

Program Area Overview

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 Commissioners Court in the Spring of 1994 as part of Travis County's Strategic Planning process. For presentation in the Adopted Budget, the County Judge, the Commissioners, General Administration and the Historical Commission's budgets are included in this program area.

The County Attorney is also a member of the Justice and Public Safety Program Area. For display purposes they is shown in that Program Area and not in the General Government and Support Services Area.

Key Service Populations

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

In the FY 2010 Adopted Budget, the General Government and Support Services Program Area contain 726.5 FTE. This Program Area has experienced 7.9% growth (53.5 FTE) in staffing since FY 2007.

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

Financial Aspects

The General Fund budget for the General Government and Support Services Program Area has grown from \$72,327,464 in FY 07 to \$77,606,991 in FY 10. This is an increase of \$5,279,527, or 7.3%. The year-to-year increase from FY 09 to FY 10 was \$1,987,801. This increase is mainly due to \$1,673,425 for the Identity and Access Management (IAM) infrastructure initiative of the Information and Telecommunications Systems, and \$917,173 for Phase II of the Central Campus Master Plan.

Table B on the next page provides a summary of the General Fund budget for each department since FY 07.

In the FY 10 Adopted Budget, the General Government and Support Services Program Area have a total of \$3,532,887 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$6,449,002 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.

Table A
Regular Positions in FTE - All Funds
FY 2007 - FY 2010

Department	FY 07	FY 08	FY 09	FY 10	Difference FY 10-07	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	73.00	74.00	81.00	81.00	8.00	11.0%
County Clerk	114.00	114.00	118.00	118.00	4.00	3.5%
Facilities Management	121.00	126.00	131.00	135.00	14.00	11.6%
Texas Exposition Center	0.00	0.00	0.00	0.00	0.00	N/A
Central. Facilities-Leases & Utilities	0.00	0.00	0.00	0.00	0.00	N/A
General Administration	0.00	0.00	2.50	2.50	2.50	250.0%
Historical Commission	0.00	0.00	0.00	0.00	0.00	N/A
Human Resource Mgt.	33.00	33.00	39.00	38.00	5.00	15.2%
Information & Telecomm. Sys.	98.00	103.00	107.00	107.00	9.00	9.2%
Centralized Computer Services	0.00	0.00	0.00	0.00	0.00	N/A
Planning and Budget	14.00	14.50	14.50	16.00	2.00	14.3%
Purchasing	30.00	30.00	32.00	32.00	2.00	6.7%
Records Mgt & Comm Rsc.	41.00	41.50	41.50	41.00	0.00	0.0%
Tax Assessor-Collector	122.00	126.50	129.00	129.00	7.00	5.7%
Treasurer	6.00	6.00	6.00	6.00	0.00	0.0%
Total	673.00	689.50	722.50	726.50	53.50	7.9%

Table B**General Fund Budget By Department
FY 2007 - FY 2010 Adopted Budget**

Department	FY 07	FY 08	FY 09	FY 10	FY 10-07 Difference	Percent Change
County Judge	\$ 397,160	\$ 417,565	\$ 421,088	\$ 418,859	\$ 21,699	5.5%
Commissioner Precinct No. 1	\$ 304,938	\$ 328,296	\$ 336,690	\$ 338,579	\$ 33,641	11.0%
Commissioner Precinct No. 2	\$ 297,895	\$ 321,053	\$ 329,622	\$ 326,180	\$ 28,285	9.5%
Commissioner Precinct No. 3	\$ 309,032	\$ 326,014	\$ 331,618	\$ 333,405	\$ 24,373	7.9%
Commissioner Precinct No. 4	\$ 307,770	\$ 323,123	\$ 331,311	\$ 333,166	\$ 25,396	8.3%
General Administration	\$ 384,019	\$ 2,449,646	\$ 2,830,908	\$ 3,223,641	\$ 2,839,622	739.4%
Historical Commission	\$ 4,942	\$ 1,942	\$ 5,442	\$ 1,942	\$ (3,000)	-60.7%
County Auditor	\$ 6,471,657	\$ 7,573,799	\$ 8,263,246	\$ 8,968,003	\$ 2,496,346	38.6%
County Clerk	\$ 7,178,635	\$ 8,576,068	\$ 8,674,592	\$ 8,904,839	\$ 1,726,204	24.0%
Facilities Management	\$ 11,281,551	\$ 12,090,553	\$ 10,487,953	\$ 9,338,502	\$ (1,943,049)	-17.2%
Central. Facilities-Leases & Utilities	\$ 4,210,505	\$ 4,148,671	\$ 4,630,113	\$ 4,686,458	\$ 475,953	11.3%
Human Resources Management	\$ 8,575,636	\$ 8,604,488	\$ 2,776,214	\$ 3,656,921	\$ (4,918,715)	-57.4%
Information & Telecomm Systems	\$ 15,533,540	\$ 16,521,652	\$ 17,881,151	\$ 19,057,931	\$ 3,524,391	22.7%
Centralized Computer Services	\$ 2,249,865	\$ 5,263,378	\$ 1,533,805	\$ -	\$ (2,249,865)	-100.0%
Planning and Budget Office	\$ 1,378,083	\$ 1,481,131	\$ 1,534,451	\$ 2,551,198	\$ 1,173,115	85.1%
Purchasing	\$ 2,572,838	\$ 2,514,436	\$ 2,581,560	\$ 2,847,062	\$ 274,224	10.7%
Records Mgt/Comm Resrcs	\$ 3,676,286	\$ 4,391,922	\$ 4,603,356	\$ 4,547,453	\$ 871,167	23.7%
Tax Assessor-Collector	\$ 6,715,744	\$ 7,310,340	\$ 7,548,792	\$ 7,529,035	\$ 813,291	12.1%
Treasurer	\$ 477,368	\$ 506,861	\$ 517,278	\$ 543,817	\$ 66,449	13.9%
Total	\$ 72,327,464	\$ 83,150,938	\$ 75,619,190	\$ 77,606,991	\$ 5,279,527	7.3%

Commissioners Court Summary

Overview

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

“For the people of Travis County, our mission is to preserve health, provide a safety net for the needy, ensure the public safety, facilitate the resolution of disputes, foster an efficient transportation system, promote recreational opportunities, and manage county resources in order to meet the changing needs of the community in an effective manner.”

Adopted Budgets FY 10

	County Judge	Comm. Precinct 1	Comm. Precinct 2	Comm. Precinct 3	Comm. Precinct 4	Total
Personnel	\$412,359	\$333,579	\$321,180	\$328,405	\$328,166	\$1,723,689
Operating	6,500	5,000	5,000	5,000	5,000	26,500
CAR	0	0	0	0	0	0
Total	\$418,859	\$338,579	\$326,180	\$333,405	\$333,166	\$1,750,189
FTE	5.0	4.0	4.0	4.0	4.0	21.0

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
% of meetings attended by County Judge	98%	99%	99%	99%
% of agendas distributed by noon Weds.	97%	97%	100%	97%
Total number of agenda items	2,340	2,400	2,500	2,500
Number of TABC hearings held	0	0	1	1
Number of phone calls received	31,800	31,000	31,000	31,000
Number of pieces of mail received	6,344	6,400	7,200	7,200

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$390,660	\$411,065	\$414,588	\$412,359	\$(2,229)
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$397,160	\$417,565	\$421,088	\$418,859	\$(2,229)
FTEs	5.0	5.0	5.0	5.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the County Judge’s Office includes a decrease of \$(2,229), or a (0.53) %, decrease compared to the FY 09 Adopted Budget.

Personnel

The \$(2,229) decrease in personnel includes:

- A increase of \$2,293 for retirement and life insurance for the employees and elected official;
- A one-time increase of \$628 to complete funding of the fall 2009 intern program;
- A increase of \$417 for longevity pay and related fringe benefits; and
- A decrease of \$(5,567) due to removing a double count of the Elected Officials salary and related fringe benefits for the Juvenile Board.

Operating

There is no change to the operating budget from FY 09 to FY 10.

FY 10 Capital

The FY 10 Adopted Budget includes no capital for the County Judge's Office.

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Number of agenda items sponsored	200	200	208	215
Number of committees and boards on which the Precinct One Commissioner serves	12	10	10	10
Number of special projects	35	35	35	35
Number of letters written on behalf of constituents	600	800	800	1,000
Number of speeches/presentations given on various topics	60	80	80	80

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY10-09
Personnel	\$300,938	\$324,296	\$331,690	\$333,579	\$1,889
Operating	\$4,000	\$4,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$304,938	\$328,296	\$336,690	\$338,579	\$1,889
FTEs	4.0	4.0	4.0	4.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$1,889, or a 0.56%, increase compared to the FY 09 Adopted Budget.

Personnel

The \$1,889 increase in personnel is for retirement and life insurance for the employees and elected official.

Operating

There is no change to the operating budget from FY 09 to FY 10.

FY 10 Capital

The FY 10 Adopted Budget includes no capital for the Commissioner Precinct 1 Office.

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

Although this office is working toward developing internal technological capabilities to measure both proactive and reactive effectiveness, at this time we do not have the personnel or technical resources to track statistics with objectivity. Therefore, what follows is a best guess of office effectiveness. Approximately 70% of office efforts are proactively directed (programmatic goals set and steps taken to achieving them). Approximately 30% of office efforts are reactively directed (responding to and resolving constituent concerns). This office demonstrates a better than average success rate for setting and achieving goals and for responding to constituent inquiries. The ballot box is the best measure for verifying the above assertion. However, the following estimates are some indication of office performance.

- **Length of work week** – the Commissioner averages 50-60 hours per week.
- **Attendance** – the Commissioner has a 90% or better attendance record for voting sessions and work sessions.
- **Punctuality** – the Commissioner has a below average punctuality rating and commits to improve.
- **Constituent issues** – excluding issues requiring less than one day to address, this office receives approximately 20 or more issues per month.
- **Resolution time** – this office resolves 90% of issues within two weeks of receiving communication from a constituent.
- **Ratio of issues by subject area** – although this distribution does not reflect the relative importance of these issues to this office, constituent issues raised in the past year break down approximately in the following manner:
 - o Transportation 35%
 - o Justice and Public Safety 25%
 - o Environmental 20%
 - o Health and Human Services 20%

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10–09
Personnel	\$292,895	\$316,053	\$324,622	\$321,180	\$(3,442)
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$297,895	\$321,053	\$329,622	\$326,180	\$(3,442)
FTEs	4.0	4.0	4.0	4.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the Precinct Two Commissioner's Office includes a decrease of \$(3,442), or (1.04) %, compared to the FY 09 Adopted Budget.

Personnel

The \$(3,442) decrease in personnel includes:

- An increase of \$1,845 for retirement and life insurance for the employees and elected official;
- A one-time decrease of \$(628) for the fall 2009 intern program to be transferred to the County Judge's Office for an intern; and
- A one-time decrease of \$(4,659) for the fall 2009 intern program to be transferred to the Criminal Justice Planning Office for an intern.

