

## **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 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 are shown in that Program Area and not 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 2011 Adopted Budget, the General Government and Support Services Program Area contains 732.5 FTE. This Program Area has experienced 6.2% growth (43.0 FTE) in staffing since FY 2008.

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 \$83,150,938 in FY 08 to \$91,556,265 in FY 11. This is an increase of \$8,405,327, or 10.1%. The year-to-year increase from FY 10 to FY 11 was \$13,949,274. The largest portion of the increase is due to \$6,054,942 that is budgeted for retired employee health care. The funds for the County's portion of retiree health care from FY 08 to FY 10 were removed from the General Fund HRMD Budget on a one-time basis and these expenses were covered by the Allocated Reserve of the Employee Health Benefits Fund as part of a planned reduction to Allocated Reserve of this internal service fund. Other major increases include \$3,059,721 for Centralized Computer

Services; \$1,322,000 in ITS for Identity and Access Management; \$715,943 for Facilities Maintenance & Repair; \$690,000 for the Travis County Corrections Master Plan Study (\$490,000) and the IT Strategic Planning Study and Assessment (\$200,000); and \$206,763 for Travis Central Appraisal District Services.

In the FY 11 Adopted Budget, the General Government and Support Services Program Area has a total of \$4,734,951 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$9,678,648 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 B on the next page provides a summary of the General Fund budget for each department since FY 08.

Department	FY 08	FY 09	FY 10	FY 11	Difference FY 11-08	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	74.00	81.00	81.00	82.00	8.00	10.8%
County Clerk	114.00	118.00	118.00	120.00	6.00	5.3%
Facilities Management	126.00	131.00	135.00	137.00	11.00	8.7%
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	2.50	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	39.00	38.00	38.00	5.00	15.2%
Information & Telecomm. Sys.	103.00	107.00	107.00	106.00	3.00	2.9%
Centralized Computer Services	0.00	0.00	0.00	0.00	0.00	N/A
Planning and Budget	14.50	14.50	16.00	16.00	1.50	10.3%
Purchasing	30.00	32.00	32.00	33.00	3.00	10.0%
Records Mgt & Comm Rsc.	41.50	41.50	41.00	41.00	(0.50)	-1.2%
Tax Assessor-Collector	126.50	129.00	129.00	130.00	3.50	2.8%
Treasurer	6.00	6.00	6.00	6.00	0.00	0.0%
<b>Total</b>	<b>689.50</b>	<b>722.50</b>	<b>726.50</b>	<b>732.50</b>	<b>43.00</b>	<b>6.2%</b>

Department	FY 08	FY 09	FY 10	FY 11	FY 11-08 Difference	Percent Change
County Judge	\$ 417,565	\$ 421,088	\$ 418,859	\$ 436,267	\$ 18,702	4.5%
Commissioner Precinct No. 1	\$ 328,296	\$ 336,690	\$ 338,579	\$ 350,370	\$ 22,074	6.7%
Commissioner Precinct No. 2	\$ 321,053	\$ 329,622	\$ 326,180	\$ 349,000	\$ 27,947	8.7%
Commissioner Precinct No. 3	\$ 326,014	\$ 331,618	\$ 333,405	\$ 337,118	\$ 11,104	3.4%
Commissioner Precinct No. 4	\$ 323,123	\$ 331,311	\$ 333,166	\$ 338,869	\$ 15,746	4.9%
General Administration	\$ 2,449,646	\$ 2,830,908	\$ 3,223,641	\$ 4,199,288	\$ 1,749,642	71.4%
Historical Commission	\$ 1,942	\$ 5,442	\$ 1,942	\$ 1,942	\$ -	0.0%
County Auditor	\$ 7,573,799	\$ 8,263,246	\$ 8,968,003	\$ 9,208,465	\$ 1,634,666	21.6%
County Clerk	\$ 8,576,068	\$ 8,674,592	\$ 8,904,839	\$ 8,887,168	\$ 311,100	3.6%
Facilities Management	\$ 12,090,553	\$ 10,487,953	\$ 9,338,502	\$ 10,439,059	\$ (1,651,494)	-13.7%
Central. Facilities-Leases & Utilities	\$ 4,148,671	\$ 4,630,113	\$ 4,686,458	\$ 4,796,177	\$ 647,506	15.6%
Human Resources Management	\$ 8,604,488	\$ 2,776,214	\$ 3,656,921	\$ 9,805,652	\$ 1,201,164	14.0%
Information & Telecomm Systems	\$ 16,521,652	\$ 17,881,151	\$ 19,057,931	\$ 21,524,650	\$ 5,002,998	30.3%
Centralized Computer Services	\$ 5,263,378	\$ 1,533,805	\$ -	\$ 3,059,721	\$ (2,203,657)	-41.9%
Planning and Budget Office	\$ 1,481,131	\$ 1,534,451	\$ 2,551,198	\$ 1,715,664	\$ 234,533	15.8%
Purchasing	\$ 2,514,436	\$ 2,581,560	\$ 2,847,062	\$ 3,048,166	\$ 533,730	21.2%
Records Mgt/Comm Resrcs	\$ 4,391,922	\$ 4,603,356	\$ 4,547,453	\$ 4,741,953	\$ 350,031	8.0%
Tax Assessor-Collector	\$ 7,310,340	\$ 7,548,792	\$ 7,529,035	\$ 7,755,998	\$ 445,658	6.1%
Treasurer	\$ 506,861	\$ 517,278	\$ 543,817	\$ 560,738	\$ 53,877	10.6%
<b>Total</b>	<b>\$ 83,150,938</b>	<b>\$ 75,619,190</b>	<b>\$ 77,606,991</b>	<b>\$ 91,556,265</b>	<b>\$ 8,405,327</b>	<b>10.1%</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 11**

	<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	\$429,767	\$345,370	\$344,000	\$332,118	\$333,869	\$1,785,124
Operating	6,500	5,000	5,000	5,000	5,000	26,500
CAR	0	0	0	0	0	0
<b>Total</b>	<b>\$436,267</b>	<b>\$350,370</b>	<b>\$349,000</b>	<b>\$337,118</b>	<b>\$338,869</b>	<b>\$1,811,624</b>
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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
% of meetings attended by County Judge	99%	98%	99%	99%
% of agendas distributed by Noon Thursday	97%	100%	100%	100%
Total number of agenda items	2,400	2,454	2,500	2,500
Number of TABC hearings held	0	2	1	1
Number of phone calls received	31,000	31,000	31,000	31,000
Number of pieces of mail received	6,400	7,200	7,200	6,500

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$411,065	\$414,588	\$412,359	\$429,767	\$17,408
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$417,565	\$421,088	\$418,859	\$436,267	\$17,408
FTEs	5.0	5.0	5.0	5.0	0.0

### FY 11 Budget Issues

The FY 11 Adopted Budget for the County Judge’s Office includes an increase of \$17,408, or a 4.16 %, increase compared to the FY 10 Adopted Budget.

#### Personnel

The \$17,408 increase in personnel includes:

- A increase of \$8,608 for retirement and health insurance for employees and elected official;
- A increase of \$3,066 for the elected officials salary and related fringe benefits;
- A increase of \$6,066 for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A increase of \$352 for Temporary Employee and Longevity Pay; and
- A decrease of \$(684) due to other personnel actions in the County Judge’s Office in FY 10.

#### Operating

There is no change to the operating budget from FY 10 to FY 11.

### FY 11 Capital

The FY 11 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 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	1,100	1,200
Number of speeches/presentations given on various topics	80	80	80	85

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY11-10
Personnel	\$324,296	\$331,690	\$333,579	\$345,370	\$11,791
Operating	\$4,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$328,296	\$336,690	\$338,579	\$350,370	\$11,791
FTEs	4.0	4.0	4.0	4.0	0.0

### FY 11 Budget Issues

The FY 11 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$11,791, or a 3.48%, increase compared to the FY 10 Adopted Budget.

#### Personnel

The \$11,791 increase in personnel includes:

- A increase of \$4,030 for retirement and health insurance for the employees and elected official;
- A increase of \$2,690 for the elected officials salary and related fringe benefits;
- A increase of \$4,856 for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A increase of \$9,523 for Temporary Employee and Longevity Pay; and
- A decrease of \$(9,308) due to other personnel actions in the Commissioner Precinct 1 Office in FY 10.

Operating

There is no change to the operating budget from FY 10 to FY 11.

**FY 11 Capital**

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The FY 11 Adopted Budget includes no capital for the Commissioner Precinct 1 Office.

## Commissioner, Precinct Two (Dept. 03)

### Mission Statement

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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. 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.
- **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 30%
  - o Justice and Public Safety 10%
  - o Environmental & Land Use 50%
  - o Health and Human Services 10%

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11–10
Personnel	\$316,053	\$324,622	\$321,180	\$344,000	\$22,820
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$321,053	\$329,622	\$326,180	\$349,000	\$22,820
FTEs	4.0	4.0	4.0	4.0	0.0

### FY 11 Budget Issues

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The FY 11 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$22,820, or 7.00%, compared to the FY 10 Adopted Budget.

Personnel

The \$22,820 increase in personnel includes:

- An increase of \$9,726 for retirement and health insurance for the employees and elected official;
- A increase of \$2,690 for the elected officials salary and related fringe benefits (See **Note**);
- A increase of \$4,688 for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A increase of \$628 for the fall 2009 intern program returned from the County Judge's Office;
- A increase of \$4,659 for the fall 2009 intern program returned from the Criminal Justice Planning Office;
- A increase of \$429 due to other personnel actions in the Commissioner Precinct 2 Office in FY 10.

Operating

There is no change to the operating budget from FY 10 to FY 11.

**FY 11 Capital**

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The FY 11 Adopted Budget includes no capital funding for the Commissioner Precinct 2 Office.

**Note:** Pursuant to Texas Local Government Code § 152.052, Commissioner Precinct 2 has requested that her FY 2011 compensation be the annualized amount of her FY 2010 salary plus the 2.5% increase in the amount of \$88,812.00.

## Commissioner, Precinct Three (Dept. 04)

### Mission Statement

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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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Number of Boards and Committees on which the Commissioner serves	N/A	N/A	N/A	13
Precinct 3 Maintained Road Miles	N/A	N/A	N/A	653.87
Phone calls received by Precinct 3 Office	N/A	N/A	N/A	7,800
Meetings held by Commissioner and staff	N/A	N/A	N/A	1,800

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$321,014	\$326,618	\$328,405	\$332,118	\$3,713
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$326,014	\$331,618	\$333,405	\$337,118	\$3,713
FTEs	4.0	4.0	4.0	4.0	0.0

### FY 11 Budget Issues

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The FY 11 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$3,713 or 1.11% more, than the FY 10 Adopted Budget.

