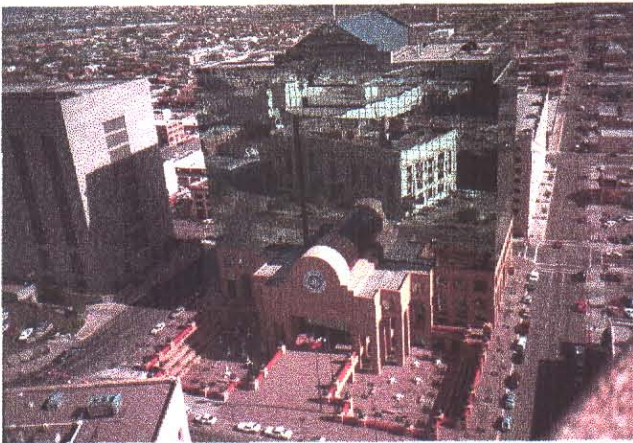


The south side wall mural as seen on the third floor inside the County Courthouse Atrium painted by artist Carlos Callejo



The El Paso County Courthouse with the County Detention Facility immediately to the left



El Paso County Commissioners Court Chambers on the third floor of the Courthouse



The Ceremonial Courtroom on the twelfth floor of the County Courthouse



A west side view of downtown El Paso with Ciudad Juarez Mexico in the background

# Annual Operating Budget

## For the Fiscal Year Beginning October 1, 1995



# Annual Operating Budget For the Fiscal Year Beginning October 1, 1995



## Commissioners Court Members

Charles W. "Chuck" Mattox, County Judge  
Charles C. Hooten, County Commissioner Precinct 1  
Carlos Aguilar III, County Commissioner Precinct 2  
Rogelio Sanchez, County Commissioner Precinct 3  
Daniel R. Haggerty, County Commissioner Precinct 4

Prepared by: S. E. Seely, County Auditor  
El Paso County Courthouse Building  
500 East San Antonio Street, Room 406  
El Paso, Texas 79901-2421  
(915) 546-2040

**Member of the Government Finance Officers Association**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
County of El Paso,  
Texas**

**For the Fiscal Year Beginning  
October 1, 1994**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the County of El Paso for its annual budget for the fiscal year beginning October 1, 1994.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



# County of El Paso, Texas

## Preface

This preface is intended to serve the readers who are unfamiliar with the structure and functions of county governments in the State of Texas.

County governments in Texas are political subdivisions of the State. The State has created 254 counties. Initially, the counties were primarily created to facilitate the judicial system. Presently, however, because of the evolution that has resulted from enactment of a great deal of State legislation over the years, the county governments in Texas are involved not only with the judicial system, but also the delivery of health and welfare services, law enforcement, public safety, cultural and recreational activities, and construction and maintenance of roads and bridges. In comparison to some of the other states, Texas counties do not have any ordinance making authority, other than some very narrow authority specifically granted by special State legislation.

All of the counties in Texas have many analogous characteristics and are similarly organized. Each county has a governing body called commissioners court. The commissioners court is composed of five members. One member, the county judge, is elected at large to a four-year term. The other four members are county commissioners. Each county commissioner is elected from a precinct to a four-year term. County judges have judicial responsibilities in all but the largest urban counties. In large urban counties, such as El Paso County, the county judge has no judicial responsibilities. Instead, the El Paso County Judge is often referred to as the County's Chief Executive Officer (CEO). In all Texas counties, county judges preside over commissioners court meetings.

Other elected officials in most Texas counties usually include the county treasurer, county clerk, district clerk, county attorney, district attorney, county tax assessor-collector, county sheriff, one or more locally elected state district judge(s), one or more county court at law judge(s), one or more justice(s) of the peace, and one or more constable(s). As has happened in a few other counties, several years ago, in a statewide election, the voters of Texas amended the constitution to abolish the El Paso County Treasurer. After this abolishment, commissioners court formally instructed the county auditor, an appointed official, to perform all of the statutorily mandated treasury functions. The state district judges in each county appoint the county auditor. In El Paso County, the county auditor, among other duties and responsibilities, serves as the County's chief accounting officer, budget officer, payroll officer, investment officer, treasury officer, internal auditing officer and cash management officer.

The commissioners court serves as the executive branch of county government. Among a myriad of other constitutional and statutorial duties and responsibilities, the five members of commissioners court have the exclusive responsibility and authority to approve the county's operating budget, approve budgetary amendments, set the ad valorem property tax rates, audit and direct settlement of all claims against the county. Additionally, this body appoints certain county



officials and board members. The commissioners court also determines when propositions to issue bonds will be submitted to the voters.

In Texas, there is usually a difference in the delivery of some services between rural counties and urban counties such as El Paso County. For one example, in rural counties the sheriff does the majority of the police patrol work. In comparison, in the larger urban counties, the sheriff's responsibilities usually focus predominately on detention facility management. For another example, most of the larger urban counties place less emphasis on the construction and maintenance of roads and bridges than smaller rural counties, especially where most streets are located within the boundaries of one or more cities.

The sources of revenue available to counties in Texas are very limited. The primary sources of revenue available to most counties include: (1) ad valorem property taxes, (2) sales and use taxes, (3) hotel occupancy taxes, (4) intergovernmental revenues, (5) service charges, and (6) a complex conglomeration of fines, fees of office, user fees and forfeitures. The Texas legislature has imposed on and attached to its counties, through the enactment of special legislation, very tight constraints on most of the counties' revenue sources.



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# **INTRODUCTION**



# COUNTY OF EL PASO

OFFICE OF THE COUNTY AUDITOR

S. E. SEELY  
COUNTY AUDITOR

ROOM 406, COUNTY COURTHOUSE BUILDING  
500 EAST SAN ANTONIO STREET  
EL PASO, TEXAS 79901-2421  
(915) 546-2040

December 29, 1995

The Honorable Charles W. "Chuck" Mattox, County Judge  
and Honorable County Commissioners  
County Courthouse Building, Suite 301  
500 East San Antonio Street  
El Paso, Texas 79901

Dear County Judge and County Commissioners:

## **Introduction**

We are pleased to present the annual operating budget of the County of El Paso, Texas (County) for the fiscal year beginning October 1, 1995. This budget encompasses the policies and managerial priorities of commissioners court, the governing body. A County operating budget is required to be prepared each year by the *Texas Local Government Code, Chapter 111, Subchapter B*.

## **Public Budget Hearings**

During the summer of 1995, many public budgetary meetings were held by commissioners court. These meetings were attended by elected officials, department heads, key staff members and many interested citizens before this budget was finally adopted. At these public budgetary meetings, while orchestrating financial priorities, many possible sources and uses of revenues were considered. This lengthy and diligent budgetary development process resulted in producing a very practical and cost efficient spending plan for the current fiscal year.

## **General Financial Condition**

The County's overall financial condition is fair and there are some weaknesses in the local and regional economies. The accompanying budget portrays some areas where delivery of services is lagging behind the needs of the County. This budget, nonetheless, was constructed with countless serious efforts made by the commissioners court members to develop a conservative and sensible balance of planned expenditures and to generate sufficient reserve levels while simultaneously levying the lowest possible ad valorem property tax rate.



## STRATEGIC FINANCIAL PLAN

In-depth and detailed studies are made before bond issues are submitted by the governing body to the voters to approve funding of construction or acquisition of new capital projects. These studies are designed to ascertain whether new revenues will be required or if the normal anticipated revenue growth will be enough to fund the new operating and maintenance costs associated with the completed projects.

### Taxes

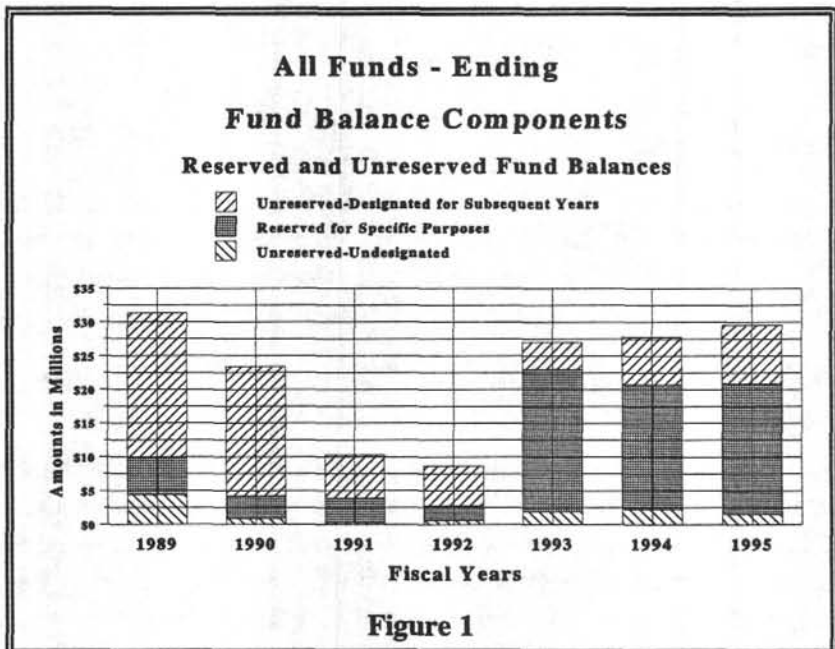
Some governmental entities, other than Texas counties, are able to use tax rates to make short-term adjustments in the operating budget. In El Paso County, however, the very stringent truth-in-taxation legislation enacted by the State greatly limits our ability to use property taxes and the sales and use taxes to make short-term adjustments.

Changes in the County's tax rates or tax structure should be viewed as long-term financial adjustments. For example, a tax rate increase is usually made to correct an existing or projected long-term imbalance between revenues and service costs, not just to balance a single year's budget.

### SHORT-TERM STRATEGIES

#### Fund Balances

The County operates under a balanced budget requirement. This does not mean that revenues must always be exactly equal to expenditures. In most of the annual operating budgets, the commissioners court members usually decide to use, at least, a portion of the undesignated fund balances to balance the allocations. As a sound financial management practice, the county commissioners consistently attempt to maintain sufficient undesignated fund balance levels to prevent the County's bond ratings from being lowered and to have sufficient working capital to meet current operating needs at all times throughout the fiscal year.



Since the County's main cash inflow, namely property taxes, does not make a meaningful start until late December each year, maintaining adequate working capital during the first fiscal quarter to meet payroll and other normal operating expenses is always a paramount concern.

A more significant purpose of the fund balances is to cover unexpected increases in costs and unanticipated dips in revenues. Fund balances serve as buffers absorbing the bumps from unanticipated and adverse short-term financial fluctuations. A chart showing the recent history of the County's ending fund balance components is in Figure 1. As the chart shows, the commissioners court members frequently decide to almost deplete the County's fund balance to prevent or reduce property tax increases in a given fiscal year. Ordinarily, however, such decisions do nothing more than postpone an inevitable tax rate increase for only one year. Those decisions have also caused the County's bond ratings to be lowered.

### Operating Capital

The County, to an extraordinarily high degree, operates on a "pay-as-you-go" basis. This is accomplished by paying for salaries, fringe benefits, goods, services and equipment with current revenues, rather than with funds obtained from borrowing.

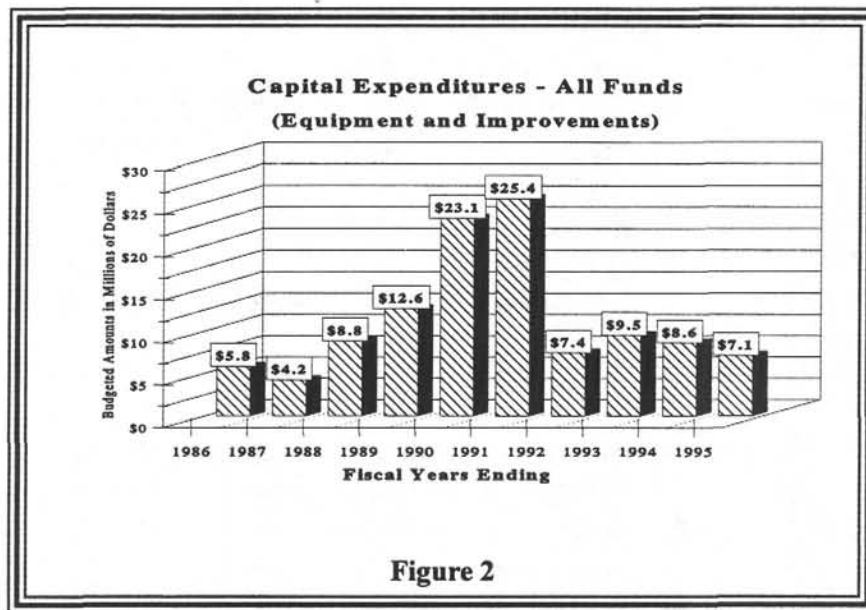


Figure 2

Once in a while, the commissioners court members defer equipment purchases for one year. For example, services to the citizens may not be affected much if the purchases of some replacement vehicles for the Sheriff's fleet are postponed for one year. Services to the citizens will begin to diminish if this type of postponement is allowed for two consecutive years or more. In other words, the overall systematic long-term equipment replacement program should be kept in place to avoid major consequences.

Like fund balances, enough operating capital can serve as a buffer to absorb much unexpected and unfavorable economic changes. Operating capital has filled this role in the County's budget, increasing and decreasing with economic changes.

### **Service Contracts**

Contracting for services frequently results in a more efficient and cost effective way to provide some services. Another advantage is that it is easier to adjust contracts from year to year than it is to adjust the County's staffing levels and overhead costs for items such as equipment and building space. For these reasons, the County has approved service contracts for specialized legal services, janitorial services for branch offices, concession services, cafeteria services, inmate commissary service, and meals for the nutrition program participants.

## **IMPLEMENTING THE STRATEGY**

Four specific strategies have been identified and established as financial goals to help protect against future financial difficulties.

### **1. Stabilize the Sales and Use Tax**

The County's sales and use tax is an unstable and difficult to forecast source of revenue. This tax usually responds quickly and unpredictably to unanticipated changes in local economic conditions. Unfortunately, there have been times when the County's service costs have not varied in relation to the erratic sales and use tax inflows.

There seems to be a rather simple way to stabilize the influence of the County's sales and use tax fluctuations on subsequent operating budgets. This would be to base the next year's revenue projections on actual collections of the past year rather than on next year's presumed growth in the tax base.

This method will prevent the budget from being held hostage to anticipated economic growth that may not occur. Nonetheless, with normal growth, actual revenues will increase and the amount of the increase should be used for the operating capital budget or to increase the fund balance.

### **2. Increase Operating Capital**

To the greatest extent possible, the pay-as-you-go capital budgets should be maintained at a steady level or, if necessary, restored to an adequate level before adding recurring budgetary commitments such as additional staff. In other words, the use of a strategic plan for gradually and regularly replacing some of the equipment each year will prevent all or most of the County's equipment from becoming obsolete at any given time.

### **3. Build Fund Balance**

As a rule of thumb, the County's undesignated general fund balance should be increased to, at least, 10 percent of the annual general fund revenue. At the present level, this means that the County should maintain an undesignated general fund balance of about \$8,000,000. With a smaller fund balance, the County is vulnerable to receiving lower bond ratings. Lower bond ratings will ultimately mean more costly future borrowing because the interest expenses will be increased.

In recent years, actual expenditures have been less than budgeted amounts and actual revenues have exceeded budgeted amounts. Even with these favorable trends, we have not been able to achieve our 10 percent undesignated general fund balance goal for several years.

### **4. Stabilize Property Tax Rates**

The County strives to stabilize the property tax rates by obtaining the voters approval to issue general obligation bonds, when needed, for capital projects. Within this long-term plan, there will inevitably be some short-term fluctuations in the property tax rates depending on construction progress, interest rates and other variables. These fluctuations may be partially counterbalanced in the annual operating budgets by adjusting and redirecting the flow of interest income that has been and will be earned from the bond proceeds between the construction projects and the debt service funds.

## **A SIMULATION MODEL**

This model has been designed to show some hypothetical outcomes, both favorable and unfavorable, which could happen from following identified strategies over the next ten fiscal years. This model shows the fiscal year ending 1999 as the most favorable.

One important feature of this model is that it shows that the actual revenues sometimes fluctuate in opposite ways and different proportions from actual expenditures for goods and services. These variances produce built-in budget "surpluses or deficits". The County's balanced budget requirement means, of course, that there will never be an overall budgeted deficit. The purpose of the strategic financial plan is to equalize revenue and expenditure fluctuations through financial mechanisms, rather than through constant changes in the County's programs and service levels.

The graphic illustration in Figure 3 is a bar chart showing hypothetical "surpluses and deficits". These amounts are founded on the premise that actual expenditures will increase at a constant rate of 4 percent each year, while the actual revenues will erratically fluctuate from year to year with an average annual growth rate of 4 percent.



### Hypothetical Operating Surpluses and Deficits

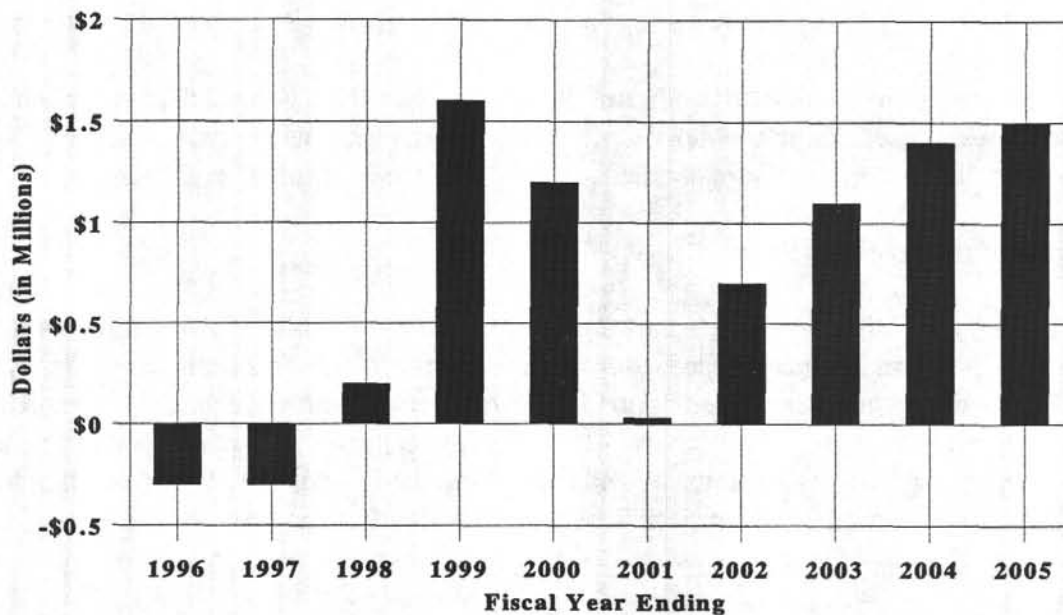


Figure 3

Over the long-term, the County's strategic financial plan helps smooth out the economic peaks by diverting money to the fund balance and operating capital. Also, within the strategic financial plan's controlled environment, the economic valleys can be filled taking money from the fund balance, regulating operating capital expenditures and aggressively implementing and closely monitoring the property tax stabilization program.

A vital feature of the strategic plan is shown in the fiscal year ending 2001, when the actual revenue approximately equals the amount allocated to the operating budget. Under standard estimating procedures, it would be impossible to predict exactly when and how much actual revenue dips and increases will occur. Also, the operating budget could be based on an overly optimistic property tax revenue estimate.

## MAJOR GOALS, PRIORITIES AND ISSUES

The County's most notable goals, priorities and issues are to determine the most cost effective ways to boost the general fund revenues sufficiently (1) to operate and maintain a new detention facility annex that may be opened during fiscal year 1997; and, (2) to raise and stabilize the un-designated fund balances to levels that are adequate for Moody's Investors Service and Standard and Poor's Corporation to restore our recently lowered bond ratings. In constant dollars, the Sheriff's department will require, for the new detention facility, about \$14,000,000 each year to operate and maintain and the general fund's undesignated fund balance should be stabilized, at a minimum, within a range of \$8,000,000 to \$10,000,000.

There are some major goals of the County that may not be immediately obvious from reading the material included in the budget. These goals will either be started, continued or completed in fiscal year 1996. For example, the fiscal year 1996 budget is designed to focus on the following challenges: (a) construction, staffing, and starting up the operations of the new detention facility annex, (b) incrementally bolstering the general financial condition of the County with the objective of improving the County's bond ratings, (c) reversing the multi-year trend of the general fund's dwindling fund balance, (d) increasing services in order to reduce crime, homelessness, communicable diseases, and substance abuses, and (e) improving the overall effectiveness and efficiency of services rendered to the general public.

