

**Program Area Overview**

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

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

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

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

The General Government and Support Services Program Area was established by the Commissioners Court in the Spring of 1994 as a part of Travis County's Strategic Planning process. For presentation in the Adopted Budget, the County Judge, the Commissioners, the General Administration Department and the Historical Commission's budgets will be included in this program area.

The County Attorney is also a member of the Justice and Public Safety Program Area. For display purposes they will be shown in that Program Area and not included in the

General Government and Support Services Area.

**Key Service Populations**

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

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

**Staffing**

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In the FY 2009 Adopted Budget, the General Government and Support Services Program Area contains 708.32 FTE. This Program Area has experienced an 13.7% growth ( 85 FTE) in staffing since FY 2006.

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 \$66,119,982 in FY 06 to \$75,619,190 in FY 09. This is an increase of \$9,499,208, or 14.4%. The year-to-year decrease from FY 08 to FY 09 was \$7,531,748. This decrease is mainly due to reductions in General Fund contributions to the Employee Health Benefit Fund and Risk Management Fund.

Table B on the next page provides a summary of the General Fund budget for each department since FY 06.

In the FY 09 Adopted Budget, the General Government and Support Services Program Area have a total of \$4,826,214 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$7,455,376 in funding from new Certificates of Obligation for capital projects and equipment. This figure may increase if Commissioners Court

chooses to add projects to the CO list at a later date.

Department	FY 06	FY 07	FY 08	FY 09	Difference FY 09-06	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	73.00	74.00	81.00	10.00	14.1%
County Clerk	114.00	114.00	114.00	118.00	4.00	3.5%
Facilities Management	98.00	121.00	126.00	131.00	33.00	33.7%
Texas Exposition Center	9.00	0.00	0.00	0.00	(9.00)	-100.0%
Central. Facilities-Leases & Utilities	0.00	0.00	0.00	0.00	0.00	N/A
General Administration	0.00	0.00	0.00	2.50	2.50	250.0%
Historical Commission	0.00	0.00	0.00	0.00	0.00	N/A
Human Resource Mgt.	27.00	33.00	33.00	39.00	12.00	44.4%
Information & Telecomm. Sys.	88.00	98.00	103.00	107.00	19.00	21.6%
Centralized Computer Services	0.00	0.00	0.00	0.00	0.00	N/A
Planning and Budget	14.00	14.00	14.50	14.50	0.50	3.6%
Purchasing	30.00	30.00	30.00	32.00	2.00	6.7%
Records Mgt & Comm Rsc.	41.00	41.00	41.50	41.50	0.50	1.2%
Tax Assessor-Collector	116.00	122.00	126.50	129.00	13.00	11.2%
Treasurer	5.00	6.00	6.00	6.00	1.00	20.0%
<b>Total</b>	<b>634.00</b>	<b>673.00</b>	<b>689.50</b>	<b>722.50</b>	<b>88.50</b>	<b>14.0%</b>

	FY 06	FY 07	FY 08	FY 09	FY 09-06 Difference	Percent Change
County Judge	\$376,765	\$397,160	\$417,565	\$421,088	\$44,323	11.8%
Commissioner #1	\$289,039	\$304,938	\$328,296	\$336,690	\$47,651	16.5%
Commissioner #2	\$297,636	\$297,895	\$321,053	\$329,622	\$31,986	10.7%
Commissioner #3	\$279,044	\$309,032	\$326,014	\$331,618	\$52,574	18.8%
Commissioner #4	\$291,806	\$307,770	\$323,123	\$331,311	\$39,505	13.5%
General Administration	\$405,795	\$384,019	\$2,449,646	\$2,830,908	\$2,425,113	597.6%
Historical Commission	\$1,842	\$4,942	\$1,942	\$5,442	\$3,600	195.4%
County Auditor	\$6,037,819	\$6,471,657	\$7,573,799	\$8,263,246	\$2,225,427	36.9%
County Clerk	\$7,213,348	\$7,178,635	\$8,576,068	\$8,674,592	\$1,461,244	20.3%
Facilities Management	\$9,007,963	\$11,281,551	\$12,090,553	\$10,487,953	\$1,479,990	16.4%
Central. Facilities-Leases & Utilities	\$4,671,165	\$4,210,505	\$4,148,671	\$4,630,113	(\$41,052)	-0.9%
Human Resources Mgt.	\$8,238,233	\$8,575,636	\$8,604,488	\$2,776,214	(\$5,462,019)	-66.3%
Information & Telecomm Sys	\$14,009,406	\$15,533,540	\$16,521,652	\$17,881,151	\$3,871,745	27.6%
Centralized Computer Services	\$1,385,512	\$2,249,865	\$5,263,378	\$1,533,805	\$148,293	10.7%
Planning and Budget Office	\$1,303,336	\$1,378,083	\$1,481,131	\$1,534,451	\$231,115	17.7%
Purchasing	\$2,380,474	\$2,572,838	\$2,514,436	\$2,581,560	\$201,086	8.4%
Records Mgt/Comm Res	\$3,645,930	\$3,676,286	\$4,391,922	\$4,603,356	\$957,426	26.3%
Tax Assessor-Collector	\$5,877,249	\$6,715,744	\$7,310,340	\$7,548,792	\$1,671,543	28.4%
Treasurer	\$407,620	\$477,368	\$506,861	\$517,278	\$109,658	26.9%
<b>Total</b>	<b>\$66,119,982</b>	<b>\$72,327,464</b>	<b>\$83,150,938</b>	<b>\$75,619,190</b>	<b>\$9,499,208</b>	<b>14.4%</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 09**

	<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	\$414,588	\$331,690	\$324,622	\$326,618	\$326,311	\$1,703,829
Operating	\$6,500	\$5,000	\$5,000	\$5,000	\$5,000	\$26,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$421,088</b>	<b>\$336,690</b>	<b>\$329,622</b>	<b>\$331,618</b>	<b>\$331,311</b>	<b>\$1,730,329</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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
% of meetings attended by County Judge	98%	98%	99%	99%
% of agendas distributed by noon Weds.	97%	97%	97%	97%
Total number of agenda items	3,742	2,340	2,400	2,400
Number of TABC hearings held	4	0	6	6
Number of phone calls received	26,700	31,800	31,000	31,000
Number of pieces of mail received	13,900	6,344	6,400	6,400

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$370,265	\$390,660	\$411,065	\$414,588	\$3,523
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$376,765	\$397,160	\$417,565	\$421,088	\$3,523
FTEs	5	5	5	5	0

### FY 09 Budget Issues

The FY 09 Adopted Budget for the County Judge's Office includes an increase of \$3,523, or a 0.8%, increase compared to the FY 08 Adopted Budget.

#### Personnel

The \$3,523 increase in personnel includes:

- An increase of \$7,207 for compensation increases for rank and file employees comprised of a 3.0% percent across-the-board cost of living increase,
- An increase of \$3,632 for a salary and related benefit increases for the elected official,
- An increase of \$150 for longevity pay for staff,
- A decrease of \$7,466 due to the department submitting their budget \$7,466 below the established target.

#### Operating

There is no change to the operating budget from FY 08 to FY 09.

***FY 09 Capital***

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The FY 09 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Number of agenda items sponsored	200	200	200	208
Total number of work orders referred to TNR and completed in Precinct One	3571	1448	3477	3500
Number of committees and boards on which the Precinct One Commissioner serves	12	12	10	10
Number of special projects	30	35	35	40
Number of letters written on behalf of constituents	570	600	800	800
Number of speeches/presentations given on various topics	84	60	80	80

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY09-08
Personnel	\$285,039	\$300,938	\$324,296	\$331,690	\$7,394
Operating	\$4,000	\$4,000	\$4,000	\$5,000	\$1,000
CAR	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	<b>\$289,039</b>	<b>\$304,938</b>	<b>\$328,296</b>	<b>\$336,690</b>	<b>\$8,394</b>
FTEs	4	4	4	4	0

### FY 09 Budget Issues

The FY 09 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$8,394, or a 2.6%, increase compared to the FY 08 Adopted Budget.

#### Personnel

The \$7,394 increase in personnel includes:

- A \$6,128 increase for a technical budget correction to an Executive Assistant slot,

- An increase of \$5,581 for compensation increases for rank and file employees comprised of a 3.0% percent across-the-board cost of living increase,
- An increase of \$3,115 for a salary and related benefit increases for the elected official,
- A decrease of \$7,430 for one time temporary salary and benefits in order to assist the office while other staff members were on extended leave in FY08.

**Operating**

There is an increase of \$1,000 to the operating budget from FY 08 to FY 09. This increase is to provide additional funds for staff training and make the operating budget of Commissioner Precinct One match the budget of the other three Commissioner's Offices.

**FY 09 Capital**

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The FY 09 Adopted Budget includes no capital for this department.

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

**Mission Statement**

Create relational power between regional governments, state and federal governments, proxy entities and individuals to define our region’s parameters for quality of life, promote quality of life, and spread quality of life throughout the region and for generations to come.

**Key Program Statistics**

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
% of Reactive v. Proactive Effort	N/A	N/A	70:30	70:30
% of constituent contacts resolved	N/A	N/A	95%	98%
Ave hours on the job/week by Comm.	N/A	N/A	55 hrs/wk	50 hrs/wk
# of Commissioner Initiated community meetings	N/A	N/A	14	16
Attendance at voting sessions	N/A	N/A	95%	98%
Attendance at work sessions	N/A	N/A	95%	98%
# of agenda items sponsored	N/A	N/A	18	20
Attendance at Boards and Committees on behalf of Travis County	N/A	N/A	93%	98%

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09–08
Personnel	\$292,636	\$292,895	\$316,053	\$324,622	\$8,569
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$297,636	\$297,895	\$321,053	\$329,622	\$8,569
FTEs	4	4	4	4	0

**FY 09 Budget Issues**

The FY 09 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$8,569, or 2.7%, compared to the FY 08 Adopted Budget.

Personnel

The \$8,569 increase in personnel includes:

- An increase of \$5,455 for compensation increases for rank and file employees comprised of a 3.0% percent across-the-board increase,
- An increase of \$3,115 for a salary and related benefit increases for the elected official,
- A \$1 decrease due to the department submitting their target \$1 below budget.

Operating

There is no change to the operating budget from FY 08 to FY 09.

**FY 09 Capital**

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The FY 09 Adopted Budget includes no capital funding for this department.

## Commissioner, Precinct Three (Dept. 04)

### Mission Statement

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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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Number of committees and boards the Comm. Pct. 3 serves	14	14	13	12
Number of internal/external TNR Work Orders Handled	5,800	5,000	5,000	4,000
Number of Pct. 3 maintained road miles	630	626	630	630
Number of mail/email received	4,000/20,000	4,000/19,000	3,000/20,000	4,000/20,000
Number of phone calls received	13,000	13,000	13,000	14,000
Number of meetings attended by the Commissioner and staff	3,500	3,000	2,500	2,500

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$274,044	\$304,032	\$321,014	\$326,618	\$5,604
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	<b>\$279,044</b>	<b>\$309,032</b>	<b>\$326,014</b>	<b>\$331,618</b>	<b>\$5,604</b>
FTEs	4	4	4	4	0

### FY 09 Budget Issues

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The FY 09 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$5,604 or 1.7% more, than the FY 08 Adopted Budget.

