budget in the department's budget submission due to permanent salary savings.
- An increase of \$403 for the funding of additional life insurance benefits.
- A decrease of \$1,091 to reflect a decrease in the worker's compensation insurance rates.
- An increase of \$26,019 for rank and file compensation.

Operating

Changes in this operating budget, resulting in a decrease of \$2,607, include:

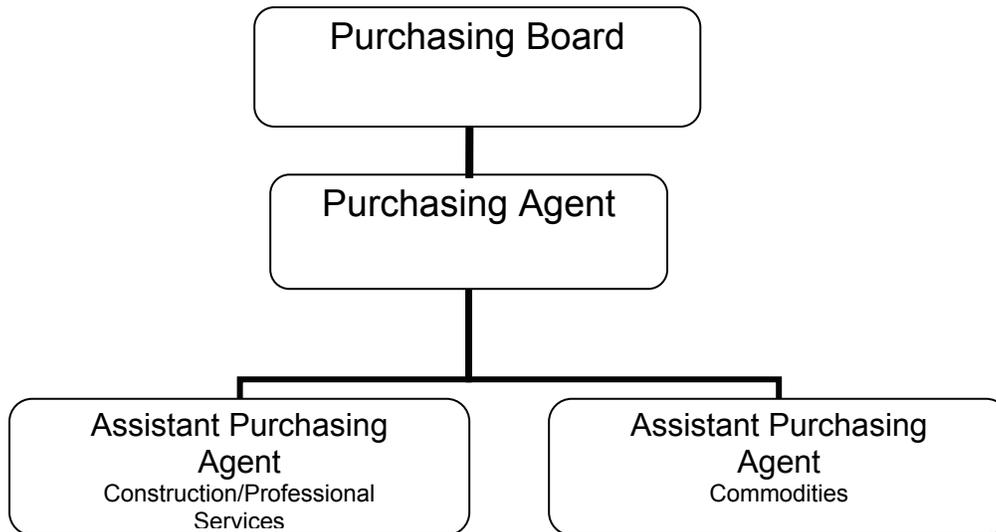
- The internal reallocation of \$42,546 from the operating budget (other purchased services) to the personnel budget for the salaries and benefits associated with a new Custodial Supervisor position.
- An increase of \$39,939 to the Allocated Reserve line item in the fund's operating budget to balance to the 5<sup>th</sup> Revenue Estimate.

# 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Customer Satisfaction (1-6 Scale) ** Format changed in FY 06	5.8	**98%	90%	90%
# of purchase orders processed	26,173	27,518	25,800	27,000
# of requisitions processed	28,907	30,668	28,000	30,000
# of formal solicitations processed	134	148	103	150
# contracts written	297	271	288	275

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$1,937,576	\$2,035,147	\$2,173,261	\$2,267,859	\$94,598
Operating	\$270,327	\$345,327	\$399,577	\$246,577	(\$153,000)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,207,903	\$2,380,474	\$2,572,838	\$2,514,436	(\$58,402)
FTE	30.0	30.0	30.0	30.0	0.0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the Purchasing Office includes a decrease of \$58,402, or a 2.3% decrease over the FY 07 Adopted Budget.

Personnel

Highlights of a \$94,598 increase in the personnel budget include:

- An increase of \$107,709 for compensation increases for rank and file employees comprised of a three and a half percent across-the-board increase and two percent for performance-based pay awards and other compensation increases. This includes the identical compensation package for the Purchasing Agent as voted by the Purchasing Board.
- An increase of \$2,322 due to changes in life insurance and workers comp costs.
- A decrease of \$15,433 for departmental salary savings revision.

Operating Expenses

Highlights of a \$153,000 decrease in the operating budget include:

- A decrease of \$3,000 for one-time operating costs associated with the hiring of a Purchasing Agent IV.
- A \$150,000 decrease in the special allocated reserve line item, due to cessation of Purchasing Agent services for the Travis County Hospital District.