## GEOGRAPHIC AND DEMOGRAPHIC INFORMATION

El Paso County, named in the early days for being a well-known pass through the Rocky Mountains, is the most western county in Texas, and is about equidistant from Houston, Texas, Los Angeles, California and Denver, Colorado. Also, bordered on the east side by Hudspeth County, El Paso County is just to the north of the International Boundary between the United States and the Republic of Mexico, and touches Doña Ana County in New Mexico. Figure 4 shows the exact location of El Paso County in relation to the rest of the State. The County is a major cross-roads for intercontinental north-south and east-west traffic. El Paso County was created from Bexar County in 1849, organized in 1850, and incorporated in 1871. Parts of El Paso County were taken from



Culberson County in 1911 and Hudspeth County in 1915. As of January 1, 1995, the County's population was estimated by local planning officials to be 652,225; and, it spans a geographic area of about 1,058 square miles. The population of the City of El Paso, the county seat, was estimated by local City planning officials to be 570,200. El Paso is the largest United States City on the United States-Mexico border. It is the fourth largest City in the State, and the twenty-second largest City in the nation. Ciudad Juarez in Mexico, separated from El Paso County only by the Rio Grande River, has a population estimated to be 890,977.

## **ECONOMIC CONDITIONS AND OUTLOOK**

The County enjoys sound economic diversification. The County's economy is bolstered predominately by manufacturing, military establishments, ore smelting, refining, food processing, educational facilities including the University of Texas at El Paso and El Paso Community College, farming, tourism, and domestic and foreign commerce. Cattle, hogs, cotton and pecans are primary sources of agricultural income. Also, apparel manufacturing is one of the leading industries in the area. Moreover, a substantial manufacturing sector exists mainly due to the maquiladora or "twin plant" program with the Republic of Mexico. The "twin plant" program permits various portions of manufacturing to be performed in Ciudad Juarez while associated activities are done within the County.

This part of the State ranks as one of the top growth areas in the southwestern region of the United States. The overall economic conditions and outlook for the County are, and we anticipate will continue to be, financially sound and stable through, at least, and probably beyond the fiscal year ending September 30, 2000.

The renewed attraction of El Paso County as a favorable business environment, coupled with fairly low but rising interest rates, continues to stimulate local construction activity. Construction of industrial facilities such as the new Lee Company and the Leviton plants, along with new home construction, should lead the way to reducing the County's unemployment rate.

## **BUDGETARY AND ACCOUNTING STRUCTURE**

The County's budgetary and accounting records are maintained on a modified accrual basis, and organized and operated on a fund basis. A "fund" is defined by the Governmental Accounting Standards Board (GASB) as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Though the County maintains many funds, the vast majority of mandatory and discretionary expenditures are in the following major types of funds:

The General Fund is the main operating fund of the County. It is used to account for all transactions not accounted for in the County's other funds. Most of the County's operating expenditures are financed with revenues received by the general fund.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specific purposes.

Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

The County does have other funds of importance. These other funds, however, have substantially less widespread fiscal and managerial impact.

Each year, the commissioners court budgets for and approves transfers of certain monies between one or more of the County's funds. The largest of the transfers are:

1. from the road and bridge fund to the general fund to pay for indirect services;
2. the transfer of certain fines and forfeitures from the road and bridge fund (where they are statutorily credited) to the general fund; and,
3. the transfer of any excess in the Road and Bridge Fund to the general fund to pay for specific activities.

## **THE BUDGETARY PROCESS**

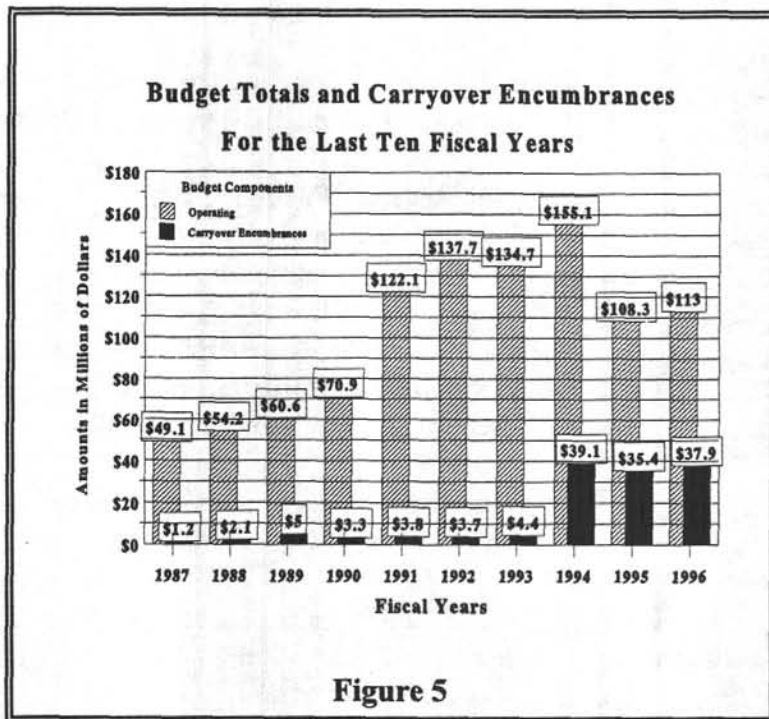
The County maintains a reliable system of budgetary controls. The primary goal of maintaining these budgetary controls is to insure complete compliance with the legal provisions embodied in the annual budgets that are approved by the County's governing body. The appropriations of the activities of the general fund, special revenue funds, and debt service funds are included in the annual budgets. Also, budgets are adopted for the major capital construction projects.

According to various applicable budget laws, any of the County's expenditures may not legally exceed the amounts appropriated in each fund. Accordingly, this County controls



appropriations at the category level (i.e., Personnel, Operating, and Capital) for each department within the General and Special Revenue Funds. Capital expenditures within all funds are segregated and shown as a separate component for budgetary and actual purposes. All of the Debt Service Funds' expenditures for principal and interest on long-term debt are considered to be in the operating category. All Capital Project Funds are budgeted on a project basis and all are considered to be in the category of capital expenditures. Transfers of similar appropriations may be made between categories or departments only with the formal approval of the Commissioners Court.

On October 5, 1994 the commissioners court members adopted an operating budget for the twelve-month period ending September 30, 1995 totaling \$108,329,992. This budget was increased by commissioners court by a net amount of \$10,313,467 during fiscal year 1995 with thirty-one amendments. Many of these budgetary amendments were to: (1) adjust capital construction projects, (2) adjust budgetary provisions for different grants, and (3) transfer appropriations that were determined by commissioners court to be in excess of current needs to various activities that were discovered to be inadequately funded. After commissioners court approval of these thirty-one budget amendments, the operating budget totaled \$118,643,459. For comparative purposes, on October 9, 1995 the commissioners court approved and adopted an annual operating budget aggregating \$112,990,693 for the fiscal year beginning October 1, 1995. The bar chart in Figure 5 graphically exhibits a ten-year history of the County's annual operating budget totals and carryover encumbrances.



**Figure 5**

Pursuant to the *Texas Local Government Code*, § 111.032, the county auditor serves as the budget officer and is responsible for preparing the County's annual operating budgets. The County's budgetary procedures stipulate that each department must submit a budget request to the county auditor. The county auditor prepares an estimate of revenues and a compilation of the departmental requests and submits this information to the commissioners court.

Many public budgetary hearings are held by the commissioners court members. During at least one of the early public hearings, one or more representatives from each department or agency will appear before the court to present and justify their request. Before deciding on the final budget,

the commissioners court may increase, decrease or eliminate the amounts requested. Serving as a statutorily prescribed "check and balance" to prevent deficit fund balances from occurring, appropriations approved by a majority of the members of commissioners court for expenditures in current operating funds cannot, in any event, exceed the undesignated fund equity as of the first day of the fiscal year plus the county auditor's estimate of anticipated revenues.

After the budget has been formally approved by the commissioners court, the county auditor's accounts payable division continually monitors budgetary limits to prevent expenditures from exceeding appropriation limits. In addition, the county auditor frequently informs the commissioners court of the condition of the various budgetary accounts. According to State legislation, purchase orders and contracts are not valid until the county auditor has certified that money is or will be available to make payments.

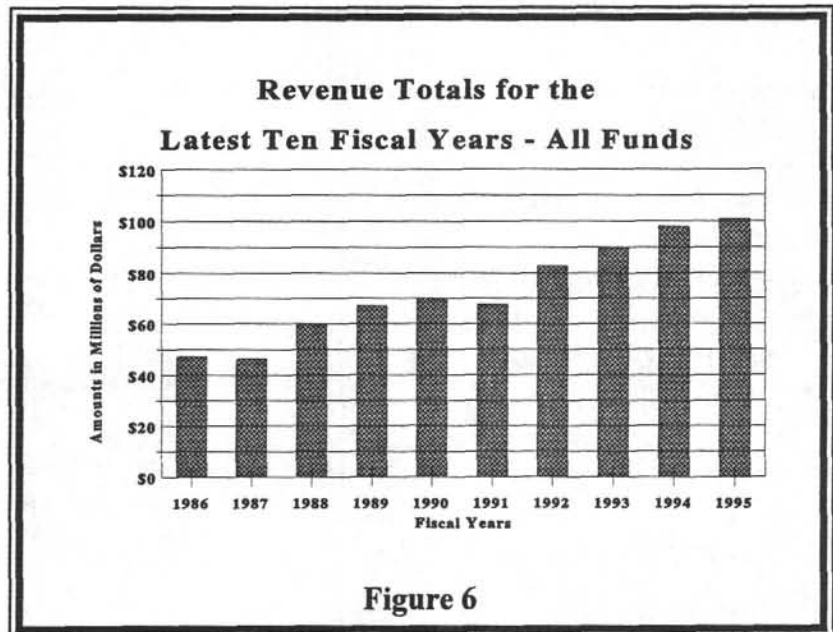
Encumbrances registered against budgeted appropriations are recorded in the County's records when purchase orders, contracts or other appropriate supporting documents are executed. All encumbrances remaining open at the fiscal year end are rolled forward into the succeeding budget.

Formal budgetary integration is employed for the general fund, special revenue funds, capital projects funds and debt service funds. Grant funds are budgeted for various fiscal periods depending on the length of the contractual agreements of the grants.

## MAJOR REVENUE SOURCES, TRENDS AND ASSUMPTIONS

A tax rate of \$0.305400 per \$100 of assessed valuation was levied by commissioners court for fiscal year 1995; and, a tax rate of \$0.280346 per \$100 of assessed valuation was levied by commissioners court for fiscal year 1996. Based mostly on history and current economic influences, it is normally estimated that about 98 percent of the property tax levied will actually be collected.

The sales and use tax generates the second largest amount of County revenue. This is the County's only sub-



stantial elastic revenue source. Ironically, however, the State's truth in taxation legislation basically requires that the County's property taxes must be reduced by the same amount that the sales and use taxes increased.

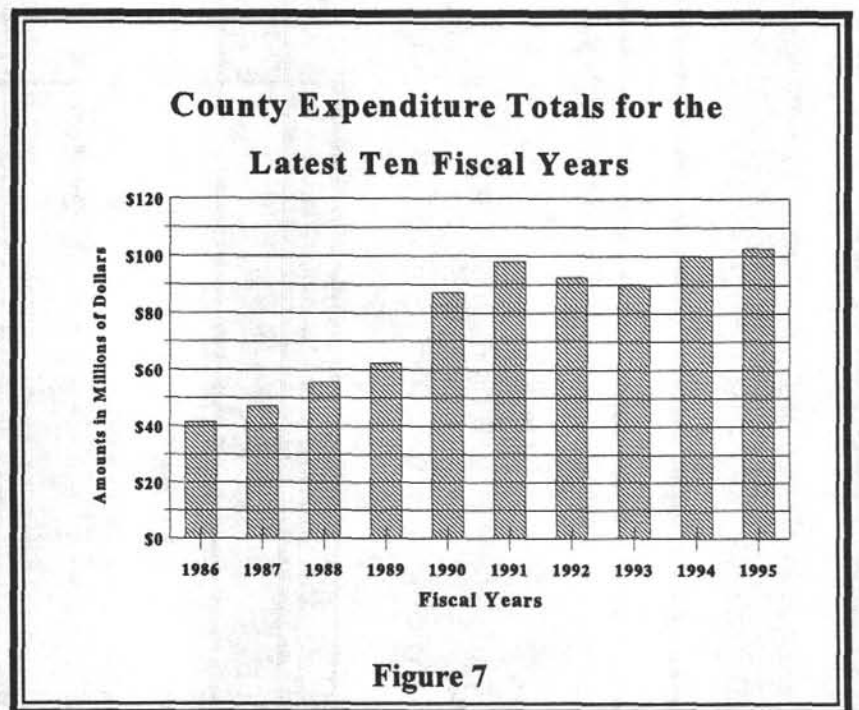
Most of the other major County revenue sources, including the one-half percent sales and use tax, are limited and controlled by state legislators rather than commissioners court members. The other major revenue sources include fees of office, user fees, fines and forfeitures, intergovernmental revenues, bingo taxes, franchise taxes and interest income. Trends and estimates of these revenue sources are projected by using a statistical software forecasting program that is adjusted for anticipated impacts of recent legislative changes and current economic circumstances. The bar graph in Figure 6 is presented to show the trend of the County's actual revenues for the last ten fiscal years.

## MAJOR EXPENDITURE SOURCES, TRENDS AND ASSUMPTIONS

A bar graph showing the trend of actual expenditure totals for all funds for the last ten fiscal years is presented in Figure 7. The general fund provides funds for seven major classifications of expenditures. These major classifications are: (1) general government; (2) administration of justice; (3) public safety; (4) health and welfare; (5) resource development; (6) culture and recreation; and, (7) capital outlays.

**General Government** - The primary functions in this expenditure classification are operations, general administration, recording deeds and other legal documents, data processing and personnel operations. Also, included in this class are the expenditures of the county judge, county commissioners, county clerk and district clerk.

**Administration of Justice** - El Paso County provides the funding to operate five County Courts at Law and a Probate Court. The County also provides facilities and pays for a sizeable portion of the operating expenses of eleven State District Courts in the County. Other officials associated with the judicial system are the county sheriff, district attorney, county attorney, public defender, criminal law magistrate, two court masters, seven justices of the peace and seven constables.



**Public Safety** - Major expenditures within this bracket are for the county sheriff's law enforcement activities, including a detention facility and a detention facility annex. Also, expenditures for the juvenile probation and adult probation departments, ambulance services and civil defense are classified under this heading.

**Health and Welfare** - The County of El Paso and the City of El Paso participate almost equally with the monetary commitments of certain public health and dental programs. The programs include public health and dental facilities, air pollution control, water pollution control, mosquito control and animal control.

Most direct welfare assistance programs are administered by the State. The County, however, does provide limited direct temporary welfare assistance to a few of those who qualify and need help on an emergency basis. Other charitable County expenditures are made to benefit abused and neglected children, battered spouses, veterans and the deaf.

**Resource Development** - Expenditures for any County activities that promote economic improvements for its citizens are placed here. Activities in this group include the historical commission, industrial development, alternative dispute resolutions and agricultural cooperative extension services.

**Culture and Recreation** - El Paso County maintains several public parks, three public swimming pools, a public golf course and a lake. Cultural events, fairs, rodeos, livestock shows, circuses, musical performances, dances, ice shows and a wide variety of sporting events are conducted in the County's Coliseum. Also, an Equestrian Center is operated on the Coliseum's grounds. In addition, the County gives hotel occupancy tax revenues to the City of El Paso to operate an amphitheatre located in McKelligon Canyon Park.

**Capital Outlays** - This category is used to account for major expenditures made to acquire furnishings and equipment. These expenditures are presumed to benefit both the present and future fiscal periods.

## **OTHER FUNDS**

In keeping with a commissioners court policy of trying to sustain a constant service level, the majority of the other funds have only nominal changes from fiscal year 1995. The debt service requirements for fiscal year 1996, in fact, declined mainly because of making principal payments and restructuring which resulted from a refunding of outstanding indebtedness.



## COMPENSATION AND BENEFITS

Struggling with spiraling health and dental costs, the commissioners court, in the FY 1996 budget, increased the appropriated reserve for the County's self-funded health, dental and life insurance program by \$215,000. Also, effective January 1, 1996, the commissioners court approved an Annually Determined Contribution Rate (ADCR) of 8.89 percent of total salaries for the Texas County and District Retirement System (TCDRS).

In general, the current operating budget provides funding for a 5 percent salary increase for employees with annual salaries that are between \$12,000 and \$65,000 and a 3 percent increase for employees with annual salaries between \$65,001 and \$80,000. In addition, except for janitorial and housekeeping employees, the minimum entry-level starting salary was increased to \$12,000.

## OTHER INFORMATION


*Awards.* The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the County of El Paso, Texas for its annual budget for the fiscal year beginning October 1, 1994.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

*Acknowledgments.* I genuinely thank the citizens, county judge, county commissioners, and other elected and appointed officials and employees for their roles and support in developing this annual operating budget in an extraordinarily responsible and professional manner. Also, the preparation of this document would not have been possible without the meticulous assistance of the county auditor's hard working and professionally dedicated staff.

Very truly yours,

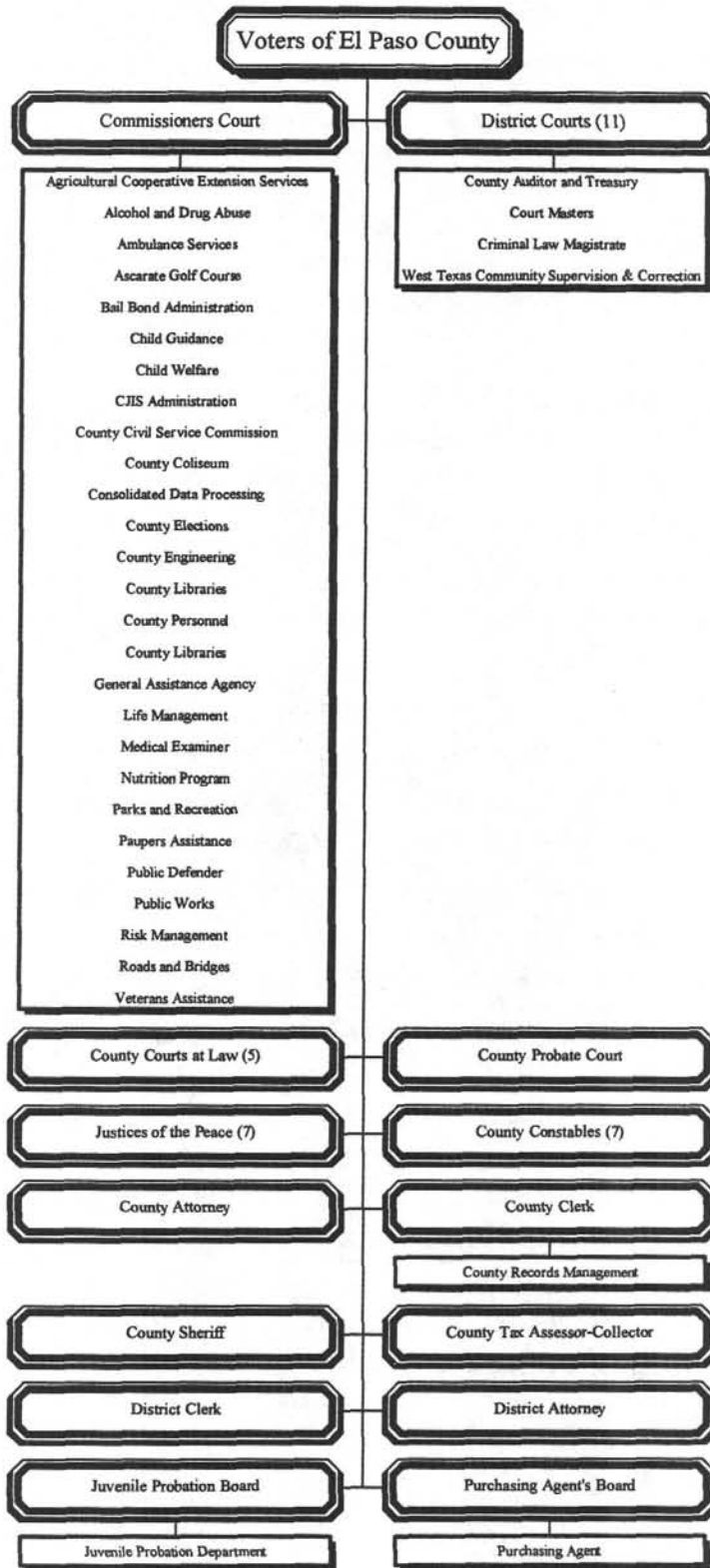
  
S. E. Seely  
County Auditor

SES:ya

# COUNTY OF EL PASO, TEXAS

## ORGANIZATIONAL CHART

AS OF SEPTEMBER 30, 1995



# Organization by Function

## Administration of Justice

District Courts  
Council of Judges Administration  
6th Administrative Judicial Region  
Court Masters

Criminal Law Magistrates  
County Courts at Law  
County Probate Court  
Criminal Justice Information System  
Public Defender  
Justices of the Peace  
8th Court of Appeals  
Law Library  
District Attorney  
County Attorney  
County Attorney - Bond Forfeitures  
County Attorney (RETGH - Legal)

## Health and Welfare

City-County Health Unit  
Medical Examiner  
General Assistance  
Child Welfare  
Life Management  
Charities  
Mental Health  
Animal Control  
Center for the Deaf  
Shelter for Battered Women  
Retired Senior Volunteer Program  
Foster Grandparent Program  
Project Amistad  
Veteran's Assistance  
Keep El Paso Beautiful