#### Personnel

The \$3,713 increase in personnel includes:

- A decrease of \$(3,736) for retirement and health insurance for the employees and elected official;
- A increase of \$2,690 for the elected officials salary and related fringe benefits (Pursuant to Texas Local Government Code § 152.052, Commissioner Precinct 3 has requested that her compensation for FY 2011 be the annualized amount for FY 2010 salary in the amount of \$90,109.00.);
- A increase of \$4,759 for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A increase of \$969 for Temporary Employee Pay and related fringe benefits related to a decrease of \$(969) in other personnel costs in the Commissioner Precinct 3 Office in FY 10.

#### Operating

There is no change to the operating budget from FY 10 to FY 11.

**FY 11 Capital**

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The FY 11 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
# of internal TNR work orders handled for Pct.4	3,150	3,184	3,172	3,175
# of referrals made to HHS	611	607	613	625
# of referrals made to Other Departments within or outside Travis County	472	465	470	475
# of committees and boards on which the Commissioner Pct. 4 serves	20	17	16	16

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$318,123	\$326,311	\$328,166	\$333,869	\$5,703
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$323,123	\$331,311	\$333,166	\$338,869	\$5,703
FTEs	4.0	4.0	4.0	4.0	0.0

### FY 11 Budget Issues

The FY 11 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$5,703 or 1.71%, over the FY 10 Adopted Budget.

#### Personnel

The \$5,703 increase in personnel includes:

- A decrease of \$(1,837) for retirement and health insurance for the employees and elected official;
- A increase of \$2,690 for the elected officials salary and related fringe benefits;
- A increase of \$4,707 for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A increase of \$10,151 for Temporary Employee and Longevity Pay; and
- A decrease of \$(10,008) due to other personnel actions in the Commissioner Precinct Four Office in FY 10.

Operating

There is no change to the operating budget from FY 10 to FY 11.

**FY 11 Capital**

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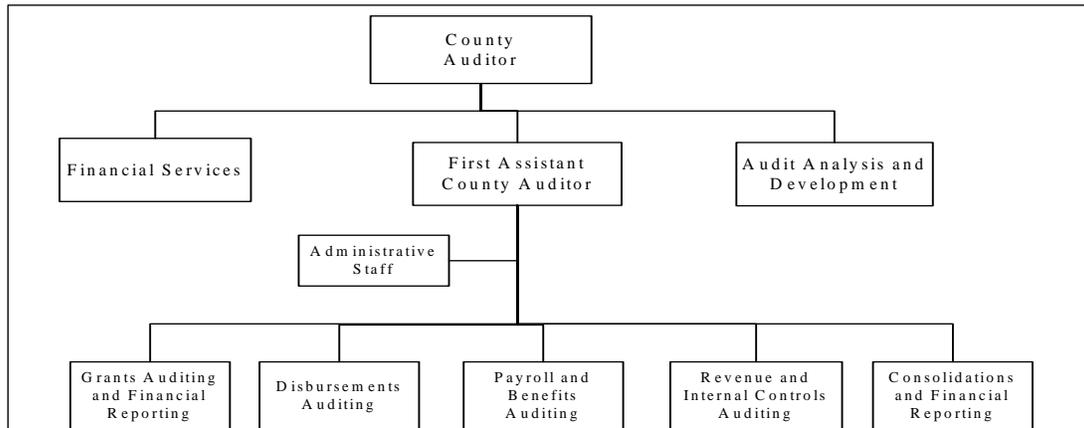
The FY 11 Adopted Budget includes no capital for the Commissioner Precinct 4 Office.

## 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100% - Statutory basis (OCBOA)			
General Fund Revenue Estimate as a percent of actual revenue	99.3%	99.4%	95-101%	95-101%
Nr. of A/P Invoice transactions	138,895	155,473	175,247	180,504
Nr. of Checks/Electronic Funds Transfers (Operating Account)	39,926	42,412	45,067	47,320

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Nr. of Active Contracts	1,500	1,527	1,554	1,582
Nr. of Vendors Paid in Fiscal Year	7,742	8,151	8,350	8,600
Nr. of Funds with Revenue Estimates	84	91	94	94
Nr. of Payroll Checks	123,055	124,490	123,618	119,000
Nr. of Personnel Action Forms (PAFs)	18,465	15,038	10,723	11,000
Nr. of Grants	165	175	166	182
Nr. of Grant Reports	654	698	699	839
% of Grantor Reports on Time	100%	100%	100%	See Note B

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$6,957,533	\$7,521,512	\$8,285,995	\$8,575,661	\$289,666
Operating	\$616,266	\$741,734	\$682,008	\$632,804	(\$49,204)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total (A)	\$7,573,799	\$8,263,246	\$8,968,003	\$9,208,465	\$240,462
FTE ( A)	74.0	81.0	81.0	82.0	1.0

### FY 11 Budget Issues

In the FY 11 Adopted Budget, the County Auditor's Office budget includes an increase of \$240,642, or a 2.68% increase from the FY 10 Adopted Budget. (See Note C).

#### Personnel

The \$289,666 increase in personnel expense includes:

- A increase of \$55,349 in the salary and benefits line items to fund annualization of 1 Associate Auditor authorized by Commissioners Court on March 16, 2010 with approval of the Weatherization Grant;
- A increase of \$83,545 for retirement and health benefits for employees and appointed official;
- A increase of \$191,368 for the 2.5% Cost of Living Adjustment (COLA) for employees and appointed official; and
- A decrease of (\$40,596) to accommodate the increase in systems related operating costs in FY 11.

#### Operating

The \$(49,204) decrease in operating expense includes:

- A net decrease of \$(140,800) for one-time costs for consulting, travel and other resources associated with the RFP development of the BEFIT system;
- A increase of \$50,000 for one-time costs for legal services associated with contract for the BEFIT system; and

- A net increase of \$41,596 primarily for software upgrades and the replacement of two servers and related storage costs.

**FY 11 Capital Issues**

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The FY 11 Adopted Budget includes no capital funding for the County Auditor's Office.

Notes:

(A) For FY 10, the Commissioners Court approved the issuance of \$7.6 million of Certificates of Obligation, for the Auditor's Office for the County's **Better Enterprise Financial Information for Travis County (BEFIT) System Hardware and Software**, and another \$4.1 million will be funded through a reimbursement resolution in November 2010. In addition, for FY 11, a BEFIT Project Reserve was approved in the total amount of \$1,099,930 for the following purposes:

- Year One Implementation costs for Technical Advisory Services of \$200,000 and for Training and Seminars of \$400,000 ;
- ITS Technical Staff (Systems Engineer III) and related costs of \$131,856;
- Time and Attendance System Pilot at a cost of \$300,000; and a
- PBO Systems Analyst at a cost \$68,074.

(B) The FY 11 Adopted Budget includes within the Grants Reserve funding in the amount of \$96,369 for addition of a Financial Auditor/Analyst III position and related costs in anticipation of an increased grants workload.

(C) The County Auditor did not request for the FY 11 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 10 budget within the 5% statutory limit would have been \$9,261,145. Therefore, the FY 11 Adopted Budget of \$9,208,465 equals a \$52,680 decrease or a 0.57% decrease from the FY 10 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 08 Actual	FY 09 Projected	FY 10 Projected	FY 11 Projected
Number of cash receipts processed	12,089	15,514	12,000	12,000
Number of warrants processed	56,440	62,035	60,000	60,000
10% service fee retained for prompt filing	\$414,005	\$394,039	\$400,000	\$400,000

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$386,300	\$396,717	\$398,884	\$415,805	\$16,921
Operating	\$120,561	\$120,561	\$144,933	\$144,933	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$506,861	\$517,278	\$543,817	\$560,738	\$16,921
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 11 Budget Issues**

The FY 11 Adopted Budget for the Treasurer’s Office has increased \$16,921 over the FY 10 Adopted Budget. This increase is isolated to the department’s personnel budget and includes:

- A total of \$7,634 in increased benefit costs (retirement and life insurance).
- An increase of \$6,219 in salaries and benefits for a 2.5% across-the-board pay increase (with a \$750 minimum) for county employees.
- An increase to the elected official’s salary and benefits of \$2,603.
- An increase of \$465 to annualize FY 10 personnel actions.

**FY 11 Capital Issues**

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The FY 11 Adopted Budget does not include any funding for capital items for this department.

# Tax Assessor-Collector (08)

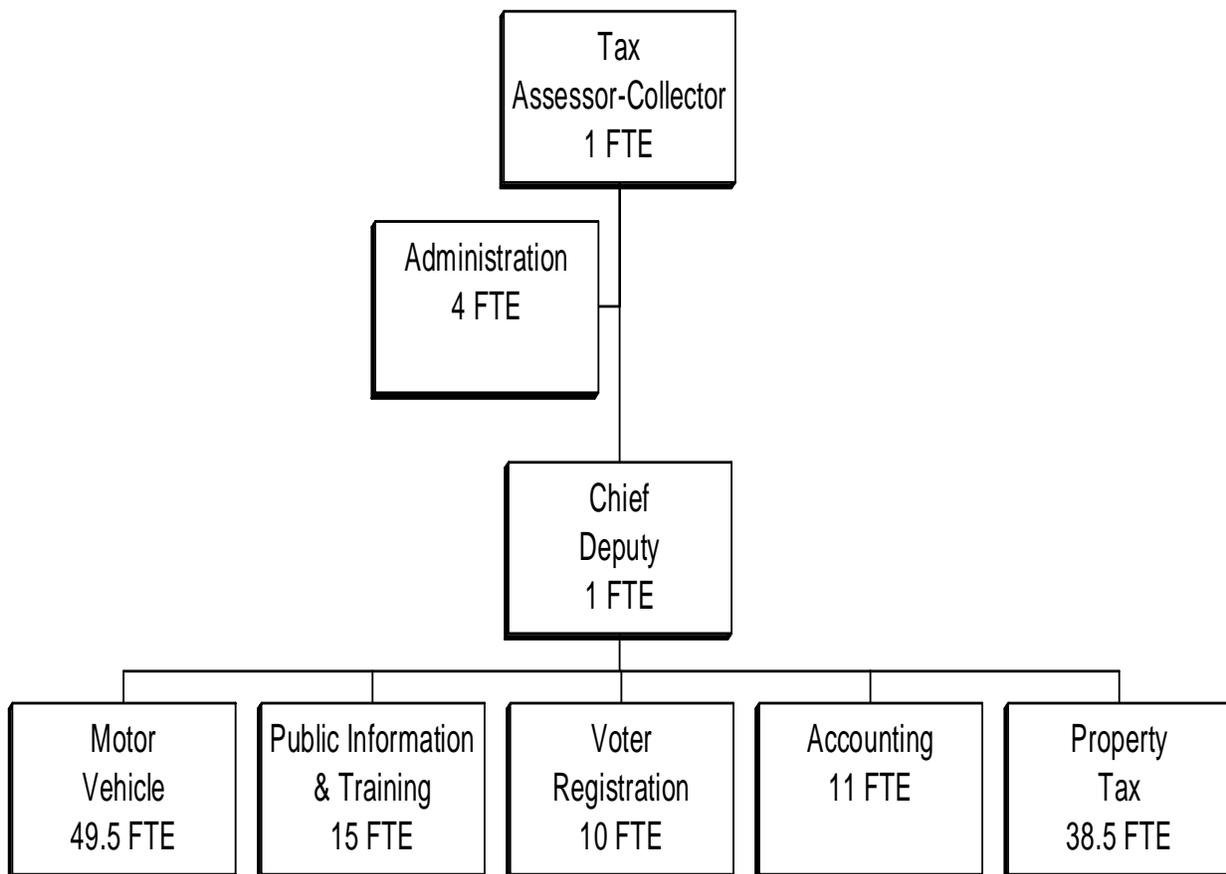
## Mission Statement

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The mission of the Travis County Tax Assessor-Collector’s Office is to assess, collect, and disburse property taxes; register and title motor 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