Operating

There is no change to the operating budget from FY 09 to FY 10.

FY 10 Capital

The FY 10 Adopted Budget includes no capital funding for the Commissioner Precinct 2 Office.

Commissioner, Precinct Three (Dept. 04)

Mission Statement

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Number of committees and boards the Comm. Pct. 3 serves	N/A	N/A	N/A	13
Number of internal/external TNR Work Orders Handled	N/A	N/A	N/A	4,000
Number of Pct. 3 maintained road miles	N/A	N/A	N/A	647.45
Number of phone calls received	N/A	N/A	N/A	5,200
Number of meetings attended by the Commissioner and staff	N/A	N/A	N/A	1,300

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$304,032	\$321,014	\$326,618	\$328,405	\$1,787
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$309,032	\$326,014	\$331,618	\$333,405	\$1,787
FTEs	4.0	4.0	4.0	4.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$1,787 or 0.54% more, than the FY 09 Adopted Budget.

Personnel

The \$1,787 personnel increase is for retirement and life insurance for the employees and elected official.

Operating

There is no change to the operating budget from FY 09 to FY 10.

FY 10 Capital

The FY 10 Adopted Budget includes no capital funding for the Commissioner Precinct 3 Office.

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
# of internal TNR work orders handled for Pct.4	3,000	3,150	3,184	3,175
# of referrals made to HHS	600	611	607	625
# of referrals made to other departments within or outside Travis County	500	472	465	475
# of committees and boards on which the Commissioner Pct. 4 serves	15	20	17	17

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$302,770	\$318,123	\$326,311	\$328,166	\$1,855
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$307,770	\$323,123	\$331,311	\$333,166	\$1,855
FTEs	4.0	4.0	4.0	4.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$1,855 or 0.56%, over the FY 09 Adopted Budget.

Personnel

The \$1,855 personnel increase is for retirement and life insurance for the employees and elected official.

Operating

There is no change to the operating budget from FY 09 to FY 10.

FY 10 Capital

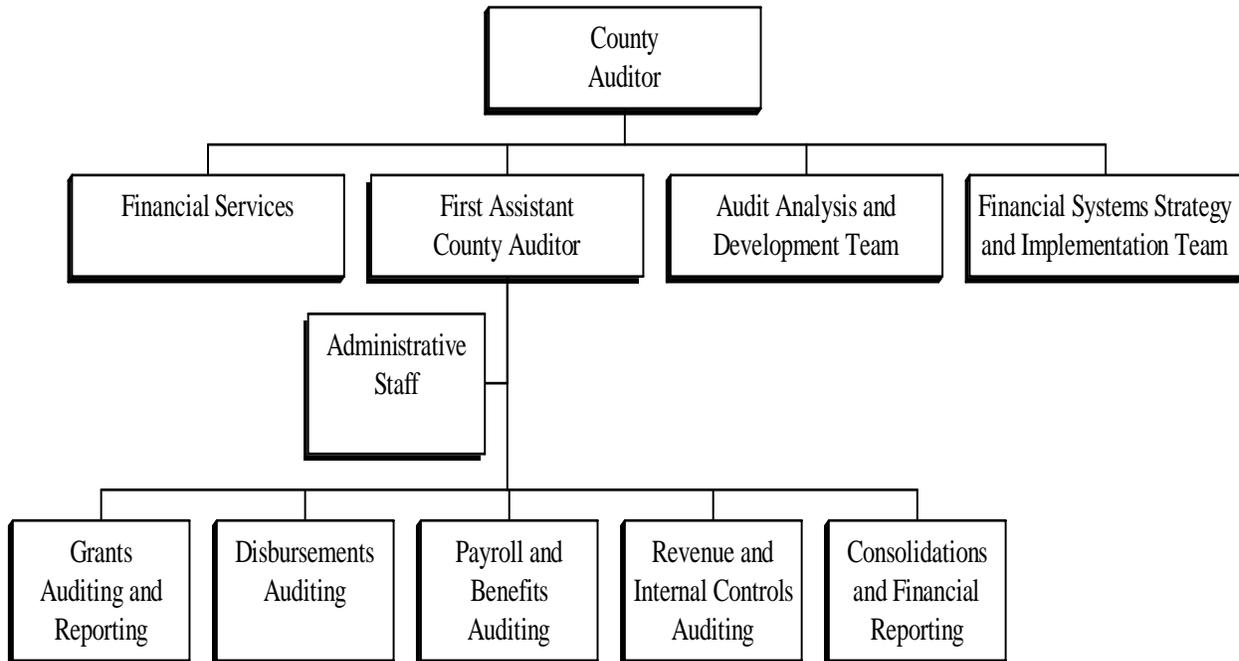
The FY 10 Adopted Budget includes no capital for the Commissioner Precinct 4 Office.

County Auditor (06)

Mission Statement

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

Organizational Structure



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

Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100% - Statutory basis (OCBOA)	100% - Statutory basis (OCBOA)	100% - Statutory basis (OCBOA)
General Fund Revenue Estimate as a percent of actual revenue	97.0%	99.3%	95-101%	95-101%

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$6,129,395	\$6,957,533	\$7,521,512	\$8,285,995	\$764,483
Operating	\$342,262	\$616,266	\$741,734	\$682,008	(\$59,726)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total (A)	\$6,471,657	\$7,573,799	\$8,263,246	\$8,968,003	\$704,757
FTE (A)	73.0	74.0	81.0	81.0	0.0

FY 10 Budget Issues

In the FY 10 Adopted Budget, the County Auditor’s Office budget includes an increase of \$704,757, or an 8.5% increase from the FY 09 Adopted Budget. (See Note B).

Personnel

The \$764,483 increase in personnel expense includes:

- A increase of \$714,923 in the salary and benefits line items to fund annualization of 7 FTE positions for development of the County’s New Financial System beginning October 1, 2008, now designated as the **Better Enterprise Financial Information for Travis County (BEFIT)** system (See Note A);
- A increase of \$6,700 for longevity pay and related fringe benefits;
- A increase of \$47,844 for retirement and life insurance for the employees and appointed official; and
- A (\$4,984) decrease due to departmental reallocation from operating to personnel line items.

Operating

The \$(59,726) decrease in operating expense includes:

- A net decrease of \$(90,240) for one-time costs for consulting, travel and other resources associated with the RFP development of the BEFIT system; and
- A net increase of \$30,514 to thirteen of the twenty-seven operating line-items in the County Auditor’s Office.

FY 10 Capital Issues

The FY 10 Adopted Budget includes no capital funding for the County Auditor's 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 was included in the above stated FY 09 Adopted Budget schedule for the Auditor's Office; however, the corresponding budget of \$621,663 for the new positions was included in a dedicated reserve line item and was 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 10 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 09 budget within the 5% statutory limit would have been \$8,738,807. Therefore, the FY 10 Adopted Budget of \$8,968,003 equals a \$229,196 increase or a 2.6% increase from the FY 09 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 2007 Actual	FY 2008 Actual	FY 2009 Projected	FY 2010 Projected
Number of cash receipts processed	11,333	12,089	11,900	11,900
Number of warrants processed	58,969	56,440	56,000	56,000
10% service fee retained for prompt filing	\$429,713	\$414,005	\$400,000	\$400,000

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$356,807	\$386,300	\$396,717	\$398,884	\$2,167
Operating	\$120,561	\$120,561	\$120,561	\$144,933	\$24,372
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$477,368	\$506,861	\$517,278	\$543,817	\$26,539
FTE	6.0	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 10 Budget Issues

The FY 10 Adopted Budget for the Treasurer’s Office has increased \$26,539 over the FY 09 Adopted Budget. This increase is isolated to the department’s personnel budget and includes:

- A total of \$2,190 in increased benefit costs (retirement and life insurance).
- A decrease of \$23 submitted by the department related to FY 09 personnel actions.

FY 10 Capital Issues

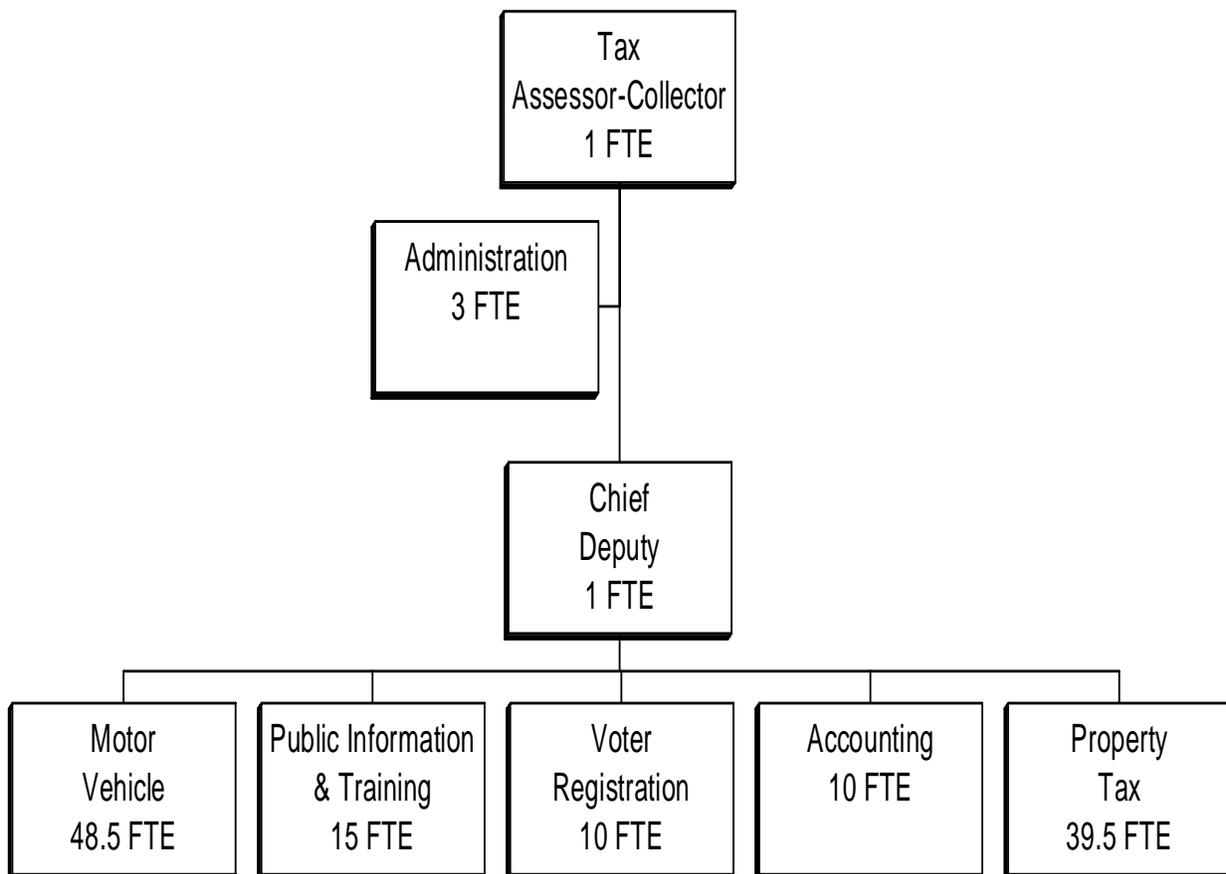
The FY 10 Adopted Budget does not include any funding for capital items for this department.