## General Government

Commissioners Court  
County Auditor and Treasury  
Purchasing  
Personnel  
Bail Bond Administration  
Data Processing  
Elections  
Facilities Management  
Communications  
Tax Assessor-Collector  
Risk Management  
Records Management  
Parking Garage Maintenance and Operations  
Risk Pool Board Operations  
County Solid Waste Disposal



## Resource Development

Agriculture Co-Op Extension  
Industrial Development

## Public Safety

County Detention Facility  
Sheriff - Law Enforcement  
Courthouse Security  
Ambulance Service  
West Texas Community Supervision  
and Corrections  
Juvenile Detention/Probation  
Constables  
Emergency Management

## Culture and Recreation

Ascarate Regional County Park  
Ascarate Golf Course  
Coliseum  
Swimming Pools  
Rural Parks  
County Libraries

**COUNTY OF EL PASO, TEXAS**  
**Directory of Principal Officials**  
***As of October 1, 1995***

*Commissioners Court (The Governing Body)*

Charles W. "Chuck" Mattox, County Judge  
Charles C. Hooten, County Commissioner, Precinct Number 1  
Carlos Aguilar III, County Commissioner, Precinct Number 2  
Rogelio Sanchez, County Commissioner, Precinct Number 3  
Daniel R. Haggerty, County Commissioner, Precinct Number 4

*The Council of Judges*

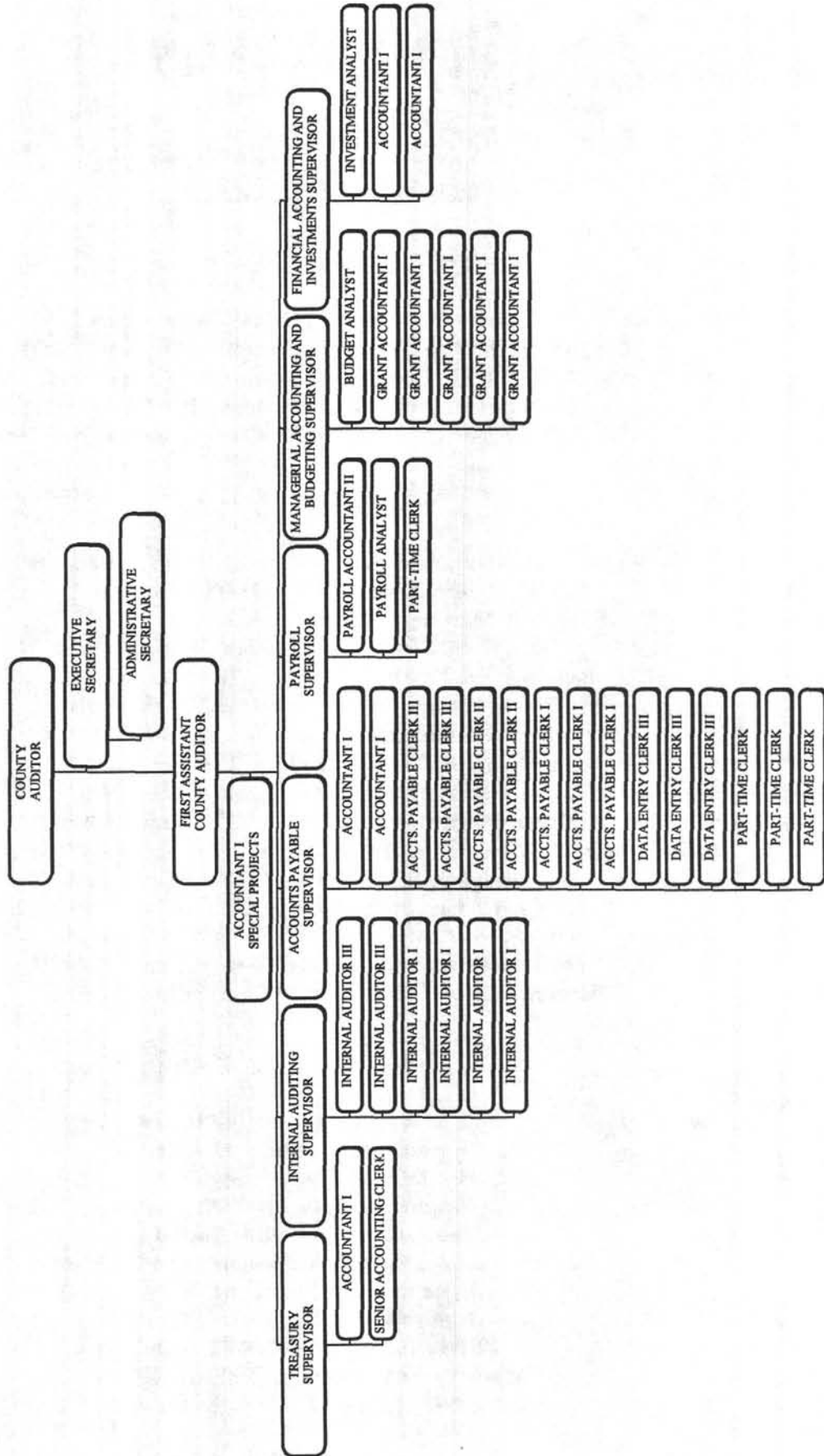
Philip R. Martinez, Administrative Judge, 327th Judicial District  
Sam M. Paxson, District Judge, 210th Judicial District  
Edward S. Marquez, District Judge, 65th Judicial District  
José J. Baca, District Judge, 346th Judicial District  
Peter S. Peca, Jr., District Judge, 171st Judicial District  
William E. Moody, District Judge, 34th Judicial District  
Mary Anne Bramblett, District Judge, 41st Judicial District  
Robert Dinsmoor, District Judge, 120th Judicial District  
Lupe Rivera, District Judge, 168th Judicial District  
Kathleen Olivares, District Judge, 205th Judicial District  
David Guaderrama, District Judge, 243rd Judicial District  
John L. Fashing, Judge, County Court at Law Number 2  
Herbert E. Cooper, Judge, County Court at Law Number 5  
Kitty Schild, Judge, County Court at Law Number 4  
Javier Alvarez, Judge, County Court at Law Number 3  
Richard Herrera, Judge County Court at Law Number 1

*Other Principal Officials*

José R. Rodríguez, County Attorney  
Steve E. Seely, County Auditor  
Hector Enriquez, County Clerk  
Piti Vasquez, County Purchasing Agent  
Leo Samaniego, County Sheriff  
James S. Hicks, County Tax Assessor and Collector  
Jaime Esparsa, District Attorney  
Edelmira Rubalcaba, District Clerk  
Mary Jo Lee, Personnel Director  
Maria Clara Hernandez, Public Defender  
Gene Weigel, Risk Management Director



**EL PASO COUNTY AUDITOR'S OFFICE**  
**ORGANIZATIONAL CHART**  
**As of October 1, 1995**



# County of El Paso, Texas

## Synopsis of Budgeted Funds

**General Fund** - The General Fund is used to account for all financial resources not required to be accounted for in another fund.

**Special Revenue Funds** - Special Revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

**Road and Bridge Fund** - This fund is utilized for the purpose of accounting for activities relating to the construction and maintenance of county roads.

**Tourist and Convention Fund** - This fund is used to account for the receipt of hotel occupancy taxes collected in the County. These funds are given to the City of El Paso by inter-local agreement for tourism expenditures of the Tourist and convention Bureau. currently, the County administers the payroll to employees of the Tourist and Convention Fund and is reimbursed by the City of El Paso.

**County Tourist Promotion <sup>FUND</sup>** - This fund is used solely for the purpose of accounting for receipts and expenditures related to the promotion of tourism in the County of El Paso.

**Alternative Dispute Resolution Center Fund** - This fund is utilized to account for those revenues and expenditures generated by the Rio Grande Council of Governments, a private organization employed by the County to resolve civil matters outside of the Court System.

**District Attorney 10% Drug Forfeiture Fund** - This fund accounts for funds obtained through criminal asset forfeitures by the District Attorney's office of which ten percent by law is required to be deposited into this special account for drug abuse treatment and prevention purposes.

**Coliseum Tourist Promotion Fund** - This fund is used to account for the receipts and disbursements relating to tourist promotion at the County Coliseum.

**Commissary Inmate Profit Fund** - This fund is used to account for the receipts and disbursements relating to the inmate commissary at the County Detention Facility. These funds are restricted for the benefit of the inmates.

**County Clerk Records Management and Preservation Fund** - This fund is used to account for the receipts and disbursements relating to the County Clerk's records management and preservation program.

# County of El Paso, Texas

## Synopsis of Budgeted Funds

**Sheriff's Auction Proceeds Fund** - This fund is utilized to account for the receipt and disbursement of funds obtained from proceeds of auctions of abandoned and confiscated property within the County.

**Records Management and Preservation Fund** - This fund is used to account for the receipts and disbursements relating to the County's records management and preservation program other than that of the County Clerk.

**Courthouse Security Fund** - This fund is utilized to account for fees provided by law charged for the filing of certain documents within the County which is restricted to expenditures of providing security of county facilities, mainly the County Courthouse.

**County Attorney Commissions Fund** - This fund accounts for commissions produced by the County Attorney's office with regards to settlements of cases handled by the County Attorney and allowed by law.

**Continuing Legal Education Fund** - This fund is used to account for fees collected and payments for services in regards to continuing legal education requirements of attorneys coordinated by the public defender's office.

**County Law Library Fund** - This fund is utilized to account for receipts of law library fees and the disbursement relating to the maintenance and operations of the County Law Library.

**County Attorney Labor Disputes Fund** - This fund is used to account for receipts and disbursements related to labor disputes.

**Court Reporter Service Fund** - This fund is used to account for fees collected and disbursements made for court reporter services.

**Debt Service Fund** - This fund is utilized to account for the accumulation of resources for the payment of general long-term debt principal and interest.

**Capital Projects Fund** - This fund accounts for financial resources to be used for the acquisition or construction of major capital projects (other than those financed with Trust and Proprietary Funds).

**Grants** - This fund is used to account for specific grant revenue sources (other than general fund or special revenue funds) that are legally restricted to expenditures for specific purposes by Federal, State, or local contract.

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - All Funds With comparative actuals and budgets

The schedule below depicts revenues(sources) and expenditures(uses) of all Governmental Funds included in the County's operating budget. The budget reflects an overall decrease from the ending FY95 budget mainly due to timing differences relating to construction projects and intergovernmental grant revenues, and a reduction in fines and forfeits. The County's sources of revenue in the order of major significance are property and sales taxes, followed by charges for services and intergovernmental revenues. Expenditures decreased due to timing differences of capital construction projects being budgeted in the year for which bonds are issued, a reduction of interest payments from the prior year general long-term debt and related refunding costs. Encumbrances reflected below relate to outstanding obligations of the County as of the end of the prior fiscal year for which goods or services were requisitioned but not yet paid. These encumbrances along with related budget amounts are carried forward into the new fiscal year and accordingly reduce fund balance of each respective fund.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Taxes	\$60,614,511	\$63,077,165	\$61,333,140	\$61,930,134	0.97%
Licenses and Permits	197,531	193,015	194,300	194,000	-0.15%
Intergovernmental	10,980,432	10,629,559	11,114,275	9,204,382	-17.18%
Charges for Services	20,390,333	19,136,372	16,554,620	17,982,097	8.62%
Fines and Forfeits	1,860,603	2,130,021	1,871,575	1,982,718	5.94%
Interest	2,487,768	4,176,545	833,500	1,683,300	101.96%
Miscellaneous Revenues	1,506,448	1,565,744	2,958,410	906,800	-69.35%
Other Financing Sources	13,580,988	9,513,215	10,182,278	4,304,392	-57.73%
<b>Total Revenues and Other Financing Sources</b>	<b>111,618,614</b>	<b>110,421,636</b>	<b>105,042,098</b>	<b>98,187,823</b>	<b>-6.53%</b>
Residual Equity Transfers-In	357,400	11,415			
Beginning Fund Balances	54,065,417	55,615,148	55,615,148	59,070,326	6.21%
<b>Total Available Resources</b>	<b>\$166,041,431</b>	<b>\$166,048,199</b>	<b>\$160,657,246</b>	<b>\$157,258,149</b>	<b>-2.12%</b>
<b>Expenditures (Uses):</b>					
General Government	\$15,094,022	\$15,468,224	\$19,092,639	\$20,493,771	7.34%
Administration of Justice	15,790,542	16,119,099	17,817,738	18,018,187	1.12%
Public Safety	28,912,220	32,426,683	34,449,218	35,098,186	1.88%
Health and Welfare	6,755,094	7,476,123	10,033,958	9,538,738	-4.94%
Community Services	3,888,676	3,967,537	3,000,684	1,711,544	-42.96%
Resource Development	1,896,880	1,623,293	1,763,696	1,385,328	-21.45%
Culture and Recreation	2,177,783	2,379,265	2,765,036	3,349,109	21.12%
Public Works	2,232,876	2,460,906	3,048,669	3,262,246	7.01%
Capital Outlays	8,608,932	7,054,785	43,790,589	2,269,662	-94.82%
Debt Service:					
Principal	6,000,000	6,965,000	7,070,000	5,927,672	-16.16%
Interest	8,355,326	6,647,639	6,689,908	7,809,951	16.74%
Other Debt Related Costs	111,128				
Other Financing Uses	10,574,057	4,377,904	4,503,792	4,126,299	-8.38%
<b>Total Expenditures and Other Financing Uses</b>	<b>110,397,536</b>	<b>106,966,458</b>	<b>154,025,928</b>	<b>112,990,693</b>	<b>-26.64%</b>
Residual Equity Transfers-Out	28,747	11,415			
Encumbrances				37,863,033	
Ending Fund Balances	55,615,148	59,070,326	6,631,318	6,404,423	-3.42%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$166,041,431</b>	<b>\$166,048,199</b>	<b>\$160,657,246</b>	<b>\$157,258,149</b>	<b>-2.12%</b>

Note: The budget difference between estimated revenues and appropriations represents designated fund balance.



# County of El Paso, Texas

## Budget Summary - By Fund For Fiscal Year 1996 As of October 1, 1995

	General Fund	Special Revenue	Debt Service	Capital Projects	Grand Totals
<b>Estimated Revenues (Sources):</b>					
Taxes	\$47,431,900	\$1,500,000	\$12,998,234		\$61,930,134
Licenses and Permits	194,000				194,000
Intergovernmental	1,527,745	7,676,637			9,204,382
Charges for Services	11,985,597	5,996,500			17,982,097
Fines and Forfeits	1,982,718				1,982,718
Interest	1,500,000	63,000		120,300	1,683,300
Miscellaneous Revenues	716,800	190,000			906,800
Other Financing Sources	1,682,068	2,347,324		275,000	4,304,392
<b>Total Estimated Revenues and Other Financing Sources</b>	<b>67,020,828</b>	<b>17,773,461</b>	<b>12,998,234</b>	<b>395,300</b>	<b>98,187,823</b>
Residual Equity Transfers-In					
Beginning Fund Balances	15,316,141	5,271,414	844,447	37,638,324	59,070,326
<b>Total Available Resources</b>	<b>\$82,336,969</b>	<b>\$23,044,875</b>	<b>\$13,842,681</b>	<b>\$38,033,624</b>	<b>\$157,258,149</b>
<b>Appropriations (Uses):</b>					
General Government	\$19,254,421	\$1,239,350			\$20,493,771
Administration of Justice	14,308,325	3,709,862			18,018,187
Public Safety	35,098,186				35,098,186
Health and Welfare	4,893,204	4,645,534			9,538,738
Community Services		1,711,544			1,711,544
Resource Development	489,868	895,460			1,385,328
Culture and Recreation	1,539,230	1,809,879			3,349,109
Public Works		3,262,246			3,262,246
Capital Outlays	713,328	1,161,034		\$395,300	2,269,662
Debt Service:					
Principal			\$5,927,672		5,927,672
Interest			7,809,951		7,809,951
Other Debt Related Costs					
Other Financing Uses	2,409,601	1,716,698			4,126,299
<b>Total Appropriations and Other Financing Uses</b>	<b>78,706,163</b>	<b>20,151,607</b>	<b>13,737,623</b>	<b>395,300</b>	<b>112,990,693</b>
Encumbrances	1,685,421	695,611		35,482,001	37,863,033
Ending Fund Balances	1,945,385	2,197,657	105,058	2,156,323	6,404,423
<b>Total Appropriations, and Fund Balances</b>	<b>\$82,336,969</b>	<b>\$23,044,875</b>	<b>\$13,842,681</b>	<b>\$38,033,624</b>	<b>\$157,258,149</b>

Note: The budget difference between estimated revenues and appropriations represents designated fund balance.

# County of El Paso, Texas

## Summary of Budgeted Interfund Transfers

Fund	Index	Title	Amount
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Interfund transfers represent shifting of funds from one particular fund to another as alternative sources of funding. The majority of transfers deal with county matching funds for Federal and State grants. The most significant transfer amount relates to a transfer from the Road and Bridge Fund to the General Fund. The transfer to the Health and Life Benefits Internal Service Fund represents supplemental funding from the General fund.

### Transfers In

General Fund	000018	General Fund	\$1,682,068
Grant	004101	Victim Witness	68,730
Grant	004192	Victim Assistance	73,048
Grant	004234	Adjudication of Drug Offenders	46,987
Grant	004259	Sheriff's Training Academy	203,045
Grant	004267	El Paso County Child Welfare	458,324
Grant	004275	Gang Violence	28,742
Grant	003970	T.E.R.P. Nutritional Services	15,736
Grant	004333	T.E.R.P. Oil Gas Overcharge	184,264
Grant	004341	Nutrition	544,917
Grant	004358	Auto Theft Prevention	37,139
Grant	004507	Child Protective Services	166,291
Grant	004531	Juvenile Prosecution Information System	4,378
Grant	004572	Juvenile Probation Triad	70,000
Grant	Misc.	Various	34,630
Grant	004614	Rural Transit Assistance	18,000
Capital Project	080275	Road and Bridge Warehouse	275,000
Internal Service	001438	Health and Life Benefit (Non-Budgeted)	215,000
<b>Total Transfers In</b>			<b>\$4,126,299</b>

### Transfers Out

General Fund	500215	General And Administrative	\$490,000
General Fund	540229	General Assistance	200,000
General Fund	Various	Various Grant Match	1,719,601
Special Revenue	570820	District Attorney 10% Drug Forfeiture Fund	34,630
Special Revenue	580027	Road And Bridge	1,425,000
Special Revenue	523514	Court Reporter Service Fund	131,000
Special Revenue	523530	Courthouse Security Fund	126,068
<b>Total Transfers Out</b>			<b>\$4,126,299</b>

# County of El Paso, Texas

## Historical Budget Trends - By Fund (Amounts in thousands)

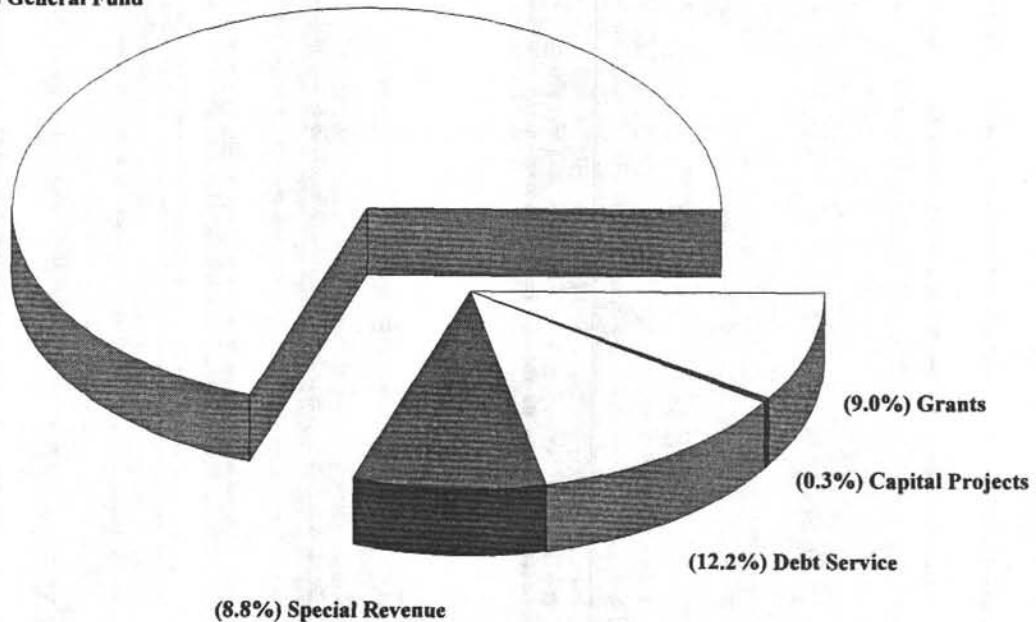
### Fiscal Year Budgeted Appropriations

Fund	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996
<b>Operating Funds:</b>					
General Fund	\$63,393	\$62,501	\$69,310	\$77,132	\$78,706
Special Revenue	7,555	9,516	8,917	8,666	9,953
Debt Service	41,269	16,837	19,987	13,760	13,738
Capital Projects	15,039	45,086	39,336	40,169	395
<b>Other Funds:</b>					
Enterprise	2,018	8,761			
Grants	9,948	12,793	13,793	19,410	10,199
<b>Total Budgets</b>	<b>\$139,222</b>	<b>\$155,494</b>	<b>\$151,343</b>	<b>\$159,137</b>	<b>\$112,991</b>

Note: Carryover appropriations relating to prior year encumbrances are included in all prior year budgets.