#### Personnel

The \$5,604 increase includes:

- An increase of \$5,532 for compensation increases for rank and file employees comprised of a 3.0% across-the-board cost of living increase,

- An increase of \$3,115 for a salary and related benefit increases for the elected official, and
- A decrease of \$3,043 due to the department submitting their budget \$3,043 under the target level.

Operating

There is no change to the operating budget from FY 08 to FY 09.

**FY 09 Capital**

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The FY 09 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
# of internal TNR work orders handled for Pct.4	3341	3000	3150	3200
# of referrals made to HHS	613	600	611	650
# of referrals made to other departments within or outside Travis County	420	500	472	500
# of committees and boards on which the Commissioner Pct. 4 serves	15	15	20	17

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
<b>Personnel</b>	\$286,806	\$302,770	\$318,123	\$326,311	\$8,188
<b>Operating</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$0
<b>CAR</b>	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	\$291,806	\$307,770	\$323,123	\$331,311	\$8,188
<b>FTEs</b>	4	4	4	4	0

### FY 09 Budget Issues

The FY 09 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$8,188 or 2.5% ,over the FY 08 Adopted Budget.

#### Personnel

The \$8,188 increase in personnel includes:

- An increase of \$5,073 for compensation increases for rank and file employees comprised of a 3.0% percent cost of living increase, and
- An increase of \$3,115 due for salary and related benefits increase for the elected official.

#### Operating

There is no change to the operating budget from FY 08 to FY 09.

**FY 09 Capital**

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The FY 09 Adopted Budget includes no capital for this office.

# County Auditor (06)

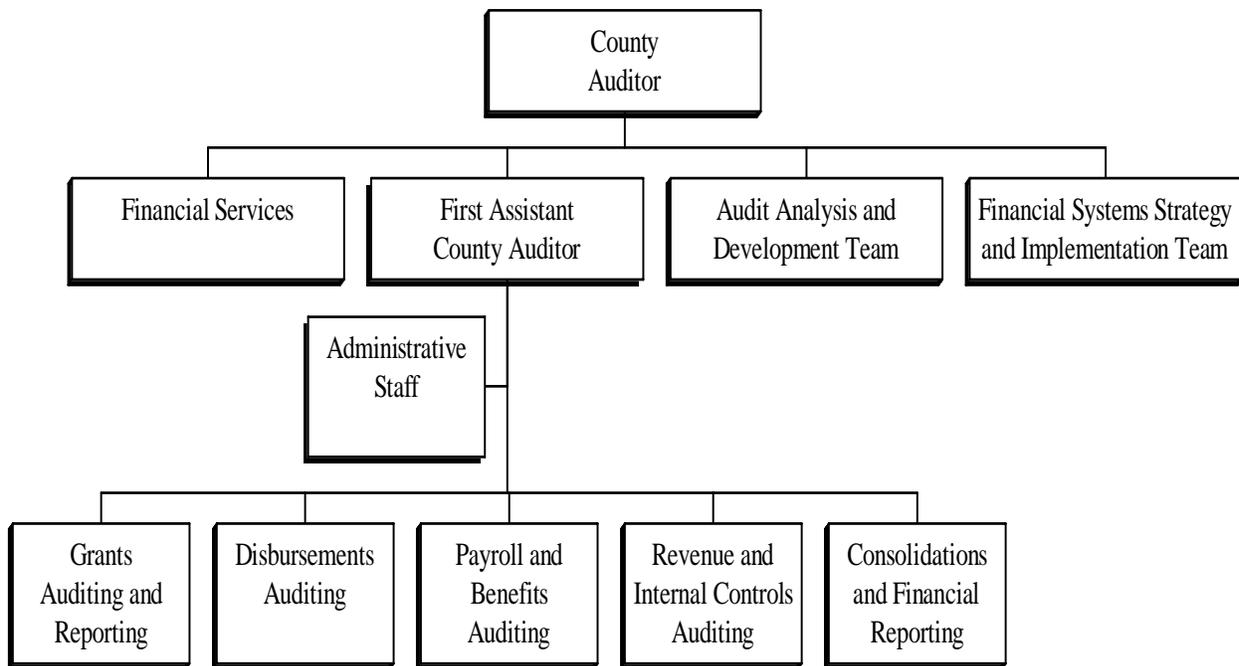
## Mission Statement

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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

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

**Key Program Statistics**

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100% - pending GASB 45 impact	100% - pending GASB 45 impact
General Fund revenue as a percent of actual revenue	95.2%	97%	95-101%	95-101%

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$5,711,509	\$6,129,395	\$6,957,533	\$7,521,512	\$563,979
Operating	\$326,310	\$342,262	\$616,266	\$741,734	\$125,468
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total (A)	\$6,037,819	\$6,471,657	\$7,573,799	\$8,263,246	\$689,447
FTE ( A)	71.0	73.0	74.0	81.0	7.0

**FY 09 Budget Issues**

In the FY 09 Adopted Budget, the County Auditor’s Office budget includes an increase of \$689,447, or a 9.1% increase from the FY 08 Adopted Budget. (See note B).

Personnel

The \$563,979 increase in personnel expense includes:

- An increase of \$298,287 in the salary and benefits line items for retention and recruitment for staff.
- An increase of \$192,285 for rank and file compensation increases including benefits to be distributed in accordance with guidelines approved by the District Judges.
- An increase of \$54,064 in salary and benefits to fund career ladders.
- An increase of \$15,033 in salary and benefits for the Community Block Development Grant (CDBG) Financial Auditor/Analyst IV position which was a FY 08 mid-year adjustment.
- An increase of \$788 for a technical correction to the office’s Life Insurance and Workers Comp line items.
- A \$3,522 increase due to departmental reallocation from operating to personnel line items.

Operating

The \$125,468 increase in operating expense includes:

- An increase of \$231,040 for one-time costs for consulting and travel resources associated with the RFP development of the New Financial System project.
- An increase of \$8,000 for licenses to continue access to online legal research tools as this service for the Auditor's Office had been deleted from the County's centrally-budgeted line item.
- A decrease of \$110,050 for removal of one-time costs associated with the New Financial System and Identity Management Architecture initiatives.
- A decrease of \$3,522 due to departmental reallocation from operating to personnel line items.

**FY 09 Capital Issues**

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The FY 09 Adopted Budget includes no capital funding for this office.

## Notes:

(A) For FY 09, the Commissioners Court approved 7 FTEs, effective October 1, 2008, for the Auditor's Office for development of the County's New Financial System, and funded these positions at an amount equivalent to 75% of the annual personnel costs plus related costs. Funding in the amount of \$621,663 for the 7 FTEs was placed in a dedicated reserve for access by the Office. This FY 09 increase in headcount has been included in the above stated FY 09 Adopted Budget schedule for the Auditor's Office; however, the corresponding budget of \$621,663 for these new positions has been included in a dedicated reserve line item and is not in the above stated FY 09 Adopted Budget schedule for the Auditor's Office.

(B) The County Auditor did not request for the FY 09 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 08 budget within the 5% statutory limit would have been \$7,959,379. Therefore, the FY 09 Adopted Budget of \$8,263,246 equals a \$303,867 increase or a 3.8% increase from the FY 08 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 2006 Actual	FY 2007 Actual	FY 2008 Projected	FY 2009 Projected
Number of cash receipts processed	11,803	11,333	11,500	11,500
Number of warrants processed	58,670	58,969	55,000	55,000
10% service fee retained for prompt filing	\$375,978	\$429,713	\$450,000	\$450,000

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$287,865	\$356,807	\$386,300	\$396,717	\$10,417
Operating	\$119,755	\$120,561	\$120,561	\$120,561	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$407,620	\$477,368	\$506,861	\$517,278	\$10,417
FTE	5.0	6.0	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 09 Budget Issues

The FY 09 Adopted Budget for the Treasurer's Office has increased \$10,417 over the FY 08 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 \$3,011.
- An increase of \$7,106 in salaries and benefits for a 3% across-the-board pay increase (with a \$900 minimum) for county employees.
- An increase of \$300 to annualize FY 08 personnel actions.

### FY 09 Capital Issues

The FY 09 Adopted Budget does not include any funding for capital items for this department.

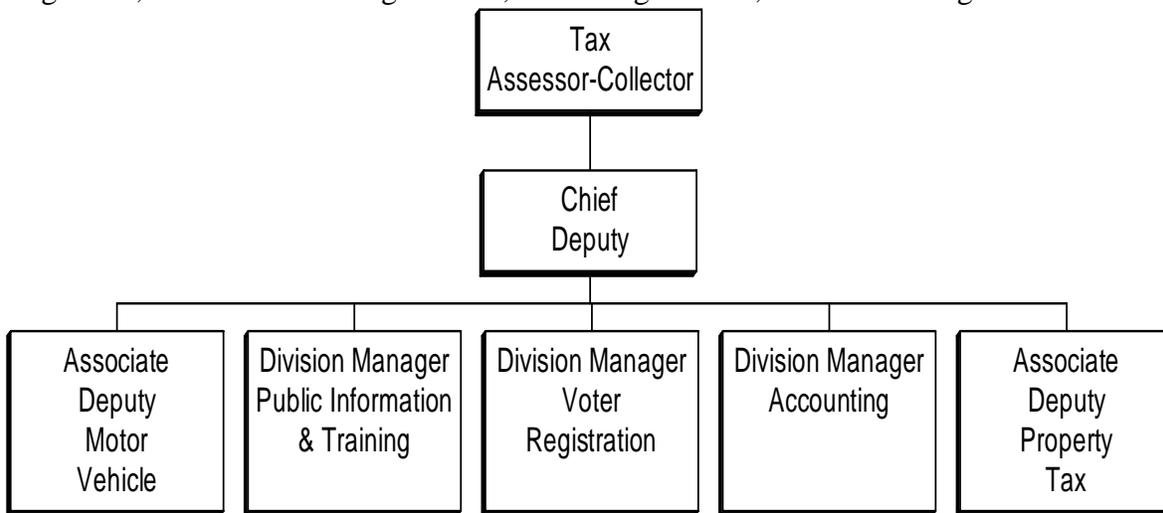
# Tax Assessor-Collector (08)

## Mission Statement

The mission of the Travis County Tax Assessor-Collector’s Office is to assess, collect, and disburse property taxes; register and title vehicles; and, register eligible citizens to vote. We are committed to carrying out these responsibilities while providing consistently outstanding customer service through a process of continuous evaluation and improvement of the ways in which we conduct business.