**FY 08 Capital**

The FY 08 Adopted Budget includes no capital funding for this department.

**Historical Commission (Dept. 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of special projects	3	3	4	4
# of volunteer hours contributed	1,200	1,000	1,100	1200
# of marker applications processed	14	10	2	3
# of markers sponsored	1	2	1	2
# of publications sponsored	1	2	1	2

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,842	\$1,842	\$4,942	\$1,942	(\$3,000)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,842	\$1,842	\$4,942	\$1,942	(\$3,000)
FTE	0.0	0.0	0.0	0.0	0.0

**FY 08 Budget Issues**

Operating

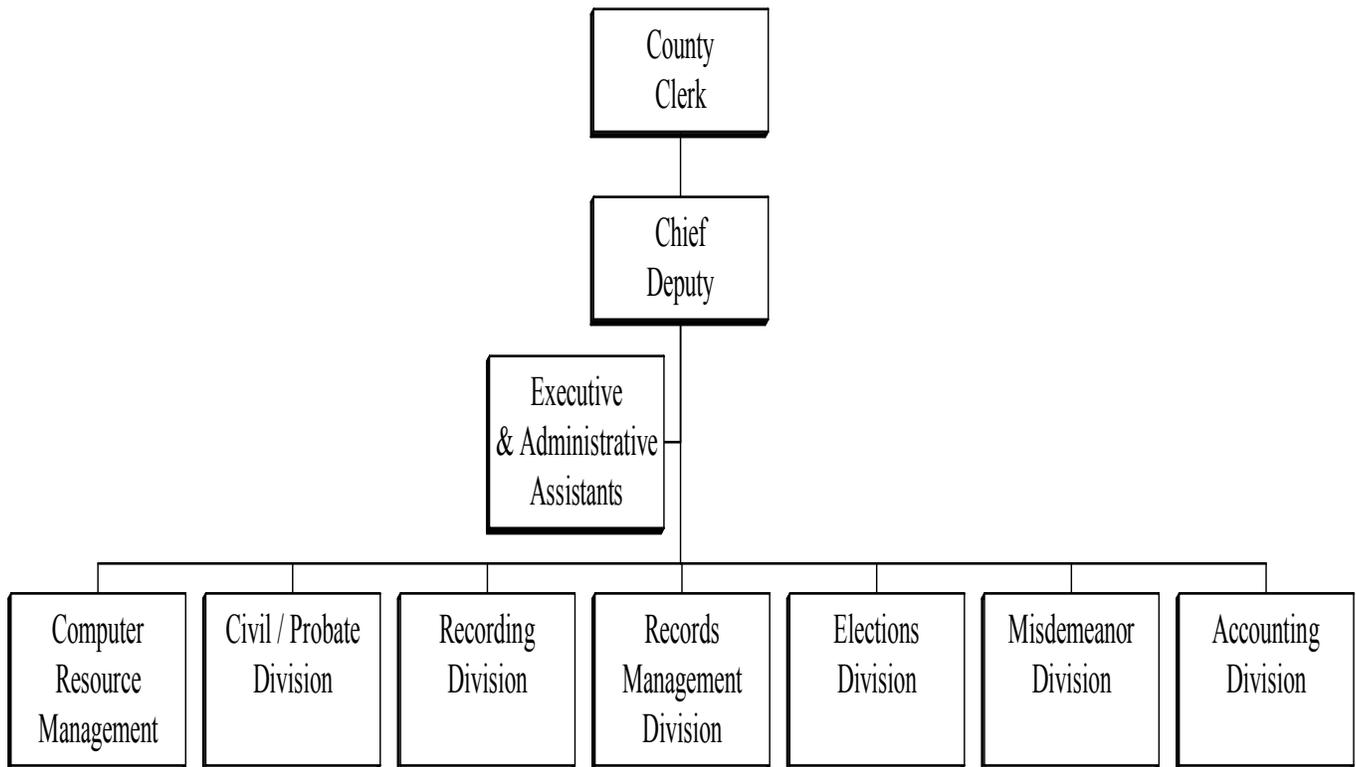
The Historical Commission’s budget total for FY 08 decreased \$3,000 from FY 07. The decrease is due to the removal of a one time grant award from the Texas Historical Commission to conduct historical surveys in Manor.

