

Program Area Overview

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

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

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

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

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

The County Attorney and the County Clerk are also members of the Justice and Public Safety Program Area. For display purposes they will be shown in that Program Area and

not included in the General Government and Support Services Area.

Key Service Populations

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

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

Staffing

In the FY 2006 Adopted Budget, the General Government and Support Services Program Area has 520 FTE. This Program Area has experienced a 5% growth (25.5 FTE) in staffing since FY 2003.

Tables A and B on the following pages contains summary information on the departments previously mentioned along with information for Centralized Computer Services and Centralized Facilities - Leases & Utilities. These two departments' budgets contain expenditures that were previously budgeted in Information and Telecommunication Systems and Facilities Management prior to FY 04.

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

Financial Aspects

The General Fund budget for the General Government and Support Services Program Area has grown from \$50,849,852 in FY 03 to \$58,906,634 in FY 06. This is an increase of \$8,056,782, or 16%. The year-to-year increase from FY 05 to FY 06 was

\$1,664,996, or 2.8%. This increase is primarily due to employee compensation increases and increased health insurance costs.

Table B on the next page provides a summary of the General Fund budget for each department since FY 03. There is a 3 percent decrease in the FY 06 Information and Telecommunications Systems (ITS) budget from that in FY 03 due to replacement computers now being budgeted in Centralized Computer Services (Department 90) that were previously budgeted in ITS Capital Acquisition Resources (CAR) accounts. There is a 70 percent decrease in the General

Administration FY 06 budget from that in FY 03 due to removal of the requirement for transfers to the Hospital District along with increases to the contra-account that reflects the savings that occur when employees decline health insurance. An additional decrease of 18% in Facilities Management is due to the removal of Centralized Leases and Utilities from Facilities Management to its own department.

In the FY 06 Adopted Budget, the General Government and Support Services Program Area has a total of \$5,097,983 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area also has \$2,145,500 in funding from existing Certificates of Obligation for capital projects and equipment.

Department	FY 03	FY 04	FY 05	FY 06	Difference FY 06-03	Percent Change
County Judge	5.0	5.0	5.0	5.0	0.0	0%
Commissioner #1	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #2	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #3	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #4	4.0	4.0	4.0	4.0	0.0	0%
County Auditor	71.0	71.0	71.0	71.0	0.0	0%
Facilities Management	87.0	97.0	97.0	98.0	11.0	13%
Texas Exposition Center	14.0	9.0	9.0	9.0	-5.0	-36%
Central. Facilities-Leases & Utilities	0.0	0.0	0.0	0.0	0.0	N/A
General Administration	0.0	0.0	0.0	0.0	0.0	N/A
Historical Commission	0.0	0.0	0.0	0.0	0.0	N/A
Human Resource Mgt.	24.0	24.0	27.0	27.0	3.0	13%
Information & Telecomm. Sys.	81.0	81.0	81.0	88.0	7.0	9%
Centralized Computer Services	0.0	0.0	0.0	0.0	0.0	N/A
Planning and Budget	13.0	13.0	13.0	14.0	1.0	8%
Purchasing	30.0	30.0	30.0	30.0	0.0	0%
Records Mgt & Comm Rsc.	44.0	43.0	43.0	41.0	-3.0	-7%
Tax Assessor-Collector	104.5	108.5	112.0	116.0	11.5	11%
Treasurer	5.0	5.0	5.0	5.0	0.0	0%
Total	494.5	502.5	509.0	520.0	25.5	5%

	FY 03	FY 04	FY 05	FY 06	FY 06- 03 Difference	Percent Change
County Judge	\$347,664	\$345,366	\$364,581	\$376,765	\$29,101	8%
Commissioner #1	\$256,433	\$263,153	\$279,201	\$289,039	\$32,606	13%
Commissioner #2	\$263,664	\$271,438	\$288,117	\$297,636	\$33,972	13%
Commissioner #3	\$255,769	\$254,635	\$265,642	\$279,044	\$23,275	9%
Commissioner #4	\$259,566	\$264,980	\$281,390	\$291,806	\$32,240	12%
General Administration	\$1,369,745	\$839,392	\$2,639,597	\$405,795	(\$963,950)	-70%
Historical Commission	\$1,842	\$1,842	\$1,842	\$1,842	\$0	0%
County Auditor	\$5,206,507	\$5,336,516	\$5,725,275	\$6,037,819	\$831,312	16%
Facilities Management	\$10,978,097	\$8,498,356	\$8,654,235	\$9,007,963	(\$1,970,134)	-18%
Central. Facilities-Leases & Utilities	\$0	\$4,830,059	\$4,404,784	\$4,671,165	\$4,671,165	N/A
Human Resources Mgt.	\$6,086,748	\$6,478,412	\$7,405,010	\$8,238,233	\$2,151,485	35%
Information & Telecomm Sys	\$14,404,206	\$14,600,720	\$12,569,699	\$14,009,406	(\$394,800)	-3%
Centralized Computer Services	\$0	\$699,121	\$1,227,889	\$1,385,512	\$1,385,512	N/A
Planning and Budget Office	\$1,166,952	\$1,192,510	\$1,257,887	\$1,303,336	\$136,384	12%
Purchasing	\$1,989,419	\$2,006,977	\$2,207,903	\$2,380,474	\$391,055	20%
Records Mgt/Comm Res	\$3,176,267	\$3,404,165	\$3,548,163	\$3,645,930	\$469,663	15%
Tax Assessor-Collector	\$4,782,388	\$5,085,663	\$5,726,997	\$5,877,249	\$1,094,861	23%
Treasurer	\$304,585	\$376,936	\$393,426	\$407,620	\$103,035	34%
Total	\$50,849,852	\$54,750,241	\$57,241,638	\$58,906,634	\$8,056,782	16%

Commissioners Court Summary

Overview

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

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

Adopted Budgets FY 06

	County Judge	Comm., Precinct 1	Comm., Precinct 2	Comm., Precinct 3	Comm., Precinct 4	Total
Personnel	\$370,265	\$285,039	\$292,636	\$274,044	\$286,806	\$1,508,781
Operating	\$6,500	\$4,000	\$5,000	\$5,000	\$5,000	\$25,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$376,765	\$289,039	\$297,636	\$279,044	\$291,806	\$1,534,281
FTE	5	4	4	4	4	21

County Judge (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 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
% of meetings attended by County Judge	96%	95%	98%	98%
% of agendas distributed by noon Weds.	96%	95%	97%	97%
Total number of agenda items	3,620	3,630	3,600	3,700
% of TABC permits processed within three days of receipt	98%	98%	98%	98%
Number of TABC hearings held	8	6	8	6
Number of phone calls received	26,310	26,400	26,400	26,600
Number of pieces of mail received	13,720	13,250	13,850	13,850

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$341,164	\$338,866	\$358,081	\$370,265	\$12,184
Operating	\$6,500	\$6,500	\$6,500	\$6,500	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$347,664	\$345,366	\$364,581	\$376,765	\$12,184
FTEs	5	5	5	5	0

FY 06 Budget Issues

The FY 06 Adopted Budget for the County Judge's office includes an increase of \$12,184, or 3.3% more than the FY 05 Adopted Budget.

Personnel

Highlights of a \$12,184 increase in personnel include:

- An increase of \$10,245 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$2,094 for a salary and related benefit increase for the elected official.
- An increase of \$2,078 due to changes in health insurance and retirement costs.
- A decrease of \$2,233 for one-time performance based pay awarded in FY 05.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital

The FY 06 Adopted Budget includes no capital for this department.

Commissioner, Precinct One (02)

Mission Statement

The mission of the Precinct One County Commissioner is to use County resources to promote governmental efficiency and fiscal responsibility. The Commissioner will:

- Provide executive oversight of departmental initiatives;
- Determine, implement, and enforce Travis County policies; and
- Ensure adequate roads, better parks, improved county services for the indigent, and the efficient delivery of other county programs.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Number of agenda items sponsored	4,072	185	200	200
Total number of work orders referred to TNR for Precinct One	3,470	3,470	4550	3,500
Total work orders referred to TNR for Precinct One that were completed	3,470	3,470	4,450	3,500
Number of committees and boards on which the Precinct One Commissioner serves	12	12	12	12
Number of special projects	30	100	30	30
Number of letters written on behalf of constituents	35	100	75	75
Number of speeches/presentations given on various topics	185	40	55	55

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY06-05
Personnel	\$251,433	\$259,153	\$275,201	\$285,039	\$9,838
Operating	\$5,000	\$4,000	\$4,000	\$4,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$256,433	\$263,153	\$279,201	\$289,039	\$9,838
FTEs	4	4	4	4	0

FY 06 Budget Issues

The FY 06 Adopted Budget for the Precinct One Commissioner's Office includes an increase of \$9,838, or 3.5% more than the FY 05 Adopted Budget.