## 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
<b>Public Training &amp; Information:</b>				
# of Taxpayer demands	423,441	430,411	439,295	439,295
<b>Property Tax:</b>				
Posted Tax Payments by “Remittance Processing Device”	167,444	168,960	167,440	167,440
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	120,075	129,502	133,387	133,387
# of walk-in customers	197,234	137,648	141,777	141,777
<b>Voter Registration:</b>				
# of documents received	127,172	98,193	185,000	125,000
# of registered voters	558,374	536,216	573,216	552,216
<b>Accounting:</b>				
Total collections (all jurisdictions)	2.2 billion	2.3 billion	2.4 billion	2.5 billion

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$5,589,708	\$6,107,564	\$6,841,623	\$7,103,602	\$261,979
Operating	\$287,541	\$608,180	\$447,517	\$445,190	(\$2,327)
CAR	\$0	\$0	\$21,200	\$0	(\$21,200)
Total	\$5,877,249	\$6,715,744	\$7,310,340	\$7,548,792	\$238,452
FTE	116	122	126.5	129	2.5
Other Capital (A)	\$0	\$0	\$0	\$0	0

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

**FY 09 Budget Issues**

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The FY 09 Adopted Budget for the department includes an increase of \$238,452, or 3.3%, over the FY 08 Adopted Budget.

Personnel changes in this budget, resulting in an increase of \$261,979, include:

- An increase of \$220,511 in salaries and benefits for a 3.0% across-the-board pay increase for county employees and other compensation issues including market adjustments,
- A \$47,657 increase for a data technician in the voter registration division to assist in downloading and transferring electronic voter registration information,
- \$40,318 increase to help the motor vehicle division due to addition duties from TX Dot and increase in vehicle registrations and titles,
- An increase to the elected official’s salary and benefits of \$3,597,
- \$1,716 increase due to a personnel technical correction,
- \$2,581 one time reduction for red lined employees,
- \$6,707 decrease from personnel to the operating budget,
- A decrease totaling \$42,532 adjusting the department’s salary savings calculation, and
- Internally funded an increase of a part time motor vehicle employee to full time.

Operating changes in this budget, resulting in a decrease of \$2,327, include:

- \$15,782 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,
- \$6,707 increase from the personnel budget to the operating budget,
- A \$24,816 decrease for a one time FY08 cash transfer to Fund 018.

**FY 09 Capital**

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The FY09 Adopted budget includes no capital for this department however there was \$21,200 reduction for one time capital purchases from last fiscal year.

# 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Total number of budget requests reviewed for Preliminary Budget (General Fund & Capital)	332	386	403	425
Total value of budget requests reviewed for Preliminary Budget:				
General Fund \$	\$24,948,233	\$33,507,986	\$33,414,102	\$39,000,000
Other Funds	\$11,379,411	\$16,117,761	\$9,500,409	\$10,000,000
Capital	\$22,136,778	\$37,042,036	\$45,488,907	\$50,000,000
Average \$ Amount of Each Request (Combined)	\$176,098	\$224,528	\$219,363	\$232,941
Percentage of PBO budget recommendations in Adopted Budget	100%	100%	100%	100%
County Bond Rating	AAA	AAA	AAA	AAA
Number of Budget adjustments processed	7,700	5,011	5,461	5,900
Number of Personal Action Forms processed	2,915	3,258	3,400	3,600
End of Year Balance of Allocated Reserve (adjusted)/ Percent of Reserve Spent	\$462,037 86%	\$ 1,704,468 58%	\$1,500,000 65%	\$ 500,000 75%
Adherence to debt policy guidelines and ratios	Yes	Yes	Yes	Yes
Portfolio yield in basis points over applicable benchmark	(52.00)	13.00	154.00	33.00

## Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$1,240,649	\$1,315,116	\$1,418,170	\$1,464,114	\$45,944
Operating	\$62,687	\$62,967	\$62,967	\$70,337	\$7,370
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,303,336	\$1,378,083	\$1,481,137	\$1,534,451	\$53,314
FTE	14	14	14.5	14.5	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

**FY 09 Budget Issues**

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The FY 09 Adopted Budget for the Planning and Budget Office has increased \$53,314 when compared to the FY 08 Adopted Budget. These increases occurred exclusively within the department's personnel budget as highlighted below:

- A net decrease totaling \$653 related to the annualization of FY 08 personnel actions.
- An increase of \$45,978 in salaries and benefits for a 3.0% across-the-board pay increase for county employees and other compensation issues including market adjustments.

**FY 09 Capital Issues**

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The FY 09 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, 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. In FY09 a Special Assistant to Commissioners Court and an Intergovernmental Relations Coordinator was added to assist the Court in various planning and legislative projects.

### Adopted Budgets FY 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	(\$1,703,366)	(\$1,725,142)	\$11,877	\$172,296	\$160,419
Operating	\$2,109,161	\$2,109,161	\$2,437,769	\$2,658,612	\$220,843
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$405,795	\$384,019	\$2,449,646	\$2,830,908	\$381,262
FTEs	0	0	0	2.5	2.5

### FY 09 Budget Issues

The FY 09 Adopted Budget for the General Administration General Fund budget includes an increase of \$381,262, or 15.5%, over the FY08 Adopted Budget.

#### Personnel

The \$160,419 increase in personnel includes:

- \$91,901 for salary and benefits for the Intergovernmental Relations Coordinator position. There is an additional \$62,203 earmark on the Allocated Reserve for administrative assistant and other related expenses,
- \$80,395 salary and benefits for new Special Assistant to Commissioners Court position, and
- A decrease of \$11,877 for compensation increases awarded to Travis County Executive Managers in FY 08 and subsequently transferred to their respective departments.

#### Operating

The \$220,843 increase in the operating budget includes:

- \$138,830 increase in fees to the Travis Central Appraisal District,

- \$53,800 auditing fee increase due to a new contract,
- \$20,000 increase in arbitrage fees,
- \$5,413 increase for various membership dues including National Association of Counties, Capital Area Council of Governments and Council of Urban Counties, and
- \$2,800 increase for operating expenses for Special Assistant to Commissioners Court.

**FY 09 Capital Issues**

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The FY 09 Adopted Budget includes no capital funding for this department.

## Hospitalization Contra Account (Dept. 89)

### Mission Statement

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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 06-09

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	\$0	(\$4,155,683)	(\$3,678,325)	477,358
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$0	\$0	(\$4,155,683)	(\$3,678,325)	477,358
FTEs	0	0	0	0	0

### FY 08 Budget Issues

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The contra account has decreased by \$477,358 going from (\$4,155,683) in FY08 to (\$3,678,325) in FY09. 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 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</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	11,842	16,869	18,554	19,279
# of consultations with hiring managers, personnel liaisons and applicants	1,600	10,000	12,100	12,150
# of TCHR/EEO complaints filed	3	6	4	5
# of outreach contacts to recruit a qualified and diverse workforce	N/A	18,250	18,560	18,750
# of classification analysis	1,100	840	1,262	1,400
# of positions market surveyed	1,100	840	1,262	1,400

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$1,446,526	\$1,506,096	\$1,534,946	\$1,599,396	\$64,450
Operating	\$6,791,707	\$7,069,540	\$7,069,542	\$1,176,818	-\$5,892,724
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$8,238,233	\$8,575,636	\$8,604,488	\$2,776,214	-\$5,828,274
FTE	15.66	15.66	15.66	16.66	1.00

**FY 09 Budget Issues**

The FY 09 Adopted Budget for the department includes a decrease of \$5,828,274 or a 67.7% decrease compared to the FY 08 Adopted Budget. This is primarily the result of planned one-time reductions in the General Fund contributions to the Employee Health Benefits Fund and Risk Management Fund that have been implemented to reduce each fund's Allocated Reserve.

Personnel

Highlights of a \$64,450 increase in personnel expense include:

- An increase of \$34,464 for a 3% across-the-board pay increase.
- An increase of \$33,880 related to the implementation of the FY 08 Market Study.
- A decrease of \$3,894 for the removal of one-time salary increases awarded in FY 08.

The FY 09 Adopted Budget also includes the authorization for an additional General Fund FTE to provide support for the new financial system. The authorization for the new staff is for January 1, 2009 and funding is in a special reserve for this purpose.

Operating

Highlights of a \$5,828,274 decrease in operating include:

- A decrease of \$4,892,724 for a one-time reduction in the County's contribution to the Employee Benefit Fund for retiree health care. The Allocated Reserve of the Employee Benefits Fund is sufficient to cover these resources for FY 09 and the action is part of a planned on-going strategy to reduce the reserve to an appropriate level.
- A decrease of \$1,000,000 for a one-time reduction in the County's contribution to the Risk Management Fund. There are sufficient resources in fund for FY 09 and this is also part of planned strategy to reduce the size of the fund's Allocated Reserve.

## 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 was been reduced from the General Fund contribution beginning in FY08 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 09 will be the third year of a planned four year reduction. There is also an additional one-time \$1,000,000 reduction for FY 09. The fund has \$18,678,472 in available resources for FY 09 and a reserve of \$12,613,833.

**Key Program Statistics**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Number of Safety Training Sessions	110	57	80	90
Annual number of safety inspections for all departments	52	24	50	50
Loss prevention to County property (# of Claims)	240	125 projected	52	N/A
# of alcohol and drug tests conducted	340	183	408	358

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$900,166	\$978,884	\$1,010,837	\$1,117,703	\$106,866
Operating	\$12,695,222	\$14,591,723	\$17,480,286	\$17,560,769	\$80,483
Total	\$13,595,388	\$15,570,607	\$18,491,123	\$18,678,472	\$187,349
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.34	7.34	7.34	8.34	1.0

**FY 09 Budget Issues**

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In the FY 09 Adopted Budget, the Risk Management Fund budget increased by \$187,349, or 1% compared to the FY 08 Adopted Budget.

Highlights of the \$106,866 increase in the personnel budget include:

- An increase of \$81,232 for a one FTE Employment Specialist.
- An increase of \$20,474 for a 3% across-the-board pay increase.
- An increase of \$7,114 related to the implementation of the FY 08 Market Study.
- A decrease of \$1,954 for the removal of one-time salary increases awarded in FY 08.

Highlights of the \$80,483 increase in the operating budget include:

- An increase of \$65,148 in catastrophic reserves due to changes in fund balance.
- An increase of \$15,335 for operating expenses for the newly added Employment Specialist.

## Human Resources Management

### Employee Health Benefits Fund (Fund 526)

**Purpose**

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In FY 02, the Commissioners Court approved the establishment of Fund 526 for the self-insurance of employee and retiree health benefits. The advantages of self-insurance include the opportunity to offer a better level of benefits and to provide more control over increasing health benefit costs. Beginning in FY 05, a county employee health clinic was established with the expenses for the clinic budgeted in Fund 526. All employees, retirees, and dependents on a county health plan have access to the clinic and their wellness outreach efforts.