### Fiscal Year 1996 Operating Budget Appropriations - Total Budget

(69.7%) General Fund



# County of El Paso, Texas

## Historical Trends

(Amounts in thousands)

Fund	Comparative Prior Year Actual Revenues/Expenditures				Budget
	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996

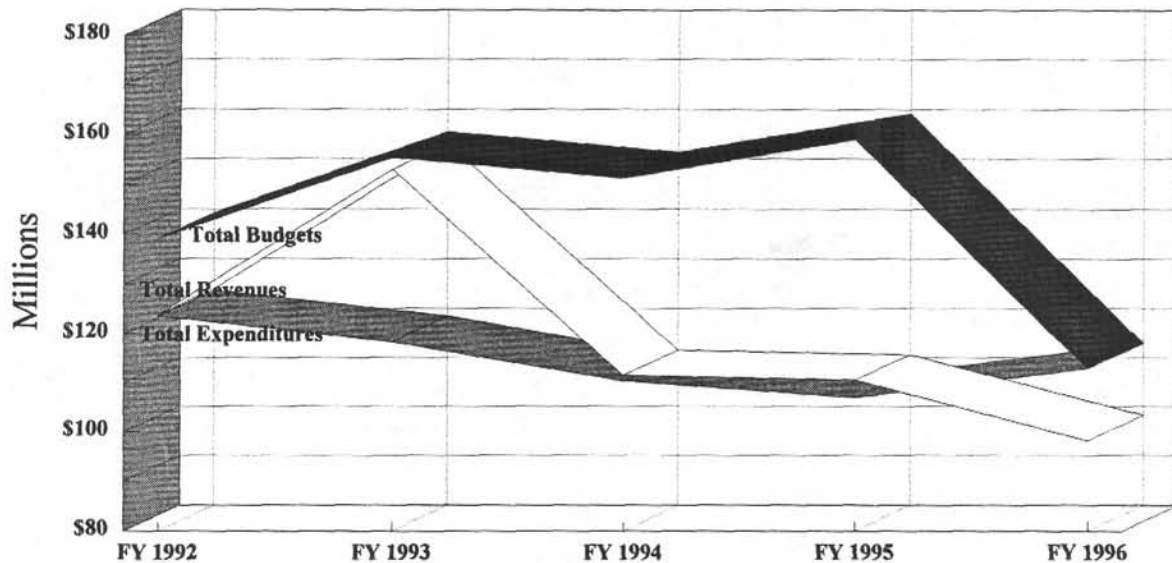
### Revenues and Other Sources

<b>Operating Funds:</b>					
General Fund	\$60,075	\$63,748	\$68,936	\$70,567	\$67,021
Special Revenue	6,242	8,493	8,260	8,364	7,775
Debt Service	41,053	24,696	19,122	12,649	12,999
Capital Projects	5,646	36,554	4,487	7,673	395
<b>Other Funds:</b>					
Enterprise	942	8,923			
Grants	9,957	10,640	10,770	11,349	9,999
<b>Total Revenues</b>	<b>\$123,915</b>	<b>\$153,054</b>	<b>\$111,575</b>	<b>\$110,602</b>	<b>\$98,189</b>

### Expenditures and Other Uses

<b>Operating Funds:</b>					
General Fund	\$59,000	\$58,196	\$65,138	\$69,992	\$78,706
Special Revenue	6,616	7,733	7,464	7,161	9,953
Debt Service	41,168	24,549	19,888	13,613	13,738
Capital Projects	6,194	8,265	7,192	4,695	395
<b>Other Funds:</b>					
Enterprise	1,172	9,526			
Grants	9,481	10,172	10,715	11,517	10,199
<b>Total Expenditures</b>	<b>\$123,631</b>	<b>\$118,441</b>	<b>\$110,397</b>	<b>\$106,978</b>	<b>\$112,991</b>

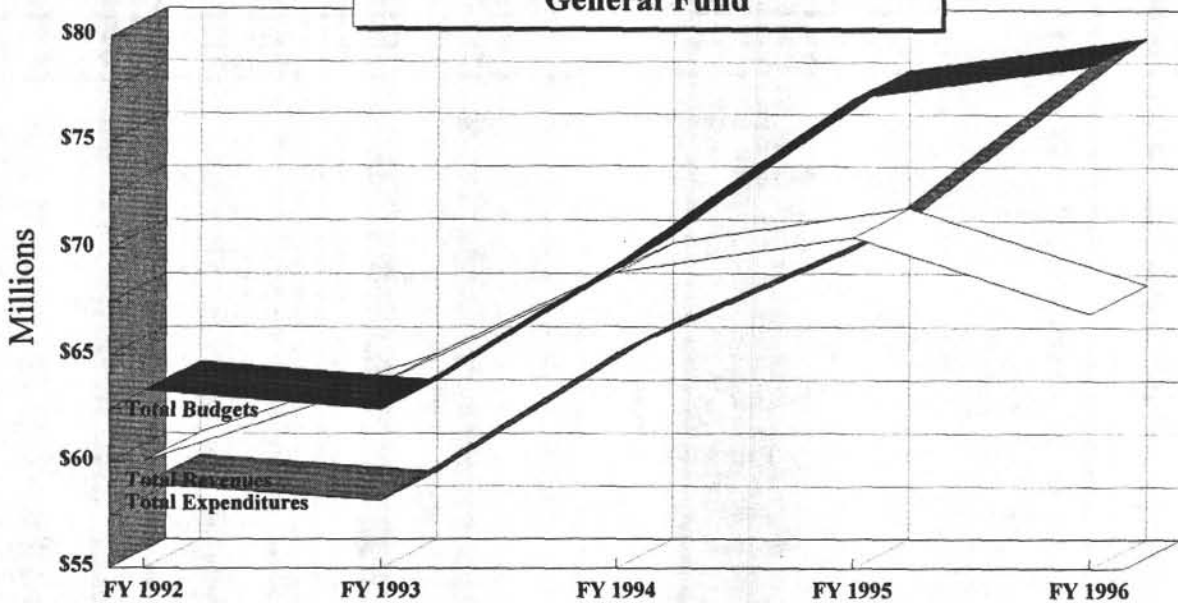
### Historical Trend - Total Budgets and Actuals - All Funds



The significant gap between budgets and actuals relate mainly to the fact that the County of El Paso utilized significant amounts of designated fund equity to finance its operating budgets in prior years, specifically in the general fund. Additionally, capital projects budgets are established at the inception of the project and therefore funds are received at the inception of the projects and the budgets lapse and carry forward to cover expenditures until completion of the project. Also impacting on this gap is the local governments efforts to curb spending trends to less than budgeted amounts.



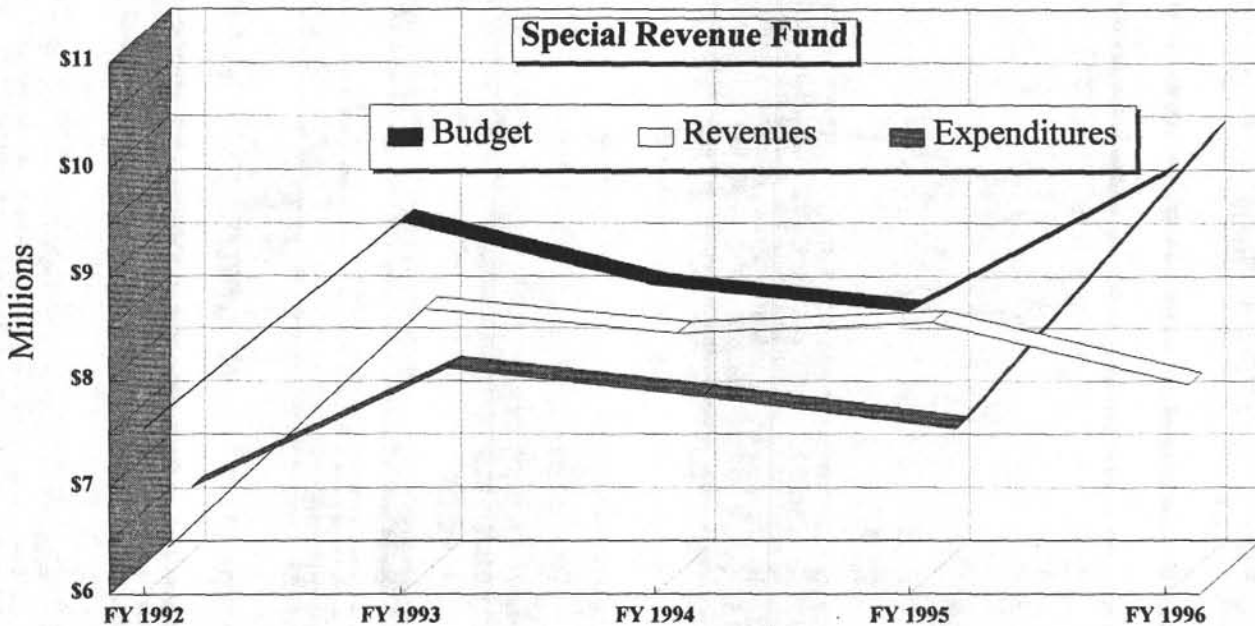
## County of El Paso, Texas General Fund



Note: The above line graph of Budgets includes designation amounts of fund balance as follows:

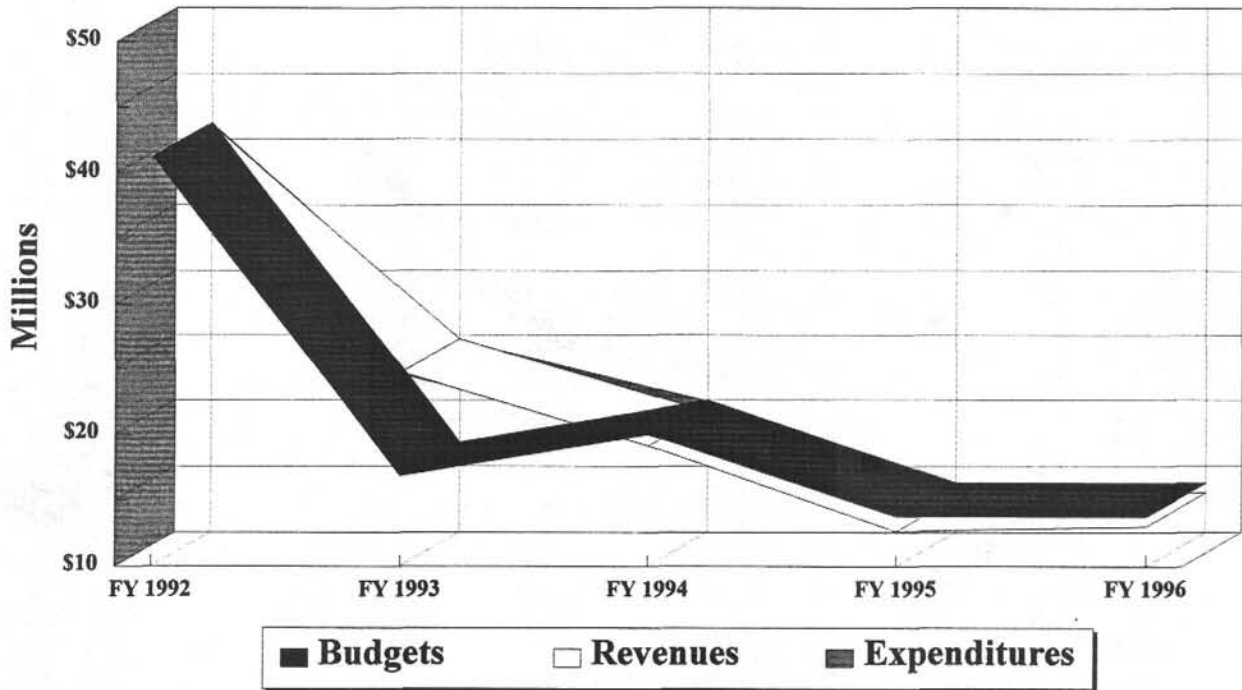
Budgeted	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996
General Fund	\$3,336,000	\$1,893,325	\$4,499,886	\$9,249,971	\$11,685,335

Utilization of designated fund equity and reduction of expenditure levels is the main cause of the variation between budgets and actual revenues and expenditures of prior years within the General Fund.



Utilization of designated fund equity and reduction of expenditure levels is the main cause of the variation between budgets and actual revenues and expenditures of prior years within the Special Revenue Fund.

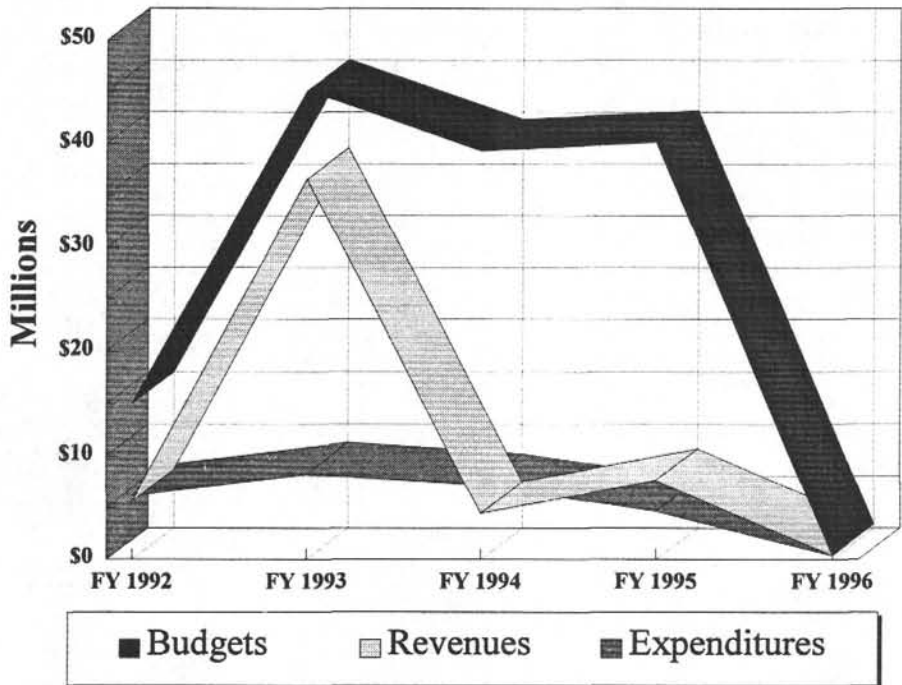
## County of El Paso, Texas Debt Service Fund



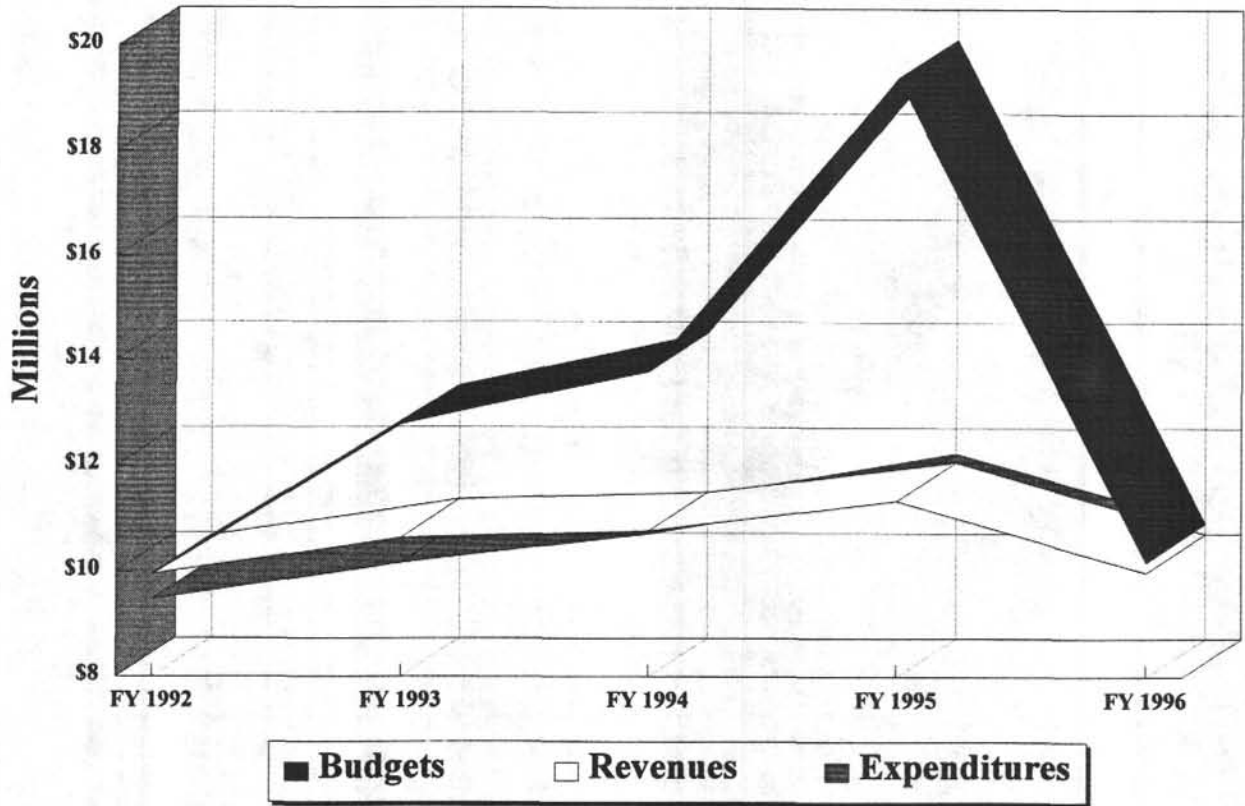
Budgets and actuals are fairly aligned due to the fact that governments are required by law to budget only those amounts deemed necessary to meet principal and interest payment requirements each year.

## Capital Project Fund

The main cause of the significant disparity between budgets and actuals relates to the fact that capital projects are budgeted on project basis. Remaining unexpended appropriations lapse at fiscal year end until completion of the project. Additionally, funds are received at the inception of the projects and thus capital expenditures and minimal interest revenues are reflected in subsequent years.



## County of El Paso, Texas Grant Fund



Grants operate on a reimbursement basis whereby the cash up front is provided by the County and subsequently reimbursed by various agencies. Grant fiscal years in many cases vary from that of the County's and may span a period of more than one year. In these cases, grant budgets lapse and are rolled into the County's subsequent years budget. Additionally, grant budgets are adjusted throughout the year due to changes by the granting agency or for new grants received during the year.