Personnel

Highlights of a \$9,838 increase in personnel include:

- An increase of \$7,740 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$1,839 for a salary and related benefit increase for the elected official.
- An increase of \$1,654 due to changes in health insurance and retirement costs.
- A decrease of \$785 due to the department submitting its budget below the established target.
- A decrease of \$610 for one-time performance based pay awarded in FY 05.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital

The FY 06 Adopted Budget includes no capital for this department.

Commissioner, Precinct Two (03)

Mission Statement

It is the mission of the Precinct Two Office to be advocates for good government, to make government work for the people, to be a trouble-shooter on behalf of our constituents and taxpayers, to make government work smarter and better, to strengthen the management of the County's financial, natural and human resources, to organize and work at problem solving in teams, to encourage horizontal and vertical communication within and outside the organization, and to help lead and coordinate a very lean and dedicated set of County employees.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of Precinct Two maintained road miles	147.6	147.6	147.95	147.95
# of subdivision plats submitted	46	46	43	43
# of completed work orders	1,089	1,089	1006	1006
# of boards and commissions on which the Commissioner, Precinct Two serves	22	22	22	22
# of committee and community staff assignments for Pct. 2 staff	8	8	8	8

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$258,664	\$266,438	\$283,117	\$292,636	\$9,519
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$263,664	\$271,438	\$288,117	\$297,636	\$9,519
FTEs	4	4	4	4	0

FY 06 Budget Issues

The FY 06 Adopted Budget for the Precinct Two Commissioner's Office includes an increase of \$9,519, or a 3.3% increase compared to the FY 05 Adopted Budget.

Personnel

Highlights of a \$9,519 increase in personnel include:

- An increase of \$8,129 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$1,839 for a salary and related benefit increase for the elected official.

- An increase of \$1,660 due to changes in health insurance and retirement costs.
- An increase of \$124 for longevity pay.
- A decrease of \$2,233 for one-time performance based pay awarded in FY 05.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital

The FY 06 Adopted Budget includes no capital funding for this department.

Commissioner, Precinct Three (04)

Mission Statement

The mission of the Commissioner, Precinct Three Office is to be responsive to the constituents in Precinct Three and citizens of Travis County.

The Commissioner’s mission is to ensure that county services are provided in an efficient and effective manner that is fair to the recipients of those services and to the taxpaying public.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Number of articles published	65	85	65	72
Number of internal/external TNR work orders handled for Precinct Three	5,400	5,800	4200	5,800
Number of committees and boards on which the Commissioner, Precinct Three serves	15	15	16	14
Number of presentations made to Travis County constituents	175	175	150	125
Number of agenda items sponsored	300	300	300	500
Number of Precinct Three maintained road miles	630	630	630	630
Number of subdivision plats submitted	283	305	280	280
Number of mail/email received	3,900/17,500	4,000/18,000	4,000/17,000	4,000/20000
Number of phone calls received	12,500	12,500	11,500	13,000
Number of meetings attended by the Commissioner and Staff	2,600	3,000	2,500	3,500

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$250,769	\$249,635	\$260,642	\$274,044	\$13,402
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$255,769	\$254,635	\$265,642	\$279,044	\$13,402
FTEs	4	4	4	4	0

FY 06 Budget Issues

The FY 06 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$13,402, or 5.0% more than the FY 05 Adopted Budget.

Personnel

Highlights of a \$13,402 increase include:

- An increase of \$10,195 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$1,565 for a salary and related benefit increase for the elected official.
- An increase of \$1,642 due to changes in health insurance and retirement costs.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital

The FY 06 Adopted Budget includes no capital funding for this department.

Commissioner, Precinct Four (05)

Mission Statement

The mission of the County Commissioner Precinct Four Office is to provide an effective and efficient team style of government that results from the process of strategic planning. This process will result in better use of the existing tax base, better management of County departments, and improved services to constituents' needs.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of internal TNR work orders handled for Precinct Four	944	977	1,072	1000
# of referrals made to HHS	523	565	608	575
# of referrals made to other departments within or outside Travis County	581	602	563	575
# of committees and boards on which the Commissioner, Precinct Four serves	14	15	15	15

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$254,566	\$259,980	\$276,390	\$286,806	\$10,416
Operating	\$5,000	\$5,000	\$5,000	\$5,000	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$259,566	\$264,980	\$281,390	\$291,806	\$10,416
FTEs	4	4	4	4	0

FY 06 Budget Issues

The FY 06 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$10,416, or 3.7% over the FY 05 Adopted Budget.

Personnel

Highlights of a \$10,416 increase in personnel include:

- An increase of \$7,804 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.

- An increase of \$1,839 due for a salary and related benefit increase for the elected official.
- An increase of \$1,655 due to changes in health insurance and retirement costs.
- A decrease of \$882 for one-time performance based pay awarded in FY 05.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital

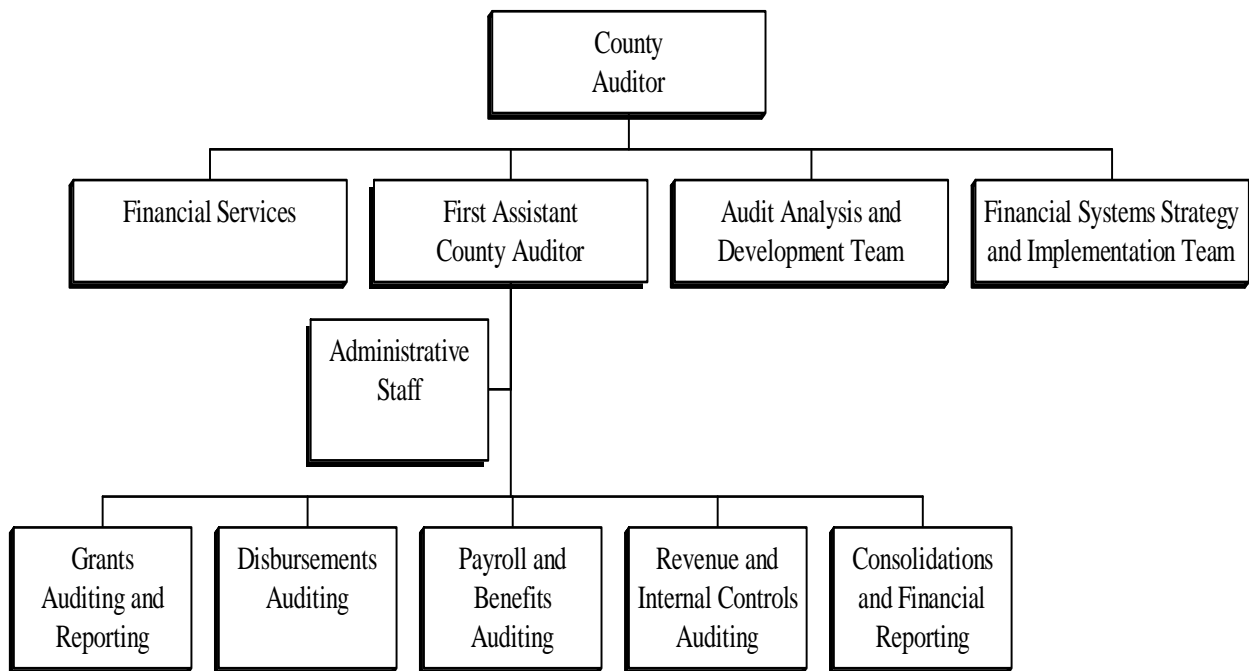
The FY 06 Adopted Budget includes no capital for this office.

County Auditor (06)

Mission Statement

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

Organizational Structure



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

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100%	100%
General fund revenue as a percent of actual revenue	98.6%	97.5%	95-101%	95-101%

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$4,875,938	\$5,007,650	\$5,398,965	\$5,711,509	\$312,544
Operating	\$330,569	\$328,866	\$326,310	\$326,310	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$5,206,507	\$5,336,516	\$5,725,275	\$6,037,819	\$312,544
FTE (A)	71.0	71.0	71.0	71.0	0.0

FY 06 Budget Issues

In the FY 06 Adopted Budget, the County Auditor’s Office budget includes an increase of \$312,544, or a 5.5% increase from the FY 05 Adopted Budget. (See note B).