# County Clerk (20)

## Mission Statement

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

## Organizational Structure



**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Number of mandated elections held	1	2	1	1
Number of civil lawsuits filed	7,995	8,284	7,800	8,000
Number of bond forfeiture cases filed	4,662	3,000	3,250	3,500
Number of probate cases filed	1,800	1,856	1,875	1,900
Number of mental health cases filed	1,816	2,098	2,325	2,400
Number of items noted on civil dockets	68,377	73,496	75,000	75,000
Number of new criminal cases filed with charging instrument	27,352	28,945	30,500	31,750
Number of real property documents recorded	250,874	263,684	299,102	308,075
Number of marriage licenses issued	8,455	8,462	9,386	9,668
Number of foreclosures processed	3,379	3,411	4,229	4,356
Number of images scanned	1,391,224	1,493,183	2,064,492	2,126,427

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$5,735,774	\$6,618,813	\$6,647,894	\$7,787,597	\$1,139,703
Operating	\$328,066	\$541,980	\$487,841	\$788,471	\$300,630
CAR	\$7,800	\$52,555	\$42,900	\$0	(\$42,900)
Fund Total	\$6,071,640	\$7,213,348	\$7,178,635	\$8,576,068	\$1,397,433
FTE	90.0	103.0	104.0	104.0	0.0
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the County Clerk’s Office has increased by \$1,139,703 in the personnel budget, increased by \$300,630 in the operating budget, and decreased by \$42,900 in the capital budget for a net increase of \$1,397,433.

Personnel

Highlights of a \$1,139,703 increase in the personnel budget include:

- An increase of \$346,062 in salaries and benefits for a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$115,433 due to increases in the cost of life insurance and the workers comp cost rates along with technical corrections to the departments FICA and hospitalization benefit line items.
- An increase of \$664,793 for changes to the Elections Division baseline budget to account for resources required for a Presidential Election Year.

- An increase of \$74,498 for annualization costs associated with HRMD Market Salary Survey study results.
- An increase of \$5,195 in salaries and benefits for the elected officials' salary.
- A decrease of \$2,873 related to lump sum awards made to red-lined employees.
- A decrease of \$68,091 for a departmental salary savings revision.
- An increase of \$4,686 due to departmental reallocation from operating to personnel line items.

### Operating

Highlights of a \$300,630 increase include:

- An increase of \$29,500 for hardware/software required for the Electronic Voter Qualification Station Pilot Program.
- An increase of \$183,570 for changes to the Elections Division baseline budget to account for resources required for a Presidential Election Year.
- An increase of \$92,246 for ongoing maintenance agreement increases for Elections Division technology equipment.
- An decrease of \$4,686 due to departmental reallocation from operating to personnel line items

### **FY 08 Capital**

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Funding in the FY 08 Adopted Budget for computers and servers for the County Clerk's Electronic Voter Qualifying Station Pilot Project (\$113,400) is budgeted in the ITS Centralized Computer Services Department (Dept 90).

**County Clerk (20)**  
**Records Management Fund (Fund 028)**

**Purpose**

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The Records Management Fund supports the County's records management functions in the County Clerk's Office and the District Clerk's Office.

**Funding Source**

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The Records Management and Preservation Fund derives its income from fees placed on certain court cases and legal transactions. FY 08 revenue for the Records Management Fund (028) is \$1,651,065, an decrease of \$9,022 over FY 07. This was a result from a \$9,022 decrease in the beginning fund balance.