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**Key Program Statistics**

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
<b>Public Training &amp; Information:</b>				
Total Taxpayer demand	470,003	463,619	466,295	466,295
<b>Property Tax:</b>				
Posted Tax Payments by “Remittance Processing Device”	167,440	195,364	188,012	212,000
<b>Motor Vehicle Registration:</b>				
# of mail-in registrations	164,685	126,788	128,055	129,785
# of in-person registrations	142,835	144,876	145,000	141,145
<b>Voter Registration:</b>				
# of documents received	172,987	117,422	100,000	98,000
# of registered voters	581,908	580,768	594,000	593,000
<b>Accounting:</b>				
Total collections (all jurisdictions)	\$2.4 billion	\$2.3 billion	\$2.4 billion	\$2.4 billion

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$6,841,623	\$7,103,602	\$7,079,871	\$7,301,268	\$221,397
Operating	\$447,517	\$445,190	\$449,164	\$454,730	\$5,566
CAR	\$21,200	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$7,310,340</b>	<b>\$7,548,792</b>	<b>\$7,529,035</b>	<b>\$7,755,998</b>	<b>\$226,963</b>
FTE	126.5	129	129	130	1.00
Other Capital (A)	\$0	\$0	\$0	\$0	\$0.00

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

**FY 11 Budget Issues**

The FY 11 Adopted Budget for the department includes an increase of \$226,963 as compared to the FY 10 Adopted Budget.

Personnel changes in this budget resulting in an increase of \$221,397 include:

- An increase of \$20,517 for a temporary employee to do redistricting related work on a one-time basis.
- An increase of \$13,653 related to ongoing workload increase in the Property Tax Division.
- An increase of \$23,872 related to an increase in the cost of the county’s health insurance benefit.
- An increase of \$13,063 related to an increase in the cost of the county’s retirement contribution.
- An increase of \$3,101 for a 2.5% salary increase for the elected official.

- An increase of \$151,957 for a 2.5% compensation increase for county employees, with a minimum \$750 increase.
- A decrease of \$4,766 from the internal reallocation of permanent salary savings to the operating budget.
- One new position was funded from internal resources resulting in no net change in the personnel budget.

Operating changes in this budget, resulting in an increase of \$5,566, include:

- An increase of \$800 for one-time costs related to redistricting work.
- An increase of \$4,766 from the internal reallocation of permanent salary savings to the operating budget.

### **FY 11 Capital**

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The FY 11 Adopted Budget includes no capital funding for this department.

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

**Purpose**

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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**

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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 11, the County Auditor has certified \$244,060 in intergovernmental income and \$147,061 as beginning fund balance for a total of \$391,121.

**Adopted Budget FY 08-FY 11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff. FY 11-10</b>
Operating	\$121,760	\$131,134	\$175,545	\$139,565	(\$35,980)
Allocated Reserve	\$0	\$33,252	\$67,226	\$251,556	\$184,330
<b>Total Budget</b>	<b>\$121,760</b>	<b>\$164,386</b>	<b>\$242,771</b>	<b>\$391,121</b>	<b>\$148,350</b>

**FY 11 Budget Issues**

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In FY 11, 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. In addition, the Allocated Reserve increased by \$184,330 due to increased revenue.

## 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Total number of budget requests reviewed for Preliminary Budget (General Fund & Capital)	403	470	462	475
Total value of budget requests reviewed for Preliminary Budget:				
General Fund \$	\$33,414,102	\$48,283,006	-\$6,665,575	\$10,000,000
Other Funds	\$9,500,409	\$2,840,864	-\$3,310,668	\$3,000,000
Capital	\$45,488,907	\$64,384,180	\$43,984,354	\$50,000,000
Average \$ Amount of Each Request (Combined)	\$219,363	\$245,762	\$73,611	\$132,632
Percentage of PBO budget recommendations in Adopted Budget	100%	100%	100%	100%
County Bond Rating	AAA	AAA	AAA	AAA
Number of Budget adjustments processed	5,020	5,128	5,900	5,200
Number of Personal Action Forms processed	3,848	2,052	3,600	3,500
End of Year Balance of Allocated Reserve (adjusted)/	\$1,141,476	\$6,344,774	\$1,000,000	\$1,000,000
Percent of Reserve Spent	78%	4%	75%	75%
Adherence to debt policy guidelines and ratios	Yes	Yes	Yes	Yes
Portfolio yield in basis points over applicable benchmark	152.00	173.00	104.00	65.00

### Adopted Budgets FY 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$1,418,170	\$1,464,114	\$1,560,333	\$1,643,909	\$83,576
Operating	\$62,967	\$70,337	\$73,692	\$71,755	(\$1,937)
CAR	\$0	\$0	\$917,173	\$0	(\$917,173)
Fund Total	\$1,481,137	\$1,534,451	\$2,551,198	\$1,715,664	(\$835,534)
FTE	14.5	14.5	16	16	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for the Planning and Budget Office has decreased \$835,534 when compared to the FY 10 Adopted Budget. The majority of this decrease is related to Phase II of the Central Campus Master plan being budgeted directly in PBO's CAR budget for FY 10 and increasing the budget by \$917,173 in that year.

Personnel changes, totaling \$83,576 are highlighted below:

- An increase of \$1,665 to annualize FY 10 personnel actions.
- A total of \$44,106 in increased benefit costs (retirement and life insurance).
- An increase of \$35,868 in salaries and benefits for a 2.5% across-the-board pay increase (with a \$750 minimum) for county employees.
- An increase totaling \$1,937 due to the department reallocating funds from its personnel budget to its operating budget.

Operating reductions total \$1,937 and are due to the same reallocation noted above.

**FY 11 Capital Issues**

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The FY 11 Adopted Budget does not include any capital funding directly budgeted in PBO's budget.

## 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 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$11,877	\$172,296	\$248,564	\$252,894	\$4,330
Operating	\$2,437,769	\$2,658,612	\$2,975,077	\$3,946,394	\$971,317
CAR	\$0	\$0	\$0	\$0	\$0
Total	\$2,449,646	\$2,830,908	\$3,223,641	\$4,199,288	\$975,647
FTEs	0.0	2.5	2.5	2.5	2.5

### FY 11 Budget Issues

The FY 11 Adopted Budget for the General Administration General Fund budget includes an increase of \$975,647, or 30.27%, over the FY 10 Adopted Budget.

#### Personnel

The \$4,330 increase in personnel includes:

- A \$5,784 increase for the 2.5% Cost of Living Adjustment (COLA) for employees;
- A decrease of \$(1,455) for retirement and life insurance for the employees; and
- A increase of \$1 due to other personnel actions in General Administration in FY 10.

#### Operating

The \$971,317 increase in the operating budget includes:

- \$490,000 increase for the Travis County Corrections Complex (TCCC) Master Plan Study;
- \$200,000 increase for the IT Strategic Planning Study & Assessment;
- \$206,763 increase for Travis Central Appraisal District Services;
- \$ 42,907 increase for the Waller Creek Tax Increment Financing (TIF) District payment;
- \$ 31,150 increase for county-wide Auditing Services;
- \$ 498 increase for the Capital Area Council of Governments; and
- \$ (1) decrease for interest expense.

## 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 08-11

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	(\$4,155,683)	(\$3,678,325)	(\$3,225,621)	(\$2,800,783)	\$424,838
CAR	\$0	\$0	\$0	\$0	\$0
Total	(\$4,155,683)	(\$3,678,325)	(\$3,225,621)	(\$2,800,783)	\$424,838
FTEs	0.0	0.0	0.0	0.0	0.0

### FY 11 Budget Issues

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The contra account has decreased by \$424,838 going from (\$3,225,621) in FY10 to (\$2,800,783) in FY11. 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**

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
# of positions posted	574	431	362	400
# of PAF's processed	18,466	6,729	4,097	11,510
# of consultations with hiring managers, personnel liaisons and applicants	11,175	11,000	11,000	12,000
# of TWCCED/EEO complaints filed	4	3	3	3
# of outreach contacts to recruit a qualified and diverse workforce	19,410	23,065	18,150	15,000
# of classifications analysis	1,096	1,672	29	4,770
# of positions market surveyed	1,096	1,651	8	4,770

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$1,534,946	\$1,599,396	\$1,622,419	\$1,666,207	\$43,788
Operating	\$7,069,542	\$1,176,818	\$2,034,502	\$8,139,445	\$6,104,943
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$8,604,488	\$2,776,214	\$3,656,921	\$9,805,652	\$6,148,731
FTE	15.66	16.66	15.66	15.66	0.00

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for the Human Resources Management Department includes an increase of \$6,148,731 or 168% as compared to the FY 10 Adopted Budget.

Personnel

Highlights of a \$43,788 increase in personnel expense include:

- An increase of \$30,192 in salaries and benefits for a 2.5% across-the-board pay increase (with a \$750 minimum) for county employees.
- An increase of \$13,597 for changes in the County's health insurance and retirement contributions for departmental FTE that also includes an adjustment to the health budget for reflect the actuarial determined health cost based on open enrollment for employees.
- A decrease of \$1 from a reallocation from personnel to operating.

Operating

Highlights of a \$6,104,943 increase in operating include:

- An increase of 4,892,724 related to the restoration of a one-time reduction for the County's contribution to the health care for retired employees on the County's health plan.

- An increase of \$1,162,218 for rate increases to the County's contribution for retiree health care along additional resources for new retirees.
- An increase of \$50,000 in one-time resources for a point factor system to assist with the County's job study analysis.
- An increase of \$1 from a reallocation from personnel to operating.