Personnel

The \$312,544 increase in personnel expense includes:

- An increase of \$247,073 for rank and file compensation increases including benefits to be distributed in accordance with guidelines approved by the District Judges.
- An increase of \$37,013 in salary and benefits to fund career ladders.
- An increase of \$28,458 due to changes in health insurance and retirement costs.

Operating

There is no change to the operating budget from FY 05 to FY 06.

FY 06 Capital Issues

The FY 06 Adopted Budget includes no capital funding for this department.

Notes:

- (A) Since FY03 the office has had 71 authorized positions, although the Adopted Budget contains funding for 67 positions.

- (B) The County Auditor did not request for the FY 06 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 FY05 budget within the 5% statutory limit would have been \$5,886,991. Therefore, the FY06 Adopted Budget of \$6,037,819 equals a \$150,828 increase or a 2.6% increase from the FY05 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 2003 Actual	FY 2004 Actual	FY 2005 Projected	FY 2006 Projected
Number of cash receipts processed	11,356	11,693	11,500	11,500
Number of warrants processed	66,776	66,776	65,000	65,000
10% service fee retained for prompt filing	\$226,304	\$279,700	\$250,000	\$250,000

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$247,634	\$257,181	\$273,671	\$287,865	\$14,194
Operating	\$56,951	\$119,755	\$119,755	\$119,755	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$304,585	\$376,936	\$393,426	\$407,620	\$14,194
FTE	5.0	5.0	5.0	5.0	0.0
Other Capital (A)	\$0	\$0	\$0	\$0	\$0

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

FY 06 Budget Issues

The FY 06 Adopted Budget for the Treasurer's Office has increased \$14,194 when compared to the FY 05 Adopted Budget. This increase is isolated to the department's personnel budget and includes:

- An increase to the elected official's salary and benefits of \$1,779.
- An increase of \$7,460 in salaries and benefits for a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.

- An increase of \$2,008 due to increases in hospitalization and retirement costs.
- An increase of \$2,889 from Travis County Hospital District for administrative functions.
- An increase of \$58 to annualize FY 05 personnel actions.

FY 06 Capital Issues

The FY 06 Adopted Budget does not include any funding for capital items for this department.

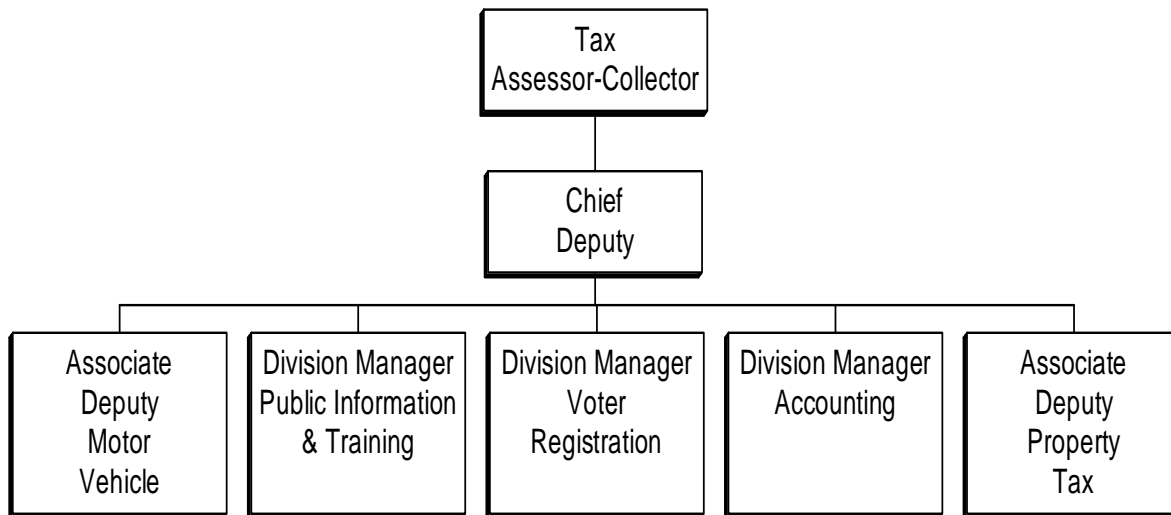
Tax Assessor-Collector (08)

Mission Statement

The mission of the Tax Assessor-Collector is to formulate policies and programs to ensure enforcement of the Texas Property Code, Texas Motor Vehicle laws, and the Texas Election Code. The basic duties and responsibilities of the Tax Assessor-Collector include: 1) assessing and collecting property taxes, 2) registering, licensing, and titling motor vehicles, 3) registering eligible voters, and 4) maintaining accountability for public funds.

Organizational Structure

The Tax Assessor-Collector is organized around the four functions displayed below and has six programmatic divisions: Administration, Public Information and Training, Revenue Management, Motor Vehicle Registration, Voter Registration, and Accounting.



Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Public Training & Information:				
# of Taxpayer demands	402,588	408,068	413,139	418,210
Property Tax:				
Posted Tax Payments by "Remittance Processing Device"	162,115	162,451	166,000	168,000
Motor Vehicle Registration:				
# of mail-in registrations	177,290	162,982	171,392	165,400
# of walk-in customers	141,020	131,079	126,724	141,724
Voter Registration:				
# of voter applications received	116,746	179,058	124,000	125,000
# of registered voters	518,676	586,612	526,000	560,000
Accounting:				
Total collections (all jurisdictions)	\$1.7b	\$2.0	\$2.1b	\$2.2b

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$4,453,323	\$4,831,154	\$5,280,595	\$5,589,708	\$309,113
Operating	\$329,065	\$254,509	\$276,681	\$287,541	\$10,860
CAR	\$0	\$0	\$169,721	\$0	(\$169,721)
Total	\$4,782,388	\$5,085,663	\$5,726,997	\$5,877,249	\$150,252
FTE	104.5	108.5	112	116	4.0
Other Capital (A)	\$0	\$0	\$0	\$0	0

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

FY 06 Budget Issues

The FY 06 Adopted Budget for the department includes an increase of \$150,252 or a 2.62% increase over the FY 05 Adopted Budget.

Personnel: Highlights of a \$309,113 personnel expense increase include:

- A decrease of \$17,944 was due to the removal on one-time FY 05 Performance Based Pay.
- The department transferred a total of \$8,798 from the personnel budget to the operating budget.
- \$68,884 was added to fund one additional position each in the Public Information Division and the Motor Vehicle Division. In addition, the department transferred permanent salary savings to fund two additional FTE, for a total increase of 4 FTE in FY 06.
- \$47,162 was added to fund increases in health insurance and retirement costs.
- \$219,809 was added to fund cost of living and other compensation increases for County staff and elected officials, comprised of a 3% across-the-board increases and 2% for performance based pay awards and other compensation increases.

Operating: Highlights of a \$10,860 operating expense increase include:

- \$8,798 was transferred from the personnel budget to the operating budget.
- \$2,062 was added to support the new positions approved as part of the FY 06 budget.

FY 06 Capital

The department received no capital funding budgeted in the department. However the department did received \$15,634 in new computer equipment associated with the new positions approved for the Tax Office, funded in the Information and Telecommunications Department (ITS).

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 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Customer satisfaction with services; scale of 1-5	N.A.	N.A.	4.07	4.00
Customer satisfaction with budget process	N.A.	N.A.	3.83	N.A.
Number of Budget Adjustments processed	7,265	7,294	7,400	7,400
Portfolio yield in basis points over applicable benchmark	103.40	17.30	(43.60)	1.9

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$1,012,388	\$1,051,932	\$1,133,380	\$1,240,649	\$107,269
Operating	\$154,564	\$140,578	\$124,507	\$62,687	(\$61,820)
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,166,952	\$1,192,510	\$1,257,887	\$1,303,336	\$45,449
FTE	13	13	13	14	1
Other Capital (A)	\$0	\$0	\$0		\$0

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

FY 06 Budget Issues

The FY 06 Adopted Budget for the Planning and Budget Office has increased \$45,449 when compared to the FY 05 Adopted Budget.

Personnel

Highlights of a \$107,269 increase in personnel include:

- An increase of \$18,469 to convert a temporary, half-time position to a permanent, half-time position to assist with Travis County Hospital District administrative functions.
- An increase of \$30,558 to fund a permanent, half-time position to assist with Travis County Corporations for administrative functions.
- An increase of \$44,122 in salaries and benefits for a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$6,232 for career ladder increases.
- An increase of \$6,326 due to increases in health insurance and retirement costs.
- An increase of \$1,562 to annualize FY 05 personnel actions.