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



Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Public Training & Information:				
# of Taxpayer demands	430,411	470,003	450,619	450,619
Property Tax:				
Posted Tax Payments by "Remittance Processing Device"	168,960	167,440	200,954	200,954
Motor Vehicle Registration:				
# of mail-in registrations	120,075	129,502	133,387	133,387
# of walk-in customers	197,234	137,648	141,777	141,777
Voter Registration:				
# of documents received	98,193	172,987	113,000	125,000
# of registered voters	536,216	581,908	578,000	594,000
Accounting:				
Total collections (all jurisdictions)	2.3 billion	2.4 billion	2.5 billion	2.6 billion

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$6,107,564	\$6,841,623	\$7,103,602	\$7,079,871	(\$23,731)
Operating	\$608,180	\$447,517	\$445,190	\$449,164	\$3,974
CAR	\$0	\$21,200	\$0	\$0	\$0
Total	\$6,715,744	\$7,310,340	\$7,548,792	\$7,529,035	(\$19,757)
FTE	122	126.5	129	129	0.00
Other Capital (A)	\$0	\$0	\$0	\$0	\$0.00

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

FY 10 Budget Issues

The FY 10 Adopted Budget for the department includes a decrease of \$19,757 as compared to the FY 09 Adopted Budget.

Personnel changes in this budget resulting in a decrease of \$23,731 include:

- A reduction of \$2,791 for lump sum payments authorized for red lined employees,
- An increase of \$38,012 related to an increase in the retirement benefit rate.
- An increase of \$1,122 related to an increase in the life insurance benefit rate.
- The internal reallocation of \$19,756 in permanent salary savings to the operating budget.
- The reduction of \$40,318 for the one-time funding of a new FTE to handle additional workload in the Motor Vehicle Division. The office was able to fund this position internally through permanent salary savings thus keeping the FTE count for the office at 129.

Operating changes in this budget, resulting in an increase of \$3,974, include:

- The removal of the \$15,782 operating transfer from the General Fund to the Voter Registration Fund (Fund 018).
- An increase of \$19,756 from the internal reallocation of permanent salary savings to the operating budget.

FY 10 Capital

The FY 10 Adopted Budget includes no Capital Acquisition Resources (CAR) account funding for this department. However, \$50,000 for new web browser software is included in the proposed FY 10 Certificate of Obligation. In addition, a total of \$33,900 is funded centrally in ITS for 20 replacement 17" PC monitors and associated software, installation and recycling costs.

**Tax Assessor Collector
Voter Registration Fund
(Fund 018)**

Purpose

Chapter 19 of the Election Code identifies the financing method for certain voter registration activities. In 2007, the State of Texas changed its method of financing these activities, requiring a Special Fund to be established in the county budget. The Travis County Commissioners Court established the Voter Registration Fund in FY 08 to comply with the new state procedures.

Funding Source

The Voter Registration Fund derives its income from state funds disbursed under Chapter 19 of the Election Code. The statute allows these funds to be used to defray expenses of the registrar’s office in connection with voter registration, including additional expenses related to implementation of the National Voter Registration Act of 1993 and complying with the weekly updating requirements prescribed by statute.

For FY 10, the County Auditor has certified \$175,021 in intergovernmental income and \$67,750 as beginning fund balance for a total of \$242,771.

Adopted Budget FY 08-FY 10

	FY 08	FY 09	FY 10	Diff. FY 10-09
Operating	\$121,760	\$131,134	\$175,545	\$44,411
Allocated Reserve	\$0	\$33,252	\$67,226	\$33,974
Total Budget	\$121,760	\$164,386	\$242,771	\$78,385

FY 10 Budget Issues

In FY 10, this budget includes funding for contracted employees, software enhancements to the voter registration system, hardware replacements, advertising, training related to voter registration, maintenance agreements and voter registration supplies.

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Total number of budget requests reviewed for Preliminary Budget (General Fund & Capital)	386	403	513	500
Total value of budget requests reviewed for Preliminary Budget:				
General Fund \$	\$33,507,986	\$33,414,102	\$46,810,656	\$40,000,000
Other Funds	\$16,117,761	\$9,500,409	\$3,013,904	\$10,000,000
Capital	\$37,042,036	\$45,488,907	\$64,384,180	\$60,000,000
Average \$ Amount of Each Request (Combined)	\$224,528	\$219,363	\$222,629	\$220,000
Percentage of PBO budget recommendations in Adopted Budget	100%	100%	100%	100%
County Bond Rating	AAA	AAA	AAA	AAA
Number of Budget adjustments processed	5,011	5,020	5,000	5,500
Number of Personal Action Forms processed	3,258	3,848	3,200	3,600
End of Year Balance of Allocated Reserve (adjusted)/	\$1,704,468	\$1,141,476	\$1,682,211	\$1,000,000
Percent of Reserve Spent	58%	78%	75%	75%
Adherence to debt policy guidelines and ratios	Yes	Yes	Yes	Yes
Portfolio yield in basis points over applicable benchmark	13.00	152.00	172.00	125.00

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$1,315,116	\$1,418,170	\$1,464,114	\$1,560,333	\$96,219
Operating	\$62,967	\$62,967	\$70,337	\$73,692	\$3,355
CAR	\$0	\$0	\$0	\$917,173	\$917,173
Fund Total	\$1,378,083	\$1,481,137	\$1,534,451	\$2,551,198	\$1,016,747
FTE	14	14.5	14.5	16	1.5
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

FY 10 Budget Issues

The FY 10 Adopted Budget for the Planning and Budget Office has increased \$1,016,747 when compared to the FY 09 Adopted Budget. The majority of this increase is due to Phase II of the Central Campus Master plan being budgeted directly in PBO's CAR budget for FY 10.

Personnel changes, totaling \$96,219 are highlighted below:

- An increase of \$29,112 to convert a part-time Senior Financial Analyst to full-time to prepare a Neighborhood Stabilization Program grant and implement the Program.
- An increase totaling \$65,591 for an additional Senior Financial Analyst to assist with income validation and other duties associated with the new Neighborhood Stabilization Program.
- A total of \$8,552 in increased benefit costs (retirement and life insurance).
- A decrease totaling \$3,323 moved by the department into its operating budget.
- A reduction of \$3,713 of temporary salaries and related benefits submitted by the department in an effort to reduce expenditures countywide.

Operating changes total \$3,355 and are related to an increase of \$3,323 moved from the department's personnel budget, a reduction of \$1,756 submitted by the department in an effort to reduce expenditures countywide and an increase of \$1,788 for cell phone usage related to the new Neighborhood Stabilization Program.

FY 10 Capital Issues

The FY 10 Adopted Budget includes \$917,173 related to Phase II of the Central Campus Master Plan. This project includes the development of a comprehensive plan for the redevelopment of the central government campus.

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 five 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 and transfers from the General Fund to other County funds. In FY 09 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 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	(\$1,725,142)	\$ 11,877	\$ 172,296	\$ 248,564	\$ 76,268
Operating	\$2,109,161	\$2,437,769	\$2,658,612	\$2,975,077	\$316,465
CAR	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 384,019	\$2,449,646	\$2,830,908	\$3,223,641	\$392,733
FTEs	0.0	0.0	2.5	2.5	2.5

FY 10 Budget Issues

The FY 10 Adopted Budget for the General Administration General Fund budget includes an increase of \$392,733, or 13.87%, over the FY09 Adopted Budget.

Personnel

The \$76,268 increase in personnel includes:

- A \$74,827 net increase for salary and benefits for the Intergovernmental Relations Coordinator positions offset by Special Assistant to Commissioners Court savings; and
- A increase of \$1,441 for retirement and life insurance for General Administration employees.

Operating

The \$316,465 increase in the operating budget includes:

- \$250,000 increase for the Waller Creek Tax Increment Financing (TIF) District payment;
- \$147,214 increase for Travis Central Appraisal District Services;
- \$ 7,400 increase for Intergovernmental Relations Office operating line-items;
- \$ 2,450 auditing fee increase due to a new contract;
- \$ 1,054 increase for various membership dues including National Association of Counties, Capital Area Council of Governments and Council of Urban Counties;
- \$(77,653) decrease for interest expense;
- \$(10,000) decrease for the legislative advocacy contract;
- \$(4,000) decrease for arbitrage calculation expense.

Hospitalization Contra Account (Dept. 89)

Mission Statement

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

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 09-08
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	(\$4,155,683)	(\$3,678,325)	(\$3,225,621)	\$452,704
CAR	\$0	\$0	\$0	\$0	\$0
Total	\$0	(\$4,155,683)	(\$3,678,325)	(\$3,225,621)	\$452,704
FTEs	0.0	0.0	0.0	0.0	0.0

FY 10 Budget Issues

The contra account has decreased by \$452,704 going from (\$3,678,325) in FY09 to (\$3,225,621) in FY10. 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

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

Department Philosophy

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

Overview

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

Organizational Structure



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

Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
# of positions posted	597	574	550	550
# of PAF's processed	16,869	18,466	17,593	14,605
# of consultations with hiring managers, personnel liaisons and applicants	12,336	11,175	13,000	12,000
# of TWCCED/EEO complaints filed	6	4	5	5
# of outreach contacts to recruit a qualified and diverse workforce	18,250	19,410	19,000	19,000
# of classifications analysis	840	1,096	1,655	2,055
# of positions market surveyed	840	1,096	1,655	2,055

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$1,506,096	\$1,534,946	\$1,599,396	\$1,622,419	\$23,023
Operating	\$7,069,540	\$7,069,542	\$1,176,818	\$2,034,502	\$857,684
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$8,575,636	\$8,604,488	\$2,776,214	\$3,656,921	\$880,707
FTE	15.66	15.66	16.66	15.66	-1.00

FY 10 Budget Issues

The FY 10 Adopted Budget for the Human Resources Management Department includes an increase of \$880,707 or 31.72% as compared to the FY 09 Adopted Budget.

Personnel

Highlights of a \$23,023 increase in personnel expense include:

- An increase of \$107,567 to budget in the department a FTE that was authorized in FY 09 to assist in developing the County's new financial system and serve as a core team member for the project.
- An increase of \$7,542 for increases in the County's retirement and life insurance contributions for departmental FTE.
- A decrease of \$92,086 and one FTE related to a HRMD position that was moved to Health and Human Services and Veterans Services during FY 09.