## 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.

**Funding Source**

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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 was the original planned ending date of the reduction, but it was determined during the budget process that an additional \$1.2 million reduction could be continued for FY 11. The fund has \$17,604,427 in available resources for FY 11 and a reserve of \$11,509,388.

**Key Program Statistics**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Number of Safety Training Sessions	59	36	33	50
Annual number of safety and ergonomic inspections for all departments	15	15	40	55
Loss prevention to County property (# of Claims)	0	0	0	0
Number of alcohol and drug test conducted	183	401	358	395

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$1,010,837	\$1,117,703	\$1,122,446	\$1,164,906	\$42,460
Operating	\$17,480,286	\$17,560,769	\$19,246,004	\$16,439,521	(\$2,806,483)
Total	\$18,491,123	\$18,678,472	\$20,368,450	\$17,604,427	(\$2,764,023)
Capital	\$0	\$0	\$0	\$0	\$0
FTE	7.34	8.34	8.34	8.34	0.0

### **FY 11 Budget Issues**

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In the FY 11 Adopted Budget, the Risk Management Fund budget decreased by \$2,764,023, or 13.57% compared to the FY 10 Adopted Budget.

#### Personnel

Highlights of a \$42,460 increase in personnel expense include:

- An increase of \$17,769 in salaries and benefits for a 2.5% across-the-board pay increase (with a \$750 minimum) for county employees.
- An increase of \$23,223 for changes in the County's health insurance and retirement contributions for departmental FTE that also includes an adjustment to the health budget for reflect the actuarial determined health cost based on open enrollment for employees.
- An increase of \$1,468 from a reallocation from operating to personnel.

Highlights of the \$2,806,483 decrease in the operating budget include:

- A decrease of \$2,805,015 in catastrophic reserves due to changes in fund balance.
- A decrease of \$1,468 from a reallocation of operating to personnel.

## 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**

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Measures for administration of benefits:				
Number of current/former employees assisted with benefit issues (phone)	5,200	4,890	5,200	4,100
Number of current/former employees assisted with benefit issues (walk-ins)	760	1000	1095	1100
Number of employees, retirees and COBRA participants enrolled in benefit plans during open enrollment	4,390	4,600	4,700	5,000
Measures for Employee Health Clinic:				
Number of office visits	3,032	4,314	5,287	5,550
Number of employees attending Wellness Programs	210	1,091*	556	750
Numbers of employees having physicals	306	317	375	500
Number of employees in disease management	2,283	2,657	3,093	3,556
Number of employees having hearing screenings	150	421	196	200

\* The FY 09 measures includes a higher than a typical year number of group wellness classes.

**Funding Source**

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The FY 11 Adopted Budget for the Employee Health Benefits Fund includes revenue of \$68,012,914 that are derived from the following sources: premiums charged to County departments (\$39,559,080), premiums charged to employees and retirees (\$7,879,476), pooled cash investments (\$178,567), rebates from the pharmacy contract and United Health Care (\$250,000), COBRA premiums (\$145,791), and fund balance (\$20,000,000).

**Adopted Budget FY 11**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>Diff FY11-10</b>
<b>HRMD</b>					
HRMD (Personnel)	\$897,644	\$1,229,522	\$1,329,242	\$1,461,298	\$132,056
HRMD (Operating)	\$69,698,483	\$67,573,890	\$62,871,963	\$66,312,109	\$3,440,146
<b>HRMD Total</b>	<b>\$70,596,127</b>	<b>\$68,803,412</b>	<b>\$64,201,205</b>	<b>\$67,773,407</b>	<b>\$3,572,202</b>
<b>HRMD FTE</b>	<b>10.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>ITS</b>					
ITS (Personnel)	\$85,280	\$90,520	\$90,520	\$97,748	\$7,228
ITS (Operating)	\$1,789	\$8,042	\$8,042	\$141,759	\$133,717
<b>ITS Total</b>	<b>\$87,069</b>	<b>\$98,562</b>	<b>\$98,562</b>	<b>\$239,507</b>	<b>\$140,945</b>
<b>ITS FTE</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>Total Fund</b>	<b>\$70,683,196</b>	<b>\$68,901,974</b>	<b>\$64,299,767</b>	<b>\$68,012,914</b>	<b>\$3,713,147</b>
<b>Total Fund FTE</b>	<b>11.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>

**FY 11 Budget Issues**

The FY 11 Adopted Budget of the Employee Health Benefits Fund HRMD budget increased by \$3,572,202, or 5.56% compared to the FY 10 Adopted Budget. The total budget for HRMD within the fund for FY 11 is \$67,773,407 and 14 FTE. The Allocated Reserve is \$17,835,899 and is including in the operating total above.

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.

Also since 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 \$239,507. Additional details will be provided in the narrative for ITS (Department 12).

Personnel

Highlights of the \$132,056 increase in the personnel budget for HRMD include:

- An increase of \$42,810 to fully budget the approved salary and benefits for Medical Director position first added in FY 09.
- An increase of \$32,690 in salaries and benefits for a 2.5% across-the-board pay increase (with a \$750 minimum) for county employees.
- An increase of \$23,825 for changes in the County’s health insurance and retirement contributions for departmental FTE that also includes an adjustment to the health budget for reflect the actuarial determined health cost based on open enrollment for employees.

- An increase of \$27,990 in on-going temporary employee resources to help staff the employee clinic during times of illness, vacation, and training.
- An increase of \$4,741 from a reallocation from operating to personnel.

**Operating**

Highlights of the \$3,440,146 increase in the operating budget for the department include:

- A net increase of \$5,046,555 for anticipated employee and retiree health insurance claims based the FY 11 open enrollment and data provided by the actuary.
- An increase of \$11,530 in on-going resources for professional memberships for clinic staff.
- A decrease of \$1,613,198 in the Allocated Reserve of the fund compared to FY 10. This is the result of planned actions to reduce the size of the Allocated Reserve.
- A decrease of \$4,741 from a reallocation from operating to personnel.

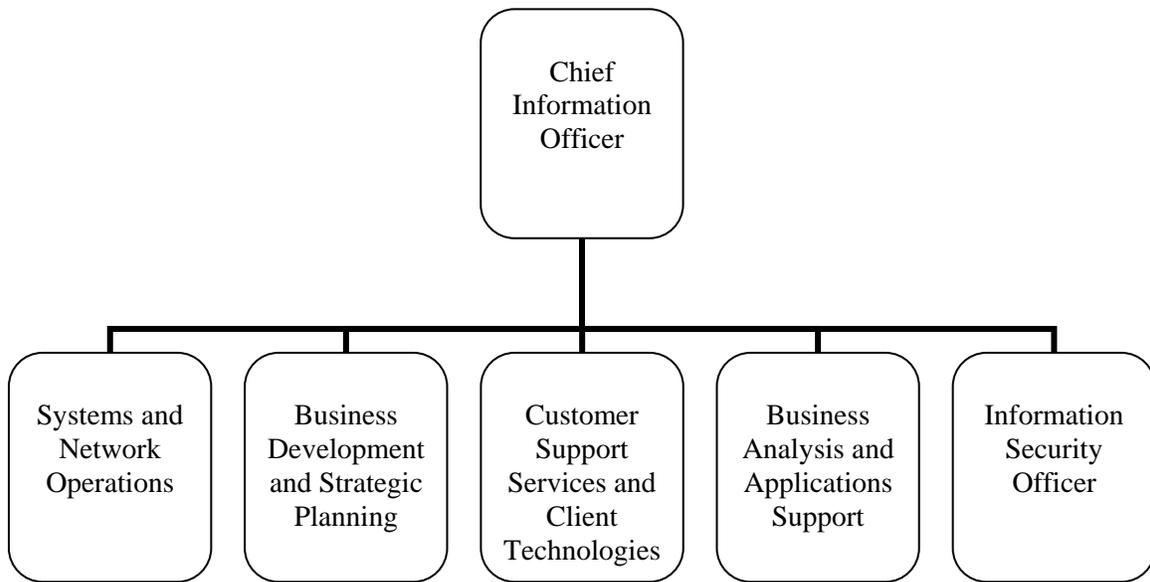
# Information and Telecommunication Systems (12)

## 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

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>
<b>Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
File servers maintained	257	315	364	390
Average time to resolve critical Help Desk calls	33 min	2 hrs 51 min	22 min	2 hrs 30 min
Number of in bound/out bound calls to the HelpDesk	46,000	45,831	46,000	48,000
Number of service requests resulting from calls received	58,500	63,310	58,000	60,000
Maintained Applications	38	50	78	80

**Adopted Budgets FY 08-11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$9,073,167	\$9,629,916	\$9,857,906	\$10,393,192	\$535,286
Operating	\$7,065,964	\$7,089,678	\$7,292,677	\$7,580,536	\$287,859
CAR	\$382,521	\$1,161,557	\$1,907,348	\$3,550,922	\$1,643,574
Department Subtotal	\$16,521,652	\$17,881,151	\$19,057,931	\$21,524,650	\$2,466,719
Centralized Computer Services, General Fund only (Dept. 90)	\$5,263,378	\$1,533,805	\$0	\$3,059,721	\$3,059,721
Department Total including Dept. 90	\$21,785,030	\$19,414,956	\$19,057,931	\$24,584,371	\$5,526,440
FTE	96.0	101.0	103.0	105.0	2.0
Other Capital (A)	\$2,420,554	\$2,628,285	\$2,679,335	\$1,920,000	(\$759,335)

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

**FY 11 Budget Issues**

The FY 11 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$2,466,719 from the FY 10 budget. The Information & Telecommunication Systems personnel budget increased by \$535,286 while the operating budget increased by \$287,859. One time CAR funded capital requests increased by \$1,643,574 from FY 10. The department internally funded two FTE moved to the General Fund from the Justice Court Technology Fund (Fund 050).

Personnel

Highlights of the \$535,286 increase in the personnel budget include:

- An increase of \$232,222 for a 2.5 percent compensation increases for rank and file employees;
- An increase of \$201,226 due to the transfer from operating accounts to fund two FTE formerly budgeted in the Justice Court Technology Fund;
- An increase of \$167,954 for increases in retirement and health benefit line item costs;
- An increase of \$104,721 for the continuation of the Identity and Access Management FTE approved during the FY 09 Budget Process;
- An increase of \$395 for internal reallocations from the department’s operating to its personnel line items;
- A decrease of \$67,113 to move the Admin-Ops Executive Assistant slot to the Facilities Management Department;
- A decrease of \$104,119 to remove one-time FTE funding.

Operating

Highlights of the \$287,859 increase in the operating budget include:

- An increase of \$653,234 due to maintenance of current effort requests related to maintenance agreement costs, upgrades, licensing and professional services;
- A decrease of \$201,226 due to the transfer from operating accounts to fund two FTE formerly budgeted in the Justice Court Technology Fund;
- A decrease of \$163,754 for one-time maintenance of current effort operating expenditures funded in FY 10;
- A decrease of \$395 for internal reallocations from the department's operating to its personnel line items.