Operating

Highlights of a \$61,820 decrease in operating expenses include:

- A decrease of \$67,870 to the contract costs for the County's depository bank services.
- An increase of \$1,800 for the Bloomberg contract.
- An increase of \$4,250 in office supplies and software.

FY 06 Capital Issues

The FY 06 Adopted Budget does not include any funding for capital items for this department.

General Administration (10)

Mission Statement

This department is an administrative function of the Commissioners Court. The General Administration budget is used for expenditures that do not fit easily into any other department. This department's budget consists of six different types of expenditures: Travis Central Appraisal District fees, county membership and participation fees for organizations such as the Texas Association of Counties (TAC), contracts for services that are for countywide purposes, performance-based pay for the Executive Managers, a contra-account for the entire county to reflect the savings that occur when employees decline health insurance, and transfers from the General Fund to other County funds.

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	(\$714,581)	(\$1,319,434)	(\$1,239,460)	(\$1,703,366)	(\$463,906)
Operating	\$2,084,326	\$2,158,826	\$3,879,057	\$2,109,161	(\$1,769,896)
CAR	\$0	\$0	\$0	\$0	\$0
General Fund Total	\$1,369,745	\$839,392	\$2,639,597	\$405,795	(\$2,233,802)
FTEs	0	0	0	0	0

FY 06 Budget Issues

The FY 06 Adopted Budget of \$405,795 for the General Administration General Fund budget includes a decrease of \$2,233,802, or a 84.6% decrease over the FY 05 Adopted Budget.

Personnel

Highlights of a \$463,906 decrease in personnel include:

- A decrease of \$468,798 to account for the estimated County-wide FY 06 savings realized when county employees decline health insurance.
- An increase of \$28,151 for FY 06 compensation increases for Travis County Executive Managers.
- A decrease of \$23,259 for compensation increases awarded to Travis County Executive Managers in FY 05 and subsequently transferred to their respective departments.

Operating

Highlights of a \$1,769,896 decrease in operating include:

- A removal of \$1,728,231 in one-time funding for a transfer to the Travis County Hospital District.

- A decrease of \$41,665 for FY 06 transfers to the Dispute Resolution Center.

FY 06 Capital Issues

The FY 06 Adopted Budget includes no capital funding for this department.

Human Resources Management (11) General Fund

Mission Statement

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

Department Philosophy

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

Overview

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

Organizational Structure



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

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of positions posted	680	415	650	650
# of PAF's processed	11,818	11,622	13,243	11,808
# of employees/management consultations	4,400	1,464	1,500	1,600
# of TCHR/EEO complaints filed	18	14	5	6
# of outreach contacts to recruit a qualified and diverse workforce	1,500	7,124	12,000	17,000
# of classification analysis	1,000	1,057	1,235	1,200
# of training and development opportunities	230	85	150	200
# of positions market surveyed	1,000	1,057	1,235	1,200

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$1,100,411	\$1,447,950	\$1,394,345	\$1,446,526	\$52,181
Operating	\$4,986,337	\$5,030,462	\$6,010,665	\$6,791,707	\$781,042
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$6,086,748	\$6,478,412	\$7,405,010	\$8,238,233	\$833,223
FTE	15.66	15.66	15.66	15.66	0.00

FY 06 Budget Issues

The FY 06 Adopted Budget for the department includes an increase of \$833,223 or an 11.25% increase over the FY 05 Adopted Budget.

Personnel

Highlights of a \$52,181 increase in personnel expense include:

- An increase of \$48,419 for compensation increases, comprised of a 3% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$6,481 due to changes in health benefit and retirement costs.
- A decrease of \$2,719 for a salary adjustment for a departmental employee in another fund.

Operating

Highlights of the \$781,042 increase in operating expense include:

- An increase of \$1,074,873 for retiree health benefit increases.
- A decrease of \$293,831 for the removal of the final year commitment of the Owners Controlled Insurance Program (OCIP) premium.

FY 06 Capital Issues

The HRMD budget contains no capital funding in FY06.

Human Resources Management Risk Management Fund (Fund 525)

Purpose

The Risk Management Fund is Travis County's self-insurance pool for Worker's Compensation, auto and general liability, and internal losses. The County also purchases catastrophic loss insurance from this fund. At the end of FY 97, the County began operating an Owner Controlled Insurance Program (OCIP) to provide insurance on the County's facility projects that would otherwise be provided by a building contractor. The OCIP program ended in November 2000, but Travis County is required by contract to maintain a claims reserve for seven years. FY 06 will be the final year the County is required to maintain the OCIP reserve.

Funding Source

The Risk Management Fund is funded from the General Fund. General Funds budgeted in Human Resources Management for Tort Liability, Unemployment Compensation, and General Insurance Premiums are transferred to the Risk Management Fund. Workers' Compensation is budgeted in each department and transferred to the fund.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of Safety Training Sessions	35	80	80	80
Annual safety inspection for all departments	101	189	48	50
Loss prevention to County property (# of Claims)	219	378	200	260
# of alcohol and drug tests	330	320	320	320

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$685,300	\$757,327	\$873,202	\$900,166	\$26,964
Operating	\$10,526,959	\$10,204,228	\$11,936,537	\$12,695,222	\$758,685
Total	\$11,212,259	\$10,961,555	\$12,809,739	\$13,595,388	\$785,649
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.34	6.34	6.34	6.34	0.0

FY 06 Budget Issues

In the FY 06 Adopted Budget, the Risk Management Fund budget increased by \$785,649, or 6.13% compared to the FY 05 Adopted Budget.

Highlights of the \$26,964 increase in the personnel budget include:

- An increase of \$24,120 for compensation increases, comprised of a 3% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$2,704 for changes in employee health benefits and retirement costs.
- An increase of \$140 from a reallocation from the operating budget.

Highlights of the \$785,685 increase in the operating budget include:

- An increase of \$785,825 in catastrophic reserves due to changes in fund balance.
- A decrease of \$140 reallocated to the personnel budget.

FY 06 Capital Issues

In the FY 06 Adopted Budget, no capital items are budgeted in the Risk Management Fund.

Human Resources Management Hospital and Insurance Fund – County Employees (Fund 526)

Purpose

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

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of current/former employees assisted with benefit issues (phone and walk-ins)	4,600	5,200	5,200	5,200
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	4,000	4,500	4,500	4,500
Measures for Employee Health Clinic				
Number of office visits	N/A	N/A	3,524	2,706
Number of physicals	N/A	N/A	250	360
Number of training and education seminars for wellness programs	N/A	N/A	200	210

Funding Source

The Employee Health Insurance Fund FY 06 Adopted Budget revenues of \$48,807,721 are derived from the following sources: premiums charged to employees and retirees (\$5,872,704), premiums charged to County departments (\$30,003,844), COBRA premiums (\$79,673), rebates from pharmacy contract (\$151,500), pooled cash investments (\$200,000), and fund balance (\$12,500,000).

Adopted Budget FY 06

	FY03	FY04	FY05	FY06	Diff FY 06-05
Personnel	\$100,104	\$117,038	\$314,005	\$424,353	\$110,348
Operating	\$22,062,151	\$31,468,819	\$38,028,708	\$48,383,368	\$10,354,660
Total	\$22,162,255	\$31,585,857	\$38,342,713	\$48,807,721	\$10,465,008
Capital	\$0	\$0	\$0	\$0	\$0
FTE	2.0	2.0	5.0	5.0	0.0

FY 06 Budget Issues

In the FY 06 Adopted Budget, the Employee Health Insurance Fund – County Employees Fund budget increased by \$10,465,008, or 27.3% compared to the FY 05 Adopted Budget. This is primarily the result of a \$6,500,000 increase in the beginning fund balance from lower than projected FY 05 health care costs along with changes to FY 06 personnel and operating budgets noted in detail below.

Personnel

Highlights of the \$110,348 increase in the personnel budget include:

- An increase for \$86,967 for the annualized cost of health clinic staff added in FY 05.
- An increase of \$18,538 compensation increases, comprised of a 3% across-the-board pay increase and 2% for performance-based pay awards and other compensation issues.
- An increase of \$2,719 for personnel adjustment to bring an employee to the minimum of the pay scale.
- An increase of \$2,124 for changes in for employee health benefits and retirement costs for personnel budgeted in the fund.