**Key Program Statistics**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Measures for administration of benefits				
# of current/former employees assisted with benefit issues (phone)	5,800	5,200	5,500	5,500
# of current/former employees assisted with benefit issues (walk-ins)	575	400	400	400
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	3,750	4,000	4,195	4,300
Measures for Employee Health Clinic				
Number office visits	3,045	4,286	5,554	5,550
Number of employees attending Wellness Programs	291	630	650	650
Number of employee having physicals	169	162	300	500
Number of employees in disease Management	567	2,222	2,300	2,500
Number of employees having hearing screenings.	446	335	375	375

**Funding Source**

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The FY 09 Adopted Budget for the Employee Health Benefits Fund includes revenue of \$68,982,664 that are derived from the following sources: premiums charged to County departments (\$29,897,628), premiums charged to employees and retirees (\$6,349,944), pooled cash investments (\$720,000), rebates from the pharmacy contract and United Health Care (\$450,000), COBRA premiums (\$65,092), and fund balance (\$31,500,000).

**Adopted Budgets FY 06-09**

	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>Diff FY 09-08</b>
<b>HRMD</b>					
HRMD (Personnel)	\$424,353	\$847,674	\$897,644	\$1,229,522	\$331,878
HRMD (Operating)	\$48,383,368	\$63,143,131	\$69,698,483	\$67,573,890	(\$2,124,593)
<b>HRMD Total</b>	<b>\$48,807,721</b>	<b>\$63,990,805</b>	<b>\$70,596,127</b>	<b>\$68,803,412</b>	<b>(\$1,792,715)</b>
<b>HRMD FTE</b>	<b>5.0</b>	<b>10.0</b>	<b>10.0</b>	<b>14.0</b>	<b>4.0</b>
<b>ITS</b>					
ITS (Personnel)	\$0	\$81,154	\$85,280	\$91,485	\$6,205
ITS (Operating)	\$0	\$352,711	\$1,789	\$15,683	\$13,894
<b>ITS Total</b>	<b>\$0</b>	<b>\$433,865</b>	<b>\$87,069</b>	<b>\$107,168</b>	<b>\$20,099</b>
<b>ITS FTE</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>Reserves (Dept 98)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,084</b>	<b>\$72,084</b>
<b>Total Fund</b>	<b>\$48,807,721</b>	<b>\$64,424,670</b>	<b>\$70,683,196</b>	<b>\$68,982,664</b>	<b>(\$1,772,616)</b>
<b>Total Fund FTE</b>	<b>5.0</b>	<b>11.0</b>	<b>11.0</b>	<b>15.0</b>	<b>4.0</b>

**FY 09 Budget Issues**

In the FY 09 Adopted Budget, the Employee Health Benefits Fund HRMD budget decreased by \$1,792,715, or 2.54% compared to the FY 08 Adopted Budget. The total budget for HRMD within the fund for FY 09 is \$68,803,412 and 14 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.

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 \$107,168 and also includes replacement computers for the staff budgeted within the fund. Additional details will be provided in the narrative for ITS (Department 12). The FY 09 fund also includes \$72,084 in Reserves (Dept 98) for a new financial system support position for HRMD that is authorized for a January 1, 2009 start date but budgeted outside of the department in reserves.

Personnel

Highlights of the \$331,878 increase in the personnel budget for HRMD include:

- An increase of \$289,163 for three FTE to fully staff the employee clinic at Del Valle.
- An increase of \$33,038 for a 3.0% across-the-board pay increase.
- An increase of \$9,709 to implement the FY 08 Market Study.
- A decrease of a \$32 personnel reallocation to operating.

The FY 09 Adopted Budget also includes the authorization for an additional Employee Benefits Fund FTE to provide support for the new financial system. The authorization for the new staff is for January 1, 2009 and funding is in a special reserve for this purpose.

Operating

Highlights of the \$2,124,593 decrease in the operating budget for the department include:

- A net increase of \$1,916,764 for anticipated insurance claims based the FY 09 open enrollment and data provided by the actuary.
- An increase of \$369,500 for new employee clinic building at Del Valle.
- An increase of \$18,955 for operating expenses for new clinic staff
- An increase of \$32 due to a reallocation from the personnel budget.
- A decrease of \$4,429,844 in the Allocated Reserve of the fund compared to FY 08.

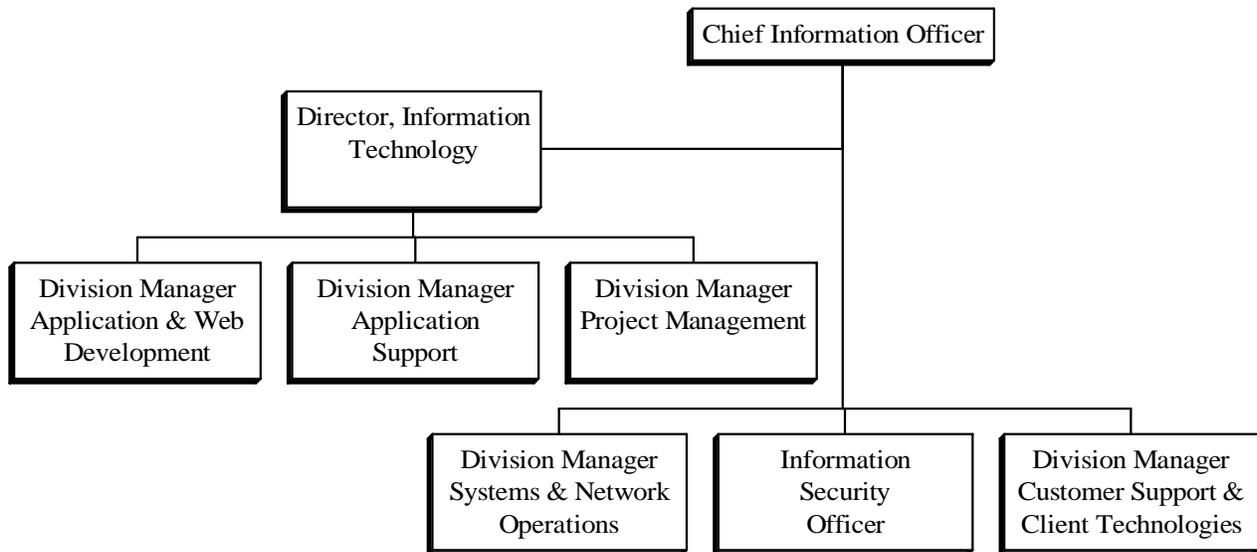
# Information and Telecommunication Systems (12)

## 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
File servers maintained	190	240	257	300
Average time to resolve critical Help Desk calls	50 min	36 min	27 min	< 2.5 hrs
Number of training classes offered	155	85	100	90
Number of in bound/out bound calls to the HelpDesk	50,080	46,438	50,000	46,000
Number of service requests resulting from calls received	46,554	62,218	50,000	50,000
Maintained Applications	24	30	38	42

**Adopted Budgets FY 06-FY 09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$7,138,271	\$8,225,496	\$9,073,167	\$9,629,916	\$556,749
Operating	\$5,922,367	\$6,687,394	\$7,065,964	\$7,089,678	\$23,714
CAR	\$948,768	\$620,650	\$382,521	\$1,161,557	\$779,036
Department Subtotal	\$14,009,406	\$15,533,540	\$16,521,652	\$17,881,151	\$1,359,499
Centralized Computer Services, General Fund only (Dept. 90)	\$1,385,512	\$2,249,865	\$5,263,378	\$1,533,805	(\$3,729,573)
Department Total including Centralized Computer Services	\$15,394,918	\$17,783,405	\$21,785,030	\$19,414,956	(\$2,370,074)

(A) For FY 09, the Commissioners Court approved 1 FTE For FY 09, effective October 1, 2008, for ITS for development of the County’s New Financial System, and funded this position at an amount equivalent to 75% of the annual personnel costs plus related costs. Funding was placed in a dedicated reserve for access by the department. This FY 09 increase in headcount has been included in the above stated FY 09 Adopted Budget schedule though the funding remains in a dedicated reserve.

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

**FY 09 Budget Issues**

The FY 09 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$1,359,499 from the FY 08 budget. The Information & Telecommunication Systems personnel budget increased by \$556,749 while the operating budget increased by \$23,714. One time CAR funded capital requests increased by \$779,036 from FY 08.

Personnel

Highlights of the \$556,749 increase in the personnel budget include:

- An increase of \$582,577 for compensation increases for rank and file employees comprised of a 3.0 percent across-the-board increase and HRMD Market Salary Survey increases.
- An increase of \$104,120 for one new FTE for the Identity Management Architecture initiative.
- A net increase of \$1,349 for temporary backfill employees required for the Fully Automated Courts Tracking System (FACTS) implementation.
- An increase of \$8,300 for technical corrections to salary and benefit line items for 3 FTE.
- An increase of \$7,427 for Executive Manager compensation.
- A decrease of \$62,834 due to the transfer of FY 08 performance-based pay to Facilities Management.
- A decrease of \$97,501 for one time personnel costs.
- A decrease of \$13,364 due to a departmental salary savings revision.

- A net increase of \$26,675 for internal reallocation from the department’s operating line items to its personnel budget.

Operating

Highlights of the \$23,714 increase in the operating budget include:

- An increase of \$219,082 due to maintenance of current effort requests related to maintenance agreement costs, upgrades, licensing and professional services.
- A decrease of \$195,368 for one-time operating expenditures made in FY08.

**FY 09 Capital**

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ITS received \$1,161,557 in CAR funding for capital equipment and projects. In addition, the department received \$1,533,805 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 New CAR budget, Dept. 12 (\$1,124,807)***

- TSM Upgrade, \$162,000
- MS Windows Hardware Replacement, \$131,250
- Replace UPS in the CJC Building, \$51,372
- UPS installation in various IDF/MDF, \$300,000
- Remote IDF Access Controls installation, \$182,785
- Infrastructure to monitor IDFs, \$90,000
- Additional Server Chassis, \$68,000
- Criminal Justice Planning Child/Parent Defender Office IT equipment, \$139,400

***Capital Equipment and Projects Rebudgeted from FY 08 CAR budget (\$36,750)***

- Electronic Medical Records Hardware for Sheriff’s Office, \$36,750

***Capital Equipment and Projects Funded from New CAR budget, Dept. 90 (\$1,533,805)***

- Replacement IT Equipment, \$1,215,895
- New IT Equipment, \$317,910

Finally \$2,679,335 of capital equipment and projects is funded from Certificates of Obligation.

***Capital Equipment and Projects funded out of Certificates of Obligation (\$2,679,335)***

- Power Growth in the Data Center, \$150,000
- Replacement Data Network Equipment, \$300,000
- Replace SAN Switches, \$610,000
- Server Replacement, \$450,000
- Server Chassis Replacement, \$190,000
- Tiburon IJS Version 7 Upgrade, Phase 2, \$684,335
- Storage Hardware and Software, \$295,000

## Centralized Computer Services (90)

### Purpose

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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.

The Centralized Computer Services Department was created as the result of the implementation of the Uniform Chart of Accounts. 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.

### FY 09 Budget Issues

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The total FY 09 Adopted Budget for this department is \$1,533,805 (\$317,910 new, \$1,215,895 replacement) in the General Fund, \$11,700 in Fund 011, \$46,710 in Fund 028, \$4,660 in Fund 030, \$19,085 in Fund 050, \$83,405 in Fund 055 and \$11,625 in Fund 526. 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.