## **FY 11 Capital**

---

ITS received \$3,550,922 in CAR funding for capital equipment and projects. In addition, the department received \$3,059,721 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 (\$2,749,044)***

- UPS Battery Replacement, \$90,000
- Identity and Access Management Infrastructure, \$1,322,000
- Airport Blvd Network Upgrade, \$4,400
- Data Center Expansion, \$171,679
- Enhance Travis County GAATN capacity, \$298,000
- Replace end of life software and hardware, \$529,655
- Travis County Internet Upgrade, \$128,710
- Wireless Network Expansion, \$75,000
- Integration Software tools, \$129,600

### ***Capital Equipment and Projects Rebudgeted from the FY 10 CAR budget (\$801,878)***

- Whips and Breakers for Data Center, \$21,754
- Identity and Access Management Infrastructure, \$780,124

### ***Capital Equipment and Projects Funded from New CAR budget, Dept. 90 (\$3,059,721)***

- New IT Equipment, \$426,161
- Replacement IT Equipment, \$2,633,560

Finally, \$1,920,000 of capital equipment and projects is funded from Certificates of Obligation.

### ***Capital Equipment and Projects funded out of Certificates of Obligation (\$1,920,000)***

- Identity and Access Management, \$400,000
- Data Storage Capacity Increase, \$300,000
- Airport Blvd Network Upgrade, \$160,000
- TCSO East-West Command Centers Connectivity, \$490,000
- Medical Examiner IT upgrade, \$100,000
- Replacement Data Network Equipment, \$250,000
- Wireless Network Expansion, \$220,000

## 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 11 Budget Issues

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The total FY 10 Adopted Budget for this department is \$3,059,721 (\$426,161 new, \$2,633,560 replacement) in the General Fund and \$71,844 in Fund 050. Please see the financial charts at the beginning of this document for a list of all IT equipment that is funded in this department. The Department 90 budget remains under the oversight and management control of ITS.

**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**

---

The FY 11 Adopted Budget for the Employee Health Benefits Fund includes revenues of \$68,012,914 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 \$239,507.

**Adopted Budgets FY 08-11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY11-10</b>
Personnel	\$85,279	\$91,485	\$90,520	\$97,748	\$7,228
Operating	\$1,790	\$4,058	\$8,042	\$141,759	\$133,717
Division Total	\$87,069	\$95,543	\$98,652	\$239,507	\$140,855
FTEs	1.0	1.0	1.0	1.0	0.0

**FY 11 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 11 Adopted Budget for this division is \$239,507 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 \$7,228 increase in the personnel budget include:

- An increase of \$2,115 for a 2.5 percent compensation increases for rank and file employees;
- An increase of \$3,302 for increases in retirement and health insurance line item costs;
- An increase of \$1,811 for salary and benefit changes due to personnel turnover.

**Operating**

Highlights of the \$133,717 increase in the operating budget include:

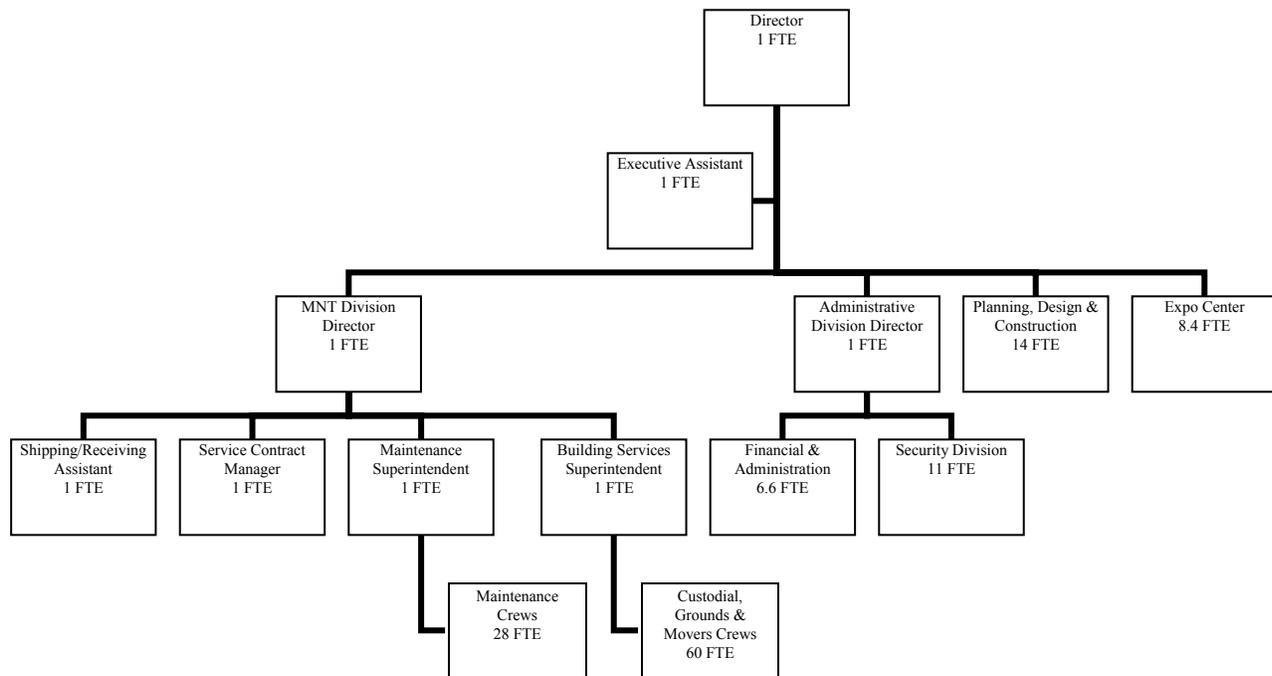
- An increase of \$133,717 for database and security hardware, software and licenses.

# 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
% of correct pay applications processed w/ 7 days	97%	97%	93%	95%
% of acceptable invoices processed w/in 7 days	97%	97%	99%	99%
% of correct contract mods processed w/in 7 days	96%	97%	96%	96%
% of budget transfers processed w/in 48 hrs.	99%	100%	99%	100%
% of purchase requisitions processed w/in 7 days	95%	97%	97%	96%
Variation of construction contract modifications- Small projects	12%	10%	15%	15%
Medium projects	10%	7%	12.5%	12.5%
Large projects	5%	4%	10%	10%

<b>Measures</b>	<b>FY 08 Actual</b>	<b>FY 09 Actual</b>	<b>FY 10 Projected</b>	<b>FY 11 Projected</b>
Construction schedule variance- Small projects	16%	17%	20%	20%
Medium projects	15%	15%	15%	15%
Large projects	14%	12%	10%	10%
Design contract modifications- Small projects	2%	N/A	N/A	N/A
Medium projects	1%	10%	10%	10%
Large projects	1%	1%	5%	5%
Design schedule variance- Small projects	16%	16%	25%	25%
Medium projects	12%	14%	15%	15%
Large projects	13%	12%	10%	10%
% of grounds maintenance accomplished vs plan	85%	90%	95%	95%
Total call in job requests for groundskeeping svcs.	117	92	100	125
Total call in job requisitions for custodial svcs. and moves	1,806	1,617	2,000	1,900
Total call in job requests for lock and key services	522	625	600	650
% 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	480	391	400	400

**Adopted Budgets FY 08-11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$5,948,758	\$6,546,761	\$6,666,119	\$7,014,732	\$348,613
Operating	\$2,199,770	\$1,983,335	\$1,623,483	\$2,538,026	\$914,543
CAR *	\$3,942,025	\$1,957,857	\$1,048,900	\$886,301	(\$162,599)
Department Total	\$12,090,553	\$10,487,953	\$9,338,502	\$10,439,059	\$1,100,557
Centralized Leases & Utilities (Dept. 91)	\$4,148,671	\$4,630,113	\$4,686,458	\$4,796,177	\$109,719
Department Total including Utilities and Leases	\$16,239,224	\$15,118,066	\$14,024,960	\$15,235,236	\$1,210,276
FTE	116.0	121.6	126.6	127.6	1.0
Cert. of Obligation	\$11,619,767	\$4,846,041	\$3,354,438	\$4,358,648	\$1,004,210

\* CAR includes new and rebudgeted capital. This amount does not include amounts for replacement vehicles budgeted centrally in TNR.

## **FY 11 Budget Issues**

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The FY 11 Adopted Budget for Facilities Management Department operations has increased by \$1,100,557 from the FY 10 budget. This increase is comprised of a \$348,613 increase in the personnel budget, a \$914,543 increase in operating funds, and a net decrease of \$162,599 in the CAR budget.

### Personnel

Changes in this budget, resulting in an increase of \$348,613, include:

- An increase of \$67,113 for the transfer of an Executive Assistant position from the Administrative Operations budget.
- An increase of \$73,086 for temporary salaries and benefits related to additional staffing of Building Security Guards.
- An increase of \$56,299 related to the increase in health insurance benefit costs.
- An increase of \$12,697 related to the increase in retirement benefit costs.
- An increase of \$156,832 for the 2.5% across the board compensation increase for county employees.
- A decrease of \$16,000 for the internal reallocation of permanent salary savings from the personnel budget to the operating budget.
- A decrease of \$1,414 due to the department submitting its budget below the target budget level.

### Operating

Changes in this budget, resulting in an increase of \$914,543, include:

- A decrease of \$17,400 to the target budget related to one-time funding for maintenance equipment funded in FY 10.
- An increase of \$16,000 for the internal reallocation of permanent salary savings from the personnel budget to the operating budget.
- A one-time increase of \$47,000 for custodial equipment.
- A one-time increase of \$5,700 for grounds equipment.
- An increase of \$663,243 (the majority ongoing) for routine maintenance operations of county facilities.
- A one-time increase of \$200,000 for costs related to the move into 700 Lavaca.

## **FY 11 Capital Issues**

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Capital equipment and capital projects included in the FY 11 Adopted Budget from all sources total \$5,244,949.