Operating

Highlights of the \$10,354,660 increase in the operating budget include:

- An increase of \$8,414,989 in the Allocated Reserve of the fund compared to FY 05.
- An increase of \$1,732,778 for insurance claims.
- An increase of \$345,119 for the stop/loss premium.
- A decrease of \$176,366 for administrative fees.
- An increase of \$90,000 for one-time consulting fees for actuarial services for the Employee Health Plan.
- A net increase of \$27,700 for on-going operating expenses for the Employee Health Clinic.
- A decrease of \$79,560 for the removal of one-time FY 05 operating expenses for the Employee Health Clinic.

FY 06 Capital Issues

There are no capital items budgeted in the Hospital and Insurance Fund.

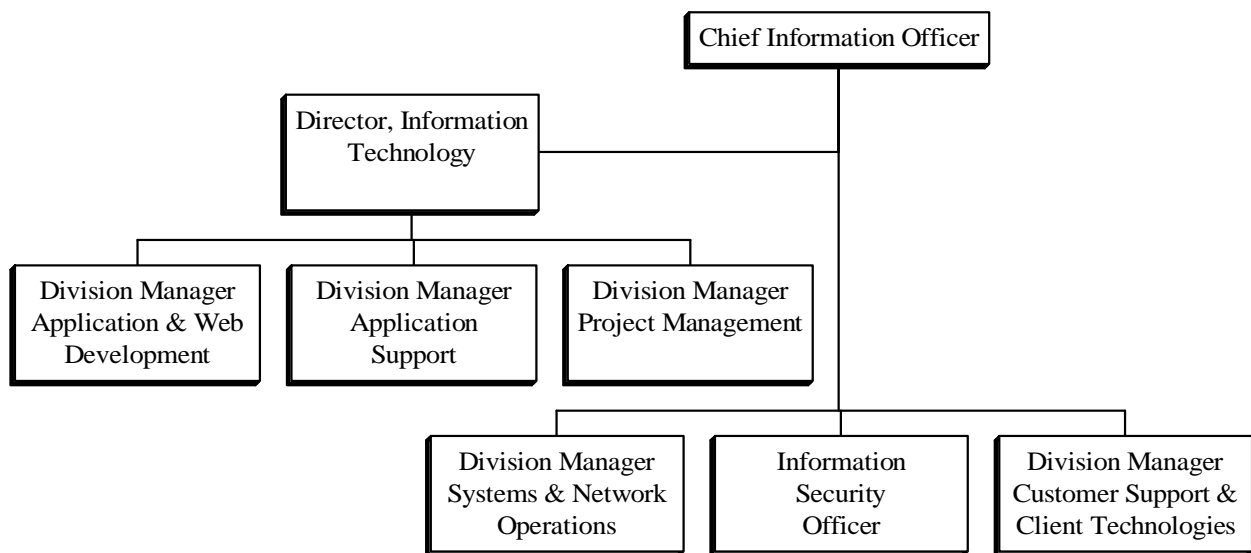
Information and Telecommunication Systems (12)

Mission Statement

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

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

Organizational Structure



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

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
File servers maintained	92	123	123	140
Average time to resolve critical Help Desk calls	3.3 Hrs	.5 Hrs	3 Hrs	< 3 Hrs
Number of training classes offered	0	0	40	90
Number of in bound/out bound calls to the HelpDesk	61,466	64,033	60,000	60,000
Number of service requests resulting from calls received	29,434	39,762	30,000	39,542
Maintained Applications	2	5	9	14

Adopted Budgets FY 03-FY 06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$5,849,186	\$6,382,042	\$6,724,444	\$7,138,271	\$413,827
Operating	\$5,363,006	\$5,420,064	\$5,343,331	\$5,922,367	\$579,036
CAR	\$3,192,014	\$2,798,614	\$501,924	\$948,768	\$446,844
Department Subtotal	\$14,404,206	\$14,600,720	\$12,569,699	\$14,009,406	\$1,439,707
Centralized Computer Services, General Fund only (Dpt 90)	\$0	\$699,121	\$1,227,889	\$1,385,512	\$157,623
Department Total including Centralized Computer Services	\$14,404,206	\$15,299,841	\$13,797,588	\$15,394,918	\$1,597,330
FTE	81.0	81.0	81.0	88.0	7.0
Other Capital (A)	\$1,427,220	\$0	\$817,571	\$2,099,000	\$1,281,429

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

FY 06 Budget Issues

The FY 06 Adopted Budget for Information and Telecommunication Systems (ITS) has increased by \$1,439,707 from the FY 05 budget. The Information & Telecommunication Systems personnel budget increased by \$413,827 while the operating budget increased by \$579,036. One time CAR funded capital requests increased by \$446,844 from FY 05.

Personnel

Highlights of the \$413,827 increase in the personnel budget include:

- An increase of \$439,864 due to FY 05 mid-year changes returning seven IT-related FTE to the ITS department from external departments.
- An increase of \$287,769 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$37,152 due to changes in health insurance and retirement costs.
- A decrease of \$331,599 due to the removal of one-time FY 05 expenditures for temporary personnel.
- A decrease of \$19,359 due to the removal of one-time FY 05 performance-based pay.

Operating

Highlights of the \$579,036 increase in the operating budget include:

- An increase of \$611,826 due to maintenance of current effort requests related to maintenance agreement costs, licensing and professional services.
- A decrease of \$32,790 for one-time expenditures made in FY05 related to outside services.

FY 06 Capital

ITS received \$948,768 in CAR funding for capital equipment and projects. In addition, the department received \$1,385,512 in capital funding for countywide replacement computer equipment. These funds are budgeted in department 90, established as part of the Uniform Chart of Accounts.

Capital Equipment and Projects funded from CAR (\$948,768):

- Major Equipment and System upgrades (\$597,178).
- Health Insurance Portability and Accountability Act (HIPAA) computer security upgrades (\$161,940)
- Fully Automated Court Tracking System Licenses (\$127,000).
- E-Courtroom project continuation (\$62,650).

Capital Equipment and Projects funded from CO's (\$2,099,000):

- Mainframe printer replacements (\$110,000)
- Major systems equipment replacements (\$1,708,000)
- Replacement file servers (\$281,000)

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 by the State Comptroller in accordance with H.B. 2869 approved by the 2001 Texas Legislature.

The implementation of 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 ITS, these expenses include replacement computer and telecommunication equipment that is usually funded in the General Fund under the Capital Acquisition Resources (CAR) Account.

Centralized Computer Services (90)

Purpose

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

FY 06 Budget Issues

The Centralized Computer Services Department was created as the result of the implementation of the Uniform Chart of Accounts. The expenses included in the FY 06 Adopted Budget for this department were previously budgeted in the ITS CAR accounts. The total FY 06 Adopted Budget for this department is \$1,385,512 in the General Fund and \$78,752 in the Justice Courts Technology Fund (Fund 050). Please see the financial charts at the beginning of this document for a list of all IT equipment that is funded in this department. The Department 90 budget remains under the oversight and management control of ITS.

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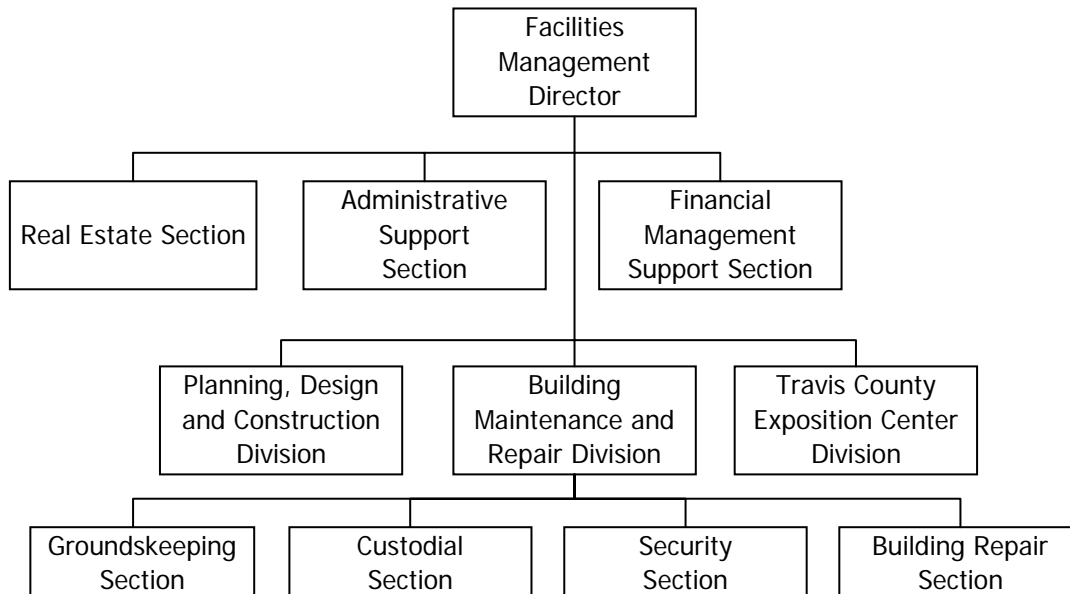
The Uniform Chart of Accounts is intended to be a multi-phase process. The first phase establishes uniform functions and sub-functions to be used by Texas counties and was implemented by Travis County in FY 04. Under this implementation, a number of new departmental divisions were created and some centrally 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.