Operating

Highlights of an \$857,684 increase in operating include:

- An increase of \$1,000,000 related to the restoration of a one-time reduction in FY 09 for the County's contribution to the Risk Management Fund.
- A decrease of \$127,316 on an on-going basis to the County's contribution to the Risk Management Fund that was a part of the department's recommended reduction proposals submitted during the budget process.
- A decrease of \$15,000 to the department's ergonomic program that was also part of the department's recommended reductions.

In addition, the County was able to continue a \$4,892,724 reduction in the County's contribution to the Employee Benefit Fund for retiree health care on a one-time basis. The Allocated Reserve of the Employee Benefits Fund is sufficient to cover these resources for FY 10 and the action is part of a planned on-going strategy to reduce the reserve to an appropriate level.

Human Resources Management Risk Management Fund (Fund 525)

Purpose

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

The Risk Management Fund is funded from transfers from the General Fund budgeted in the Human Resources Management Department 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.

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 10 will be the last year of a planned four year reduction. However, the needs of the fund will determine if the reduction can be continued in some manner for FY 11. The fund has \$20,368,450 in available resources for FY 10 and a reserve of \$14,314,403.

Key Program Statistics

	FY 07	FY 08	FY 09	FY 10
Measures	Actual	Actual	Projected	Projected
Number of Safety Training Sessions	57	59	60	60
Annual number of safety and ergonomic inspections for all departments	24	98	110	120
Loss prevention to County property (# of Claims)	125	267	230	208
Number of alcohol and drug test conducted	183	375	375	395

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$978,884	\$1,010,837	\$1,117,703	\$1,122,446	\$4,743
Operating	\$14,591,723	\$17,480,286	\$17,560,769	\$19,246,004	\$1,685,235
Total	\$15,570,607	\$18,491,123	\$18,678,472	\$20,368,450	\$1,689,978
Capital	\$0	\$0	\$0	\$0	\$0
FTE	7.34	7.34	8.34	8.34	0.0

FY 10 Budget Issues

In the FY 10 Adopted Budget, the Risk Management Fund budget increased by \$1,689,978, or 9% compared to the FY 09 Adopted Budget.

The personnel budget received an increase \$4,743 for increases to the County’s contribution for retirement and life insurance for departmental employees.

Highlights of the \$1,685,235 increase in the operating budget include:

- An increase of \$1,700,570 in catastrophic reserves due to changes in fund balance.
- A decrease of \$15,335 for the removal of one-time operating expenses for the newly added Employment Specialist added in FY 09.

Human Resources Management

Employee Health Benefits Fund (Fund 526)

Purpose

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

Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Measures for administration of benefits:				
Number of current/former employees assisted with benefit issues (phone)	4,000	4,390	4,442	4,500
Number of current/former employees assisted with benefit issues (walk-ins)	650	760	855	955
Number of employees, retirees and COBRA participants enrolled in benefit plans during open enrollment	4,000	5,200	5,725	6,365
Measures for Employee Health Clinic:				
Number of office visits	4,286	3,032	4,500	5,500
Number of employees attending Wellness Programs	630	210	650	750
Numbers of employees having physicals	162	306	400	500
Number of employees in disease management	567	2,283	2,300	2,350
Number of employees having hearing screenings	335	150	300	400

Funding Source

The FY 10 Adopted Budget for the Employee Health Benefits Fund includes revenue of \$64,299,767 that are derived from the following sources: premiums charged to County departments (\$31,346,844), premiums charged to employees and retirees (\$6,727,404), pooled cash investments (\$675,433), rebates from the pharmacy contract and United Health Care (\$450,000), COBRA premiums (\$100,086), and fund balance (\$25,000,000).

Adopted Budget FY 10

	FY07	FY08	FY09	FY10	Diff FY10-09
HRMD					
HRMD (Personnel)	\$847,674	\$897,644	\$1,229,522	\$1,329,242	\$99,720
HRMD (Operating)	\$63,143,131	\$69,698,483	\$67,573,890	\$62,871,963	(\$4,701,927)
HRMD Total	\$63,990,805	\$70,596,127	\$68,803,412	\$64,201,205	(\$4,602,207)
HRMD FTE	10.0	10.0	14.0	14.0	0.0
ITS					
ITS (Personnel)	\$81,154	\$85,280	\$91,485	\$90,520	(\$965)
ITS (Operating)	\$352,711	\$1,789	\$15,683	\$8,042	(\$7,641)
ITS Total	\$433,865	\$87,069	\$107,168	\$98,562	(\$8,606)
ITS FTE	1.0	1.0	1.0	1.0	0.0
Total Fund	\$64,424,670	\$70,683,196	\$68,910,580	\$64,299,767	(\$4,610,813)
Total Fund FTE	11.0	11.0	15.0	15.0	0.0

FY 10 Budget Issues

In the FY 09 Adopted Budget, the Employee Health Benefits Fund HRMD budget decreased by \$4,701,927, or 6.83% compared to the FY 09 Adopted Budget. The total budget for HRMD within the fund for FY 10 is \$64,201,205 and 14 FTE. The Allocated Reserve is \$19,449,097.

Prior to FY 07, any budgeted health insurance premium savings budgeted in the General Fund was transferred to the Employee Health Benefits Fund at the end of the year. The Commissioners Court approved that these funds remain 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 \$98,562. Additional details will be provided in the narrative for ITS (Department 12).

Personnel

Highlights of the \$99,720 increase in the personnel budget for HRMD include:

- An increase of \$91,556 in the department’s personnel budget a FTE that was authorized and budgeted in reserve in FY 09 to assist in developing the County’s new financial system and serve as a core team member for the project.
- An increase of \$8,164 for increases in the County’s retirement and life insurance contributions for departmental FTE.

Operating

Highlights of the \$4,701,927 decrease in the operating budget for the department include:

- A net increase of \$2,120,545 for anticipated employee and retiree health insurance claims based the FY 10 open enrollment and data provided by the actuary.
- A decrease of \$6,368,663 in the Allocated Reserve of the fund compared to FY 09. This is the result of planned actions to reduce the size of the Allocated Reserve.
- A decrease of \$369,500 in one-time resources for the new employee clinic building at Del Valle approved in FY 09.
- A decrease of \$72,084 from one-time reserve funding for the position authorized in FY 09 that is associated with the new financial system.
- A decrease of \$12,225 in one-time resources for clinic staff added in FY 09.

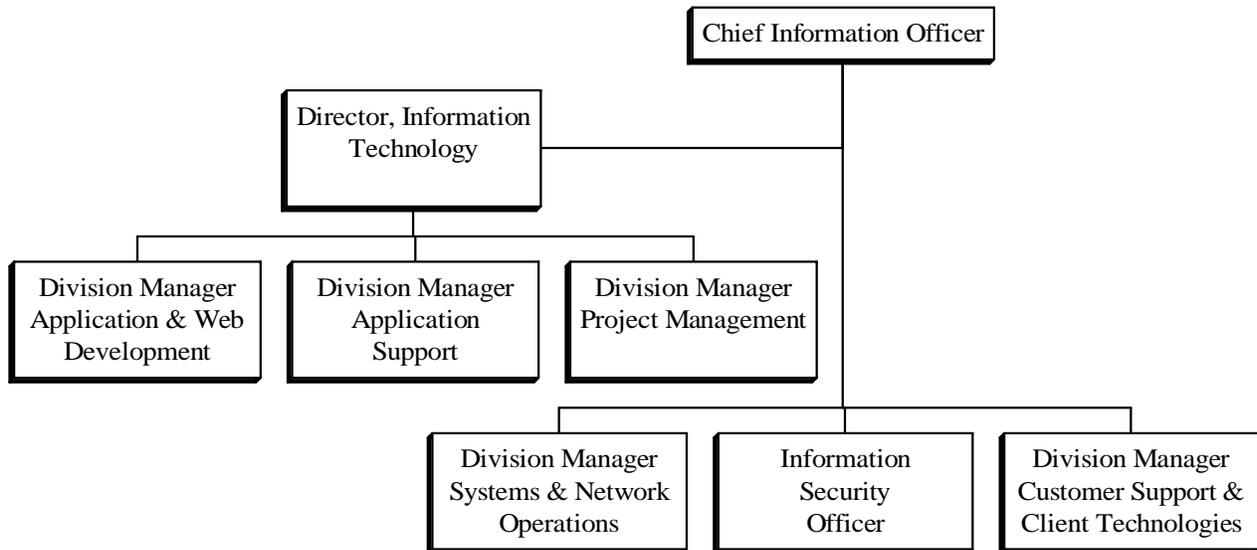
Information and Telecommunication Systems (12)

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

	FY 07	FY 08	FY 09	FY 10
Measures	Actual	Actual	Projected	Projected
File servers maintained	240	257	315	325
Average time to resolve critical Help Desk calls	36 min	33 min	46 min	< 2.5 hrs
Number of in bound/out bound calls to the HelpDesk	46,438	46,000	46,000	46,000
Number of service requests resulting from calls received	62,218	58,580	50,000	58,000
Maintained Applications	30	42	50	55

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$8,225,496	\$9,073,167	\$9,629,916	\$9,857,906	\$227,990
Operating	\$6,687,394	\$7,065,964	\$7,089,678	\$7,292,677	\$202,999
CAR	\$620,650	\$382,521	\$1,161,557	\$1,907,348	\$745,791
Department Subtotal	\$15,533,540	\$16,521,652	\$17,881,151	\$19,057,931	\$1,176,780
Centralized Computer Services, General Fund only (Dept. 90)	\$2,249,865	\$5,263,378	\$1,533,805	\$0	(\$1,533,805)
Department Total including Dept. 90	\$17,783,405	\$21,785,030	\$19,414,956	\$19,057,931	(\$357,025)
FTE	96.0	101.0	103.0	103.0	0.0
Other Capital (A)	\$2,420,554	\$2,628,285	\$2,679,335	\$3,744,782	\$1,065,447

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

FY 10 Budget Issues

The FY 10 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$1,176,780 from the FY 09 budget. The Information & Telecommunication Systems personnel budget increased by \$227,990 while the operating budget increased by \$202,999. One time CAR funded capital requests increased by \$745,791 from FY 09.

Personnel

Highlights of the \$227,990 increase in the personnel budget include:

- A decrease of \$38,039 for removal of the temporary backfill requirement for the Fully Automated Courts Tracking System (FACTS) implementation.
- An increase of \$83,201 for the transfer of a Business Analyst position from the District Clerk to ITS.
- An increase of \$97,043 for the salary annualization of the New Financial System FTE approved during the FY 09 Budget Process.
- An increase of \$21,095 due to the transfer back of FY 08 performance-based pay from Facilities Management ordered by the Executive Manager for Admin-Ops.
- A decrease of \$3,565 for one time personnel costs.
- An increase of \$57,424 for increases in retirement and life insurance line item costs.
- A net increase of \$12,217 the continuation of one FTE for the Identity Management Architecture initiative.
- A decrease of \$1,386 for internal reallocation from the department’s personnel to its operating budget.