### ***Capital Equipment and Projects funded in CAR budget (\$886,301)***

- Rebudgeted replacement of signage and directory for HMS Courthouse, \$18,330
- Rebudgeted study implementing energy efficiency recommendations at CJC, \$97,000
- Rebudgeted Precinct One Office Building, \$10,596

- Rebudgeted expansion of parking at Star Flight Headquarters, \$28,341
- Rebudgeted roof replacement at Juvenile Probation, \$68,500
- Security for HMS Courthouse, \$12,165
- Security upgrade to Travis County Access Systems Software, \$30,000
- Renovation of space for Records Management archival storage facility, \$38,000
- Bury overhead power lines on helicopter depart/land flight path, \$49,500
- Precinct 4 parking lot pedestrian stair and ADA improvements, \$20,000
- Replacement of jury box chairs in five remaining CJC courtrooms, \$50,000
- Various improvements to HMS Courthouse, \$63,480
- Re-coat metal roof, West Command, \$49,500
- Replace boiler at 2501 S. Congress Avenue, \$25,000
- Replace boiler at 2201 Post Road, \$25,000
- Replace compressor, chiller #3, CJC, \$72,969
- Roof replacement at Post road (2 story section), \$144,200
- Install fire alarm system – Smith Road, \$44,620
- Maintenance equipment and supplies, \$30,100

***Capital Projects funded out of New 5-Year Certificates of Obligation (CO) (\$4,358,648)***

- CJC Plaza Entrance Canopy, \$385,000
- 700 Lavaca Due Diligence Projects, \$3,000,000
- Collier/East Command Roof Replacement, \$595,000
- Various Improvements to CJC and Gault Buildings, \$378,648

There is also a replacement scissor lift and four replacement pickup trucks for FMD totaling \$115,500 funded centrally in TNR as part of the new CO.

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

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

**Key Program Statistics**

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**Adopted Budgets FY 08 – FY 11**

	FY 08	FY 09	FY 10	FY 11	FY 11-10
Operating-Leases	\$488,880	\$570,322	\$626,667	\$736,386	\$109,719
Operating-Utilities	\$3,659,791	\$4,059,791	\$4,059,791	\$4,059,791	\$0
Total	\$4,148,671	\$4,630,113	\$4,686,458	\$4,796,177	\$109,719
Capital	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for Centralized Facilities – Leases & Utilities has increased by \$109,719 from the FY 10 budget. The change in this budget is due to an increase of \$109,719 in leases to cover a midyear approved increase for additional lease space for HHS administration.

## Exposition & Heritage Center – Fund 501

### **Purpose**

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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**

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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 11 in this special fund is comprised of \$987,909 in beginning fund balance, \$271,000 in charges for services, \$1,507 in interest income, and \$520,150 in miscellaneous revenue for a total budget of \$1,780,566.

### **Adopted Budgets FY 08 – FY 11**

	FY 08	FY 09	FY 10	FY 11	FY 11-10
Personnel	\$578,667	\$583,922	\$551,980	\$554,099	\$2,119
Operating	\$547,934	\$1,005,345	\$1,109,880	\$1,226,467	\$116,587
<b>Total</b>	<b>\$1,126,601</b>	<b>\$1,589,267</b>	<b>\$1,661,860</b>	<b>\$1,780,566</b>	<b>\$118,706</b>
Capital	\$0	\$0	\$0	\$0	\$0
FTE	10.00	9.40	8.40	8.40	0.00

### **FY 11 Budget Issues**

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The FY 11 Adopted Budget for the Exposition & Heritage Center has increased by \$118,706 from the FY 10 budget. This increase is comprised of a \$2,119 increase in the personnel budget and a \$116,587 increase in the operating budget.

#### Personnel

Changes in this budget, resulting in an increase of \$2,119 include:

- A decrease of \$16,371 related to permanent salary savings in the personnel budget.
- An increase of \$5,773 related to health insurance premium cost increases.
- An increase of \$980 related to a higher retirement benefit rate.
- An increase of \$11,737 related to a 2.5% across the board compensation increase for county employees.

Operating

Changes in this budget, resulting in an increase of \$116,587 include:

- A one time increase of \$77,000 for a replacement forklift.
- An increase of \$39,587 in the Allocated Reserve line item to balance the expenditure budget to the revenue budget.

<b>700 Lavaca Complex – Fund 007</b>
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**Purpose**

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This special fund was created midyear FY 10 upon the purchase of the building and parking garage at 700 Lavaca Street. This fund will be used to separately account for revenues and expenditures related to the tenants with existing leases in the facilities.

**Funding Source**

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The source of funds in Fund 007 is lease payments made by current tenants. The Auditor's Fifth Revenue Estimate includes \$744,507 in beginning balance and \$1,430,741 in miscellaneous revenue for total resources of \$2,175,248.

**FY 11 Budget Issues**

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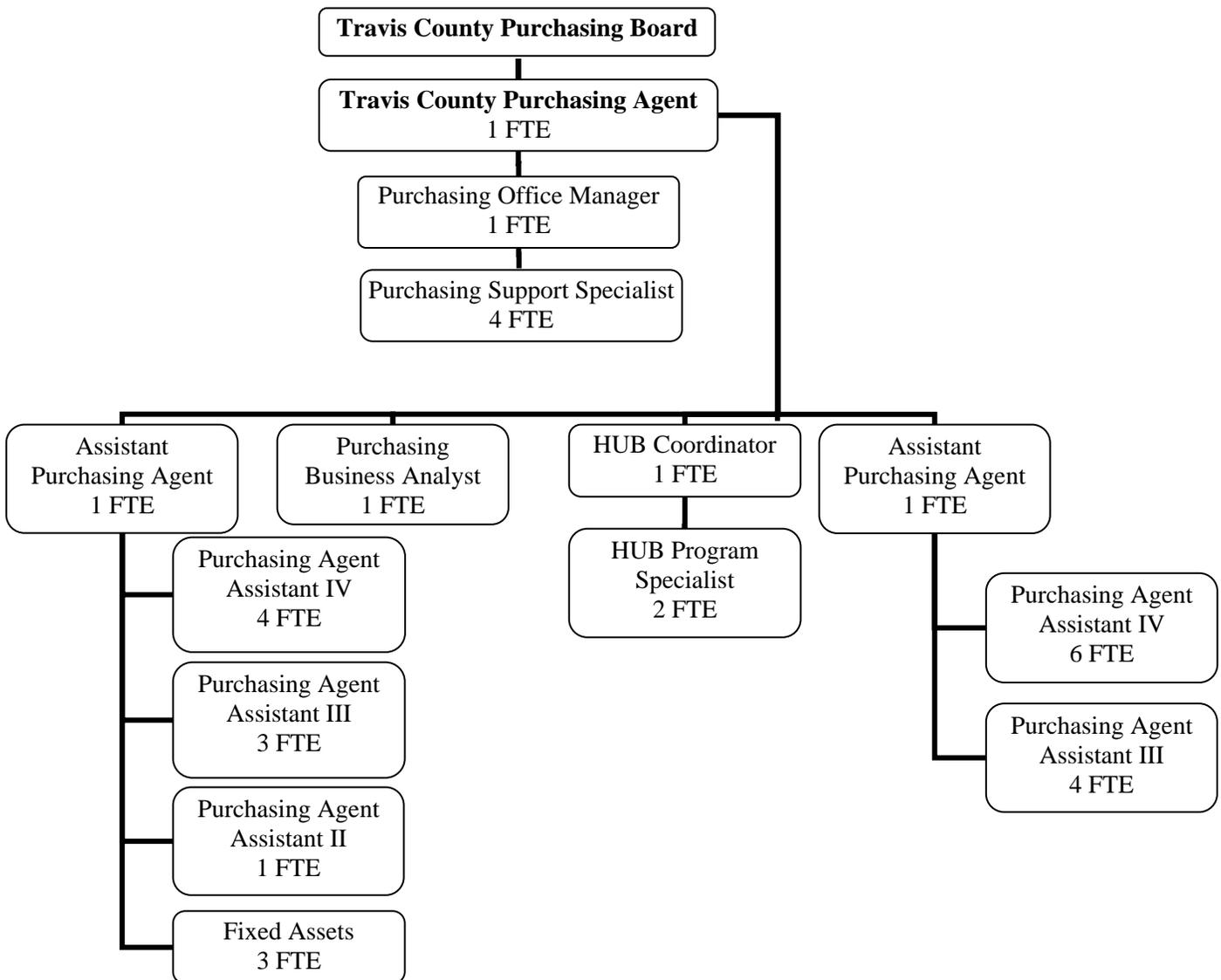
The FY 11 Adopted Budget includes funding of \$88,081 for one Financial Analyst, Senior FTE and \$315,000 in operating costs related to property management services, general insurance premium, and expected repair costs. The remainder, \$1,772,167, is budgeted in the fund's Allocated Reserve.

# Purchasing (15)

## Mission Statement

The mission of the Travis County Purchasing Office is to: Ensure compliance with the County Purchasing Act as well as other state and federal laws applying to county 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 too all County offices; Account for and dispose of all County assets through an effective fixed asset management system; and Protect the interests of Travis County taxpayers without regard to any undue influence or political pressures.

## Organizational Structure



**Key Program Statistics**

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Customer Satisfaction (1-6 Scale)	100%	100%	90%	90%
# of purchase orders processed	26,861	26,890	25,800	25,800
# of requisitions processed	30,097	30,161	28,000	28,000
# of formal solicitations processed	105	160	175	175
# contracts written	290	290	371	290

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$2,267,859	\$2,334,983	\$2,525,485	\$2,726,089	\$200,604
Operating	\$246,577	\$246,577	\$321,577	\$322,077	\$500
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$2,514,436	\$2,581,560	\$2,847,062	\$3,048,166	\$201,104
FTE (see Note A)	30.0	32.0	32.0	33.0	1.0

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for the Purchasing Office includes an increase of \$201,104, or a 7.06% increase over the FY 10 Adopted Budget.

Personnel

Highlights of a \$200,604 increase in the personnel budget include:

- An increase of \$81,695 for the annual cost of one FTE related to the workload created by county acceptance of American Recovery and Reinvestment Act (ARRA) grant funds. This increase will be reviewed next fiscal year to determine if the impact of the grant funds is ongoing.
- An increase of \$5,057 related to an increase in the retirement benefit rate.
- An increase of \$32,628 related to an increase in the health insurance benefit rate.
- An increase of \$60,389 related to the 2.5% across the board compensation increase, with a \$750 minimum increase.
- An increase of \$6,914 for three months of salaries and benefits for a temporary position related to transition planning for a retiring Purchasing Agent.
- An increase of \$13,921 to bring five FTE in the office out of “green circled” status which is when the employee’s salary is below the minimum of the pay grade.

Operating

The increase of \$500 in the operating budget is related to the addition of training funds for the new Purchasing Agent related to the American Recovery and Reinvestment Act (ARRA) grant funds.

**FY 11 Capital**

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The FY 11 Adopted Budget includes no capital funding for this department.

Historical Commission (Dept. 17)
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**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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 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

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,942	\$5,442	\$1,942	\$1,942	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,942	\$5,442	\$1,942	\$1,942	\$0
FTE	0.0	0.0	0.0	0.0	0.0

**FY 11 Budget Issues**

There is no change in the operating budget for the Travis County Historical Commission for FY11.