Facilities Management (14)

Mission Statement

To manage the planning, design, construction, maintenance, operations and leases for facilities that effectively and efficiently meets economic and functional needs of Travis County.

Organizational Structure



The Director of Facilities Management reports to the Executive Manager of Administrative Operations.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
% of correct pay applications processed w/ 7 days	92%	92%	98%	98%
% of acceptable invoices processed w/in 7 days	92%	92%	98%	98%
% of correct contract mods processed w/in 7 days	94%	94%	95%	95%
% of budget transfers processed w/in 48 hrs.	95%	95%	100%	100%
% of purchase requisitions processed w/in 7 days	95%	95%	98%	95%
Variation of construction contract modifications	1.7%-2.1%	8%-15%	10%-15%	10%-15%
Construction schedule variance	4%-6%	12%-18%	10%-20%	10%-20%
Design contract modifications	0%-0.8%	4%	5%-10%	5%-10%
Design schedule variance	-17%-5%	11%-15%	10%-25%	10%-25%
% of grounds maintenance accomplished versus plan	85%	84%	85%	85%
Total call in job requisitions (excluding moves & recycle pick up)	441	345	500	450

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
Total completion of Best Locking program	100%	100%	100%	100%
% of systems w/ Preventive Maintenance	90%	90%	90%	N.A.
% of Emergency Calls closed w/in 48 hrs.	100%	95%	95%	95%
% of maintenance job orders self-identified by dept	40%	42%	45%	45%
% of "routine" maintenance calls closed w/in target	N.A.	83.7%	85%	85%
Total maintenance call in job requests per month	457	255	500*	425*

N.A. data not currently available

* Implementation of online work order system anticipated to result in an increase in number of submitted work requests.

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$3,592,198	\$4,064,320	\$4,419,381	\$4,637,273	\$217,892
Operating	\$7,098,506	\$1,520,177	\$1,614,732	\$1,691,712	\$76,980
CAR	\$287,393	\$2,913,859	\$2,620,122	\$2,678,978	\$58,856
Department Total	\$10,978,097	\$8,498,356	\$8,654,235	\$9,007,963	\$353,728
Centralized Leases & Utilities (Dept. 91)	N.A.	\$4,830,059	\$4,404,784	\$4,671,165	\$266,381
Department Total including Utilities and Leases	\$10,978,097	\$13,328,415	\$13,059,019	\$13,679,128	\$620,109
FTE	87.0	97.0	97.0	98.0	1.0
Other Capital (A)	\$7,657,550	\$463,586	\$1,624,556	\$46,500	(\$1,578,056)

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

FY 06 Budget Issues

The FY 06 Adopted Budget for Facilities Management has increased by \$353,728 from the FY 05 budget. This increase is composed of a \$217,892 increase in the personnel budget and a \$76,980 increase in operating funds, as well as a \$58,856 increase in CAR expenditures budgeted in Facilities Management.

Personnel changes in this budget, resulting in an increase of \$217,892, include:

- A decrease of \$34,399 related to one-time costs associated with an FY 05 reorganization.
- An increase of \$38,875 due to increases in health insurance and retirement costs.

- An increase of \$181,538 in salaries and benefits for a 3% across-the-board pay increase for county employees, and 2% for performance-based pay awards as well as other compensation issues.
- A total of \$31,878 for a new groundskeeper position.

Operating changes in this budget, resulting in an increase of \$76,980, include:

- A decrease of \$114,250 for one-time costs incurred in FY 05 such as move costs associated with FY 05 projects, one-time operating costs related to new staff and other various one-time projects.
- A total increase of \$8,000 related to FY 06 planned move costs.
- An increase of \$57,500 for travel and training costs of staff.
- An increase of \$125,000 for an FY 06 subsidy of the Exposition Center expo Center.
- An additional \$730 in operating costs to support a new groundskeeper position.

FY 06 Capital Issues

Capital equipment and capital projects included in the Adopted Budget from all sources total \$2,725,478 including CAR and \$46,500, not including CAR funds.

Capital Equipment and Projects funded from CAR (\$2,678,978)

- Centralized Space Costs for CAR Funded Projects Countywide (\$42,750)
- ADA Corrections at Collier Restrooms (\$67,737)
- Countywide Security Improvements (\$164,875)
- HVAC Equipment Replacement and Air Conditioning Improvements (\$854,184)
- Roof Restorations (\$50,850)
- Exposition Center Projects (\$59,545)
- Replacement Heat Pumps (33,597)
- Additional Medical Examiner Improvements and Lab Equipment (\$44,995)
- JP 5 Jury Room Restroom Project (\$25,327)
- Rebudgeted USB and Courthouse HVAC Projects (\$682,819)
- Rebudgeted 4th and 5th Floor Remodel Project at Courthouse (\$55,089)
- Rebudgeted Precinct 1 Tax Office Substation and Lobby Remodel (\$115,025)
- Rebudgeted Disaster Recovery - Minimum Cold Site (\$90,493)
- Rebudgeted Airport Boulevard - Phase I (\$124,525)
- Rebudgeted Precinct 3 Office Building - FF&E/ITS (\$37,216)
- Rebudgeted Forensic Center Addition (\$229,951)

Capital Projects funded out of Existing Certificates of Obligation (\$46,500)

- ADA Corrections at Courthouse 1st – 3rd Floors (\$46,500)

Uniform Chart of Accounts

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systems. It was adopted by the State Comptroller in accordance with House Bill 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 are now budgeted outside of the departments where they were previously budgeted in years past.

Centralized Facilities – Leases & Utilities (91)

Purpose

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

Key Program Statistics

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	FY 06-05
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	\$4,830,059	\$4,404,784	\$4,671,165	\$266,381
Total	\$0	\$4,830,059	\$4,404,784	\$4,671,165	\$266,381
Capital	\$0	\$0	\$0	\$0	\$0
FTE	0.00	0.00	0.00	0.00	0.00

FY 06 Budget Issues

The Centralized Facilities – Leases & Utilities Department was created as the result of the implementation of the Uniform Chart of Accounts. Prior to FY 04, centralized leases and utilities were budgeted directly in Facilities Management. However, these expenditures remain under the oversight and management of Facilities Management.

The Uniform Chart of Accounts for Texas Counties was developed by the Texas County Financial Data Advisory Committee (FDAC). It is intended to allow Texas counties to utilize a uniform accounting and reporting structure without significant revisions to their current financial systems. It was adopted the State Comptroller in accordance with H.B. 2869 approved by the 2001 Legislature.

The FY 05 Adopted Budget for Centralized Facilities – Leases & Utilities has increased by \$266,381 from the FY 05 budget. Operating changes in this budget include:

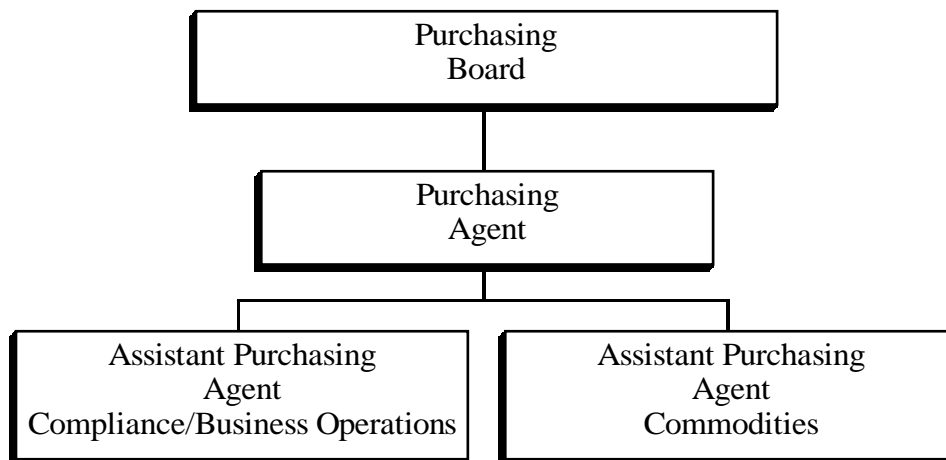
- A net increase of \$94,393 in leases mainly related to the addition of a new property in South Central Austin.
- A total increase of \$175,000 to annualize utility expenses related to projected increases in utility costs in FY 06.
- A decrease totaling \$3,012 due to capital energy improvements that are expected to reduce utility costs.