In FY08, the County Clerk is using the Records Management Fund to fund activities or projects in two departments. Of the total \$1,651,065 in the fund, \$1,409,348 is budgeted in the County Clerk's Office for personnel and operating expenditures, \$241,717 is budgeted in the Records Management and Communication Resources Department for imaging projects and offsite storage costs and \$295,706 is budgeted in an Allocated Reserve in the fund.

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
Number of Civil, Probate and Misdemeanor docs filed	267,257	315,476	310,500	310,500
Number of court case files rotated, recalled, and refiled	461,885	339,808	344,924	344,924
Number of microfilm roll conversion and indexing	613	722	860	1,000

**Adopted Budget FY 05–FY 08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
<b>Personnel</b>					
County Clerk	\$520,487	\$571,487	\$596,742	\$626,642	\$29,900
RMCR	\$402,116	\$245,406	\$92,618	\$49,179	(\$43,439)
District Clerk	\$69,748	\$71,147	\$3,217	\$0	(\$3,217)
<b>Personnel Total</b>	<b>\$992,351</b>	<b>\$888,040</b>	<b>\$692,577</b>	<b>\$675,821</b>	<b>(\$16,756)</b>
<b>Operating</b>					
County Clerk *	\$542,418	\$420,202	\$806,169	\$782,706	(\$23,463)
RMCR	\$169,122	\$161,341	\$161,341	\$192,538	\$31,197
District Clerk	\$0	\$0	\$0	\$0	\$0
ITS	\$10,230	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$721,770</b>	<b>\$581,543</b>	<b>\$967,510</b>	<b>\$975,244</b>	<b>\$7,734</b>
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,714,121</b>	<b>\$1,469,583</b>	<b>\$1,660,087</b>	<b>\$1,651,065</b>	<b>(\$9,022)</b>
FTE	16.57	12.28	9.70	9.70	0.00

\* Operating includes the Allocated Reserve for Fund 028.

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the County Clerk Records Management Division in this fund has decreased overall by \$9,022 due to a \$16,756 decrease in personnel and a \$7,734 increase in operating.

Personnel

Highlights of a \$16,756 decrease in the Fund 028 personnel budget include:

- A net increase of \$29,900 in salaries and benefits that include a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards, annualization costs associated with HRMD Market Salary Survey study results, corrections to the FICA benefits line item and increases in life insurance costs and workers comp rate. It also includes the removal of one time lump sum payments along with internal reallocation from the department’s personnel budget to its allocated reserve.
- A net decrease of \$43,439 for funding for RMCR personnel conducting imaging projects for the County Clerk.
- A decrease of \$3,217 for the removal of one time lump sum payments to District Clerk personnel undertaking projects for the County Clerk.

Operating

Highlights of a \$7,734 increase in the Fund 028 operating budget include:

- A net decrease of \$23,463 to the fund's target budget for internal reallocation from the department's operating budget to its allocated reserve.
- An increase of \$31,197 for costs associated with imaging work undertaken by RMCR on behalf of the County Clerk and for increases in offsite storage contract costs.

**County Clerk (20)  
Archival Fund (Fund 057)**

**Purpose**

The 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.

**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. The revenue certified for this fund in FY 08 totals \$1,361,581. This is an increase of \$122,600 over the FY 07 certified amount. This increase resulted from a \$132,600 increase in the beginning fund balance, no increase in fees, and a \$10,000 decrease in interest earned.

**Adopted Budget FY 05 - 08**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$305,229	\$356,614	\$262,537	(\$94,077)
Operating	\$1,144,065	\$868,925	\$811,702	(\$57,223)
Allocated Reserve	\$81,220	\$13,442	\$287,342	\$273,900
<b>Total</b>	<b>\$1,530,514</b>	<b>\$1,238,981</b>	<b>\$1,361,581</b>	<b>\$122,600</b>
FTE	3.5	3.5	3.5	0.0

**FY 08 Budget Issues**

The FY 08 Adopted Budget for the County Clerk's Records Management Division in the Archival Fund increased by \$122,600 due to decreases of \$94,077 and 57,223 in personnel and operating budgets, respectively, and a \$273,900 increase in the fund's Allocated Reserve.