# REVENUES



# County of El Paso, Texas

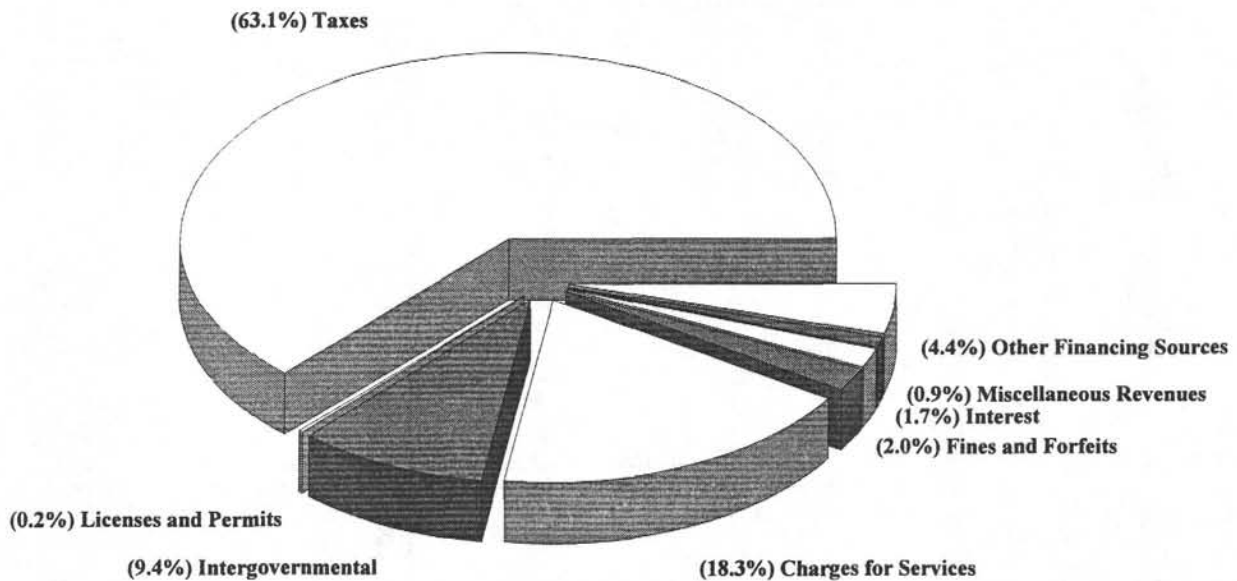
## Fiscal Year 1996 Operating Budget Summary - All Funds (Revenues)

With comparative actuals and budget

	Actual Revenues		Budgeted Revenues		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Taxes	\$60,614,511	\$63,077,165	\$61,333,140	\$61,930,134	0.97%
Licenses and Permits	197,531	193,015	194,300	194,000	-0.15%
Intergovernmental	10,980,432	10,629,559	11,114,275	9,204,382	-17.18%
Charges for Services	20,390,333	19,136,372	16,554,620	17,982,097	8.62%
Fines and Forfeits	1,860,603	2,130,021	1,871,575	1,982,718	5.94%
Interest	2,487,768	4,499,873	848,500	1,683,300	98.39%
Miscellaneous Revenues	1,506,448	1,565,744	2,958,410	906,800	-69.35%
Other Financing Sources	13,580,988	9,513,215	10,182,278	4,304,392	-57.73%
<b>Total Revenues and Other Financing Sources</b>	<b>\$111,618,614</b>	<b>\$110,744,964</b>	<b>\$105,057,098</b>	<b>\$98,187,823</b>	<b>-6.54%</b>

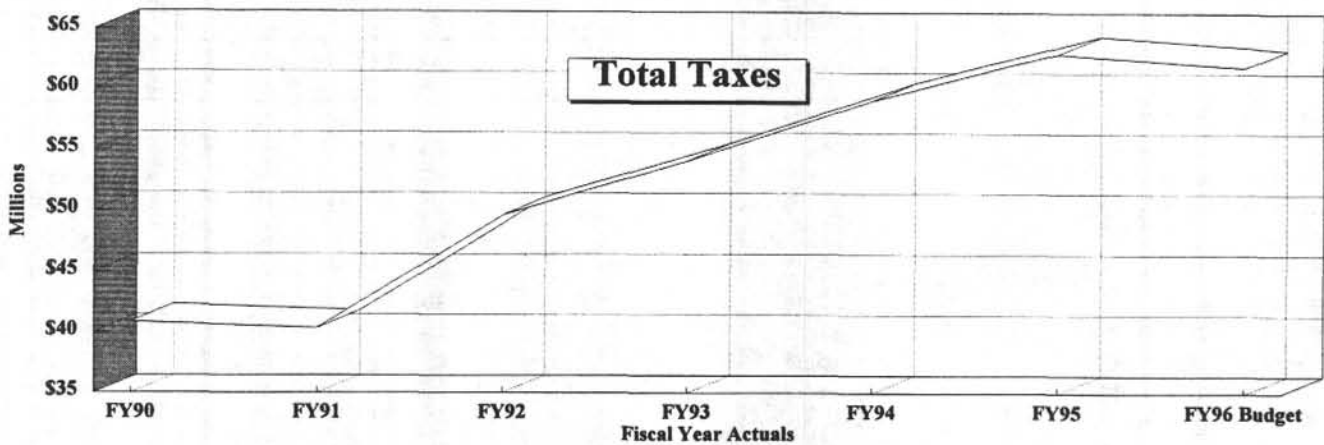
## Fiscal Year 1996 Budget

Revenues (Sources) - All Funds

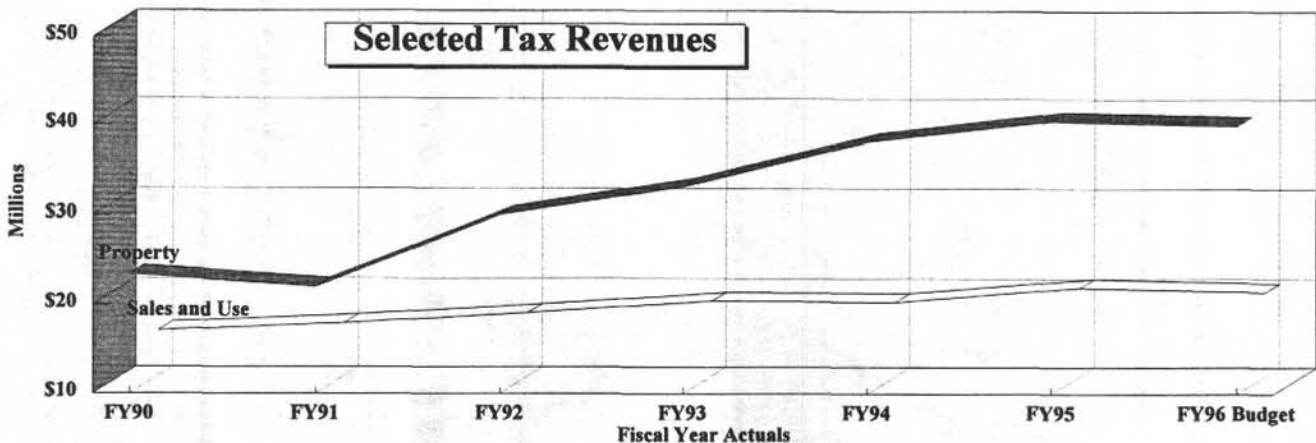


# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds



Between fiscal year 1989 and 1991, the County's tax revenues decreased due to reductions in the property tax rates set by the Commissioners Court. This was accomplished by utilizing fund balance to offset the reduction in the tax rate in various years. In subsequent years, the Court was forced to increase property taxes to maintain its then current levels of service as well to fund increases in the debt related to new indebtedness for various projects such as the county courthouse construction and jail annex. The amount budgeted for this item is dependent upon the actions of the Commissioners Court. The Commissioners Court adopted a property tax rate which was less than that of fiscal year 1995 in an effort to hold the line on government spending. At the present time, estimates are that this revenue source will at least stay level over the next few years until fiscal year 1998 when the Commissioners Court will need to identify funding for the newly built jail annex, if plans for that facility proceed as indicated by the Court. Operating costs for the new jail annex are estimated to run between \$12,000,000 and \$16,000,000 per year.

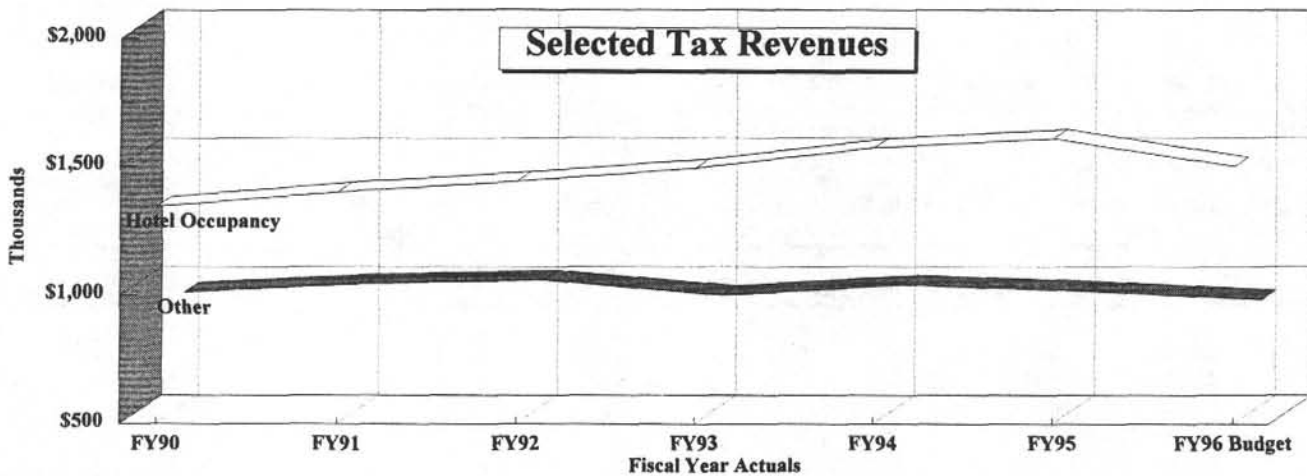
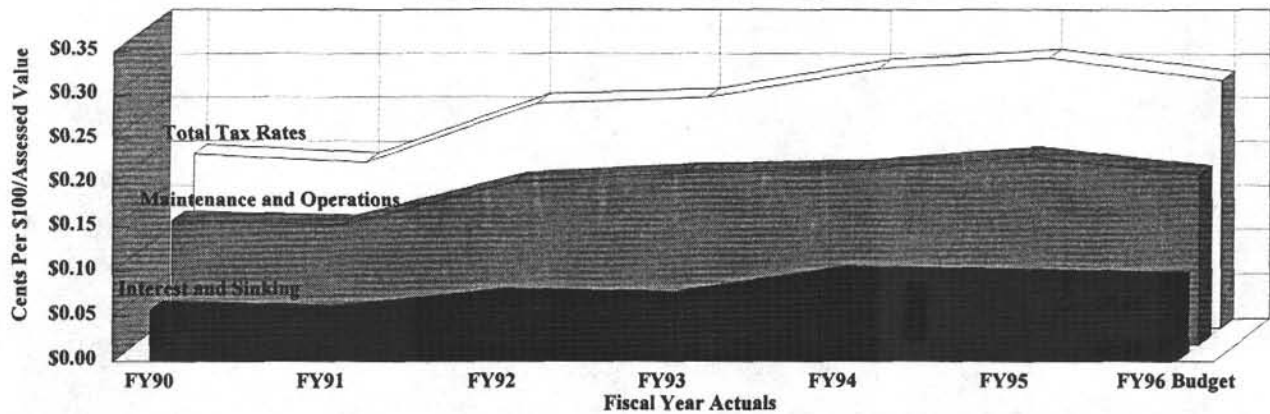


Taxes are a significant source of revenue of the County of El Paso and are comprised mainly of property and sales taxes. Property taxes are levied each fiscal year at a rate prescribed by the Commissioners Court. Tax rates are determined by utilizing Truth in Taxation Guidelines of the State of Texas which limits the maximum debt tax rate to cover principal and interest payments each fiscal year. Truth in Taxation laws also set the guidelines for determining the effective and rollback rates. The maintenance and operations component of the tax rate is set at the discretion of the Commissioners Court with any rate above the rollback rate triggering a possible rollback election by the voters. Property taxes are collected for the County by the City Tax Office under contractual agreement. Sales taxes represents a one half percent sales tax approved by the voters of the County of El Paso effective January 1, 1988 as an effort to reduce property taxes and more proportionately spread the burden of funding county government. This tax is imposed on the value of taxable items sold and is collected by the State and redistributed to the County. Currently, the County of El Paso as well as other border agencies, are experiencing reduced sales and use tax revenues mainly due to the devaluation of the peso in Mexico. Based on actuals for the first few months of fiscal year 1996, if this trend continues, it is anticipated that the County could lose one million dollars. Sales and use tax revenues are tied to the border economy of El Paso and it is anticipated that this revenue will become more stable in the near future.

# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

### Property Tax Rate Components

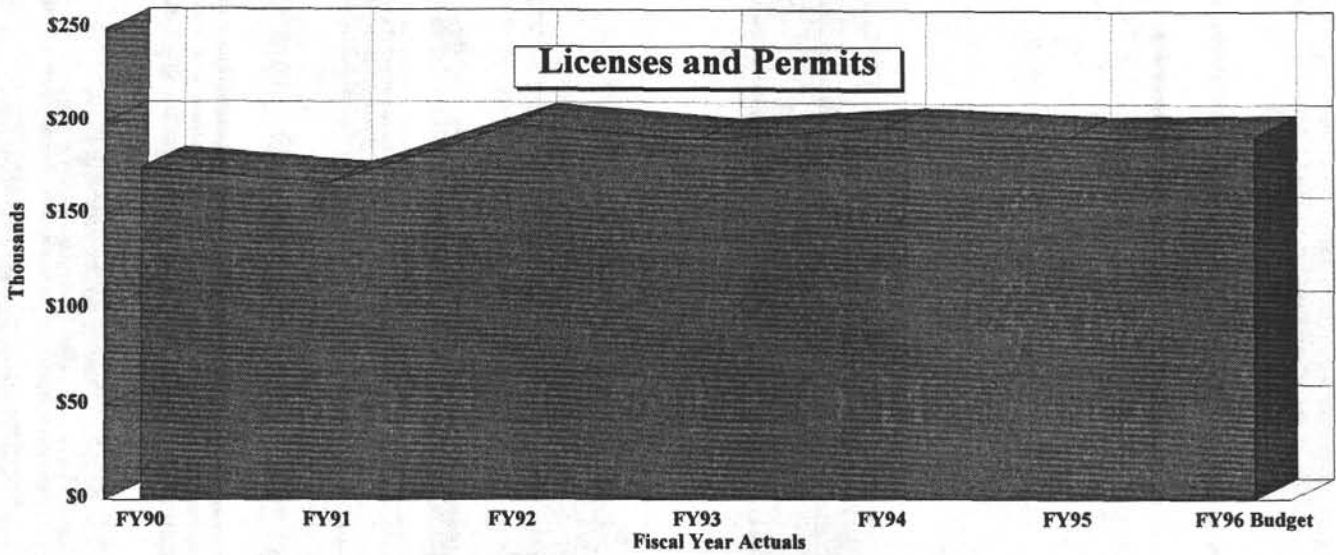


Hotel occupancy taxes represent a two and one-half percent tax imposed on rental of hotel and motel rooms by an individual who is not a permanent resident of the hotel or motel. This tax is collected by the County Tax Assessor Collector. Other taxes collected relate to Bingo and State Mixed Beverage taxes imposed by the State and redistributed to the County.

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Taxes</b>					
1	Current Taxes	\$36,192,846	\$38,676,368	\$37,525,557	\$38,376,597
2	Delinquent Taxes	1,422,715	1,263,807	1,066,982	1,088,843
3	Penalties And Interest	591,046	575,575	543,557	554,694
5	Sales And Use Tax	18,363,957	20,009,154	19,803,257	19,500,000
111	Hotel Occupancy Taxes-Coliseum .5%	650,995	577,848	509,641	600,000
113	Hotel Occupancy Taxes-.5%		65,359	65,359	
117	Hotel Occupancy Taxes-1.25%	785,995	804,009	775,037	750,000
118	County Hotel Occupancy Taxes .25%	135,000	160,802	143,750	150,000
320	Bingo	117,856	111,215	65,000	100,000
324	State Mixed Beverage	848,702	833,030	835,000	810,000
	<b>Totals</b>	<b>\$59,109,112</b>	<b>\$63,077,167</b>	<b>\$61,333,140</b>	<b>\$61,930,134</b>

# County of El Paso, Texas

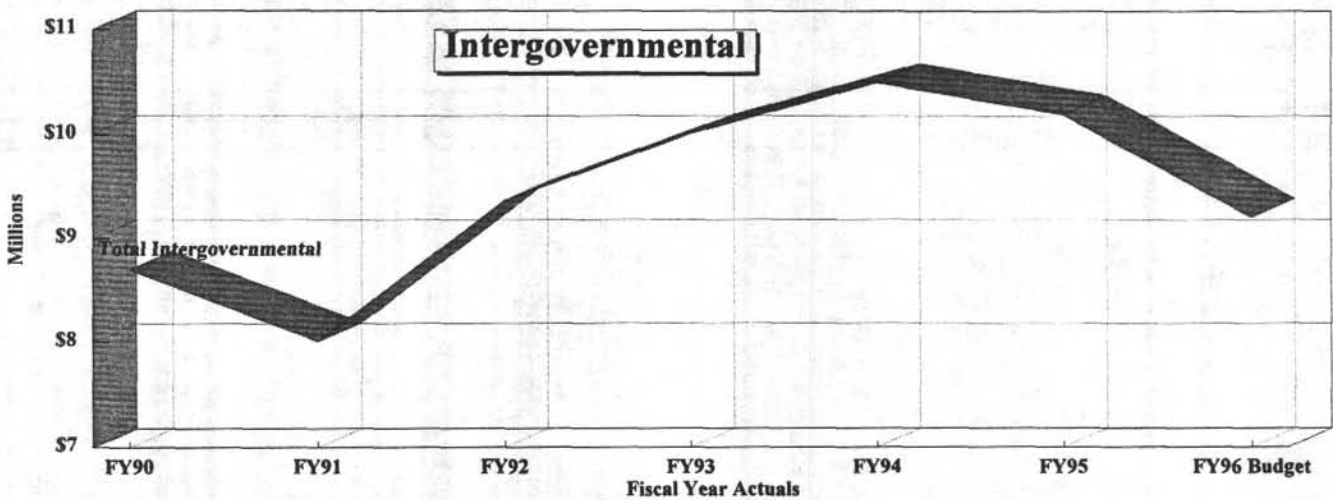
## Summary of Revenues with Selected Definitions and Trends - All Funds



This revenue source relates to licenses and permits for businesses dealing with alcoholic beverages, occupational licenses for coin operated amusement machines within the County, and for bail bond permits. Occupational license fees are collected by the County Tax Assessor Collector. Bail bond permits are imposed to obtain a license to act as a bail bondsman in any court of the County. The County had a significant increase in licenses beginning in fiscal year 1991 and has been relatively stable over the last few years. This increase in fiscal year 1991 was mainly due to favorable economic conditions and an increase in businesses and restaurants. This source of revenue is budgeted based on historical trends and economic conditions locally. Revenues in this areas have leveled off and have seen a slight decline. No significant changes are anticipated in this category in the near future.

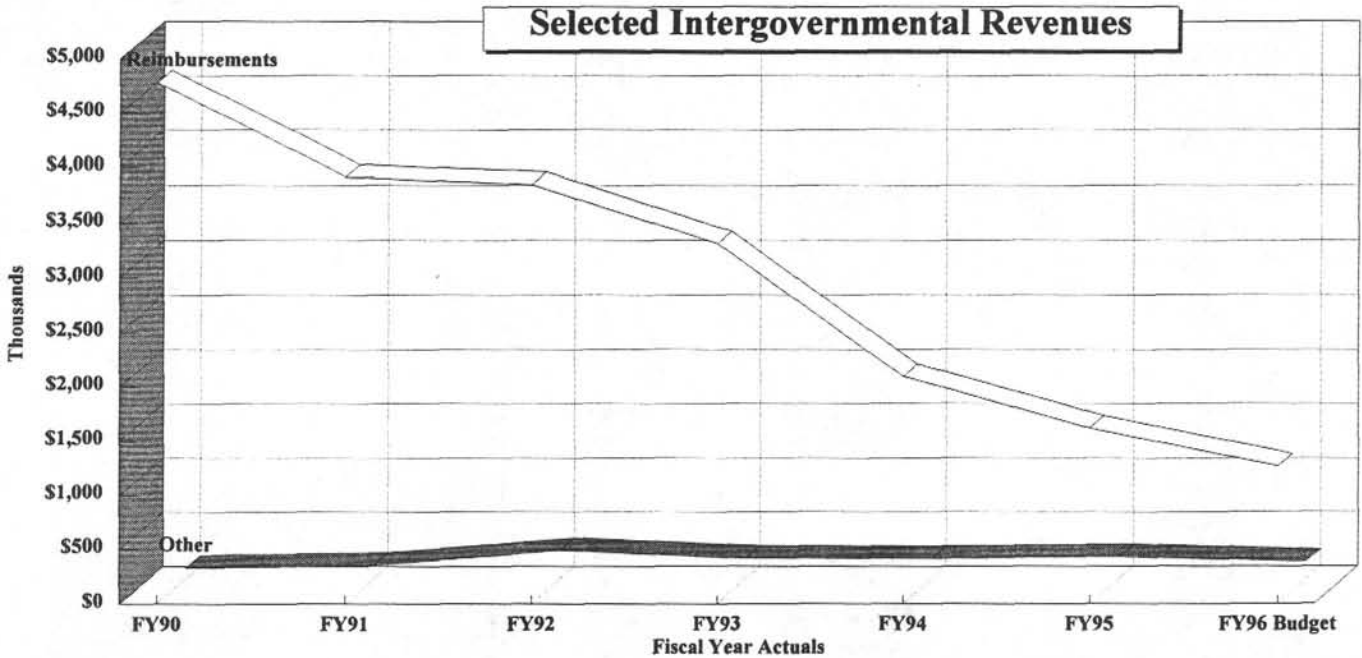
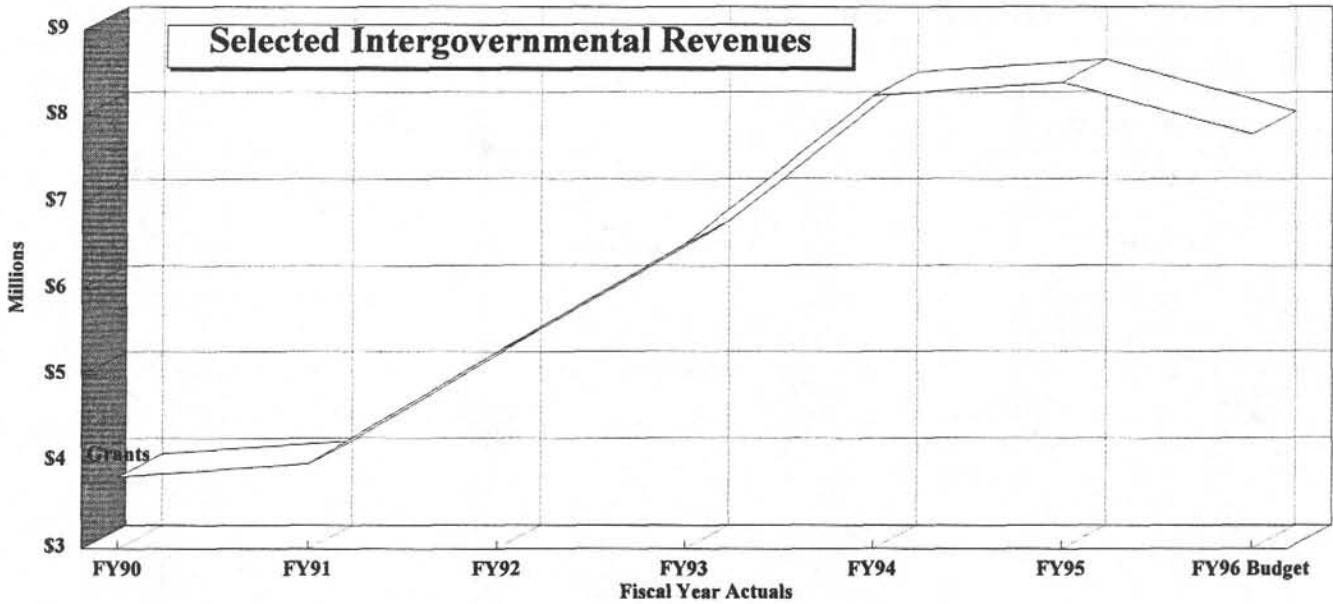
Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96