Operating

Highlights of the \$202,999 increase in the operating budget include:

- An increase of \$3,500 for the transfer of a Business Analyst position from the District Clerk to ITS.
- An increase of \$914 for the operating accounts annualization for the New Financial System FTE approved during the FY 09 Budget Process.
- An increase of \$160,000 for one-time maintenance of current effort operating expenditures for software licenses and back up tapes.
- An increase of \$293,778 due to maintenance of current effort requests related to maintenance agreement costs, upgrades, licensing and professional services.
- An increase of \$1,386 for internal reallocation from the department’s personnel to its operating budget.
- A decrease of \$256,579 due to the Commissioners Court approved 5% reductions in trunk line, travel and training, other purchased services software and consulting line items.

FY 10 Capital

ITS received \$1,907,348 in CAR funding for capital equipment and projects. For FY 10, there was no capital funding for new technology equipment and countywide replacement computer equipment in department 90, established as part of the Uniform Chart of Accounts.

Capital Equipment and Projects Funded from New CAR budget, Dept. 12 (\$1,610,000)

- Whips and Breakers for Data Center, \$45,000
- Identity and Access Management Infrastructure, \$1,565,000

Capital Equipment and Projects Rebudgeted from FY 09 CAR budget (\$297,348)

- Infrastructure to monitor IDFs, \$69,699
- Replace UPS Systems in CJC, \$34,649
- UPS Installation/Replacement in IDFs and MDFs, \$125,000
- Additional Server Chassis, \$68,000

Capital Equipment and Projects Funded from New CAR budget, Dept. 90 (\$0)

- New and Replacement IT Equipment funded from Certificates of Obligation.

Capital Equipment and Projects funded out of Certificates of Obligation (\$3,744,782)

- Data Center Cool Racks, \$160,000
- Data Storage Capacity Increase, \$200,000
- Data Storage Appliance, \$362,250
- P670 Computer Server, \$125,000
- Replacement UPS, \$83,118
- Replacement Data Network Equipment, \$300,000
- Replacement TRAVTAX servers, \$150,000

- Phase 3 Controlled Access to IDFs, \$96,840
- Netware File Server Replacements, \$327,500
- Windows Server Replacements, \$112,500
- Call Pilot Expansion, \$28,000
- County-wide New and Replacement IT Computer Equipment, \$1,799,574

Centralized Computer Services (90)

Purpose

The Centralized Computer Services budget provides for replacement computers and telecommunications equipment funded countywide. In addition, this budget includes funding for computer and telecommunications equipment in various departments for new staff or for newly funded programs. The total budget is comprised of capital equipment.

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 10 Budget Issues

The total FY 10 Adopted Budget for this department is \$0. All new and replacement computers were funded using Certificates of Obligation. 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

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

FY 10 revenue for the Justice Court Technology Fund (Fund 050) is \$946,257, a decrease of \$33,940 over FY 09. This was a result from an \$18,804 decrease in the beginning fund balance, a decrease of \$13,488 in projected charges for services and a \$1,648 decrease in interest income. Of these total funds, \$303,167 has been dedicated to the ITS department.

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY10-09
Personnel	\$0	\$0	\$189,251	\$198,928	\$9,677
Operating	\$0	\$0	\$21,836	\$104,239	\$82,403
Division Total	\$0	\$0	\$211,087	\$303,167	\$92,080
FTEs	0.0	0.0	2.0	2.0	0.0

FY 10 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 10 Adopted Budget for this division is \$303,167 which funds a Business Consultant, a Business Analyst and associated operating expenses.

Personnel

Highlights of the \$9,677 increase in the personnel budget include:

- An increase of \$1,219 for increases in retirement and life insurance line item costs.
- An increase of \$8,458 for internal reallocation from the department's operating to its personnel budget.

Operating

Highlights of the \$82,403 increase in the operating budget include:

- An increase of \$26,809 for maintenance of current effort expenditures.
- A net increase of \$92,936 for maintenance agreement costs shifted from the General Fund to Fund 050.
- A decrease of \$28,884 for FY 09 one-time expenditures.
- A decrease of \$8,458 for internal reallocation from the department's operating to its personnel budget.

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

Purpose

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

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

Funding Source

The FY 10 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$64,299,767 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. Of these total funds, the ITS department is allocated \$98,652.

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY10-09
Personnel	\$81,154	\$85,279	\$91,485	\$90,520	(\$965)
Operating	\$352,711	\$1,790	\$4,058	\$8,042	\$3,984
Division Total	\$433,865	\$87,069	\$95,543	\$98,652	\$3,019
FTEs	1.0	1.0	1.0	1.0	0.0

FY 10 Budget Issues

The ITS HIPPA Compliance Division was created as the result of requirements identified during the FY 07 Budget Process. The total FY 10 Adopted Budget for this division is \$98,562 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 \$965 decrease in the personnel budget include:

- A decrease of \$1,516 for salary and benefit changes due to personnel turnover.
- An increase of \$551 for increases in retirement and life insurance line item costs.

Operating

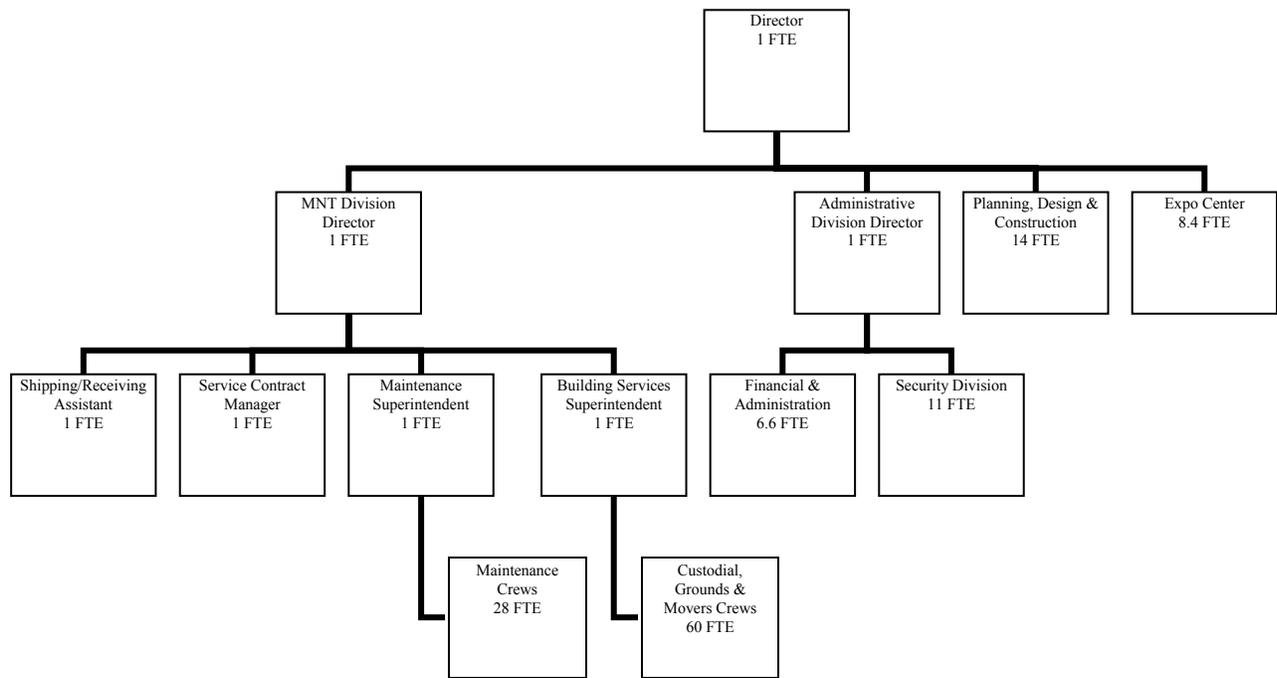
An increase of \$3,984 in the depreciation line item.

Facilities Management (14)

Mission Statement

To manage the planning, design, construction, maintenance, operations and leases for facilities that effectively and efficiently meet the 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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
% of correct pay applications processed w/ 7 days	97%	97%	95%	98%
% of acceptable invoices processed w/in 7 days	97%	97%	98%	98%
% of correct contract mods processed w/in 7 days	95%	96%	97%	96%
% of budget transfers processed w/in 48 hrs.	98%	99%	100%	100%
% of purchase requisitions processed w/in 7 days	95%	95%	97%	96%
Variation of construction contract modifications- Small projects	11%	12%	15%	15%
Medium projects	10%	10%	12.5%	12.5%
Large projects	5%	5%	10%	10%

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Construction schedule variance- Small projects	17%	16%	20%	20%
Medium projects	13%	15%	15%	15%
Large projects	15%	14%	10%	10%
Design contract modifications- Small projects	2%	2%	N/A	N/A
Medium projects	1%	1%	10%	10%
Large projects	1%	1%	5%	5%
Design schedule variance- Small projects	16%	16%	25%	25%
Medium projects	14%	12%	15%	15%
Large projects	15%	13%	10%	10%
% of grounds maintenance accomplished vs plan	85%	85%	87%	87%
Total call in job requests for groundskeeping svcs.	117	94	100	95
Total call in job requisitions for custodial svcs. and moves	1,139	1,192	1,302	1,300
Total call in job requests for lock and key services	504	522	525	525
% of Emergency Maint Calls closed w/in 48 hrs.	92%	90%	90%	95%
% of maintenance job orders self-identified by dept	30%	31%	34%	35%
% of "routine" maintenance calls closed w/in target	69.8%	70%	80%	85%
Total maintenance call in job requests per month	329	420	485	485

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$5,423,419	\$5,948,758	\$6,546,761	\$6,666,119	\$119,358
Operating	\$1,817,427	\$2,199,770	\$1,983,335	\$1,623,483	(\$359,852)
CAR *	\$4,040,705	\$3,942,025	\$1,957,857	\$1,048,900	(\$908,957)
Department Total	\$11,281,551	\$12,090,553	\$10,487,953	\$9,338,502	(\$1,149,451)
Centralized Leases & Utilities (Dept. 91)	\$4,210,505	\$4,148,671	\$4,630,113	\$4,686,458	\$56,345
Department Total including Utilities and Leases	\$15,492,056	\$16,239,224	\$15,118,066	\$14,024,960	(\$1,093,106)
FTE	112.0	116.0	121.6	126.6	5.0
Cert. of Obligation	\$4,069,501	\$11,619,767	\$4,846,041	\$3,354,438	(\$1,491,603)

* CAR includes new and rebudgeted capital. This amount does not include \$47,500 for two replacement trucks budgeted centrally in TNR.

FY 10 Budget Issues

The FY 10 Adopted Budget for Facilities Management Department operations has decreased by \$1,149,451 from the FY 09 budget. This decrease is comprised of an \$119,358 increase in the personnel budget, a \$359,852 decrease in operating funds, and a decrease of \$908,957 in the CAR budget.