**Information and Telecommunication Systems (12)**  
**FACTS Financial Team**  
**Justice Court Technology Fund (Fund 050)**

**Purpose**

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The Justice Court Technology Fund supports the technology enhancement needs of the Travis County Justice Courts. The Justice Court Technology Fund derives its income from a \$4 technology fee assessed on all defendants convicted of a misdemeanor offense in Justice Court. The Fully Automated Courts Tracking System (FACTS) Financial Team provides dedicated support for Justices of the Peace FACTS issues.

**Funding Source**

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FY 09 revenue for the Justice Court Technology Fund (050) is \$980,197, a decrease of \$18,247 over FY 08. This was a result from a \$97 increase in the beginning fund balance, a decrease of \$20,344 in projected charges for services and a \$2,000 increase in interest income.

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY09–08</b>
Personnel	\$0	\$0	\$0	\$189,251	\$189,251
Operating	\$0	\$0	\$0	\$21,836	\$21,836
CAR	\$0	\$0	\$0	\$0	\$0
Division Total	\$0	\$0	\$0	\$211,087	\$211,087
FTEs	0.0	0.0	0.0	2.0	2.0

**FY 09 Budget Issues**

---

The ITS FACTS Financial Division was created as the result of requirements identified during the FY 09 Budget Process. With the Auditor’s Office announcement that it would refocus three FTE dedicated to FACTS Financial issues in the Justices of the Peace Offices on the County’s New Financial System, ITS requested two FTE to take their place and continue to provide FACTS financial testing, maintenance and upkeep. The total FY 09 Adopted Budget for this division is \$211,087 which funds a Business Consultant, a Business Analyst and associated operating expenses.

Personnel

An increase of \$189,251 for one Business Consultant I and one Business Analyst III position.

Operating

An increase of \$21,836 for associated operating expenses for the two FTE.

**Information and Telecommunication Systems (12)**  
**HIPAA Compliance Division**  
**Employee Health Benefits Fund (Fund 526)**

**Purpose**

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In FY 02, the Commissioners Court approved the establishment of Fund 526 for the self-insurance of employee and retiree health benefits. The advantages of self-insurance include the opportunity to offer a better level of benefits and to provide more control over increasing health benefit costs. Beginning in FY 05, a county employee health clinic was established with the expenses for the clinic budgeted in Fund 526. All employees, retirees, and dependents on a county health plan have access to the clinic and their wellness outreach efforts.

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

**Funding Source**

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The FY 09 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$68,982,664 that are derived from the following sources: premiums charged to County departments, premiums charged to employees and retirees, pooled cash investments, rebates from the pharmacy contract and United Health Care, COBRA premiums, and fund balance.

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY09–08</b>
Personnel	\$0	\$81,154	\$85,279	\$91,485	\$6,206
Operating	\$0	\$352,711	\$1,790	\$4,058	\$2,268
CAR	\$0	\$0	\$0	\$0	\$0
Division Total	\$0	\$433,865	\$87,069	\$95,543	\$8,474
FTEs	0	1.0	1.0	1.0	0

## **FY 09 Budget Issues**

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The ITS HIPPA Compliance Division was created as the result of requirements identified during the FY 07 Budget Process. The total FY 09 Adopted Budget for this division is \$95,543 which funds an Information Security Analyst and associated operating expenses. This budget remains under the oversight and management control of Executive Manager for Administrative Operations.

### Personnel

Highlights of the \$6,206 increase in the personnel budget include:

- An increase of \$2,443 for compensation increases for rank and file employees comprised of a 3.0 percent across-the-board cost of living allowance.
- An increase of \$3,763 for salary increases due to the HRMD Market Salary Survey results.

### Operating

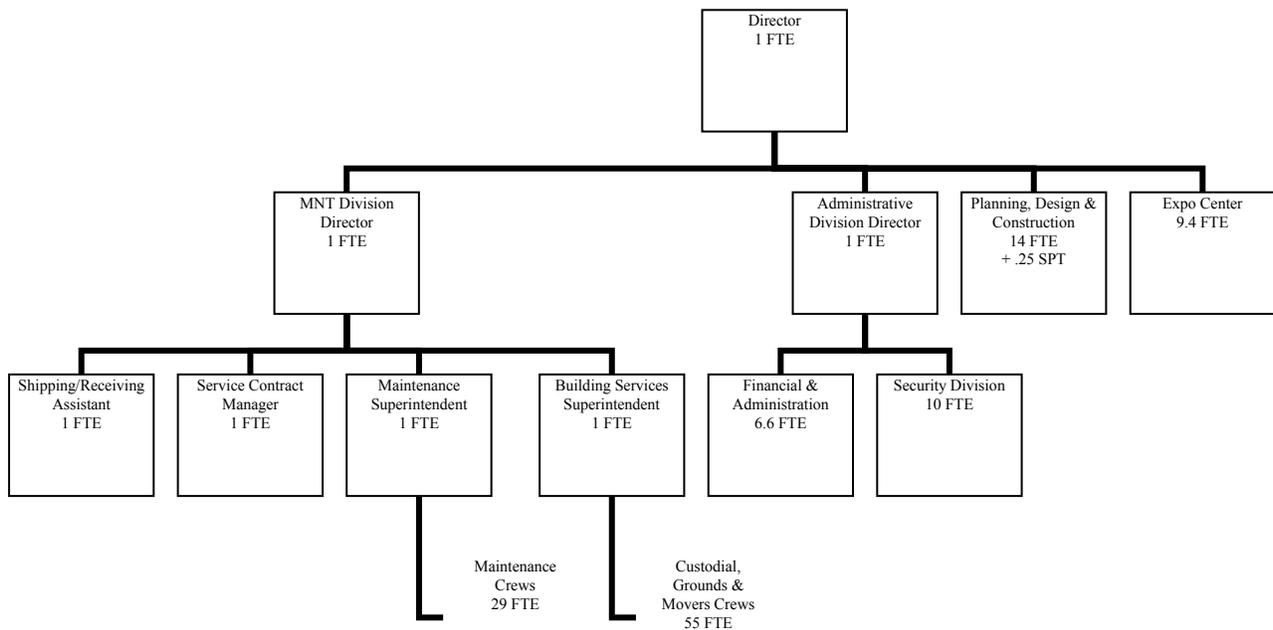
An increase of \$2,268 in the Depreciation, Office Equipment and Furniture line item.

# 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
% of correct pay applications processed w/ 7 days	95%	97%	97%	98%
% of acceptable invoices processed w/in 7 days	97%	97%	97%	98%
% of correct contract mods processed w/in 7 days	96%	95%	96%	96%
% of budget transfers processed w/in 48 hrs.	98%	98%	99%	100%
% of purchase requisitions processed w/in 7 days	96%	95%	95%	96%
Variation of construction contract modifications- Small projects	11%	15%	15%	15%
Medium projects	10%	12.5%	12.5%	12.5%
Large projects	5%	10%	10%	10%

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Construction schedule variance- Small projects	17%	20%	20%	20%
Medium projects	13%	15%	15%	15%
Large projects	15%	10%	10%	10%
Design contract modifications- Small projects	2%	N/A	N/A	N/A
Medium projects	1%	10%	10%	10%
Large projects	1%	5%	5%	5%
Design schedule variance- Small projects	16%	25%	25%	25%
Medium projects	14%	15%	15%	15%
Large projects	15%	10%	10%	10%
% of grounds maintenance accomplished vs plan	85%	85%	87%	87%
Total call in job requests for groundskeeping svcs.	83	117	65	70
Total call in job requisitions for custodial svcs. and moves	563*	1,806	1,900	1,900
Total call in job requests for lock and key services	515	504	525	525
% of Emergency Maint Calls closed w/in 48 hrs.	100%	N/A	95%	95%
% of maintenance job orders self-identified by dept	34%	N/A	40%	40%
% of "routine" maintenance calls closed w/in target	69.8%	N/A	85%	85%
Total maintenance call in job requests per month	298	N/A	400	400

N.A. data not currently available

\* FY 06 figure excludes move requests.

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 08-09
Personnel	\$4,637,273	\$5,423,419	\$5,948,758	\$6,546,761	\$598,003
Operating	\$1,691,712	\$1,817,427	\$2,199,770	\$1,983,335	(\$216,435)
CAR *	\$2,678,978	\$4,040,705	\$3,942,025	\$1,957,857	(\$1,984,168)
Department Total	\$9,007,963	\$11,281,551	\$12,090,553	\$10,487,953	(\$1,602,600)
& Utilities (Dept. 91)	\$4,671,165	\$4,210,505	\$4,148,671	\$4,630,113	\$481,442
Department Total including Utilities and Leases	\$13,679,128	\$15,492,056	\$16,239,224	\$15,118,066	(\$1,121,158)
FTE	98.0	112.0	116.0	121.6	5.6
Cert. of Obligation	\$46,500	\$4,069,501	\$11,619,767	\$4,846,041	(\$6,773,726)

\* CAR includes new and rebudgeted capital. This amount does not include \$52,500 for a replacement mowing tractor budgeted centrally in TNR.

## **FY 09 Budget Issues**

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The FY 09 Adopted Budget for Facilities Management Department operations has decreased by \$2,068,723 from the FY 08 budget. This decrease is comprised of a \$598,003 increase in the personnel budget, a \$216,435 decrease in operating funds, and a decrease of \$2,450,291 in the CAR budget.

### Personnel

Changes in this budget, resulting in an increase of \$598,003, include:

- A decrease of \$44,006 for the one-year Special Project Planner for the Civil Courthouse Project.
- A decrease of \$45,008 for part of the salaries and benefits of the Inspector position for the Jail Expansion project.
- A decrease of \$11,623 related to lump sum awards made to red-lined employees.
- The internal reallocation of \$39,215 related to the midyear funding split for Building Maintenance Workers, Sr. and an Office Specialist between the Expo Center Fund and the General Fund.
- A decrease of \$134,394 in the personnel budget related to the adjustment of the budgeted salary savings based on a historical analysis.
- An increase of \$369,620 related to the midyear \$2/hour increase for maintenance workers.
- An increase of \$32,860 related to a new Building Security Guard for Palm Square.
- An increase of \$2,962 related to liveable wage and Executive Manager salary increases.
- An increase of \$62,834 related to the transfer of FY 08 Performance Based Pay from ITS to FMD.
- An increase of \$75,190 related to the funding of two additional daytime Custodians.
- An increase of \$79,258 related to the funding of two additional Maintenance Workers.
- An increase of \$166,888 related to the 3% COLA.
- An increase of \$4,207 related to market adjustments for green circled positions.