<b>Licenses and Permits</b>					
201	Alcoholic Beverages	\$152,159	\$146,186	\$150,100	\$150,000
202	Occupational Licenses	37,872	40,329	40,200	40,000
203	Bail Bond Permits	7,500	6,500	4,000	4,000
<b>Totals</b>		<b>\$197,531</b>	<b>\$193,015</b>	<b>\$194,300</b>	<b>\$194,000</b>



# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds



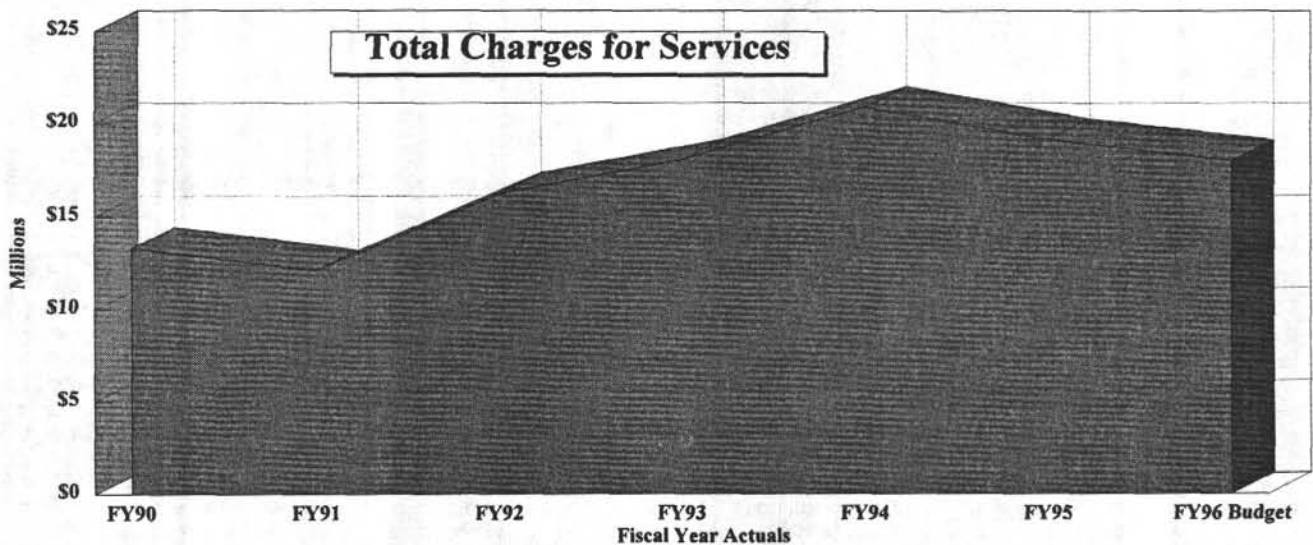
The majority of intergovernmental revenues relate to grants. The County has experienced a continued trend of increased grant funding from Federal, State and other agencies. Reimbursements relate to costs incurred by the County for which other entities or agencies benefit and are subsequently billed for. This source of revenue is fairly stable and level with the exception of fiscal year 1993 when the County turned total control of the Convention Bureau over to the City of El Paso. In the interim, the County kept all employees on the payroll and the City reimbursed the County as costs were incurred. Subsequent to that period, most City employees transferred to the City payroll while some employees continue on the County's payroll under contract with the City. Additionally, reimbursement for election costs other than regular county funded elections was moved to a non-budgeted agency fund as prescribed by State law rather than being accounted for in the General Fund through fiscal year 1993. Also, bi-yearly elections caused much of the prior fluctuations. The other intergovernmental revenues relate to miscellaneous fees from other agencies not classified as grants or reimbursements. Recently, the County has become aware of indications of future grant reductions and the possibility program closures due to funding cuts. It is estimated that intergovernmental revenues, specifically grant funding, will see a slight decrease in the future which may be offset by minimal increases from other granting agencies.



# County of El Paso, Texas

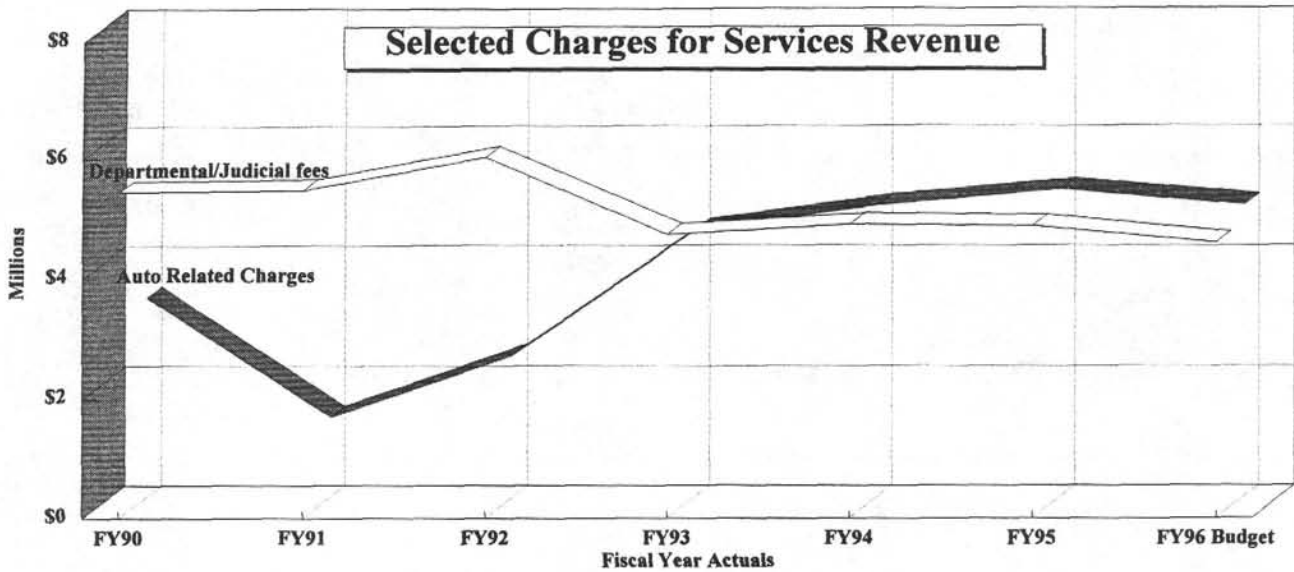
## Summary of Revenues with Selected Definitions and Trends - All Funds

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Intergovernmental</b>					
302	Federal Grant Revenues		\$49,985	\$2,774,000	
318	Probation Revenues	\$5,169	44,923	31,799	\$30,000
319	Public Inebriated Revenue	1,908	5,029	10,304	
322	State Grant Revenues	6,290,151	6,520,491	8,997,912	5,977,638
331	State Agency Revenues	165,687	159,261	195,536	139,000
336	Lateral Road Funds	31,105	31,171	30,000	30,000
337	State Drug Forfeiture			500	
342	Judiciary Support Fee-Govt Code 51.702	114,752	87,800	60,000	65,000
354	Civic Center Operations - City				
365	Contribution-City	696,443	717,909	393,240	443,557
366	Contributions-Local	62,000	94,532	94,532	
908	Detention Home Rental-El Paso Police Department	32,691	32,916	32,500	32,000
910	Reimbursement-City Computer	1,215,591	1,298,433	926,474	1,000,000
911	Reimbursement-City Utilities	19,055	20,515	17,500	18,500
913	Reimbursement-Cad Computer	115,440	50,238	103,578	50,000
914	Reimbursement-Community Supervision and Corrections	47,440	80,004	50,000	45,000
915	Reimbursement-Oil, Gas, Etc.	5,280	3,184	4,940	5,000
916	Reimbursement-City-Salaries	510,453			
918	Reimbursement-City- Archives Building Rental	87,131	85,208	86,500	80,000
924	Reimbursement Federal-TDHS School Lunch Program	76,274	77,758	64,800	70,000
925	Reimbursement-R. E. Thomason				172,245
927	Transportation 3B	91,452	69,937	80,000	80,000
928	Congregate Meals	253,195	243,097	335,000	872,020
929	Omnibus Hunger Act OHA	38,018	35,188	42,020	
939	Contributions-R.E. Thomason Hospital				
943	Reimbursement-Elections	14,786			
946	Transportation-Program Income Received	5,759	1,389	7,000	7,000
947	C-1 Program Income Received	128,587	97,046	135,000	87,422
948	Homebound Meals-Title III	133,177	202,117	165,000	
949	USDA Cash	362,279	187,532	330,000	
<b>Totals</b>		<b>\$10,503,823</b>	<b>\$10,195,663</b>	<b>\$14,968,135</b>	<b>\$9,204,382</b>

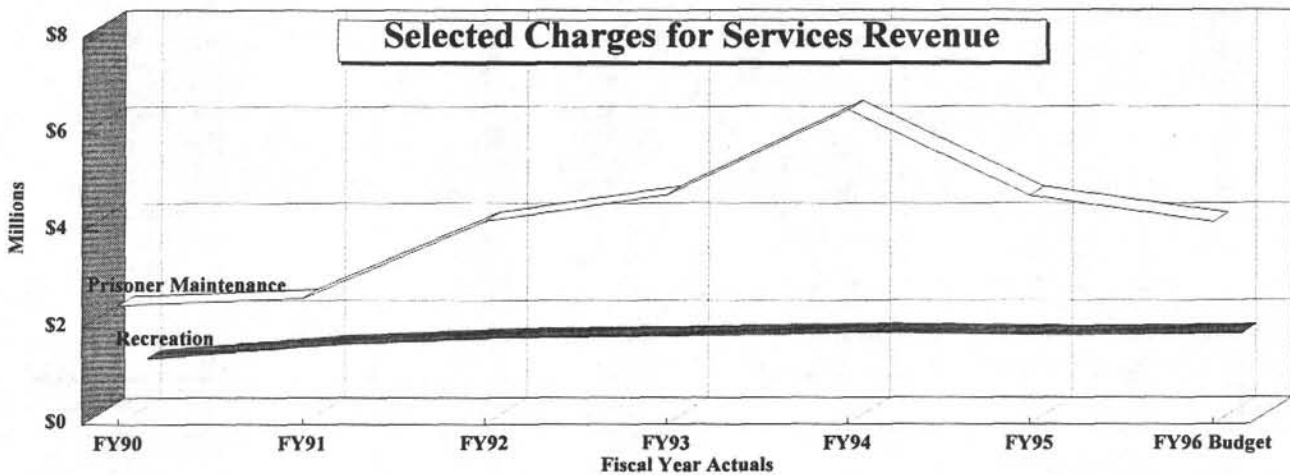


# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds



This category relates to service fees charges by the various departments and elected officials of the County. Overall, the County experienced a slight increase in fee revenues beginning in fiscal year 1991 with minimal fluctuations through fiscal year 1994. Departmental and judicial fees saw a slight downward trend in fiscal year 1992 but rebounded in 1993 to the present. Auto related charges had ups and downs through fiscal year 1991 and started an upward trend due specifically to increases in this license fee imposed by the Commissioners Court. The Court increases or decreases this fee from year to year causing the instability as shown above. Otherwise, this item is budgeted based on historical trends and court action and appears to be stabilizing.

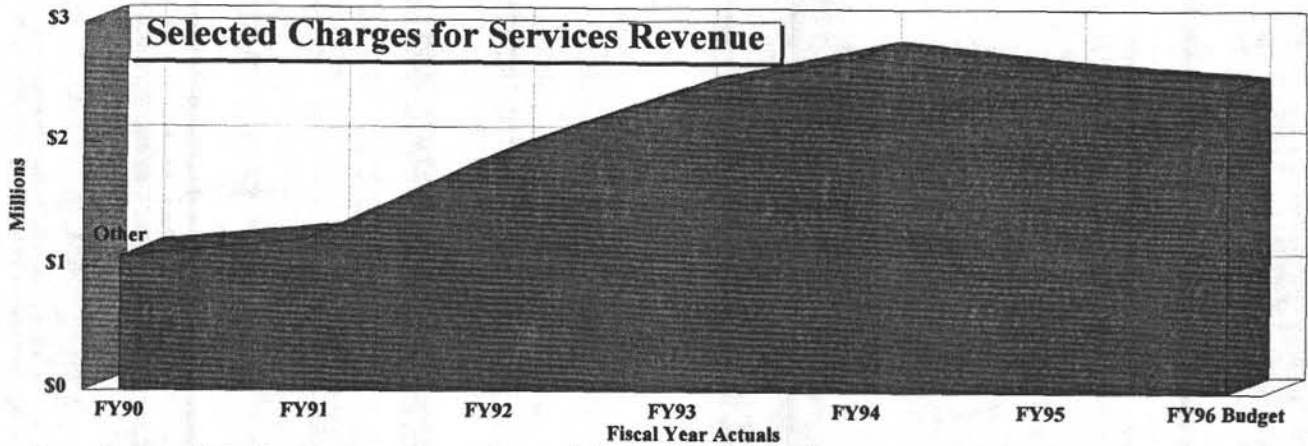


Prisoner maintenance fees relate to costs incurred by the County for incarceration of prisoners in the El Paso County Detention Facility on behalf of other agencies for which the County of El Paso is not financially responsible. In fiscal year 1994, the State opened newly constructed jails and as a result, one revenue source which amounted to approximately one-third of fiscal year 1994's prisoner maintenance revenue titled Paper Ready Inmates-State came to a halt and is no longer considered a significant revenue source. Overall, this source of revenue is based on historical activity and the jail population trends. This revenue trend may be impacted slightly in late fiscal year 1998 when the new jail annex is operational, thus, the jail capacity will increase potential billings.

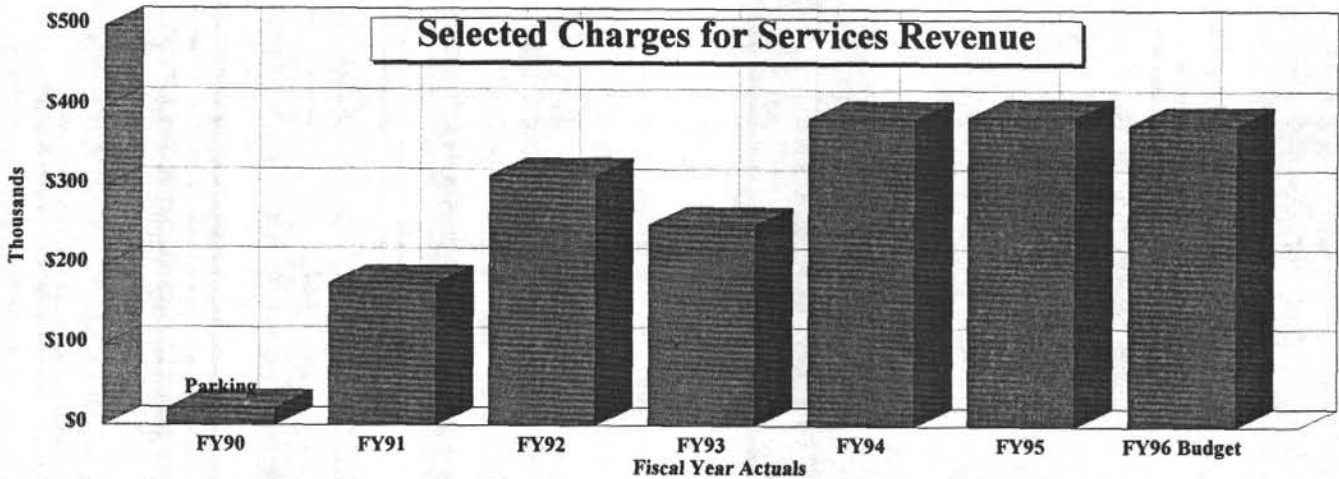
Recreational revenues are based on various fees charged at County facilities which include parks and pools and is based on established rates set by the Court as deemed appropriate. This revenue source has remained level as the Court has put emphasis on keeping costs to the public at minimal levels. In fiscal year 1996, the Court approved some increases in various golf course fees which should cause a slight increase in actual revenues in the near future.

# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds



The other category within charges for services relates mainly to miscellaneous fees such as indirect service fees charged to other funds or to grants based on the County's cost allocation plan, and fees imposed through the judiciary or by departments due to changes in state laws unrelated to the other previously defined categories. These fees are projected to decline but in the long run are stable and do not significantly impact on the budget.



Parking fees relate to charges to the general public and county employees for use of the County Parking Facility which was put into operation in fiscal year 1990. Revenues of the facility have trended up due to slight fee increases and increased usage of the facility other than by jurors who are given free access to the facility when summoned for jury duty by the courts of the County. The parking facility has experienced a stable stream of usage which is anticipated to remain level over the next fiscal year.

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Charges for Services</b>					
303	Indirect Services	\$435,671	\$281,254	\$280,000	\$301,377
304	Prisoner Maintenance - Federal	3,644,116	3,531,464	3,200,000	3,300,000
338	Gross Weight And Axle Weight Fees	2,558	2,807	400	500
339	State A.G. Child Support Fees	248,867	239,964	160,000	280,000
340	Paper Ready Inmates-State	2,036,191	64,840		
343	State Service Fees	76,567	90,364	80,000	90,000
357	Prisoner Maintenance - City	805,325	1,117,516	650,000	870,000
361	Prisoner Maintenance-Extradition	2,572	2,628	3,000	2,500
362	Prisoner Maintenance-Weekenders	3,595	641	3,000	2,000
401	Criminal Prosecution Fee	170,138	55,878	50,000	50,000
402	County Tax Collector Fees	1,423,159	1,470,101	1,307,100	1,350,000

# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

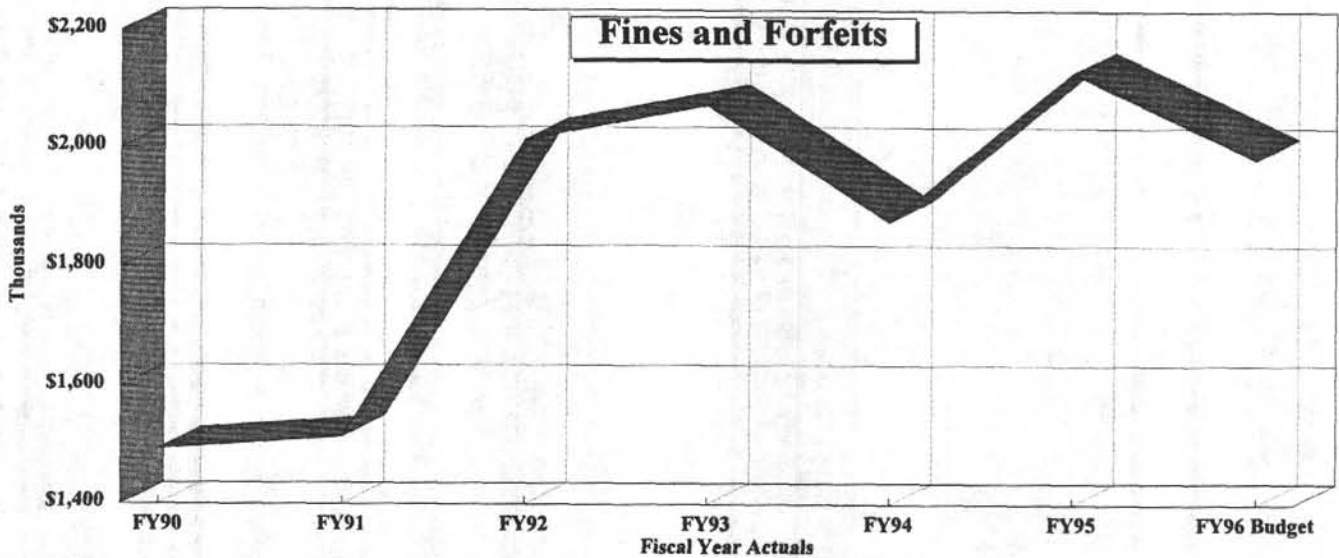
Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Charges for Services - Continued</b>					
403	County Clerk Fees	1,677,346	1,535,333	1,550,000	1,550,000
404	County Judge Fees	1			
405	District Clerk Fees	775,111	765,797	760,000	760,000
406	County Sheriff Fees	530,752	635,731	500,000	580,000
407	El Paso Bar Attorney Exemption Fees	211,100	222,800	206,600	210,000
408	Pretrial Diversion Fees-Jail Magistrate	255,768	370,614	230,000	275,000
410	Protective Order Application Fee	3,827	9,578	3,000	6,000
411	Microfilm Fees	23,089	19,285	19,000	23,000
412	Records Management Preservation Fees	607,187	569,688	540,000	550,000
414	County Attorney Commissions	18,393	20,836	7,000	15,000
420	County Court At Law No. 1 Fees	2			
421	County Court-At-Law No. 2 Fees				
422	County Court-At-Law No. 3 Fees	10			
423	County Court-At-Law No. 4 Fees	7			
424	County Court-At-Law No. 5 Fees	6			
430	Justice Of The Peace No. 1 Fees	11,152	9,772	12,000	8,000
431	Justice Of The Peace No. 2 Fees	19,800	15,685	20,000	15,000
432	Justice Of The Peace No. 3 Fees	16,707	17,126	15,000	16,000
433	Justice Of The Peace No. 4 Fees	15,460	14,385	17,000	14,000
434	Justice Of The Peace No. 5 Fees	13,967	12,795	15,000	13,000
435	Justice Of The Peace No. 6 Fees	14,605	19,396	14,200	16,000
436	Justice Of The Peace No. 7 Fees	11,278	5,423	4,500	6,000
440	Constable No. 1 Fees	18,535	20,145	15,000	17,500
441	Constable No. 2 Fees	36,951	34,060	30,000	33,000
442	Constable No. 3 Fees	33,906	33,908	24,000	30,000
443	Constable No. 4 Fees	33,365	30,289	25,000	27,000
444	Constable No. 5 Fees	30,145	34,545	22,000	32,000
445	Constable No. 6 Fees	10,475	13,617	5,000	11,500
446	Constable No. 7 Fees	7,910	6,187	7,000	5,000
451	Sewage Inspection Fees	121,250	118,545	100,000	102,000
452	Jury Fees	19,980	22,524	19,000	20,000
454	County Tax Office Collections	161,249	143,423	180,000	62,000
455	Law Library Filing Fees(County/District Court Cases)	212,511	212,722	183,000	200,000
456	Alternative Dispute Resolution Fees	103,907	106,495	130,000	130,000
457	Cash Bond Filing Fees				
458	County Probate Court Fees	7,784	7,063	6,500	7,000
461	Interpreter Fees	8,400	6,247	4,500	420
462	Court Reporter Fees	135,258	132,681	127,000	131,000
463	Computer Aided Transcription System Fees	13,562	6,750	10,000	10,000
468	Consolidated Data Processing Fees		534		
469	Special Probate Court Fees	4,272	4,062	4,000	4,000
470	Parking Garage Fees-Daily	215,404	188,055	217,000	190,000
471	Parking Garage Fees-Monthly	171,011	201,349	157,000	190,000
475	Courthouse Security Fees	115,943	122,939	110,000	110,000
490	Extra Auto License Fees	2,992,332	3,049,740	2,700,000	3,100,000
492	Auto License Fees	360,000	360,000	360,000	360,000
493	Auto Sales Tax	1,492,203	1,701,741	1,300,000	1,400,000
601	Green Fees	425,847	446,855	405,000	495,000
603	Golf Car Revenues	192,895	195,974	175,000	186,000
604	Golf Course Food Concession	12,531	13,166	11,000	12,000
621	Canutillo Swimming Pool	7,325	4,821	5,000	6,000
623	Fabens Swimming Pool	5,297	4,244	5,000	5,000
624	Ascarate Pool	28,246	32,813	15,000	28,000



# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Charges for Services</b>					
630	Ascarate Park Traffic Control	144,107	153,027	110,000	140,000
631	Ascarate Park Mobile Food Concession				
632	Ascarate Park Food Concession				
634	Western Playland	182,588	202,648	190,000	180,000
635	Launching Fees	1,750	2,820	1,000	1,800
640	Coliseum Food Concession	257,983	168,875	200,000	200,000
642	Coliseum Parking	59,709	49,562	55,000	55,000
644	Coliseum Security	13,825	19,875	10,000	16,000
646	Coliseum Rental	145,715	143,902	120,000	140,000
652	Coliseum - Ticketmaster	41,736	36,491	35,000	38,000
660	Equestrian Center Rental Fees	8,142	3,305	10,000	3,500
	<b>Totals</b>	<b>\$20,888,376</b>	<b>\$19,137,700</b>	<b>\$16,729,800</b>	<b>\$17,982,097</b>



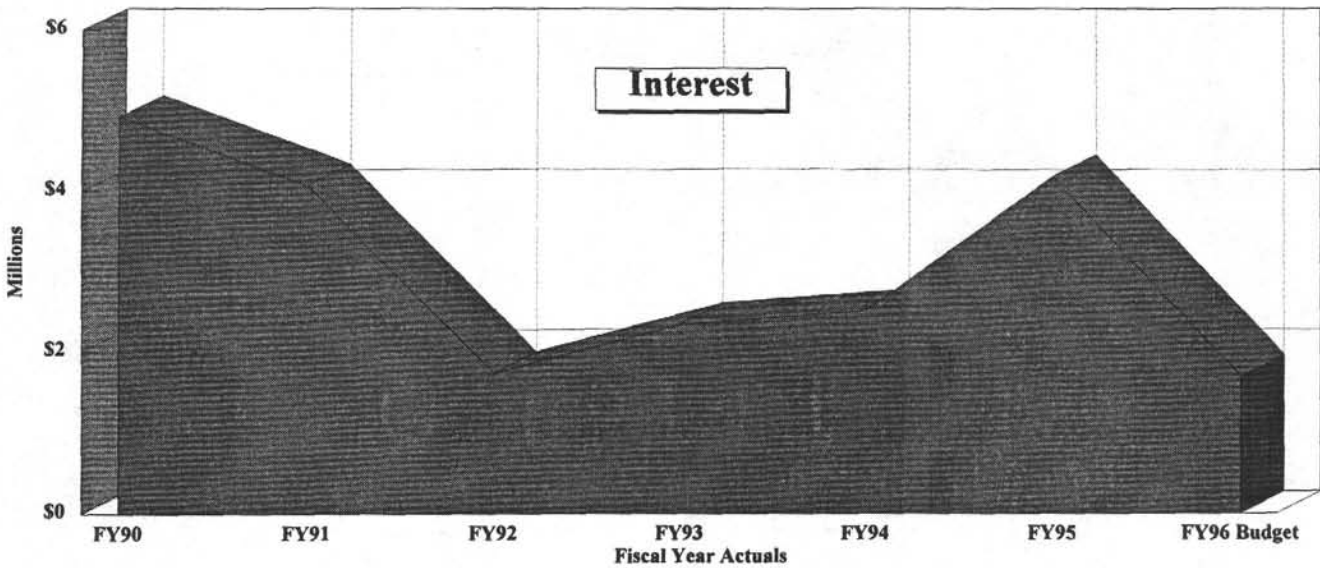
This category of revenue relates to funds generated by various elected officials relating to the judicial process within the County. The County's revenue significantly increased beginning in fiscal year 1990 and progressively trended up through fiscal year 1993. This upward trend is due to fee increases but most significantly to the efforts of County officials in collection of a backlog of outstanding bond forfeitures. Currently, trends are reversing downward and once efforts for old outstanding collections are exhausted, the County's revenue from this source should be stabilized and flattened. Historical trends are a major factor in budgeting this category. Fiscal year 1995 saw a significant increase mainly due to increased efforts on bond forfeitures and increased activity in the County.

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Fines and Forfeits</b>					
473	Child Safety Fees	\$19,199	\$18,720	\$16,000	\$18,000
474	County Traffic Fees	19,363	18,478	18,000	18,500
800	County Attorney Bond Forfeits				144,518
801	Fines And Forfeits	1,832,852	2,090,861	1,800,000	1,800,000
802	Library Fines	1,623	1,962	2,000	1,600
803	Fines-County Attorney				
805	Bail Bond Collateral Forfeits	3,274		100	100
	<b>Totals</b>	<b>\$1,876,311</b>	<b>\$2,130,021</b>	<b>\$1,836,100</b>	<b>\$1,982,718</b>



# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

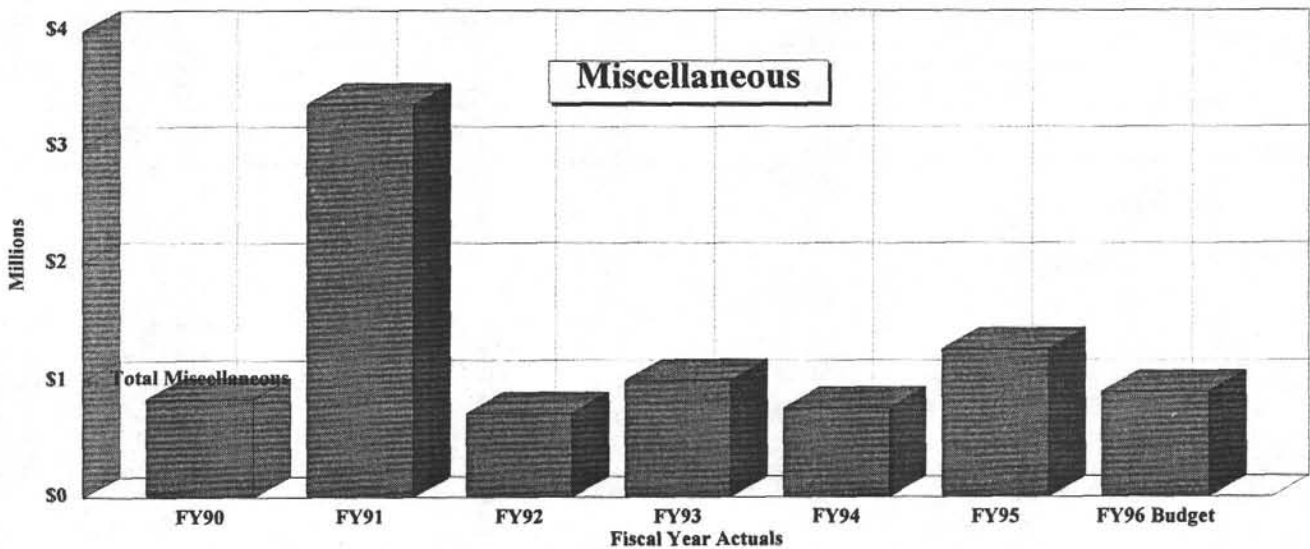


This revenue source is the result of aggressive investment of the County's public funds in a variety of investment options as authorized by law. As shown in the above graph, revenues have steadily trended down in direct relation to interest rates, and the amount of available investable funds. This revenue source varies directly with the direction of interest rates and the amount of funds available for investment. Although interest rates are trending up, the County anticipates having less investable funds and therefore, less interest earnings. It is anticipated that this revenue source will continue a downward trend as the County continues to balance its budget with fund balance, the less investable cash is available as reserves are depleted towards year end.

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96

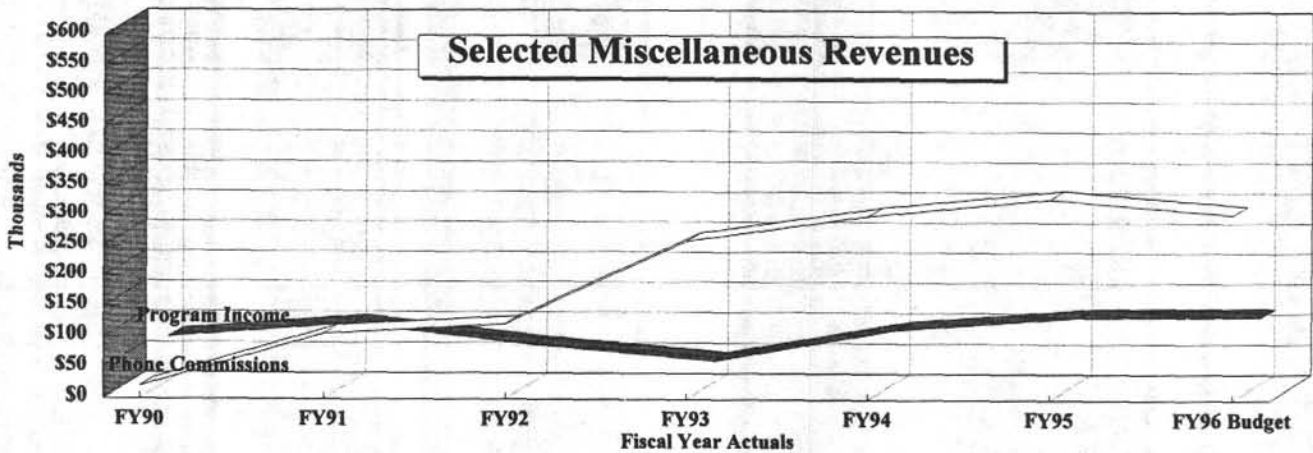
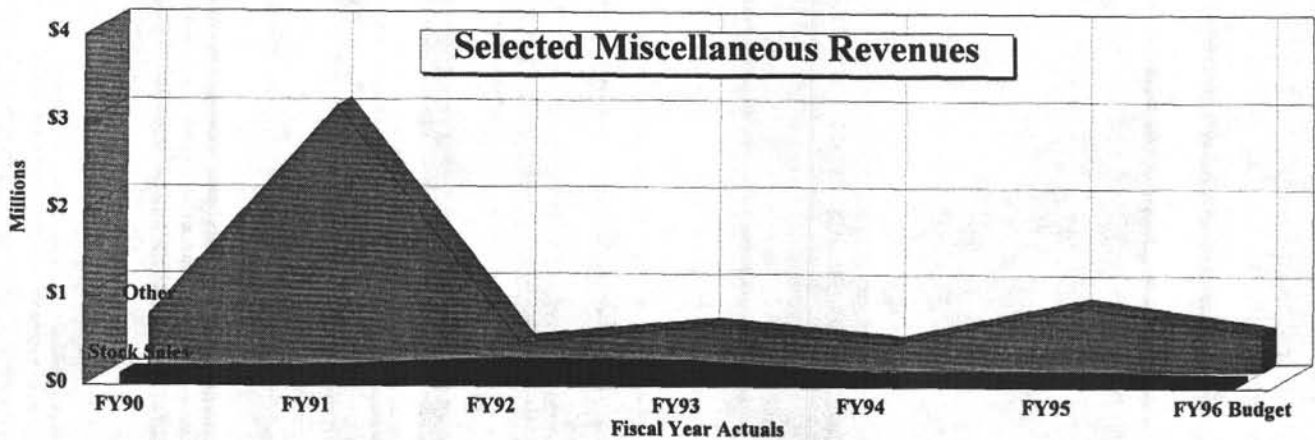
### Interest

901 Interest Earnings-Investments	\$2,282,638	\$3,816,568	\$682,000	\$1,482,300
902 Interest Earnings-N.O.W.	221,150	363,705	151,845	201,000
<b>Totals</b>	<b>\$2,503,788</b>	<b>\$4,180,273</b>	<b>\$833,845</b>	<b>\$1,683,300</b>



# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

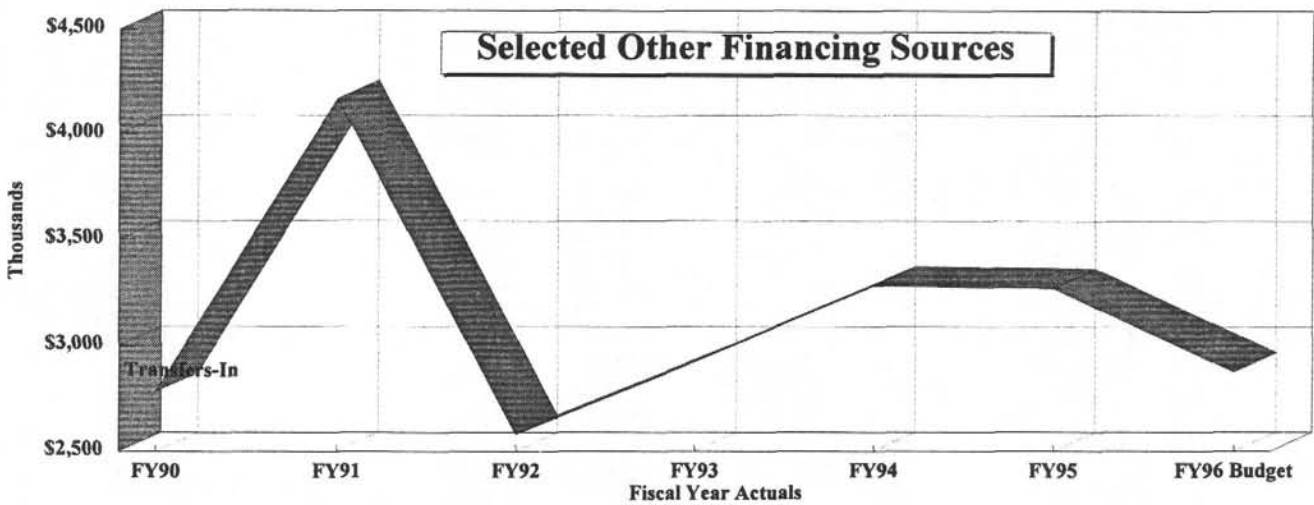
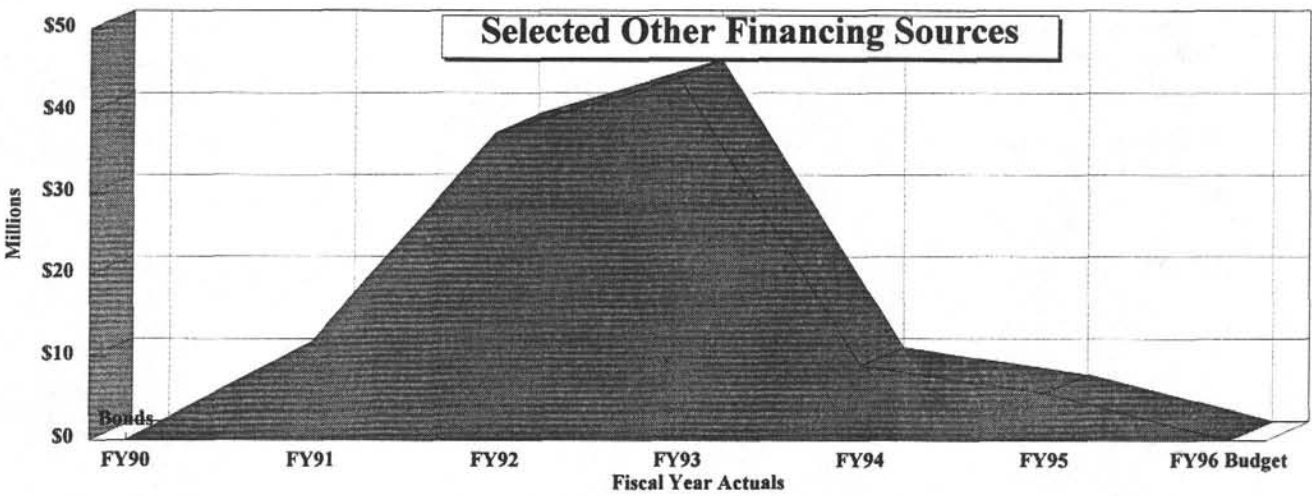
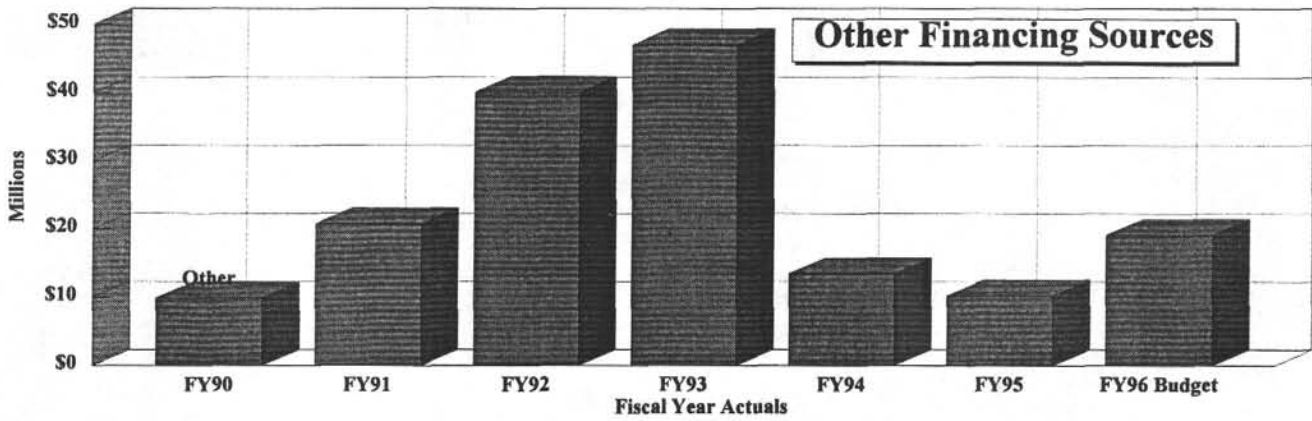


Miscellaneous revenues relate to those considered as non-recurring and not classified in any of the other major categories as defined. The major increase in fiscal year 1990 related to a one time sale of some property by the County. Miscellaneous revenues fluctuate from year to year mainly because this category is utilized to capture revenues that are considered non-recurring or not otherwise categorized. This classification is budgeted conservatively based on historical trends. Phone commissions saw an increase since fiscal year 1993 mainly due to new long distance vendor contracts with the County giving the County more commissioners on pay telephones located in County facilities such as the courthouse and detention facility.