Purchasing (15)

Mission Statement

The Purchasing Office is committed to: ensuring compliance with the County Purchasing Act as well as other state and federal laws applying to purchasing; providing equal access to all vendors participating through competitive acquisition of goods and services; providing a quality, on-going supply of goods and services to all County offices; accounting for all County assets by an effective fixed asset management system; and protecting the interests of the Travis County taxpayers without regard to undue influence or political pressures, and protecting the integrity of the County procurement system.

Organizational Structure



Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Projected
Customer Satisfaction (1-6 Scale)	5.5	5.5	5.5	5.5
# of purchase orders processed	25,931	25,500	26,173	25,700
# of requisitions processed	28,867	26,800	28,907	27,000
# of Information for Bid/Request for Proposals' completed	169	210	134	175
# contracts written	345	275	297	275

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$1,767,468	\$1,771,650	\$1,937,576	\$2,035,147	\$97,571
Operating	\$221,951	\$235,327	\$270,327	\$345,327	\$75,000
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,989,419	\$2,006,977	\$2,207,903	\$2,380,474	\$172,571
FTE	30.0	30.0	30.0	30.0	0.0

FY 06 Budget Issues

The FY 06 Adopted Budget for the Purchasing Office includes an increase of \$172,571, or a 7.8% increase over the FY 05 Adopted Budget.

Personnel

Highlights of a \$97,571 increase in the personnel budget include:

- An increase of \$88,241 for compensation increases for rank and file employees comprised of a three percent across-the-board increase and two percent for performance-based pay awards and other compensation increases.
- An increase of \$12,335 due to changes in health insurance and retirement costs.
- A decrease of \$3,004 for one-time performance based pay awarded in FY 05.
- A decrease of \$1 due to the department submitting its budget below the established target.

Operating

A \$75,000 increase in the operating budget, placed in a special allocated reserve line item, due to reimbursement for Purchasing Office services supplied to the Travis County Hospital District.

FY 06 Capital

The FY 06 Adopted Budget includes no capital funding for this department.

Historical Commission (17)

Mission Statement

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

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of special projects	3	3	3	3
# of volunteer hours contributed	950	1,000	1,200	1000
# of marker applications processed	16	10	14	10
# of markers sponsored	0.5	1	1	1
# of publications sponsored	1	1	1	2

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,842	\$1,842	\$1,842	\$1,842	\$0
CAR	\$0	\$0	\$0	\$0	\$0
Fund Total	\$1,842	\$1,842	\$1,842	\$1,842	\$0
FTE	0.0	0.0	0.0	0.0	0.0

FY 06 Budget Issues

Operating

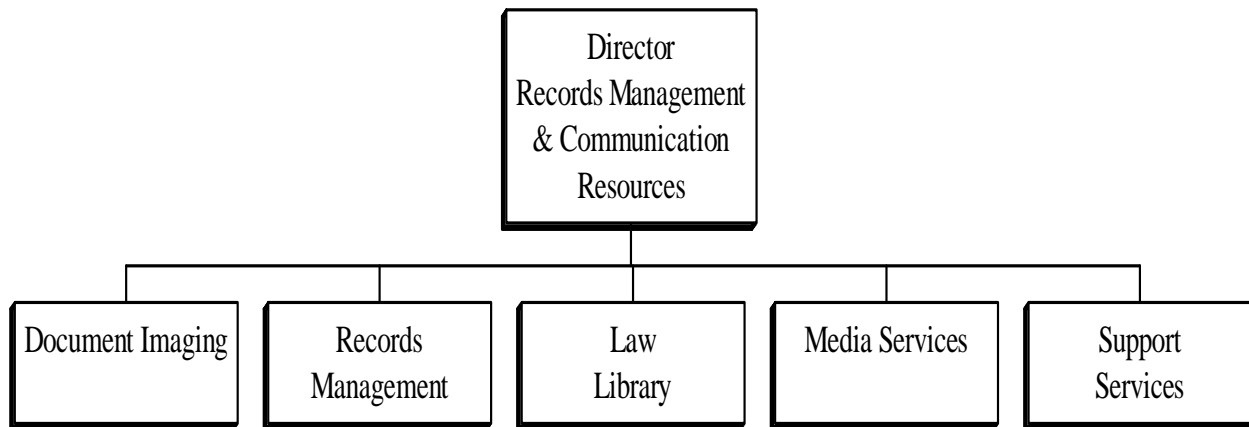
The Historical Commission’s budget total for FY 06 is unchanged from its FY 05 budget.

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 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of notaries performed by the information booth	4,155	3,980	4,000	4,000
# of work orders on County copier fleet	567	181	120	100
# of pieces of metered mail (annual)	1,338,665	1,402,801	1,310,000	1,400,000
# of new television programs produced	150	120	130	130
# of productions for website	n/a	10	10	10
# of turnaround days for press/copy jobs	5/10	7/10	7/10	5/10
Total cubic feet of records in storage	124,840	131,640	143,600	154,000

*n/a = not available

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$1,024,728	\$1,011,203	\$1,079,487	\$1,002,804	(\$76,683)
Operating	\$2,073,244	\$2,360,962	\$2,303,676	\$2,568,126	\$264,450
CAR	\$78,295	\$32,000	\$165,000	\$75,000	(\$90,000)
Fund Total	\$3,176,267	\$3,404,165	\$3,548,163	\$3,645,930	\$97,767
FTE	22.90	22.55	22.55	20.55	(2.00)
Other Capital	\$0	\$0	\$0	\$0	\$0

FY 06 Budget Issues

The FY 06 General Fund Adopted Budget for the Records Management and Communication Resources Department includes a net increase of \$97,767 over the FY 05 Adopted Budget. The bulk of that increase is for ongoing operating expenses. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

Personnel

Highlights of a \$76,683 decrease in the personnel budget include:

- A decrease of \$4,109 to account for a lump sum payment made to a red-lined employee.
- A decrease of \$144,695 for the transfer of two positions who work on the county's web page to Information and Telecommunication Systems (ITS).
- An increase of \$17,583 to the department's budgeted salary savings to reflect actual vacancy rates.
- An increase of \$7,739 for increases to health insurance and a lower retirement cost rate.
- An increase of \$46,438 in salaries and benefits for a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$361 to account for a Cost of Living adjustment for retirees.

Operating

Highlights of the \$264,450 increase in the operating budget include:

- A decrease of \$8,550 to account for one-time expenditures that were made in FY 05.
- A decrease of \$10,000 in the equipment repairs line item that was transferred to the Medical Examiner's Office.
- An increase of \$193,000 for postage for voter registration cards and volume increases.
- An increase of \$85,000 for an increase in offsite storage contract costs due to volume and price increases.
- An increase of \$5,000 for a maintenance agreement for software purchased in FY 05.

FY 06 Capital Issues

The FY 06 Adopted Budget includes \$75,000 in capital for the department. This amount is funded in the Capital Acquisition Resources (CAR) Account and is for a replacement production switcher in the Media Services Division. A replacement vehicle was budgeted centrally in Transportation and Natural Resource Department's capital budget. In addition, a replacement computer workstation was budgeted centrally in ITS for this department.

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

Purpose

The Law Library Fund is established by the Texas Local Government Code. It is used to provide legal materials to court litigants. The Library maintains two primary branches for use by the general public, attorneys, judges as well as County employees.