Personnel

Highlights of a \$94,077 decrease in the personnel budget include:

- An increase of \$269 due to increases in the cost of life insurance and the workers comp cost rates.

- An increase of \$12,206 in salaries and benefits for a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation increases.
- A decrease of \$376 due to the removal one time lump sum payments.
- A decrease of \$106,176 to the fund's target budget for internal reallocation from the department's personnel budget to its allocated reserve.

#### Operating

Highlights of a \$57,223 decrease in the operating budget include:

- A decrease of \$57,223 to the fund's target budget for internal reallocation from the department's operating budget to its allocated reserve.

#### Allocated Reserve

The Allocated Reserve increased by \$273,900 due to an increase in the beginning balance of the fund as certified by the Auditor's Office along with the internal reallocations previously mentioned.

**County Clerk (20)  
Elections Contract Fund (Fund 056)**

**Purpose**

The Elections Contract Fund is to fund all expenditures related to election services contracts. In FY 03, the county entered into an agreement with the City of Austin whereby the County Clerk’s Office will administer the City of Austin’s elections. The county also has an agreement with Austin Community College and may enter into agreements with other local jurisdictions as required.

**Funding Source**

The revenue for this fund derives from the reimbursement of election services provided by the county to other jurisdictions. For FY 08, \$1,513,082 is certified as revenue from the beginning fund balance. This is a decrease of \$161,853 over the FY 07 certified amount. This decrease resulted from a \$79,530 decrease in the beginning fund balance, a \$90,323 decrease in fees, and a \$8,000 increase in interest earned.

**Adopted Budget FY 06-08**

	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$0	\$1,133,190	\$906,535	(\$226,655)
Operating	\$0	\$286,607	\$488,812	\$202,205
Allocated Reserve	\$0	\$255,138	\$117,735	(\$137,403)
<b>Total</b>	<b>\$0</b>	<b>\$1,674,935</b>	<b>\$1,513,082</b>	<b>(\$161,853)</b>
FTE	0	0.0	0.0	0.0

**FY 08 Budget Issues**

The FY 08 budget will fund election services related to the conduct of the November 2007 election and May and June 2008 elections.

Previously, expenses for election services were simply reclassified from General Fund to the Elections Contract Fund as revenue for the services was certified by the Auditor’s Office. Beginning in FY 07, an expense budget was set up to allow Travis County to more closely track expenditures related to the numerous election service contracts it manages.

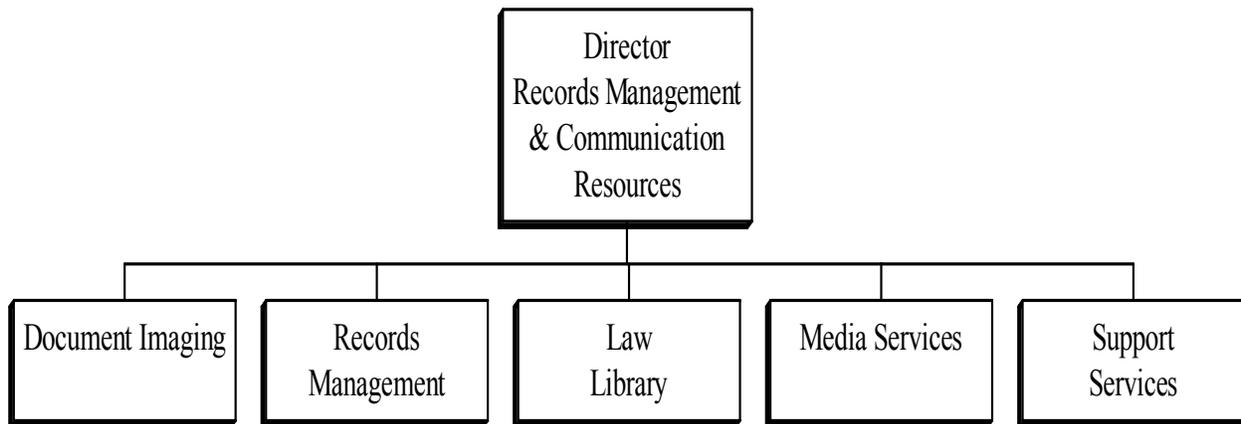
For FY 08, baseline budgets were developed for the three types of election years that the Election Division faces: Presidential, Gubernatorial and odd-year elections. The annual expenditure budget is then based upon the expenses that are planned to be reclassified depending on which type of election the fiscal year holds.