Personnel

Changes in this budget, resulting in an increase of \$119,358, include:

- A decrease of \$65,609 related to lump sum awards made to red-lined employees.
- A decrease of \$40,704 due to the department submitting its budget below the target budget level.
- An increase of \$37,853 for a Security Guard for the Granger Building funded by Commissioners Court midyear in FY 09.
- An increase of \$150,372 for four new Custodian positions, two of whom will focus on floor care countywide, that was internally funded through reductions in the operating budget.
- An increase of \$1,069 for a higher life insurance rate.
- An increase of \$36,377 for a higher retirement rate.

Operating

Changes in this budget, resulting in a decrease of \$359,852, include:

- A decrease of \$125,000 for the one-time expense related to initial planning work for the Airport Road campus and other one-time expenses.
- A decrease of \$14,000 related to one-time move costs funded in FY 09.
- A decrease of \$2,000 related to one-time costs funded in FY 09.
- Accepting a partial reduction proposal of \$87,200 to the Carpet Cleaning Program.
- Accepting a partial reduction proposal of \$90,015 to the Carpet Replacement Program.
- Accepting a partial reduction proposal of \$59,037 to the Paint Program.
- A net increase of \$17,400 for the preventative maintenance of security equipment countywide.

FY 10 Capital Issues

Capital equipment and capital projects included in the FY 10 Adopted Budget from all sources total \$4,403,338.

Capital Equipment and Projects funded in CAR budget (\$1,048,900)

- Rebudgeted Precinct 2 Office Building FFE/ITS/Security, \$91,115
- Rebudgeted Expanded Parking at Star Flight, \$29,241
- Rebudgeted Replacement Rooftop HVAC Unit, 2501 S. Congress, \$20,000
- Rebudgeted CJC Roof Restoration, \$20,000
- Rebudgeted Upgrade to USB Traction Elevator, \$23,400
- Rebudgeted Upgrade to Gault Building Elevator, \$24,000
- Rebudgeted USB Roof Restoration, \$4,750

- Rebudgeted HMS Courthouse HVAC Phase 4, \$10,000
- Building Improvements to East Rural Community Center, \$16,021
- Building Improvements to North Rural Community Center, \$41,151
- Five auto scrubbers for hard floor cleaning, \$18,000
- Demolish existing building at 5335 Airport Road, \$305,360
- Study/implement energy efficiency recommendations at CJC, \$120,000
- Replace signage and add director for HMS Courthouse, \$28,000
- Replace jury box chairs in six of twelve courtrooms at CJC, \$67,662
- Various upgrades for Civil District Courts at HMS Courthouse, \$94,700
- Various replacement motors, HVAC compressors and water pumps, \$63,500
- Replace aging water pumps at HMS Courthouse, \$35,000
- Replace access control units at CJC, \$30,000
- Install surveillance cameras at FMD warehouse, \$7,000

Capital Projects funded out of New 5-Year Certificates of Obligation (CO) (\$3,354,438)

- Replace Fire Alarm System at Ned Granger Bldg., \$350,000
- Replace Aging Air Handler Units (AHUs) and Controls at Gault Building, \$972,000
- Design Upgrade and Replace Aging AHUs and Controls at Granger Bldg., Phase I, \$592,438
- Replace Aging Cooling Tower at Granger Bldg., \$148,000\
- Install Upgraded Replacement HVAC System at EOB, \$1,292,000

There is also a replacement $\frac{3}{4}$ Ton Truck with Service Body and a replacement Pickup Truck for FMD totaling \$47,500 funded centrally in TNR as part of the new CO.

Centralized Facilities – Leases & Utilities (91)

Purpose

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

Key Program Statistics

Adopted Budgets FY 07 – FY 10

	FY 07	FY 08	FY 09	FY 10	FY 10-09
Operating-Leases	\$858,670	\$488,880	\$570,322	\$626,667	\$56,345
Operating-Utilities	\$3,351,835	\$3,659,791	\$4,059,791	\$4,059,791	\$0
Total	\$4,210,505	\$4,148,671	\$4,630,113	\$4,686,458	\$56,345
Capital	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00

FY 10 Budget Issues

The FY 10 Adopted Budget for Centralized Facilities – Leases & Utilities has increased by \$56,345 from the FY 09 budget. The change in this budget is due to an increase of \$56,345 in leases to cover a midyear approved increase for additional lease space.

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 10 in this special fund is comprised of \$665,967 in beginning fund balance, \$350,000 in charges for services, \$3,893 in interest income, and \$642,000 in miscellaneous revenue for a total budget of \$1,661,860.

Adopted Budgets FY 07 – FY 10

	FY 07	FY 08	FY 09	FY 10	FY 10-09
Personnel	\$520,229	\$578,667	\$583,922	\$551,980	(\$31,942)
Operating	\$550,541	\$547,934	\$1,005,345	\$1,109,880	\$104,535
Total	\$1,070,770	\$1,126,601	\$1,589,267	\$1,661,860	\$72,593
Capital	\$0	\$0	\$0	\$0	\$0
FTE	9.00	10.00	9.40	8.40	(1.00)

FY 10 Budget Issues

The FY 10 Adopted Budget for the Exposition & Heritage Center has increased by \$72,593 from the FY 09 budget. This increase is comprised of a \$31,942 decrease in the personnel budget and a \$104,535 increase in the operating budget.

Personnel

Changes in this budget, resulting in a decrease of \$31,942 include:

- A decrease of \$20,145 related to permanent salary savings in the personnel budget.
- A net decrease of \$15,038 related to the reduction of one full time permanent Building Operations Supervisor position and the creation of four part-time temporary Building Operations Workers.
- An increase of \$79 to cover a higher life insurance benefit rate.
- An increase of \$3,162 to cover a higher retirement benefit rate.

Operating

Changes in this budget, resulting in an increase of \$104,535 include:

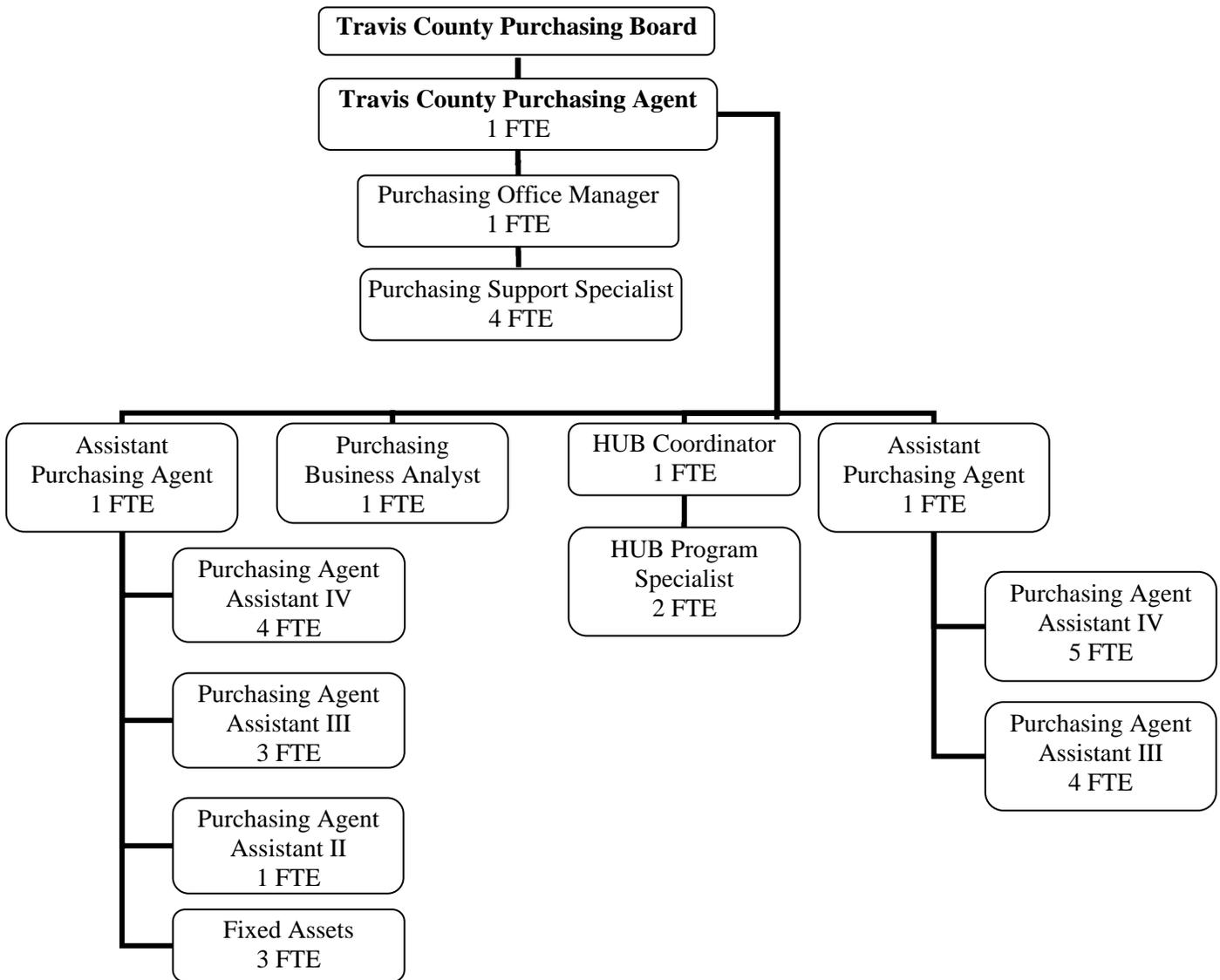
- A decrease of \$165,000 for the one-time expense for the purchase of a 100' boom lift in FY 09.
- A decrease of \$30,000 for the one-time expense for the repair of rotted wood siding in the Banquet Hall in FY 09.
- An increase of \$299,535 to the Allocated Reserve in this fund to balance to the revenue estimate.

Purchasing (15)

Mission Statement

The Purchasing Office is committed to: ensure compliance with the County Purchasing Act as well as other state and federal laws applying to purchasing; provide equal access to all vendors, including HUBs, participating through competitive acquisition of goods and services; provide an ongoing supply of quality goods and services to all County offices; account for and dispose of all County assets through an effective fixed asset management system; and protect the interests of the Travis County taxpayers without regard to undue influence or political pressures.

Organizational Structure



Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Customer Satisfaction (1-6 Scale)	100%	100%	90%	90%
# of purchase orders processed	28,658	26,861	25,800	25,800
# of requisitions processed	31,920	30,097	28,000	28,000
# of formal solicitations processed	158	105	175	175
# contracts written	328	316	290	290

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$2,173,261	\$2,267,859	\$2,334,983	\$2,525,485	\$190,502
Operating	\$399,577	\$246,577	\$246,577	\$321,577	\$75,000
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,572,838	\$2,514,436	\$2,581,560	\$2,847,062	\$265,502
FTE (see Note A)	30.0	30.0	32.0	32.0	0.0

FY 10 Budget Issues

The FY 10 Adopted Budget for the Purchasing Office includes an increase of \$265,502, or a 10.28% increase over the FY 09 Adopted Budget.