### Operating

Changes in this budget, resulting in a decrease of \$216,435, include:

- A decrease of \$200,000 for the one-time expense related to Civil Courthouse Planning.
- A decrease of \$34,200 related to one-time move costs funded in FY 08.
- A decrease of \$1,000 related to one-time costs funded in FY 08.
- A decrease of \$125,000 related to the removal of the General Fund subsidy for the Expo Center.
- An increase of \$1,845 related to operating costs for the new Building Security Guard.
- An increase of \$13,000 for one-time move costs related to the Precinct 1 and Precinct 2 office buildings.
- An increase of \$1,540 for operating costs related to the two new Custodians.
- An increase of \$2,380 for operating costs related to the two new Maintenance Workers.
- A one-time increase of \$125,000 for services (e.g., geotechnical, surveying) related to initial planning work for the Airport Road campus.

**FY 09 Capital Issues**

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Capital equipment and capital projects included in the FY 09 Adopted Budget from all sources, other than voter approved bonds, total \$6,803,898.

***Capital Equipment and Projects funded from New CAR budget (\$1,491,734)***

- Space costs related to new staff for Justice of the Peace, Pct. 5, \$8,000
- Replacement rooftop HVAC units for Keith Ruiz Building, \$30,000
- Replacement rooftop HVAC units for 2501 S. Congress Building, \$115,000
- Criminal Justice Center Roof Restoration, \$330,000
- Upgrade for the University Savings Building Traction Elevator, \$156,000
- Upgrade for the Gault Building Elevator, \$160,000
- Spot Coolers, \$19,000
- Upgrade for the Executive Office Building Fire Alarm System, \$365,275
- University Savings Building Roof Restoration, \$100,000
- Intranet HVAC Controls, \$39,000
- Granger Building 3<sup>rd</sup> & 4<sup>th</sup> Floors Entry Security Renovation, \$38,319
- Smith Road-Cooperative Extension Restroom Expansion, \$57,617
- Smith Road-Expansion of FMD Warehouse, \$59,123
- Renovation for Child/Parent Defender Offices, \$14,400

***Capital Equipment and Projects Rebudgeted from FY 08 CAR budget (\$466,123)***

- Expanded parking at Star Flight Headquarters, \$35,000
- 910 Lavaca Street Building Renovation (Rusk Building), \$49,500
- Precinct 2 Office Building FFE/ITS/Security, \$381,623

***Capital Projects funded out of New 5-Year Certificates of Obligation (\$4,846,041)***

- Construction of New Office Building for Precinct 1, \$3,029,645
- Renovation of 1<sup>st</sup> Floor of Precinct 2 Office Building, \$947,604
- SMART Building Construction additional costs due to notice delay, \$618,792
- Cooling System for Data Center, \$250,000

***Capital Projects funded out of Existing Certificates of Obligation (\$52,500)***

- Replacement Mowing Tractor funded centrally in TNR, \$52,500

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

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

**Purpose**

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

**Adopted Budgets FY 06–09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Operating-Leases	\$0	\$858,670	\$488,880	\$570,322	\$81,442
Operating-Utilities	\$0	\$3,351,835	\$3,659,791	\$4,059,791	\$400,000
Total	\$4,671,165	\$4,210,505	\$4,148,671	\$4,630,113	\$481,442
Capital	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00

**FY 09 Budget Issues**

The FY 09 Adopted Budget for Centralized Facilities – Leases & Utilities has increased by \$481,442 from the FY 08 budget. Beginning in FY 07, 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 the lease budget totaling \$81,442 include:

- An increase of \$110,930 related to the leases for the new Public Defenders offices.
- A decrease of \$29,488 related to one-time funding of Drug Court lease space.

Changes in the utilities budget totaling \$400,000 relate to an increase in energy costs across county facilities.

There is also an earmark of \$347,110 on Allocated Reserve for utility cost increases that may result if energy prices do not stabilize.

**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. The certified revenue for FY 09 in this special fund is comprised of \$624,587 in beginning fund balance, \$411,000 in charges for services, \$12,000 in interest income, and \$541,680 in miscellaneous revenue.

**Adopted Budgets FY 06–09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$493,422	\$520,229	\$578,667	\$583,922	\$5,255
Operating	\$661,102	\$550,541	\$547,934	\$1,005,345	\$457,411
Total	\$1,154,524	\$1,070,770	\$1,126,601	\$1,589,267	\$462,666
Capital*	\$0	\$0	\$0	\$0	\$0
FTE	9.00	9.00	10.00	9.40	(0.60)

\* 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 09, however, \$165,000 is being funded in the Expo Center’s operating budget for a 100 foot boom lift and \$30,000 is funded to replace rotted wood siding in the Banquet Hall.

**FY 09 Budget Issues**

The FY 09 Adopted Budget for the Exposition & Heritage Center has increased by \$462,666 from the FY 08 budget. This increase is comprised of a \$5,255 increase in the personnel budget and a \$457,411 increase in the operating budget. These budget increases are related to a \$396,886 increase in the beginning balance and a \$65,780 increase in new revenue for the fund.

Personnel

Changes in this budget, resulting in an increase of \$5,255 include:

- A decrease of \$30,611 related to permanent salary savings in the personnel budget.
- A net decrease of \$15,817 related to the midyear reassignment of Building Maintenance Worker Sr's so that 25% of each worker is funded in the Expo Center Fund and 75% is funded in the General Fund. The net number of Building Maintenance Worker Sr's has remained the same in each fund. The net decrease in budget also includes the transfer of 0.60 FTE related to an Office Specialist Sr. from the Expo Center Fund to the General Fund.
- A decrease of \$1,222 related to a red-lined employee's lump sum salary increase in FY 08.
- An increase of \$34,959 related to a \$2 an hour salary increase for all maintenance workers.
- An increase of \$14,512 related to a 3% COLA.
- An increase of \$3,434 related to a green circled market salary adjustment.

Operating

Changes in this budget, resulting in an increase of \$457,411 include:

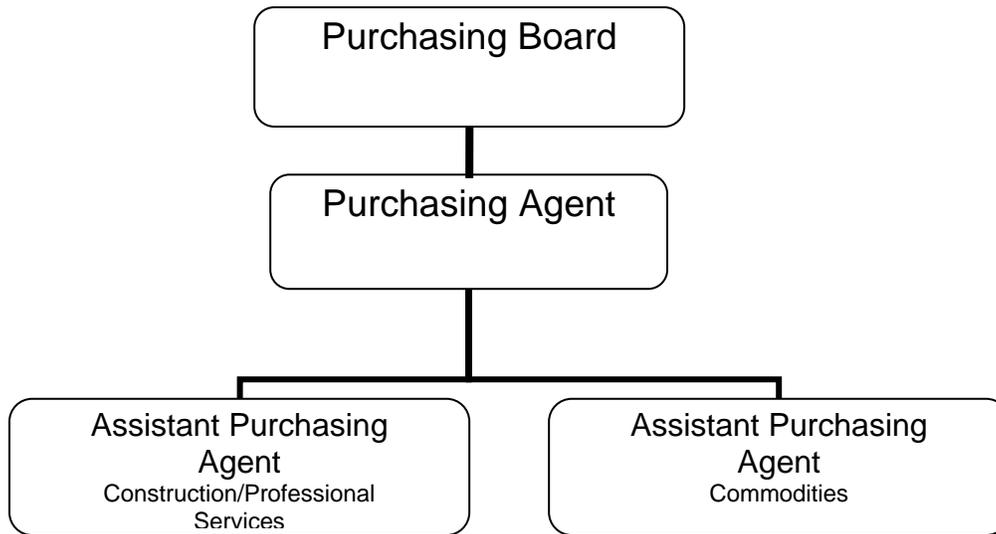
- An increase of \$165,000 for the one-time expense for the purchase of a 100' boom lift.
- An increase of \$30,000 for the one-time expense for the repair of rotted wood siding in the Banquet Hall.
- An increase of \$262,411 to the Allocated and Unallocated Reserves in this fund to balance to the revenue 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Customer Satisfaction (1-6 Scale)	98%	100%	100%	90%
# of purchase orders processed	27,518	28,658	26,861	25,800
# of requisitions processed	30,668	31,920	30,097	28,000
# of formal solicitations processed	148	158	105	175
# contracts written	271	328	263	290

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$2,035,147	\$2,173,261	\$2,267,859	\$2,334,983	\$67,124
Operating	\$345,327	\$399,577	\$246,577	\$246,577	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,380,474	\$2,572,838	\$2,514,436	\$2,581,560	\$67,124
FTE (see Note A)	30.0	30.0	30.0	32.0	2.0

**FY 09 Budget Issues**

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The FY 09 Adopted Budget for the Purchasing Office includes an increase of \$67,124, or a 2.67% increase over the FY 08 Adopted Budget.

Personnel

Highlights of a \$67,124 increase in the personnel budget include:

- An increase of \$57,813 for compensation increases for rank and file employees comprised of a 3.0% across-the-board increase.
- An increase of \$9,311 for the compensation package for the Purchasing Agent as voted by the Purchasing Board.

Operating

Operating expenses did not change from FY 08.

Please note that the FY 09 operating budget is appreciably less than those in FY 06 and FY 07 due to the cessation, in late FY 07, of Purchasing Agent services for the Travis County Hospital District.

**FY 09 Capital**

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The FY 09 Adopted Budget includes no capital funding for this department.

Notes:

(A): For FY 09, the Commissioners Court approved 2 FTEs, effective October 1, 2008, and a consultant for the Purchasing Office for development of the County’s New Financial System, and funded these positions at an amount equivalent to 75% of the annual personnel costs plus related costs. Funding was placed in a dedicated reserve for access by the Office. This FY 09 increase in headcount has been included in the above stated FY 09 Adopted Budget schedule though the funding remains in a dedicated reserve.

Historical Commission (Dept. 17)
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**Mission Statement**

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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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
# of special projects	3	4	4	4
# of volunteer hours contributed	1,000	1,100	1,200	1,300
# of marker applications processed	10	2	5	4
# of markers sponsored	2	1	1	1
# of publications sponsored	2	1	1	2

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,842	\$4,942	\$1,942	\$5,442	\$3,500
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,842	\$4,942	\$1,942	\$5,442	\$3,500
FTE	0.0	0.0	0.0	0.0	0.0

**FY 09 Budget Issues**

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The Historical Commission’s budget total for FY 09 increased \$3,500 from FY 08. The increase is due to the addition of a one time cash match for a grant from the Texas Historical Commission to conduct historical surveys in Northeast Travis County.