# County Clerk (20)

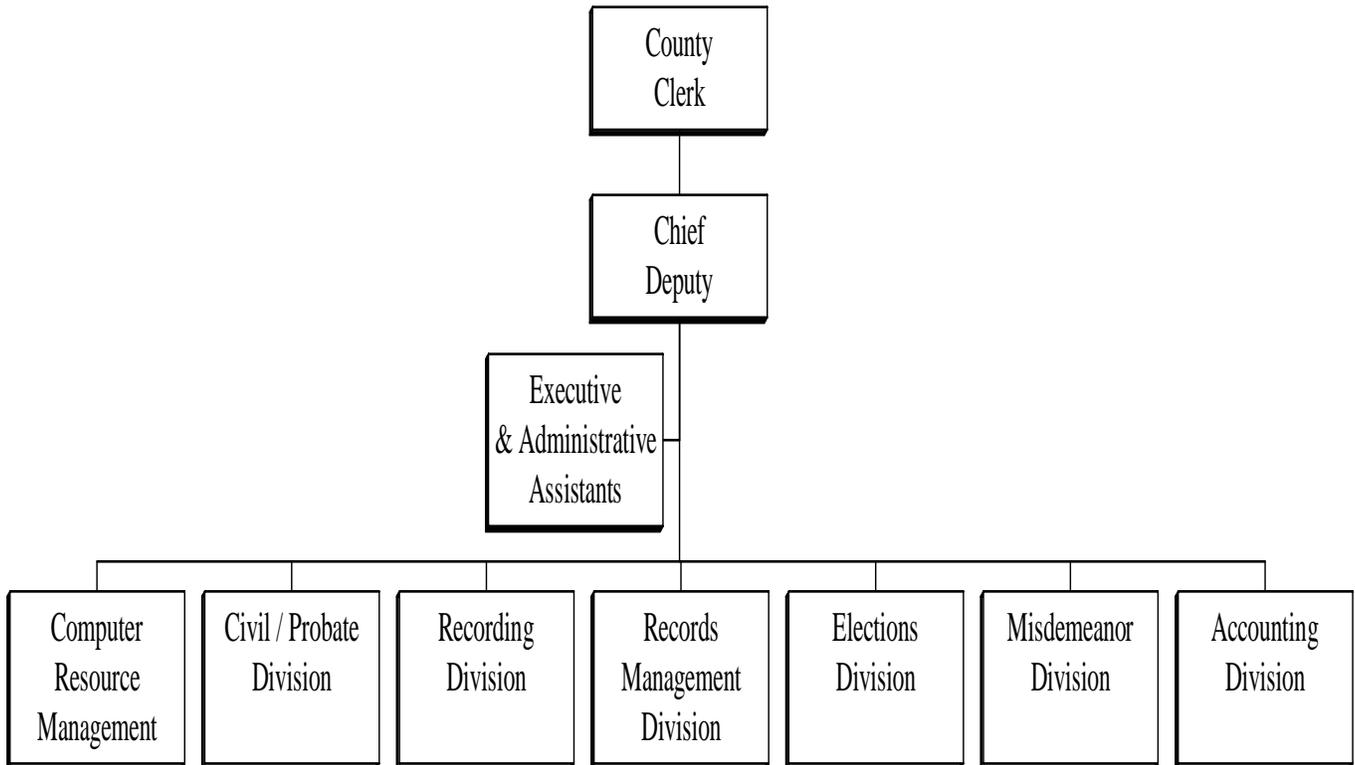
## Mission Statement

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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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Number of mandated elections held	1	1	1	1
Number of civil lawsuits filed	8,163	8,824	8,800	8,900
Number of bond forfeiture cases filed	2,705	5,194	5,200	5,200
Number of probate cases filed	2,037	1,903	2,100	2,150
Number of mental health cases filed	2,818	2,979	3,000	3,200
Number of items noted on civil dockets	143,204	128,028	130,000	135,000
Number of new criminal cases filed with charging instrument	32,699	32,568	33,800	34,500
Number of real property documents recorded	214,662	207,437	186,566	188,432
Number of marriage licenses issued	8,661	8,472	7,912	7,991
Number of foreclosures processed	4,059	6,201	7,956	8,036
Number of images scanned	1,090,440	1,043,048	924,062	933,303

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$7,787,597	\$7,892,997	\$8,014,464	\$8,081,467	\$67,003
Operating	\$788,471	\$781,595	\$890,375	\$805,701	(\$84,674)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$8,576,068	\$8,674,592	\$8,904,839	\$8,887,168	(\$17,671)
FTE	104.0	107.0	107.0	108.0	1.0
Other Capital	\$0	\$0	\$0	\$0	\$0

**FY 11 Budget Issues**

The FY 11 Adopted Budget for the County Clerk’s Office has increased by \$67,003 in the personnel budget and, decreased by \$84,674 in the operating budget for a net decrease of \$17,671.

Personnel

Highlights of a \$67,003 increase in the personnel budget include:

- An increase of \$153,553 for a 2.5 percent compensation increase for rank and file employees;
- An increase of \$58,559 for retirement and health benefits increases;
- An increase of \$42,826 for one Court Clerk I to assist in DPS Disposition Reporting;

- A \$187,935 decrease for changes to the Elections Division baseline budget to account for resources required for the FY 11 Election Cycle.

Operating

Highlights of a \$84,674 decrease include:

- A net decrease of \$84,674 for changes to the Elections Division baseline budget to account for resources required for the FY 11 Election Cycle.

**FY 11 Capital**

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No capital was budgeted in the department for FY 11.

**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 11 revenue for the Records Management Fund (028) is \$1,819,854, an increase of \$205,674 over FY 10. This was a result from a \$255,808 increase in the beginning fund balance, a \$10,134 decrease in interest income and a decrease of \$40,000 in projected charges for services.

Of the total \$1,819,854 in the fund, \$988,475 is budgeted in the County Clerk's Office for personnel and operating expenditures, and \$831,379 is budgeted in the Allocated Reserve for the fund.

**Key Program Statistics**

Measures	FY 2008 Actual	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Number of Civil, Probate and Misdemeanor docs filed	341,264	323,566	321,816	329,961
Number of court case files rotated, recalled, and refiled	287,631	288,114	288,250	288,250
Number of microfilm roll conversion and indexing	382	517	800	800

**Adopted Budget FY 08–FY 11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
<b>Personnel</b>					
County Clerk	\$626,642	\$651,139	\$657,410	\$676,105	\$18,695
RMCR	\$49,179	\$49,385	\$0	\$0	\$0
District Clerk	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$675,821</b>	<b>\$700,524</b>	<b>\$657,410</b>	<b>\$676,105</b>	<b>\$18,695</b>
<b>Operating</b>					
County Clerk *	\$782,706	\$345,588	\$956,770	\$1,143,749	\$186,979
RMCR	\$192,538	\$178,388	\$0	\$0	\$0
District Clerk	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$975,244</b>	<b>\$523,976</b>	<b>\$956,770</b>	<b>\$1,143,749</b>	<b>\$186,979</b>
<b>Total</b>	<b>\$1,651,065</b>	<b>\$1,224,500</b>	<b>\$1,614,180</b>	<b>\$1,819,854</b>	<b>\$205,674</b>
FTE	9.67	8.50	7.50	7.00	(0.50)

\* Operating includes the Allocated Reserve for Fund 028.

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for the County Clerk Records Management Division in this fund has increased overall by \$205,674 due to a \$18,695 increase in personnel and a \$186,979 increase in operating.

Personnel

Highlights of a \$18,695 increase in the Fund 028 personnel budget include:

- An increase of \$14,994 for a 2.5 percent compensation increase for rank and file employees;
- An increase of \$6,738 for increases in retirement and health benefit line items;
- A net decrease of \$3,037 to balance against the Auditor’s certified revenue estimate in the Allocated Reserve for this fund.

Operating

Highlights of a \$186,979 increase in the Fund 028 operating budget include:

- An increase of \$55,800 for new and replacement computer equipment;
- A net increase of \$131,179 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 11, \$1,710,240 in revenue is certified in the fund. This is an increase of \$374,466 over the FY 10 certified amount. This increase resulted from a \$70,753 increase in the beginning fund balance, a \$313,174 increase in fees, and a \$9,461 decrease in interest earned.

**Adopted Budget FY 09 - 11**

	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$1,192,511	\$533,136	\$1,082,604	\$549,468
Operating	\$619,143	\$802,638	\$627,636	(\$175,002)
<b>Total</b>	<b>\$1,811,654</b>	<b>\$1,335,774</b>	<b>\$1,710,240</b>	<b>\$374,466</b>
FTE	0.0	0.0	0.0	0.0

\* Operating includes the Allocated Reserve for Fund 056.

**FY 11 Budget Issues**

The FY11 budget will fund election services related to the conduct of the November 2010 Gubernatorial Election, the May 2011 local elections and possible June runoffs (City of Austin, AISD, ACC, etc.), and initial preparations for the November 2011 Constitutional 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 11 totals \$1,010,555. This is a decrease of \$505,268 over the FY 10 certified amount. This resulted from a \$432,067 decrease in the beginning fund balance, a \$62,000 decrease in fees, and a \$11,201 decrease in interest earned.

**Adopted Budget FY 08 - 11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
<b>Personnel</b>					
County Clerk	\$262,537	\$375,559	\$271,742	\$352,716	\$80,974
RMCR	\$0	\$0	\$48,946	\$48,999	\$53
<b>Personnel Total</b>	<b>\$262,537</b>	<b>\$375,559</b>	<b>\$320,688</b>	<b>\$401,715</b>	<b>\$81,027</b>
<b>Operating</b>					
County Clerk *	\$1,099,044	\$916,618	\$1,016,747	\$430,452	(\$586,295)
RMCR	\$0	\$0	\$178,388	\$178,388	\$0
<b>Operating Total</b>	<b>\$1,099,044</b>	<b>\$916,618</b>	<b>\$1,195,135</b>	<b>\$608,840</b>	<b>(\$586,295)</b>
<b>Total</b>	<b>\$1,361,581</b>	<b>\$1,292,177</b>	<b>\$1,515,823</b>	<b>\$1,010,555</b>	<b>(\$505,268)</b>
FTE	3.5	3.5	4.5	5.5	1.0

\* Operating includes the Allocated Reserve for Fund 057.

**FY 11 Budget Issues**

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The FY 11 Adopted Budget for the County Clerk's Records Management Division in the Archival Fund decreased by \$505,268 due to an increase of \$81,027 in the personnel budget and a \$586,295 decrease in the fund's operating line items.