Personnel

Highlights of a \$190,502 increase in the personnel budget include:

- An increase of \$175,964 for the annualization of two FTE related to the BEFIT financial system project funded in this office in FY 09.
- An increase of \$14,268 related to an increase in the retirement benefit rate.
- An increase of \$270 related to an increase in the life insurance benefit rate.

Operating

The increase of \$75,000 in the operating budget is related to the addition of \$75,000 related to BEFIT financial system project consulting budget funded in the FY 10 Target Budget.

FY 10 Capital

The FY 10 Adopted Budget includes no capital funding for this department.

Historical Commission (Dept. 17)

Mission Statement

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

Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Revised	FY 10 Projected
# of special projects	3	4	4	4
# of volunteer hours contributed	1000	1100	1200	1300
# of marker applications processed	10	2	5	4
# of markers sponsored	2	1	1	1

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$4,942	\$1,942	\$5,442	\$1,942	(\$3,500)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$4,942	\$1,942	\$5,442	\$1,942	(\$3,500)
FTE	0.0	0.0	0.0	0.0	0.0

FY 10 Budget Issues

Operating

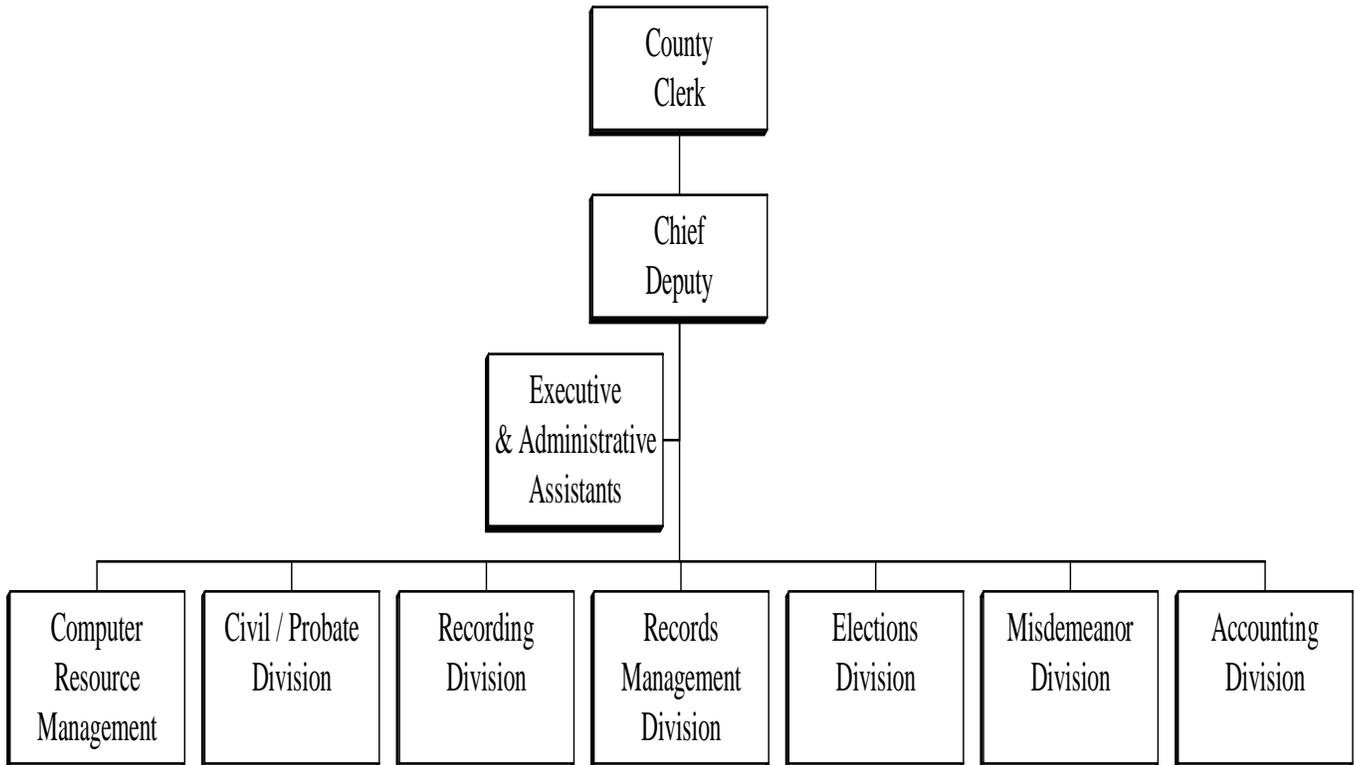
The Historical Commission’s budget for FY 10 decreased \$3,500 from FY 09. The decrease is due to the removal of a one time cash match for a grant from the Texas Historical Commission to conduct historical surveys in Northeast Travis County.

County Clerk (20)

Mission Statement

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

Organizational Structure



Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
Number of mandated elections held	2	1	1	1
Number of civil lawsuits filed	8,079	8,163	8,300	8,500
Number of bond forfeiture cases filed	4,791	5,950	4,000	5,000
Number of probate cases filed	1,894	2,037	2,000	2,100
Number of mental health cases filed	2,555	2,818	2,800	2,900
Number of items noted on civil dockets	89,912	143,204	145,000	150,000
Number of new criminal cases filed with charging instrument	36,170	32,699	32,126	33,000
Number of real property documents recorded	286,592	231,718	202,154	204,176
Number of marriage licenses issued	8,662	8,661	8,575	8,575
Number of foreclosures processed	3,356	4,059	4,848	4,896
Number of images scanned	1,698,284	1,090,440	910,732	919,839

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$6,647,894	\$7,787,597	\$7,892,997	\$8,014,464	\$121,467
Operating	\$487,841	\$788,471	\$781,595	\$890,375	\$108,780
CAR	\$42,900	\$0	\$0	\$0	\$0
Fund Total	\$7,178,635	\$8,576,068	\$8,674,592	\$8,904,839	\$230,247
FTE	103.0	104.0	107.0	107.0	0.0
Other Capital	\$0	\$0	\$0	\$0	\$0

FY 10 Budget Issues

The FY 10 Adopted Budget for the County Clerk’s Office has increased by \$121,467 in the personnel budget and, increased by \$108,780 in the operating budget for a net increase of \$230,247.

Personnel

Highlights of a \$121,467 increase in the personnel budget include:

- A net increase of \$262,982 for changes to the Elections Division baseline budget to account for resources required for the FY 10 Election Cycle.
- A decrease of \$187,061 due to the Commissioners Court approved 5% reduction in the Election Division temporary employee line item for temps associated with Travis County Early Voting Locations.
- An increase of \$6,891 for internal reallocation from the department’s operating to its personnel budget.
- An increase of \$38,655 for increases in retirement and life insurance line benefits.

Operating

Highlights of a \$108,780 increase include:

- A net increase of \$168,871 for changes to the Elections Division baseline budget to account for resources required for the FY 10 Election Cycle.
- A decrease of \$23,700 for one time operating costs associated with the new County Court-at-Law #8.
- A decrease of \$29,500 for one time operating costs associated with the Electronic Voter Qualifying Stations.
- A decrease of \$6,891 due to departmental reallocation from operating to personnel line items.

FY 10 Capital

No capital was budgeted in the department for FY 10.

County Clerk (20)

Records Management Fund (Fund 028)

Purpose

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

The Records Management and Preservation Fund derives its income from fees placed on certain court cases and legal transactions. FY 10 revenue for the Records Management Fund (028) is \$1,614,180, an increase of \$389,680 over FY 09. This was a result from a \$430,479 increase in the beginning fund balance, a \$3,701 increase in interest income and a decrease of \$44,500 in projected charges for services.

In FY10, the County Clerk is using the Records Management Fund to fund activities or projects in the County Clerk's Office only. Of the total \$1,614,180 in the fund, \$913,980 is budgeted in the County Clerk's Office for personnel and operating expenditures, and \$700,200 is budgeted in the Allocated Reserve for the fund. Funding for the one Records Management FTE and Offsite Storage costs were moved to the Archival Fund (Fund 057) by the County Clerk.

Key Program Statistics

Measures	FY 2007 Actual	FY 2008 Actual	FY 2009 Projected	FY 2010 Projected
Number of Civil, Probate and Misdemeanor docs filed	328,393	341,264	354,167	354,167
Number of court case files rotated, recalled, and refiled	339,842	324,461	315,790	315,790
Number of microfilm roll conversion and indexing	718	382	700	700

Adopted Budget FY 07–FY 10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel					
County Clerk	\$596,742	\$626,642	\$651,139	\$657,410	\$6,271
RMCR	\$92,618	\$49,179	\$49,385	\$0	(\$49,385)
District Clerk	\$3,217	\$0	\$0	\$0	\$0
Personnel Total	\$692,577	\$675,821	\$700,524	\$657,410	(\$43,114)
Operating					
County Clerk *	\$806,169	\$782,706	\$345,588	\$956,770	\$611,182
RMCR	\$161,341	\$192,538	\$178,388	\$0	(\$178,388)
District Clerk	\$0	\$0	\$0	\$0	\$0
Operating Total	\$967,510	\$975,244	\$523,976	\$956,770	\$432,794
Total	\$1,660,087	\$1,651,065	\$1,224,500	\$1,614,180	\$389,680
FTE	9.67	8.50	8.50	7.50	(1.00)

* Operating includes the Allocated Reserve for Fund 028.

FY 10 Budget Issues

The FY 10 Adopted Budget for the County Clerk Records Management Division in this fund has increased overall by \$389,680 due to a \$43,114 decrease in personnel and a \$432,794 increase in operating.

Personnel

Highlights of a \$43,114 decrease in the Fund 028 personnel budget include:

- An increase of \$3,934 for increases in retirement and life insurance line benefits.
- A decrease of \$48,496 in salaries and benefits for one RMCR Imaging Tech now budgeted in the Archival Fund (Fund 057).
- An increase of \$1,448 to balance against the Auditor’s certified revenue estimate in the Allocated Reserve for this fund.

Operating

Highlights of a \$432,794 increase in the Fund 028 operating budget include:

- An increase of \$432,794 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 10, \$1,335,774 in revenue is certified in the fund. This is a decrease of \$475,880 over the FY 09 certified amount. This decrease resulted from a \$78,376 decrease in the beginning fund balance, a \$402,074 decrease in fees, and a \$4,570 increase in interest earned.

Adopted Budget FY 08 - 10

	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$906,535	\$1,192,511	\$533,136	(\$659,375)
Operating	\$606,547	\$619,143	\$802,638	\$183,495
Total	\$1,513,082	\$1,811,654	\$1,335,774	(\$475,880)
FTE	0	0.0	0.0	0.0

* Operating includes the Allocated Reserve for Fund 056.