# County Clerk (20)

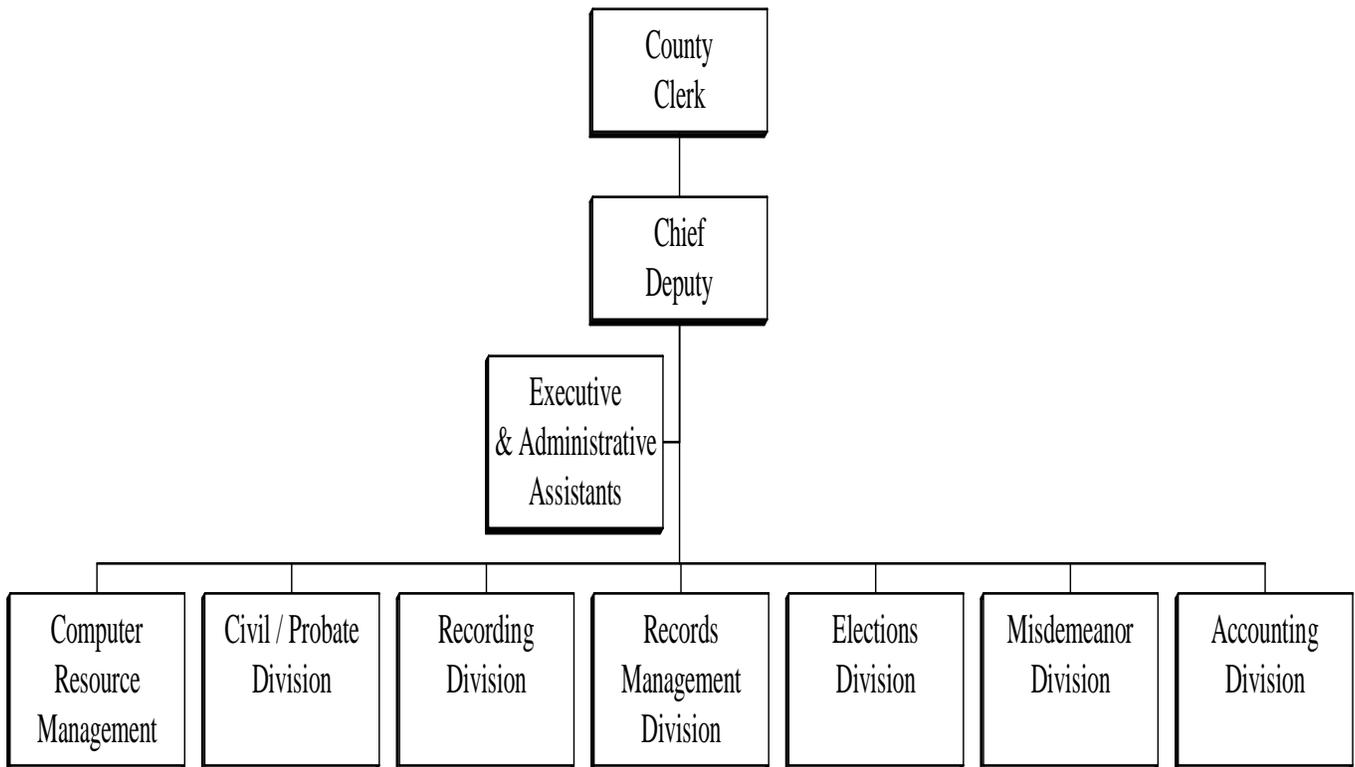
## Mission Statement

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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

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**Key Program Statistics**

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
Number of mandated elections held	2	1	1	1
Number of civil lawsuits filed	8,284	8,079	7,800	8,000
Number of bond forfeiture cases filed	3,000	4,791	5,950	6,000
Number of probate cases filed	1,856	1,894	1,950	2,000
Number of mental health cases filed	2,098	2,555	2,400	2,400
Number of items noted on civil dockets	73,496	89,912	90,000	90,000
Number of new criminal cases filed with charging instrument	28,945	36,170	33,000	34,000
Number of real property documents recorded	263,684	286,592	295,189	304,045
Number of marriage licenses issued	8,462	9,150	9,425	9,708
Number of foreclosures processed	3,411	3,356	3,457	3,561
Number of images scanned	1,493,183	1,698,284	1,749,233	1,801,710

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$6,618,813	\$6,647,894	\$7,787,597	\$7,892,997	\$105,400
Operating	\$541,980	\$487,841	\$788,471	\$781,595	(\$6,876)
CAR	\$52,555	\$42,900	\$0	\$0	\$0
Fund Total	\$7,213,348	\$7,178,635	\$8,576,068	\$8,674,592	\$98,524
FTE	103.0	103.0	103.0	107.0	4.0
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 09 Budget Issues**

The FY 09 Adopted Budget for the County Clerk’s Office has increased by \$105,400 in the personnel budget and, decreased by \$6,876 in the operating budget for a net increase of \$98,524.

Personnel

Highlights of a \$105,400 increase in the personnel budget include:

- An increase of \$400,403 in salaries and benefits for a 3.0% across-the-board pay increase for county employees, season temporary worker pay increases, market salary adjustment and other compensation issues.
- An increase of \$139,105 for three FTE associated with the new County Court-at-Law #8.
- An increase of \$3,597 in salaries and benefits for the elected officials’ salary.
- A net decrease of \$369,272 for changes to the Elections Division baseline budget to account for resources required for an Odd-year Election Cycle.
- A net decrease of \$57,786 due to departmental reallocation from personnel to operating

- A decrease of \$10,647 related to lump sum awards made to red-lined employees.

**Operating**

Highlights of a \$6,876 decrease include:

- An increase of \$23,700 for operating costs associated with three FTE associated with the new County Court-at-Law #8.
- A net decrease of \$88,362 for changes to the Elections Division baseline budget to account for resources required for an Odd-year Election Cycle.
- An net increase of \$57,786 due to departmental reallocation from personnel to operating line items

**FY 09 Capital**

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Computer equipment for the County Clerk's Electronic Voter Qualifying Station Pilot Project (\$138,950) and County Court at Law #8 staff (\$12,545) are 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 09 revenue for the Records Management Fund (028) is \$1,224,500, a decrease of \$426,565 over FY 08. This was a result from a \$228,065 decrease in the beginning fund balance and a decrease of \$198,500 in projected charges for services.

In FY09, the County Clerk is using the Records Management Fund to fund activities or projects in two departments. Of the total \$1,224,500 in the fund, \$904,139 is budgeted in the County Clerk's Office for personnel and operating expenditures, \$46,710 is budgeted in Dept. 90 for replacement computers, \$227,773 is budgeted in the Records Management and Communication Resources Department for imaging projects and offsite storage costs and \$45,878 is budgeted in an Allocated Reserve in the fund.

**Key Program Statistics**

Measures	FY 2006 Actual	FY 2007 Actual	FY 2008 Projected	FY 2009 Projected
Number of Civil, Probate and Misdemeanor docs filed	315,476	328,393	338,462	338,462
Number of court case files rotated, recalled, and refiled	339,808	364,462	390,501	390,501
Number of microfilm roll conversion and indexing	722	718	700	700

**Adopted Budget FY 06–09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
<b>Personnel</b>					
County Clerk	\$571,487	\$596,742	\$626,642	\$651,139	\$24,497
RMCR	\$245,406	\$92,618	\$49,179	\$49,385	\$206
District Clerk	\$71,147	\$3,217	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$888,040</b>	<b>\$692,577</b>	<b>\$675,821</b>	<b>\$700,524</b>	<b>\$24,703</b>
<b>Operating</b>					
County Clerk *	\$420,202	\$806,169	\$782,706	\$345,588	(\$437,118)
RMCR	\$161,341	\$161,341	\$192,538	\$178,388	(\$14,150)
District Clerk	\$0	\$0	\$0	\$0	\$0
ITS	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$581,543</b>	<b>\$967,510</b>	<b>\$975,244</b>	<b>\$523,976</b>	<b>(\$451,268)</b>
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,469,583</b>	<b>\$1,660,087</b>	<b>\$1,651,065</b>	<b>\$1,224,500</b>	<b>(\$426,565)</b>
FTE	16.57	12.28	9.70	9.70	0.00

\* Operating includes the Allocated Reserve for Fund 028 and computers budgeted in Dept 90.

**FY 09 Budget Issues**

The FY 09 Adopted Budget for the County Clerk Records Management Division in this fund has decreased overall by \$426,565 due to a \$24,703 increase in personnel and a \$451,268 decrease in operating.

Personnel

Highlights of a \$24,703 increase in the Fund 028 personnel budget include:

- An increase of \$23,335 in salaries and benefits that include a 3.0% across-the-board pay increase for county employees and associated with HRMD Market Salary Survey study results.
- An increase of \$1,183 in salaries and benefits that include a 3.0% across-the-board pay increase for county employees for Records Management personnel budgeted in Fund 028.
- A decrease of \$1,473 related to lump sum awards made to County Clerk red-lined employees.
- A decrease of \$1,213 related to lump sum awards made to Records Management red-lined employees.
- An increase of 2,871 to balance against the Auditor’s certified revenue estimate in the Allocated Reserve for this fund.

Operating

Highlights of a \$451,268 decrease in the Fund 028 operating budget include:

- An increase of \$51,000 for capital requirements.
- An increase of \$46,710 for replacement computers.
- Removal of \$530,706 in one time operating costs.
- A decrease of \$14,150 for costs associated with an offsite storage contract cost correction.
- A decrease of \$4,122 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

**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 09, \$1,811,654 in revenue is certified in the fund. This is an increase of \$298,572 over the FY 08 certified amount. This increase resulted from a \$101,282 increase in the beginning fund balance, a \$209,790 increase in fees, and a \$12,500 decrease in interest earned.

**Adopted Budgets FY 07-09**

	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$1,133,190	\$906,535	\$1,192,511	\$285,976
Operating	\$286,607	\$488,812	\$378,400	(\$110,412)
Allocated Reserve	\$255,138	\$117,735	\$240,743	\$123,008
<b>Total</b>	<b>\$1,674,935</b>	<b>\$1,513,082</b>	<b>\$1,811,654</b>	<b>\$298,572</b>
FTE	0	0.0	0.0	0.0

**FY 09 Budget Issues**

The FY 09 budget will fund election services related to the conduct of the November 2008 Presidential Election, May 2009 local elections(City of Austin, AISD, ACC, etc.) and initial preparations for the November 2009 Constitutional Amendment Election.

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. 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.

## County Clerk (20)

### Archival Fund (Fund 057)

**Purpose**

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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**

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The revenue for this fund derives from a \$5 records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk for recording or filing. The revenue certified for this fund in FY 09 totals \$1,292,177. This is a decrease of \$69,404 over the FY 08 certified amount. This increase resulted from a \$91,596 increase in the beginning fund balance, a \$155,000 decrease in fees, and a \$6,000 decrease in interest earned.

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$305,229	\$356,614	\$262,537	\$375,559	\$113,022
Operating *	\$1,225,285	\$882,367	\$1,099,044	\$916,618	(\$182,426)
<b>Total</b>	<b>\$1,530,514</b>	<b>\$1,238,981</b>	<b>\$1,361,581</b>	<b>\$1,292,177</b>	<b>(\$69,404)</b>
FTE	3.5	3.5	3.5	3.5	0.0

\* Operating includes the Allocated Reserve

**FY 09 Budget Issues**

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The FY 09 Adopted Budget for the County Clerk's Records Management Division in the Archival Fund decreased by \$69,404 due to increases of \$113,022 in the personnel budget and a \$182,426 decrease in the fund's operating line items.

Personnel

Highlights of a \$113,022 increase in the personnel budget include:

- An increase of \$14,762 in salaries and benefits for a 3.0% across-the-board pay increase for county employees and other compensation increases.
- An increase of \$106,176 from internal reallocation from the department's allocated reserve to its personnel budget.