## 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 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of notaries performed by the information booth	3,980	4,000	2,351	3,500
# of work orders on County copier fleet	120	143	132	100
# of pieces of metered mail (annual)	1,270,345	1,245,893	1,265,000	1,265,000
# of new television programs produced	130	160	145	145
# of productions for website	10	20	30	40
# of turnaround days for press/copy jobs	7/10	10/14	10/14	5/10
Total cubic feet of records in storage	143,600	155,000	160,000	160,000

**Adopted Budgets FY 05-08**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>Diff FY 08-07</b>
Personnel	\$1,079,487	\$1,002,804	\$1,082,625	\$1,506,660	\$424,035
Operating	\$2,303,676	\$2,568,126	\$2,540,661	\$2,811,762	\$271,101
CAR	\$165,000	\$75,000	\$53,000	\$73,500	\$20,500
Fund Total	\$3,548,163	\$3,645,930	\$3,676,286	\$4,391,922	\$715,636
FTE	22.55	20.55	21.05	21.05	0.00
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 08 Budget Issues**

The FY 08 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net increase of \$715,636 over the FY 07 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 \$424,035 increase in the personnel budget include:

- A \$344,989 transfer in FY 07 from Allocated Reserves to the department to transfer the RMCR Imaging Division into the General Fund.
- An increase of \$2,178 for increases in life insurance and workers comp costs.
- An increase of \$71,156 in salaries and benefits for a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- A \$5,712 increase due to departmental reallocation from operating to personnel line items.

Operating

Highlights of the \$271,101 increase in the operating budget include:

- An increase of \$147,000 for Postage for Voter Registration cards and Voter Confirmation notices.
- An increase of \$15,290 to create an operating budget for the Imaging Division.
- An increase of \$94,523 for copier rental costs and price rises for copier paper.
- An increase of \$20,000 to cover increases in the costs for offsite storage.
- A decrease of \$5,712 due to departmental reallocation from operating to personnel line items.

**FY 08 Capital Issues**

The FY 08 Adopted Budget includes \$73,500 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for digital video editors, a microfilm viewer, digital waveform analyzer and a strip binder.

**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 08. The Law Library has a beginning balance of \$519,788, for total fund revenue of \$1,401,788.

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of hrs of non-computer assisted research	0	5,000	5,000	5,000
% of collection in electronic format	40%	55%	62%	62%
% of manual reference requests completed on day of inquiry	120%	99%	99%	99%
% of new materials processed in one week to keep collection current	99%	99%	85%	90%
# of CD-ROM searches on library workstations	800	600	500	400

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$390,160	\$404,178	\$484,404	\$545,105	\$60,701
Operating *	\$736,138	\$923,947	\$971,934	\$856,683	(\$115,251)
Total	\$1,126,298	\$1,328,125	\$1,456,338	\$1,401,788	(\$54,550)
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.35	6.35	7.35	7.85	0.50

\* Operating includes the Allocated Reserve for Fund 011.

**FY 08 Budget Issues**

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In FY 08, the Adopted Budget for the Law Library includes a net decrease of \$54,550 over the FY 07 Adopted Budget. In FY 08, the Law Library has an Allocated Reserve of \$406,194, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 08 is \$115,251 less than the FY 07 Allocated Reserve amount of \$521,445.