Funding Source

The Law Library Fund generates funds through fees placed on civil court filings. The County Auditor has certified \$798,000 in fee income and \$12,000 in interest income for FY 06. The Law Library has a beginning balance of \$518,125, for total fund revenue of \$1,328,125.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of hrs of non-computer assisted research	3,000	4,000	4,000	4,000
% of collection in electronic format	35%	35%	40%	40%
% of manual reference requests completed on day of inquiry	99%	99%	100%	100%
% of new materials processed in one week to keep collection current	99%	99%	99%	99%
# of CD-ROM searches on library workstations	1,500	900	800	800

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$349,964	\$363,315	\$390,160	\$404,178	\$14,018
Operating	\$666,330	\$762,546	\$736,138	\$923,947	\$187,809
Total	\$1,016,294	\$1,125,861	\$1,126,298	\$1,328,125	\$201,827
Capital	\$0	\$0	\$0	\$0	\$0
FTE	6.50	6.35	6.35	6.35	0.00

FY 06 Budget Issues

In FY 06, the Adopted Budget for the Law Library includes a net increase of \$201,827 over the FY 05 Adopted Budget. In FY 06, the Law Library has an Allocated Reserve of \$460,722, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 06 is \$180,203 more than the FY 05 Allocated Reserve amount of \$280,519.

Personnel

Highlights of a \$14,018 increase in the personnel budget include:

- A decrease of \$225 to account for a lump sum payment made to a red-lined employee.
- The internal reallocation of \$5,254 in the personnel budget due to permanent salary savings to the operating budget.
- An increase of \$2,785 for increases to health insurance and the retirement cost rate.
- An increase of \$16,566 in salaries and benefits for a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$146 to account for a Cost of Living adjustment for retirees.

Operating

Highlights of a \$187,809 increase in the operating budget include:

- An increase of \$11,290 to fund four new PCs and one printer for the planned expansion of the library facility at the Granger Building.
- An increase of \$33,356 in the other purchased services line item to cover increases in subscription service costs.
- A decrease of \$27,230 in the law book replacements line item due to the increasing move from hard copies to electronic copies of legal materials.
- A decrease of \$9,810 from various line items to account for FY 05 one-time expenditures.
- An increase of \$180,203 in the Fund's Allocated Reserve to balance the budget to the certified revenue estimate.

FY 06 Capital Issues

There are no capital items funded in the FY 06 Adopted Budget for the Law Library Fund.

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

Purpose

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

Funding Source

The Records Management and Preservation Fund generates funds through fees placed on certain court cases and legal transactions. The County Auditor has certified \$301,000 in fee income and \$3,400 in interest income for FY 06. The Records Management and Preservation Fund has a beginning balance of \$163,162 for total fund revenue of \$467,562.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of Cu. Ft. records sent to off-site storage	8,900	10,000	10,800	10,000
Total # Cu. Ft. in offsite storage at year end	124,840	131,640	143,600	154,000
# Cu. Ft. permanently removed from offsite storag	3,290	2,357	1,600	1,400

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 06-05
Personnel	\$218,329	\$223,856	\$238,478	\$246,643	\$8,165
Operating	\$135,039	\$135,463	\$186,654	\$220,919	\$34,265
Capital	\$0	\$0	\$0	\$0	\$0
Total	\$353,368	\$359,319	\$425,132	\$467,562	\$42,430
FTE	4.25	4.70	4.70	4.70	0.00

FY 06 Budget Issues

In FY 06, the Adopted Budget includes an increase of \$42,430 over the FY 05 Adopted Budget. In FY 06, the Records Management and Preservation Fund has an Allocated Reserve of \$177,025, which is included in the operating budget row in the table above. The Allocated Reserve for FY 06 is \$31,066 more than the FY 05 Allocated Reserve of \$142,760.

Personnel

Highlights of a \$8,165 increase in personnel include:

- A decrease of \$646 to account for a lump sum payment to a red-lined employee.
- A decrease of \$3,218 to reflect permanent salary savings.
- An increase of \$1,778 to cover increases to health insurance and the retirement cost rate.
- An increase of \$10,161 to cover a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$90 to account for a Cost of Living Adjustment for retirees.

Operating

The \$34,265 increase in the operating budget is due solely to an increase in the Allocated Reserve for this fund.

FY 06 Capital Issues

There are no capital items funded in the FY 06 Adopted Budget for the Records Management and Preservation Fund.

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

Purpose

The County Clerk Records Management Fund is a fee-based program for the preservation of Travis County records. The County Clerk contributes a portion of this fund to the Records Management and Communication Resources (RMCR) Department for County-wide records management activities and for special records-related projects. These activities consist primarily of offsite storage of records and document imaging.

Funding Source

The County Clerk Records Management Fund derives its income from fees for court cases and legal transactions. For FY 06, total fund revenue is certified at \$1,469,583, a decrease of \$244,538 from FY 05. This is the second year of large decreases in the available resources in this fund. These decreases are the result of a drop in beginning fund balance. Of the total \$1,469,583 budget for this fund, Records Management and Communication Resources is budgeted \$406,747 in FY 06.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of images microfilmed	666,445	794,082	300,000	50,000
# of images scanned	1,250,000	725,000	200,000	600,000
# of Disc (COLD) reports created	2,600	250	250	250
# of microfilm images scanned	0	1,085,559	3,500,000	3,000,000

Adopted Budgets FY 03-06

	FY 03	FY 04	FY 05	FY 06	Diff FY 05-04
Personnel	\$435,324	\$426,838	\$402,116	\$245,406	(\$156,710)
Operating	\$175,602	\$194,874	\$169,122	\$161,341	(\$7,781)
Capital	\$0	\$135,000	\$0	\$0	\$0
Total	\$610,926	\$756,712	\$571,238	\$406,747	(\$164,491)
FTE	10.35	9.40	8.07	3.78	(4.29)

FY 06 Budget Issues

In FY 06, the Adopted Budget includes a decrease of \$164,491 from FY 05 due to part of the department's funding being moved to Fund 057, the County Clerk Archival Fund. The County Clerk stipulated in her annual work plans for Funds 028 and 057 specific dollar amounts that she was proposing to fund for Records Management. These budgets reflect those plans. The department is funded from the following sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

Personnel

Highlights of a \$156,710 decrease in the personnel budget include:

- A decrease of \$175,395 for the transfer of 4.29 FTE from Fund 028 to Fund 057 to match the County Clerk's proposed plan that was approved by Commissioners Court.
- An increase of \$1,446 for higher health insurance and retirement rate costs.
- An increase of \$17,146 in salaries and benefits for a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$93 to account for a Cost of Living Adjustment for retirees.

Operating

The \$7,781 decrease in the operating budget balances the budget for this department against the specific budget identified by the County Clerk in her proposed plan for this fund.

FY 06 Capital Issues

The FY 06 Adopted Budget does not include any funding for capital equipment.

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

Purpose

The County Clerk Archival Fund supports the County's preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive. A records archive is defined by statute to mean public documents filed with the County Clerk before January 1, 1990. FY 06 is the second year that funding for the Records Management and Communication Resources Department is included in the County Clerk Archival Fund.

Funding Source

The revenue for this fund derives from a \$5 records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk for recording or filing. This fee was first charged in FY 04. For FY 06, total fund revenue is certified at \$1,759,218, a decrease of \$287,657 from FY 05. This decrease is the result of the spending down of the fund balance in FY 05 as well as a decrease in charges for services. Of the total resources in this fund, Records Management and Communication Resources is budgeted \$228,704 in FY 06.

Key Program Statistics

Measures	FY 03 Actual	FY 04 Actual	FY 05 Projected	FY 06 Projected
# of Microfilm Images Scanned	0	0	3,000,000	3,000,000

Adopted Budget FY 05-06

	FY 05	FY 06	Diff FY 06-05
Personnel	\$53,520	\$227,276	\$173,756
Operating	\$1,428	\$1,428	\$0
Capital	\$0	\$0	\$0
Total	\$54,948	\$228,704	\$173,756
FTE	1.3	5.62	4.29

FY 06 Budget Issues

In FY 06 this budget includes an increase of \$173,756 due to the transfer of funding for 4.29 FTEs from Fund 028 to Fund 057. The County Clerk stipulated in her annual work plans for Funds 028 and 057 specific dollar amounts that she was proposing to fund for Records Management. These budgets reflect those plans. The department is funded from the following

sources: General Fund, Law Library Fund, County Clerk Records Management Fund, County Clerk Archival Fund, and Records Management and Preservation Fund.

Personnel

Highlights of a \$173,756 increase in the personnel budget include:

- An increase of \$169,392 for the transfer of 4.29 FTEs from Fund 028 to this fund.
- An increase of \$2,102 due to increases in health insurance costs and the retirement cost rate.
- The budget was increased by \$2,183 to cover a 3% across-the-board pay increase for county employees and 2% for performance-based pay awards and other compensation issues.
- An increase of \$79 for a Cost of Living Adjustment for retirees.

Operating

There was no change in the operating budget for RMCR in this fund.

FY 06 Capital Issues

The FY 06 Adopted Budget does not include any funding for capital equipment.