- A decrease of \$1,473 related to lump sum awards made to County Clerk red-lined employees.
- A decrease of \$6,443 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

Operating

Highlights of a \$182,426 decrease in the operating budget include:

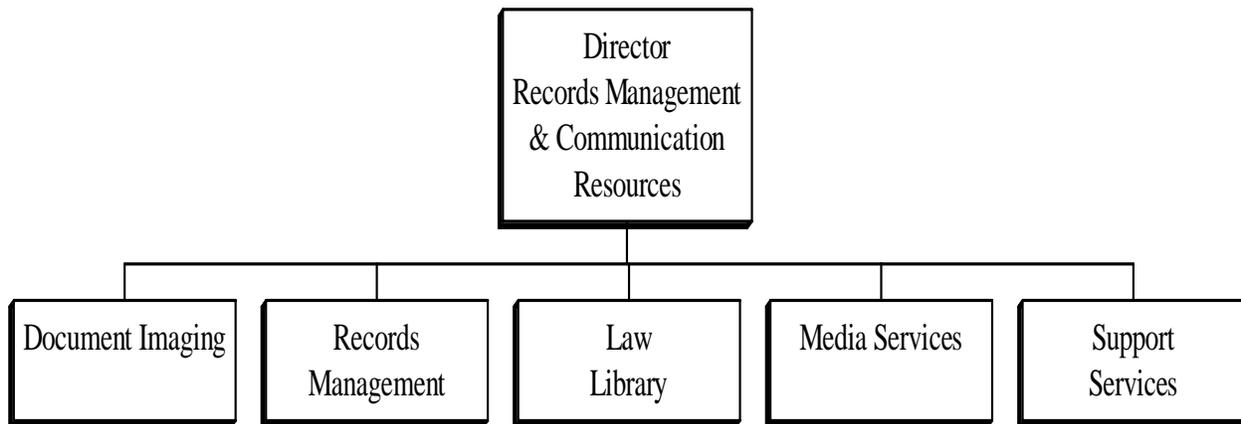
- An increase of \$50,000 for operating resources associated with a new County Clerk Plat Project.
- A decrease of \$232,426 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

# 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 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
# of notaries performed by the Information Booth	3,980	4,000	2,351	3,500
# of work orders on County copier fleet	143	107	110	110
# of pieces of metered mail	1,245,893	1,206,970	1,200,000	1,150,000
# of new TV programs produced	160	136	125	135
# of productions for website	20	30	26	40
# of turnaround days for press/copy jobs	7/10	10/14	10/14	5/10
Total cubic feet of records in storage	155,000	166,018	173,000	175,000
# of images scanned *	700,000	120,000	7,420,000	22,120,000
# of microfilm images scanned *	2,987,000	5,750,000	750,000	2,000,000

\* Note: Travis County and JP Morgan/Chase (JPMC) bank have an agreement to scan District Clerk case file records. This will create roughly 29 million scanned images. These are permanent records, and the paper will be destroyed after it is scanned. RMCR will create microfilm copies of the scanned images for archival preservation.

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$1,002,804	\$1,082,625	\$1,506,660	\$1,570,964	\$64,304
Operating	\$2,568,126	\$2,540,661	\$2,811,762	\$2,914,392	\$102,630
CAR	\$75,000	\$53,000	\$73,500	\$118,000	\$44,500
Fund Total	\$3,645,930	\$3,676,286	\$4,391,922	\$4,603,356	\$211,434
FTE	22.55	20.55	21.05	19.73	(1.32)
Other Capital	\$0	\$0	\$0	\$0	\$0

Note: On 12/1/07 RMCR terminated one General Fund position. Additionally, the department shifted 0.32 FTE from General Fund to Fund 030.

**FY 09 Budget Issues**

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The FY 09 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net increase of \$211,434 or 4.8% over the FY 08 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 \$64,304 increase in the personnel budget include:

- An increase of \$71,345 in salaries and benefits for a 3.0% across-the-board pay increase for county employees and other compensation issues.
- A decrease of \$5,928 for one time lump payments made in FY 08.
- A net decrease of \$1,113 due to departmental reallocation from personnel to operating line items.

Operating

Highlights of the \$102,630 increase in the operating budget include:

- An increase of \$121,522 for copy charges, copy paper, copier replacements and print shop paper.
- An increase of \$54,995 for a document archive system.
- An increase of \$35,000 for digital video transport services.
- An increase of \$15,000 for continuation of the secure shredding services pilot project.

- An increase of \$12,000 for network digital editors and TCTV CH 17 internet streaming.
- A net increase of \$1,113 due to departmental reallocation from personnel to operating line items.
- A decrease of \$137,000 due to removal of one-time FY 08 operating costs.

**FY 09 Capital Issues**

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The FY 09 Adopted Budget includes \$118,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for a document archive system, a video camera for the Commissioners courtroom, a printing press and an envelope feeder.

***Capital Equipment and Projects Funded from New CAR budget, Dept. 57 (\$118,000)***

- Replace Commissioners Court Camera, \$80,000
- New Printing Press, \$30,000
- Envelope Feeder, \$8,000

## 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 \$845,000 in fee income and \$15,000 in interest income for FY 09. The Law Library has a beginning balance of \$407,699, for total fund revenue of \$1,267,699.

**New Program Statistics for FY 09\***

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
% of reference/research questions completed on day of inquiry	0	0	0	99%
Number of patrons assisted	0	0	0	42,000
Number of patrons assisted by reference attorney	0	0	0	3,000
% of materials processed and delivered within one week of arrival	0	0	0	90%
Number of forms, brochures, web pages created or updated	0	0	0	80 pages
Number of forms, brochures, web pages created or updated in Spanish	0	0	0	80 pages

\* The Law Library will be changing its performance measures in FY 09 to better reflect trend driven changes in services.

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$404,178	\$484,404	\$545,105	\$596,973	\$51,868
Operating *	\$923,947	\$971,934	\$856,683	\$670,726	(\$185,957)
<b>Total</b>	<b>\$1,328,125</b>	<b>\$1,456,338</b>	<b>\$1,401,788</b>	<b>\$1,267,699</b>	<b>(\$134,089)</b>
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.35	7.35	7.85	7.85	0.00

\* Operating includes the Allocated Reserve for Fund 011.

**FY 09 Budget Issues**

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In FY 09, the Adopted Budget for the Law Library includes a net decrease of \$134,089 over the FY 08 Adopted Budget. In FY 09, the Law Library has an Allocated Reserve of \$180,457, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 09 is \$225,737 less than the FY 08 Allocated Reserve amount of \$406,194.

Personnel

Highlights of a \$51,868 increase in the personnel budget include:

- An increase of \$29,509 for Reference Attorneys' pay grade adjustments.
- An increase of \$19,236 in salaries and benefits for a 3.0% across-the-board pay increase for county employees and other compensation issues.
- An increase of \$3,123 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of a \$185,957 decrease to the operating budget include:

- An increase of \$28,610 for new computer equipment, software and translation services.
- An increase of \$11,170 for replacement computers.
- A net decrease of \$225,737 in the fund's allocated reserve in order to balance the budget to the Auditor's certified revenue estimate.

**FY 09 Capital Issues**

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There are no capital items funded in the FY 09 Adopted Budget for the Law Library Fund.

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

**Purpose**

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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**

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The Records Management and Preservation Fund generates funds through fees placed on certain court cases and legal transactions. The County Auditor has certified \$317,000 in fee income and \$7,500 in interest income for FY 09. The Records Management and Preservation Fund has a beginning balance of \$204,331 for total fund revenue of \$528,831.

**Key Program Statistics**

Measures	FY 06 Actual	FY 07 Actual	FY 08 Projected	FY 09 Projected
# of Cu. Ft. records sent to off-site storage	12,731	11,260	11,500	11,500
Total # Cu. Ft. in offsite storage at year end	155,000	166,018	173,000	175,000
# Cu. Ft. permanently removed from offsite storage	1,000	2,000	2,000	2,000

**Adopted Budgets FY 06-09**

	FY 06	FY 07	FY 08	FY 09	Diff FY 09-08
Personnel	\$246,643	\$238,269	\$257,739	\$358,538	\$100,799
Operating *	\$220,919	\$282,528	\$248,739	\$170,293	(\$78,446)
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$467,562	\$520,797	\$506,478	\$528,831	\$22,353
FTE	4.70	4.70	3.70	5.02	1.32

\* Operating includes the Allocated Reserve for Fund 030.

**FY 09 Budget Issues**

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In FY 09, the Adopted Budget includes an increase of \$22,353 from the FY 08 Adopted Budget. In FY 09, the Records Management and Preservation Fund has an Allocated Reserve of \$20,874, which is included in the operating budget row in the table above. The Allocated Reserve for FY 09 is \$142,236 less than the FY 08 Allocated Reserve of \$163,110.

Personnel

Highlights of a \$100,799 increase in personnel include:

- An increase of \$68,904 for a new Archivist FTE.
- An increase of \$26,652 to realign the Records Services Manager's salary split between the General Fund and Fund 030.
- An increase of \$9,359 to cover a 3.0% across-the-board pay increase for county employees and other compensation issues.
- A decrease of \$1,775 for one time lump payments made in FY 08.
- A decrease of \$1,580 for an internal reallocation from personnel to operating line items.
- A net decrease of \$761 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of the \$78,446 decrease in the operating budget include:

- An increase of \$77,550 for archive writer supplies.
- An increase of \$4,660 for replacement computers.
- An increase of \$1,580 for an internal reallocation from personnel to operating line items.
- A decrease of \$183,110 for one-time operating resources.
- A net increase of \$20,874 to balance against revenue in the Allocated Reserve for this fund.

**FY 09 Capital Issues**

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There are no capital items funded in the FY 09 Adopted Budget for the Records Management and Preservation Fund.

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

**Purpose**

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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**

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The County Clerk Records Management Fund derives its income from fees for court cases and legal transactions. For FY 09, total fund revenue is certified at \$1,224,500, a decrease of \$426,565 from FY 08. Of the total \$1,224,500 budget for this fund, Records Management and Communication Resources is budgeted \$227,773 in FY 09.

**Adopted Budgets FY 06-09**

	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>Diff FY 09-08</b>
Personnel	\$245,406	\$92,618	\$49,179	\$49,385	\$206
Operating	\$161,341	\$161,341	\$192,538	\$178,388	(\$14,150)
Capital	\$0	\$0	\$0	\$0	\$0
Total *	\$406,747	\$253,959	\$241,717	\$227,773	(\$13,944)
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 09 Budget Issues**

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The FY 09 Budget includes funding for one Imaging Tech and County Clerk Offsite Storage costs. The County Clerk contributes a portion of Fund 028 to RMCR for records management activities. These activities include document imaging, creation of archival microfilm, and offsite storage.

**FY 09 Capital Issues**

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The FY 09 Adopted Budget does not include any funding for capital equipment.