FY 10 Budget Issues

The FY 10 budget will fund election services related to the conduct of the November 2009 Constitutional Election, May 2010 local elections(City of Austin, AISD, ACC, etc.) and initial preparations for the November 2010 Gubernatorial 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

The Archival Fund supports the County's preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive. A records archive is defined by statute to mean public documents filed with the County Clerk before January 1, 1990.

Funding Source

The revenue for this fund derives from a \$5 records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk for recording or filing. The revenue certified for this fund in FY 10 totals \$1,515,823. This is an increase of \$223,646 over the FY 09 certified amount. This resulted from a \$258,548 increase in the beginning fund balance, a \$35,000 decrease in fees, and a \$98 increase in interest earned.

Adopted Budget FY 07 - 10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel					
County Clerk	\$356,614	\$262,537	\$375,559	\$271,742	(\$103,817)
RMCR	\$0	\$0	\$0	\$48,946	\$48,946
Personnel Total	\$356,614	\$262,537	\$375,559	\$320,688	(\$54,871)
Operating					
County Clerk *	\$882,367	\$1,099,044	\$916,618	\$1,016,747	\$100,129
RMCR	\$0	\$0	\$0	\$178,388	\$178,388
Operating Total	\$882,367	\$1,099,044	\$916,618	\$1,195,135	\$278,517
Total	\$1,238,981	\$1,361,581	\$1,292,177	\$1,515,823	\$223,646
FTE	3.5	3.5	3.5	4.5	1.0

* Operating includes the Allocated Reserve for Fund 057.

FY 10 Budget Issues

The FY 10 Adopted Budget for the County Clerk's Records Management Division in the Archival Fund increased by \$223,646 due to a decrease of \$54,871 in the personnel budget and a \$278,517 increase in the fund's operating line items. Additionally, the County Clerk's Office shifted funding for one RMCR Imaging Tech and Offsite Storage expenses from Fund 028 to this fund.

Personnel

Highlights of a \$54,871 decrease in the personnel budget include:

- An increase of \$48,496 in salaries and benefits for one RMCR Imaging Tech.
- An increase of \$1,633 for increases in retirement and life insurance line benefits.
- A decrease of \$105,000 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

Operating

Highlights of a \$278,517 increase in the operating budget include:

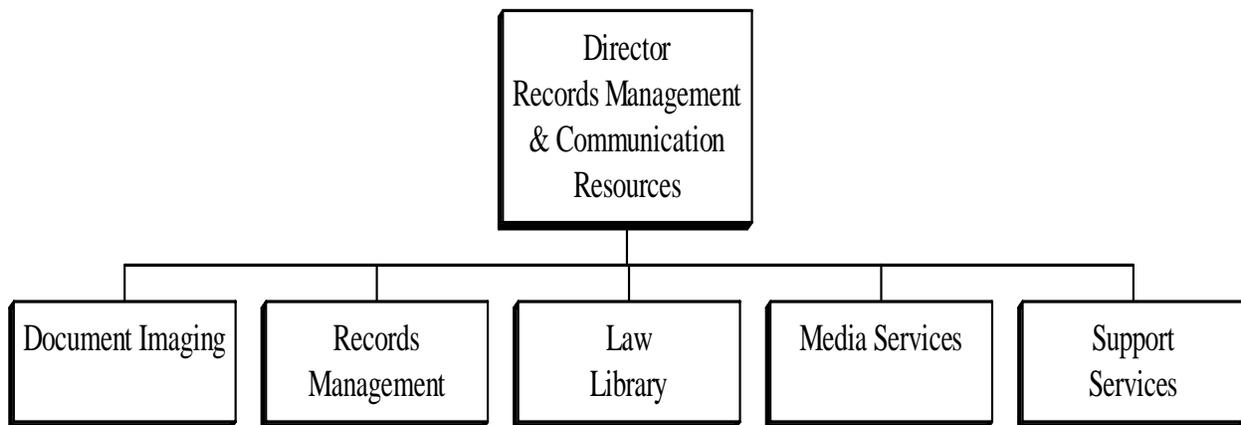
- An increase of \$178,388 for operating resources associated with the Imaging Tech and Offsite Storage costs previously budgeted in the County Clerk's Fund 028.
- An increase of \$100,129 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

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 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
# of work orders on County copier fleet	107	110	110	110
# of pieces of metered mail	1,206,970	1,230,908	1,240,000	1,245,000
# of new TV programs produced	136	125	134	135
# of productions for website	0	0	1	10
# of turnaround days for press/copy jobs	10/14	10/12	10/10	7/10
Total cubic feet of records in storage	166,018	171,848	177,000	190,000
# of images scanned	120,000	479,025	82,966	82,966
# of microfilm images scanned	5,750,000	56,545	1,622,582	1,622,582

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$1,082,625	\$1,506,660	\$1,570,964	\$1,570,960	(\$4)
Operating	\$2,540,661	\$2,811,762	\$2,859,397	\$2,968,493	\$109,096
CAR	\$53,000	\$73,500	\$118,000	\$8,000	(\$110,000)
Total	\$3,676,286	\$4,391,922	\$4,548,361	\$4,547,453	(\$908)
FTE	22.55	20.55	21.05	21.05	0.00
Other Capital (A)	\$0	\$0	\$0	\$32,900	\$32,900

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

FY 10 Budget Issues

The FY 10 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net decrease of \$908 or 0.01% under the FY 09 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 \$4 decrease in the personnel budget include:

- An increase of \$8,543 for retirement and life insurance benefits.
- A decrease of \$1,914 for one time lump payments made in FY 09.
- A decrease of \$6,633 due to departmental reallocation from personnel to operating line items.

Operating

Highlights of the \$109,096 increase in the operating budget include:

- An increase of \$280,807 for postage, copy charges, copy paper, copier replacements, secure shredding services, video streaming charges and print shop paper.
- A decrease of \$54,764 due to the Commissioners Court approved 5% reductions in the department’s operating line items.
- An increase of \$6,633 due to departmental reallocation from personnel to operating line items.
- A net decrease of \$123,580 due to removal of one-time FY 09 operating costs.

FY 10 Capital Issues

The FY 10 Adopted Budget includes \$8,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for a replacement CRT Video Monitor. Additionally, RMCR has \$32,900 funded out of Certificates of Obligation for replacement of the uninterruptable power supply system for the TCTV facility.

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 \$833,000 in fee income and \$14,267 in interest income for FY 10. The Law Library has a beginning balance of \$224,450, for total fund revenue of \$1,071,717.

Program Statistics for FY 10*

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
% of reference/research questions completed on day of inquiry	0%	0%	99%	99%
Number of patrons assisted	0	0	56,972	60,000
Number of patrons assisted by reference attorney	0	0	3,408	3,750
% of materials processed and delivered within one week of arrival	0	0	90%	90%
Number of forms, brochures, web pages created or updated	0	0	80	90
Number of forms, brochures, web pages created or updated in Spanish	0	0	80	0

* The Law Library changed its performance measures in FY 09 to better reflect trend driven changes in services.

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$484,404	\$545,105	\$596,973	\$600,541	\$3,568
Operating *	\$971,934	\$856,683	\$670,726	\$471,176	(\$199,550)
Total	\$1,456,338	\$1,401,788	\$1,267,699	\$1,071,717	(\$195,982)
FTE	6.35	7.35	7.85	7.85	0.00

* Operating includes the Allocated Reserve for Fund 011.

FY 10 Budget Issues

In FY 10, the Adopted Budget for the Law Library includes a net decrease of \$199,550 over the FY 09 Adopted Budget. In FY 10, the Law Library has an Allocated Reserve of \$19,077, which is included in the operating budget row in the table on the previous page.

Personnel

Highlights of a \$3,568 increase in the personnel budget include:

- An increase of \$3,545 for retirement and life insurance benefits.
- A decrease of \$23 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of a \$199,550 decrease to the operating budget include:

- A decrease of \$27,000 for removal of FY 09 one-time expenditures.
- A decrease of \$172,550 in the fund's allocated reserve in order to balance the budget to the Auditor's certified revenue estimate.

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

Purpose

The Records Management and Preservation Fund supports the state mandated records management function that Travis County has centralized in the Records Management and Communication Resources Department.

Funding Source

The Records Management and Preservation Fund generates funds through fees placed on certain court cases and legal transactions. The County Auditor has certified \$299,000 in fee income and \$4,664 in interest income for FY 10. The Records Management and Preservation Fund has a beginning balance of \$105,598 for total fund revenue of \$409,262.

Key Program Statistics

Measures	FY 07 Actual	FY 08 Actual	FY 09 Projected	FY 10 Projected
# of Cu. Ft. records sent to off-site storage	11,260	11,713	10,500	11,000
Total # Cu. Ft. in offsite storage at year end	166,018	171,848	177,000	190,000
# Cu. Ft. permanently removed from offsite storage	2,000	4,769	5,290	2,000

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$238,269	\$257,739	\$358,538	\$334,728	(\$23,810)
Operating *	\$282,528	\$248,739	\$170,293	\$74,534	(\$95,759)
Total	\$520,797	\$506,478	\$528,831	\$409,262	(\$119,569)
FTE	4.70	3.70	4.70	4.70	0.00

* Operating includes the Allocated Reserve for Fund 030.

FY 10 Budget Issues

In FY 10, the Adopted Budget includes a decrease of \$119,569 from the FY 09 Adopted Budget. In FY 10, the Records Management and Preservation Fund has an Allocated Reserve of \$7,325, which is included in the operating budget row in the table above.

Personnel

Highlights of a \$23,810 decrease in personnel include:

- An increase of \$2,011 for retirement and life insurance benefits.
- A decrease of \$25,821 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of the \$95,759 decrease in the operating budget include:

- A decrease of \$95,759 to balance against revenue in the Allocated Reserve for this fund.

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

Purpose

The County Clerk Archival Fund (Fund 057) 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

For FY 10, total fund revenue is certified at \$1,515,823, an increase of \$223,646 from FY 09. Of the total budget for this fund, Records Management and Communication Resources is budgeted \$227,334. During the FY 10 Budget Process, the County Clerk's Office shifted funding for one RMCR Imaging Tech and associated operating costs along with offsite storage expenditures to from the County Clerk's Records Management Fund (Fund 028) to Fund 057.

Adopted Budgets FY 07-10

	FY 07	FY 08	FY 09	FY 10	Diff FY 10-09
Personnel	\$0	\$0	\$0	\$48,946	\$48,946
Operating	\$0	\$0	\$0	\$178,388	\$178,388
Total *	\$0	\$0	\$0	\$227,334	\$227,334
FTE	0.00	0.00	0.00	1.00	1.00

*See County Clerk Archival Fund (Fund 057) departmental budget for complete fund details.

FY 10 Budget Issues

The FY 10 Budget includes funding for one Imaging Tech and County Clerk Offsite Storage costs. The County Clerk contributes a portion of Fund 057 to RMCR for records management activities. These activities include document imaging, creation of archival microfilm, and offsite storage.