Personnel

Highlights of an \$81,027 increase in the personnel budget include:

- An increase of \$78,232 in salaries and benefits for one Computer Customer Support Analyst position;
- An increase of \$7,796 for a 2.5 percent compensation increase for rank and file employees;
- A decrease of \$2,360 for retirement and health benefits line item adjustments;
- A net decrease of \$2,641 to balance against the Auditor's certified revenue estimate in the Allocated Reserve for this fund.

**Operating**

Highlights of a \$586,295 decrease in the operating budget include:

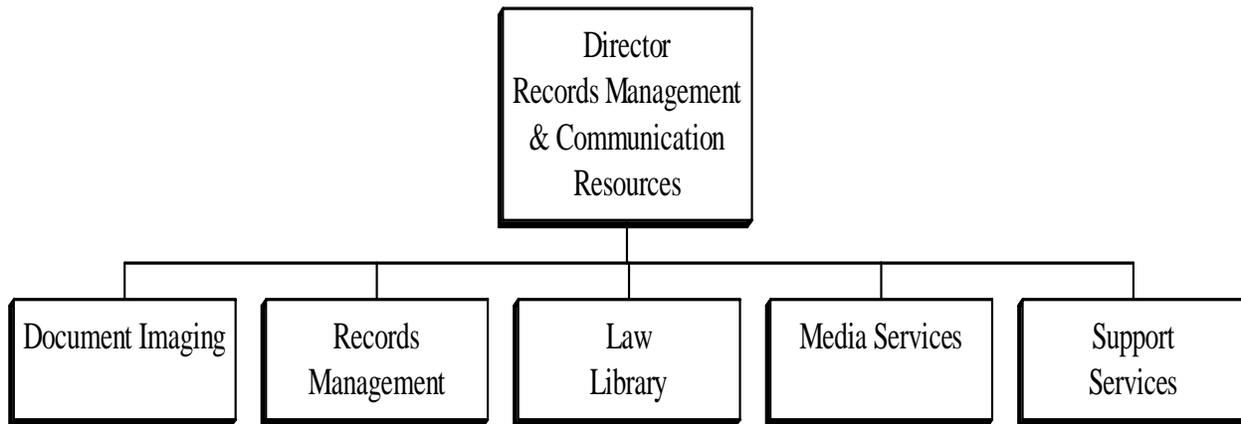
- An increase of \$100,000 for operating resources for digitizing Microfilm Indexes and Documents;
- An increase of \$2,549 for operating expenses associated with the new Computer Customer Support Analyst position;
- A decrease of \$688,844 to balance against the Auditor's certified revenue estimate 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 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
# of work orders on County copier fleet	110	95	100	100
# of pieces of metered mail	1,230,908	1,263,576	1,240,000	1,250,000
# of new TV programs produced	125	144	150	150
# of productions for website	n/a	10	15	12
# of turnaround days for press/copy jobs	10/12	10/10	5/7	5/7
Total cubic feet of records in storage	171,848	178,580	190,500	202,500
# of images scanned *	7,420,000	11,417,000	500,000	4,752,000
# of microfilm images scanned *	250,000	376,897	82,966	3,500,000
# of patrons assisted by reference attorneys	n/a	3,408	3,750	3,850

**Adopted Budgets FY 08-11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$1,506,660	\$1,570,964	\$1,570,960	\$1,627,369	\$56,409
Operating	\$2,811,762	\$2,859,397	\$2,968,493	\$3,095,584	\$127,091
CAR	\$73,500	\$118,000	\$8,000	\$19,000	\$11,000
Total	\$4,391,922	\$4,548,361	\$4,547,453	\$4,741,953	\$194,500
FTE	20.55	21.05	21.05	21.05	0.00
Other Capital (A)	\$0	\$0	\$32,900	\$0	(\$32,900)

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

**FY 11 Budget Issues**

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The FY 11 General Fund Adopted Budget for the Records Management and Communication Resources Department includes an increase of \$194,500 or 4.3% over the FY 10 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 \$56,409 increase in the personnel budget include:

- An increase of \$33,633 for a 2.5 percent compensation increase for rank and file employees;
- An increase of \$19,333 for retirement and health benefits increases;
- An increase of \$3,443 due to departmental reallocation from operating to personnel line items to cover longevity pay increases.

Operating

Highlights of the \$127,091 increase in the operating budget include:

- A net increase of \$85,112 to restore on-going funding for postage, copy charges, copy paper, copier replacements, secure shredding services, video streaming charges and print shop paper;
- An increase of \$45,422 for optical character recognition (OCR) software for the department’s Imaging Division;
- A decrease of \$3,443 due to departmental reallocation from operating to personnel line items.

**FY 11 Capital Issues**

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The FY 11 Adopted Budget includes \$19,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for a replacement batch scanner for the RMCR Imaging Division.

## Records Management and Communication Resources (57) Law Library Fund (Fund 011)

**Purpose**

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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**

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The Law Library Fund generates funds through fees placed on civil court filings. The County Auditor has certified \$882,000 in fee income and \$2,767 in interest income for FY 11. The Law Library has a beginning balance of \$99,445, for total fund revenue of \$984,212.

**Program Statistics for FY 11\***

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
% of reference/research questions completed on day of inquiry	n/a	99%	99%	99%
Number of patrons assisted	n/a	56,972	58,865	59,000
Number of patrons assisted by reference attorney	n/a	3,408	3,750	3,850
% of materials processed and delivered within one week of arrival	n/a	90%	80%	95%
Number of forms, brochures, web pages created or updated	n/a	80	90	90
Number of forms, brochures, web pages created or updated in Spanish	n/a	68	50	30+

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

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$545,105	\$596,973	\$600,541	\$625,771	\$25,230
Operating *	\$856,683	\$670,726	\$471,176	\$358,441	(\$112,735)
<b>Total</b>	<b>\$1,401,788</b>	<b>\$1,267,699</b>	<b>\$1,071,717</b>	<b>\$984,212</b>	<b>(\$87,505)</b>
FTE	6.35	7.35	7.85	7.85	0.00

\* Operating includes the Allocated Reserve for Fund 011.

**FY 11 Budget Issues**

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In FY 11, the Adopted Budget for the Law Library includes a net decrease of \$87,505 over the FY 10 Adopted Budget. In FY 11, the Law Library has an Allocated Reserve of \$2,150, which is included in the operating budget row in the table on the previous page.

Personnel

Highlights of a \$25,230 increase in the personnel budget include:

- An increase of \$13,039 for a 2.5 percent compensation increase for rank and file employees;
- An increase of \$10,226 for retirement and health benefits increases;
- An increase of \$1,965 due to departmental reallocation from operating to personnel line items.

Operating

Highlights of a \$112,735 decrease to the operating budget include:

- A net decrease of \$112,735 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**

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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 \$303,000 in fee income and \$1,056 in interest income for FY 11. The Records Management and Preservation Fund has a beginning balance of \$62,909 for total fund revenue of \$366,965.

**Key Program Statistics**

Measures	FY 08 Actual	FY 09 Actual	FY 10 Projected	FY 11 Projected
Archival Documents Preserved	100 cu. ft.	100 cu. ft.	150 cu.ft.	400 cu. ft.
Researchers/Patrons Served	23	23	64	125

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$257,739	\$358,538	\$334,728	\$354,283	\$19,555
Operating *	\$248,739	\$170,293	\$74,534	\$12,682	(\$61,852)
<b>Total</b>	<b>\$506,478</b>	<b>\$528,831</b>	<b>\$409,262</b>	<b>\$366,965</b>	<b>(\$42,297)</b>
FTE	3.70	4.70	4.70	4.70	0.00*

Operating includes the Allocated Reserve for Fund 030.

**FY 11 Budget Issues**

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In FY 11, the Adopted Budget includes a decrease of \$42,297 from the FY 10 Adopted Budget. In FY 11, the Records Management and Preservation Fund has an Allocated Reserve of \$12,682, which is included in the operating budget row in the table above.

Personnel

Highlights of a \$19,555 increase in personnel include:

- An increase of \$7,397 for a 2.5 percent compensation increase for rank and file employees;
- An increase of \$19,476 for retirement and health benefits increases;
- A net decrease of \$7,318 to balance against revenue in the Allocated Reserve for this fund.

Operating

Highlights of the \$61,852 decrease in the operating budget include:

- A net decrease of \$61,852 to balance against revenue in the Allocated Reserve for this fund.

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

**Purpose**

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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**

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For FY 11, total fund revenue is certified at \$1,010,555, a decrease of \$505,268 from FY 10. Of the total budget for this fund, Records Management and Communication Resources is budgeted \$227,387.

**Adopted Budgets FY 08-11**

	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>Diff FY 11-10</b>
Personnel	\$0	\$0	\$48,946	\$48,999	\$53
Operating	\$0	\$0	\$178,388	\$178,388	\$0
Total *	\$0	\$0	\$227,334	\$227,387	\$53
FTE	0.00	0.00	1.00	1.00	0.00

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

**FY 11 Budget Issues**

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The FY 11 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.

**Records Management and  
Communication Resources (57)  
Court Records Preservation Fund (Fund 072)**

**Purpose**

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The Court Records Preservation Fund (Fund 072) supports the County's preservation and restoration services performed by RMCR through a filing fee in each civil case filed to be used for court record preservation for the courts in Travis County.

**Funding Source**

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The County Auditor has certified \$103,000 in fee income and \$0 in interest income for FY 11. The Court Records Preservation Fund has a beginning balance of \$49,187 for total fund revenue of \$152,187.

**Adopted Budgets FY 08-11**

	FY 08	FY 09	FY 10	FY 11	Diff FY 11-10
Personnel	\$0	\$0	\$0	\$53,889	\$53,889
Operating	\$0	\$0	\$0	\$98,298	\$98,298
Total *	\$0	\$0	\$0	\$152,187	\$152,187
FTE	0.00	0.00	0.00	0.10	0.10

\*FY 11 is the fund's first year with an established budget.

**FY 11 Budget Issues**

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Created in FY 10, FY 11 is the first year an Adopted Budget has been established for the fund. The Court Records Preservation Fund has a personnel budget of \$53,889 and an operating budget of \$98,298. An Allocated Reserve of \$12,682 has been established, which is included in the operating budget row in the table above.

Personnel

Highlights of the personnel budget include:

- An increase of \$37,746 for salaries and benefits for temporary employees to digitize court records;
- An increase of \$13,826 to move 10% of the RMCR Director Salary into this fund;
- An increase of \$1,373 for a 2.5 percent compensation increase for rank and file employees;

- An increase of \$944 for retirement and health benefits increases.

Operating

Highlights of the operating budget include:

- An increase of \$19,081 for digitization supplies and maintenance of imaging systems;
- An increase of \$56,000 for Offsite Storage requirements for digitized products;
- An increase of \$23,217 in the Allocated Reserve to balance against revenue for this fund.