Personnel

Highlights of a \$60,701 increase in the personnel budget include:

- An increase of \$37,609 for a 0.5 FTE Reference Attorney.
- An increase of \$642 for changes to life insurance and workers comp rates.
- An increase of \$25,340 in salaries and benefits for a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- A decrease of \$2,890 to balance against revenue in the Allocated Reserve for this fund.

Operating

A decrease of \$115,251 to the Fund's Allocated Reserve to balance the budget to the Auditor's certified revenue estimate.

**FY 08 Capital Issues**

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There are no capital items funded in the FY 08 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 \$309,000 in fee income and \$7,500 in interest income for FY 08. The Records Management and Preservation Fund has a beginning balance of \$189, 978 for total fund revenue of \$506,478.

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of Cu. Ft. records sent to off-site storage	10,800	8,500	8,524	8,500
Total # Cu. Ft. in offsite storage at year end	143,600	155,000	160,000	160,000
# Cu. Ft. permanently removed from offsite storag	1,600	1,000	2,000	1,000

**Adopted Budgets FY 05-08**

	FY 05	FY 06	FY 07	FY 08	Diff FY 08-07
Personnel	\$238,478	\$246,643	\$238,269	\$257,739	\$19,470
Operating *	\$186,654	\$220,919	\$282,528	\$248,739	(\$33,789)
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$425,132	\$467,562	\$520,797	\$506,478	(\$14,319)
FTE	4.70	4.70	3.70	3.70	0.00

\* Operating includes the Allocated Reserve for Fund 030.

**FY 08 Budget Issues**

In FY 08, the Adopted Budget includes a decrease of \$14,319 from the FY 07 Adopted Budget. In FY 08, the Records Management and Preservation Fund has an Allocated Reserve of \$163,110, which is included in the operating budget row in the table above. The Allocated Reserve for FY 08 is \$53,740 less than the FY 07 Allocated Reserve of \$216,850.

Personnel

Highlights of a \$19,470 increase in personnel include:

- An increase of \$272 to cover increases to life insurance and workers comp rates.
- An increase of \$12,066 to cover a 3.5% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$64,382 for RMCR Director's salary
- A decrease of \$1,244 for one time lump payments made in FY 07.
- A decrease of \$56,006 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of the \$33,789 decrease in the operating budget include:

- An increase of \$20,000 for the hiring of archive consultant services.
- A decrease of \$53,789 to balance against revenue in the Allocated Reserve for this fund.

**FY 08 Capital Issues**

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There are no capital items funded in the FY 08 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 08, total fund revenue is certified at \$1,651,065, a decrease of \$9,022 from FY 07. Of the total \$1,651,065 budget for this fund, Records Management and Communication Resources is budgeted \$241,717 in FY 08.

**Key Program Statistics**

Measures	FY 05 Actual	FY 06 Actual	FY 07 Projected	FY 08 Projected
# of images microfilmed	300,000	150,000	100,000	90,000
# of images scanned	200,000	700,000	215,000	600,000
# of Disc (COLD) reports created	250	250	250	250
# of microfilm images scanned	4,177,144	2,987,000	3,500,000	3,500,000

**Adopted Budgets FY 05-08**

Personnel	\$402,116	\$245,406	\$92,618	\$49,179	(\$43,439)
Operating	\$169,122	\$161,341	\$161,341	\$192,538	\$31,197
Capital	\$0	\$0	\$0	\$0	\$0
Total *	\$571,238	\$406,747	\$253,959	\$241,717	(\$12,242)
FTE	3.78	2.17	1.00	1.00	0.00

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

**FY 08 Budget Issues**

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The FY 08 Budget includes funding for one Imaging Tech and County Clerk Offsite Storage costs.

**FY 08 Capital Issues**

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The FY 08 Adopted Budget does not include any funding for capital equipment.