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Miscellaneous</b>					
702	Detention Facility - Commissary	\$55,154	\$60,000	\$60,000	\$60,000
705	Purchasing-Stock Sales	79,843	94,427	300,000	65,000
707	Foster Care Support	18,239	14,147	16,024	
709	Allright Parking	45,564	44,074	42,000	42,000
711	Courthouse Cafeteria Concession	19,160	19,882	19,000	20,000
712	Phone Commissions-Local	247,049	271,429	256,000	246,000
713	Continuing Legal Education Fees	3,895	3,225	15,000	15,000
714	Phone Commissions-Long Distance		12		20,000
905	Landmark Building Rental		39,000		156,000
906	Morgue Facility Rental		5,500		6,600
907	Courthouse & Parking Facility Rental	675		500	100
919	Miscellaneous Reimbursement		1713		
935	Contributions & Donations-General				
945	Program Income	85,520	106,955	656,126	108,000
963	Property Sales	1,193	44,272	2,000	1,100
964	Unclassified Revenue	210,186	567,737	147,500	167,000
	<b>Totals</b>	<b>\$766,478</b>	<b>\$1,272,373</b>	<b>\$1,514,150</b>	<b>\$906,800</b>

# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds



The overall majority of this category relates to the receipt of bond proceeds in the year of inception for capital projects. The remaining sources relate to transfers between other funds of the County such as from the general fund to grant funds.

# County of El Paso, Texas

## Summary of Revenues with Selected Definitions and Trends - All Funds

Account Number	Revenue Account Title	Actuals		Budgets	
		FY 94	FY 95	FY 95	FY 96
<b>Other Financing Sources</b>					
950	Proceeds Of Bonds Sold	\$8,557,472	\$5,600,000	\$5,600,000	
951	Proceeds Of Certificates Of Obligation	313,000			
952	Interest Bonds				
953	Accrued Interest - Certificates of Indebtedness	38,526	35,311	35,312	
954	Refinancing Proceeds				
1011	Designated Fund Equity			46,628,125	\$14,802,870
1019	Designated-Excess Sales Tax(Debt Service)				
1020	Transfers In	381,409	493,767	605,720	391,068
1021	Transfers In-Grants	1,848,061	2,046,580	2,178,553	1,919,601
1022	Transfers In-Court Reporter Fees				131,000
1023	Excess Grant Match	16,385	283	5,000	10,000
1026	Program Participants	545,296	734,483	64,048	427,723
1027	Transfer In-Excess	494,435			
1038	Transfers In-Road and Bridges	1,300,000	1,325,000	1,325,000	1,425,000
	<b>Totals</b>	<u>\$13,494,584</u>	<u>\$10,235,424</u>	<u>\$56,441,758</u>	<u>\$19,107,262</u>
<b>Residual Equity Transfers-In</b>					
1039	Residual Equity Transfer-In	\$357,400	\$11,415		
	<b>Totals</b>	<u>\$357,400</u>	<u>\$11,415</u>		
	<b>Grand Totals</b>	<u>\$109,697,403</u>	<u>\$110,433,051</u>	<u>\$153,851,228</u>	<u>\$112,990,693</u>



# **EXPENDITURES**



# County of El Paso, Texas

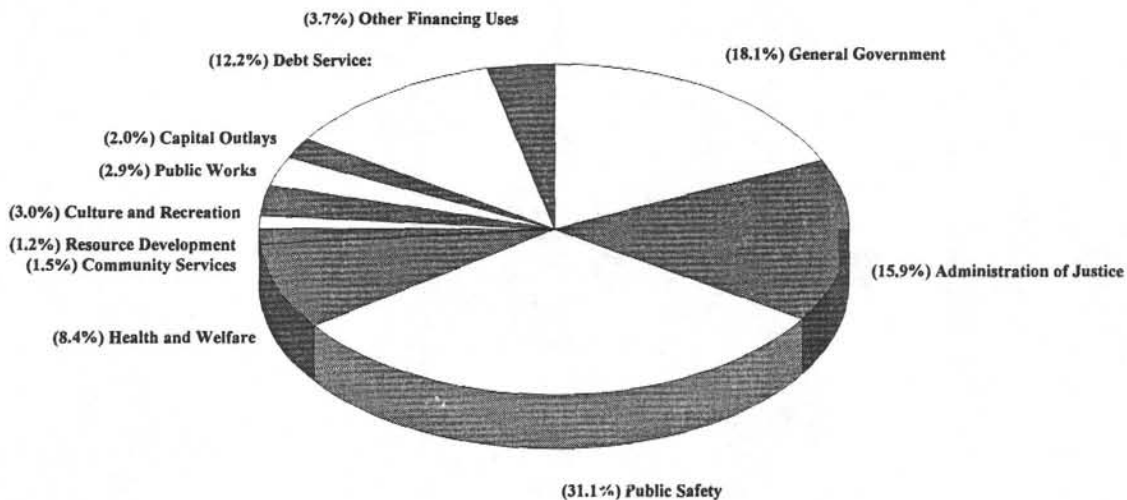
## Fiscal Year 1996 Operating Budget Summary - All Funds (Expenditures)

With comparative actuals and budget

	Actual Expenditures		Budgeted Appropriations		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Expenditures (Uses):</b>					
General Government	\$15,094,022	\$15,468,224	\$19,092,639	\$20,493,771	7.34%
Administration of Justice	15,790,542	16,119,099	17,817,738	18,018,187	1.12%
Public Safety	28,912,220	32,426,683	34,449,218	35,098,186	1.88%
Health and Welfare	6,755,094	7,476,123	10,033,958	9,538,738	-4.94%
Community Services	3,888,676	3,967,537	3,000,684	1,711,544	-42.96%
Resource Development	1,896,880	1,623,293	1,763,696	1,385,328	-21.45%
Culture and Recreation	2,177,783	2,379,265	2,765,036	3,349,109	21.12%
Public Works	2,232,876	2,460,906	3,048,669	3,262,246	7.01%
Capital Outlays	8,608,932	7,054,785	43,790,589	2,269,662	-94.82%
Debt Service:					
Principal	6,000,000	6,965,000	7,070,000	5,927,672	-16.16%
Interest	8,355,326	6,647,639	6,689,908	7,809,951	16.74%
Other Debt Related Costs	111,128				
Other Financing Uses	10,574,057	4,377,904	4,503,792	4,126,299	-8.38%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$110,397,536</b>	<b>\$106,966,458</b>	<b>\$154,025,928</b>	<b>\$112,990,693</b>	<b>-26.64%</b>

## Fiscal Year 1996 Budget

Appropriations (Uses) - All Funds



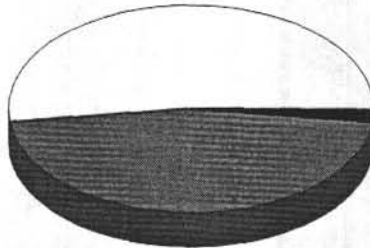
# County of El Paso, Texas

## Budget Summary for Fiscal Year 1996 by Category - All Funds With Prior Year Expenditure Actuals

Category	Actuals		Adopted Budget		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Personnel	\$49,174,726	\$53,669,654	\$56,648,789	\$58,920,402	4.01%
Operating	52,612,878	47,313,850	53,475,243	51,800,629	-3.13%
Capital	8,609,230	5,982,954	43,901,896	2,269,662	-94.83%
<b>Totals</b>	<b>\$110,396,834</b>	<b>\$106,966,458</b>	<b>\$154,025,928</b>	<b>\$112,990,693</b>	<b>-26.64%</b>

### Operating Budgets FY 96

**\$58,920,402 (52.1%) Personnel**

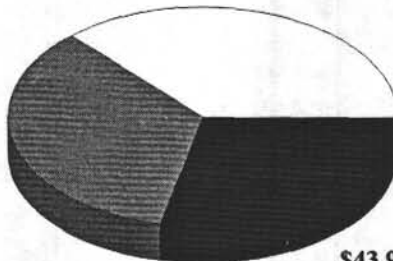


**\$2,269,662 (2.0%) Capital**

**\$51,800,629 (45.8%) Operating**

### FY 95

**\$56,648,789 (36.8%) Personnel**



**\$53,475,243 (34.7%) Operating**

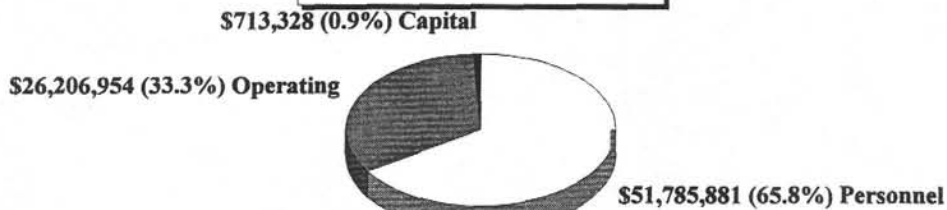
**\$43,901,896 (28.5%) Capital**

# County of El Paso, Texas

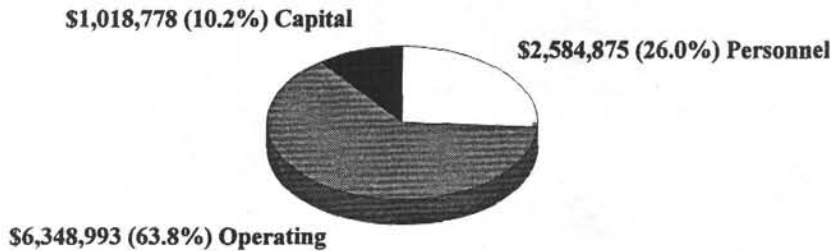
## Budget Summary for Fiscal Year 1996 - Appropriations By Fund and Category

Category	General Fund	Special Revenue	Grants	Debt Service	Capital Projects	Grand Totals
Personnel	\$51,785,881	\$2,584,875	\$4,549,646			\$58,920,402
Operating	26,206,954	6,348,993	5,507,059	\$13,737,623		51,800,629
Capital	713,328	1,018,778	142,256		\$395,300	2,269,662
<b>Totals</b>	<b>\$78,706,163</b>	<b>\$9,952,646</b>	<b>\$10,198,961</b>	<b>\$13,737,623</b>	<b>\$395,300</b>	<b>\$112,990,693</b>

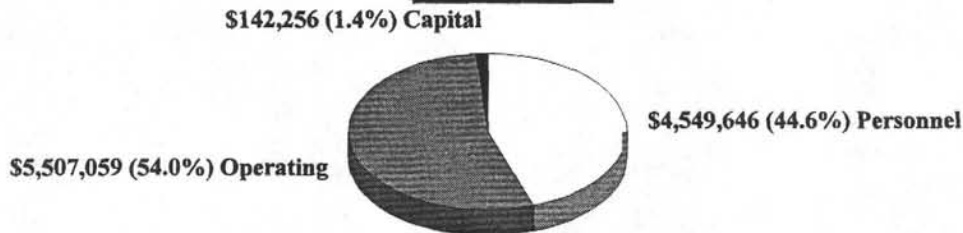
### General Fund



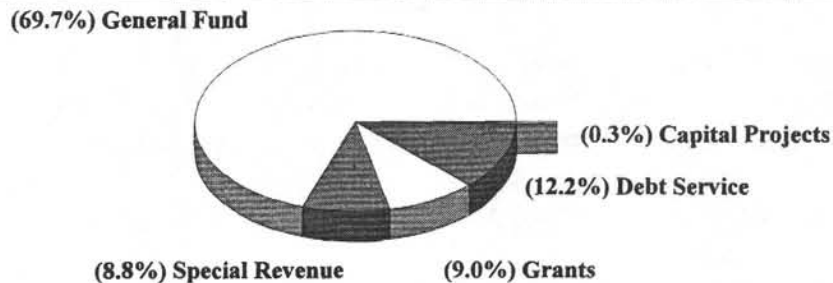
### Special Revenue



### Grants



### All Funds as a Percentage of the Total Budget



# County of El Paso, Texas

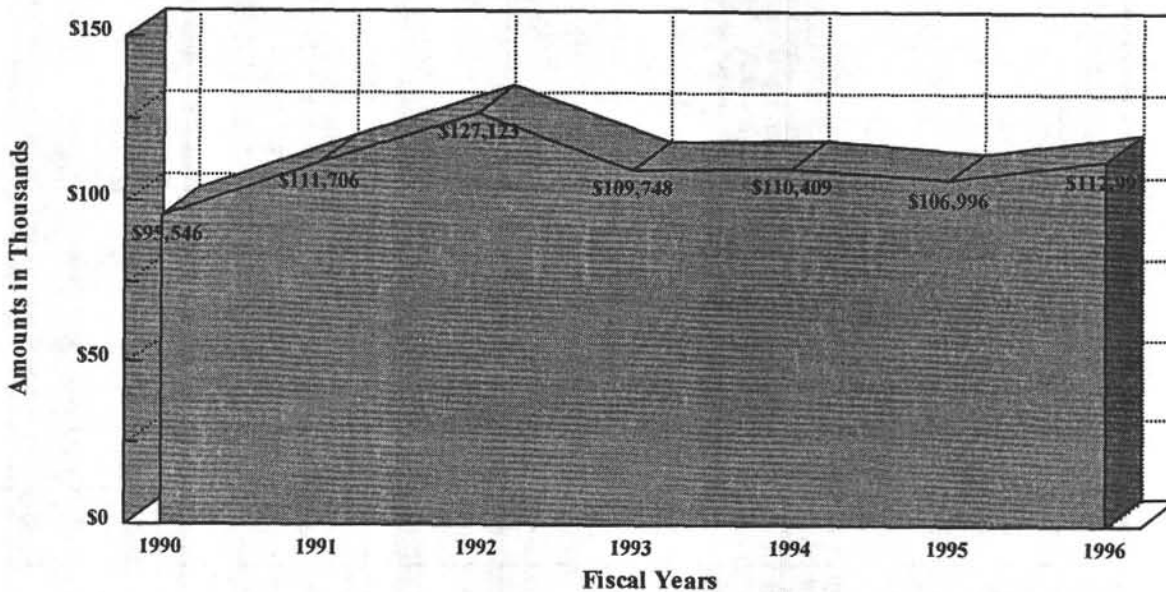
## Historical Expenditure Trends - By Function

(Amounts in thousands)

### Fiscal Year Expenditures

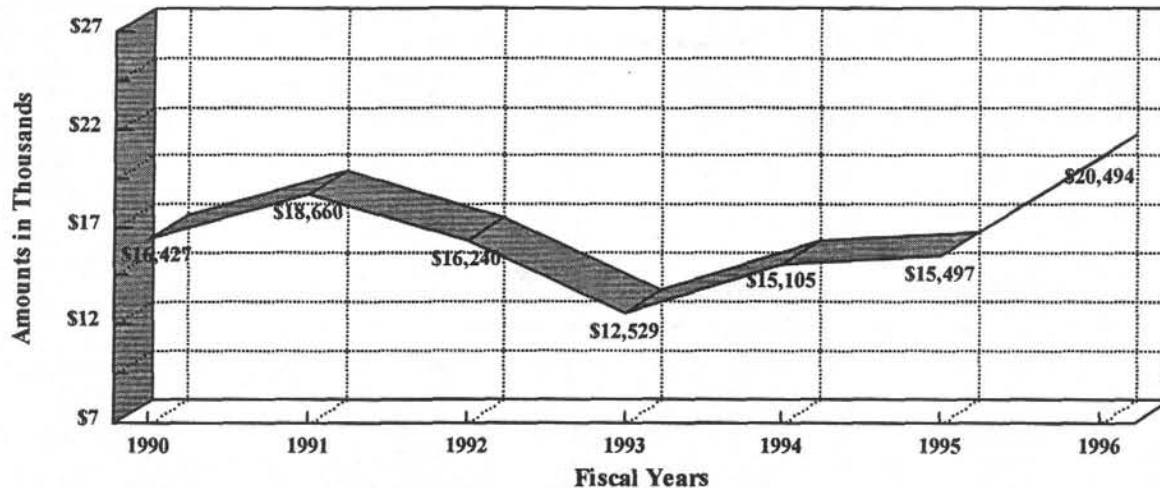
Function	Actuals						Budget
	1990	1991	1992	1993	1994	1995	1996
General Government	\$16,427	\$18,660	\$16,240	\$12,529	\$15,105	\$15,497	\$20,494
Administration of Justice	7,988	9,839	14,654	15,112	15,791	16,119	18,018
Public Safety	21,058	24,207	24,556	25,764	28,912	32,427	35,098
Health and Welfare	6,752	7,509	7,279	7,022	6,755	7,476	9,539
Community Services	1,211	1,808	2,536	3,111	3,889	3,968	1,712
Resource Development	3,299	3,756	3,390	3,114	1,897	1,623	1,385
Culture and Recreation	2,002	2,228	3,698	2,023	2,178	2,379	3,349
Public Works	1,679	1,330	1,515	1,929	2,233	2,461	3,262
Capital Outlays	23,171	25,503	7,418	9,520	8,609	7,055	2,270
Debt Service:							
Principal	2,635	2,940	6,120	4,000	6,000	6,965	5,928
Interest and other costs	4,705	4,496	6,560	5,144	8,466	6,648	7,810
Other Uses	4,619	9,430	33,157	20,480	10,574	4,378	4,126
<b>Total Expenditures</b>	<b>\$95,546</b>	<b>\$111,706</b>	<b>\$127,123</b>	<b>\$109,748</b>	<b>\$110,409</b>	<b>\$106,996</b>	<b>\$112,991</b>

### Historical Trend - Total Expenditures - All Funds



**Total expenditures** for the County of El Paso had minimal growth over the years regarding operational expenditures due to contractual increases relating to sheriff deputies covered by a collective bargaining agreement for salary increases, operational cost increases such as utilities and general inflationary factors. Significant increases which caused the trend to peak related to the cycle of capital project construction costs and fluctuations in principal and interest payments on bonded indebtedness.

## General Government



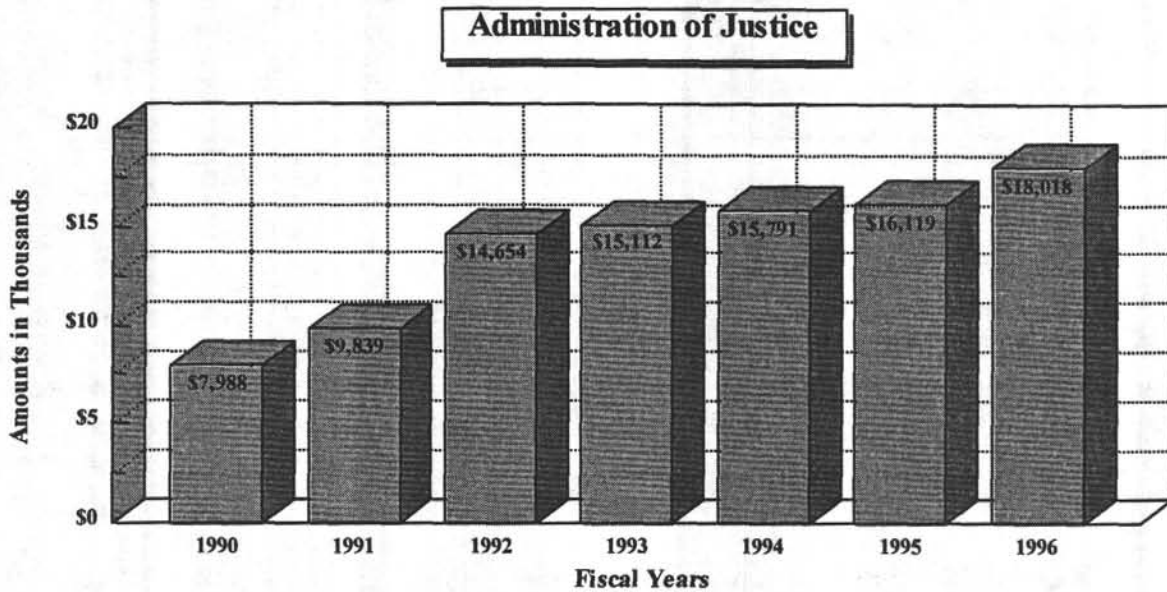
The **General Government** component of the County's budget relates to departments which are administrative in general. For example, the County Judge and County Commissioners are funded within this function as they are the administrative body of the County. This body is administrative in nature and they are responsible for making financial and other decisions which impact residents of El Paso County. Other departments that fall within this category to name a few are the County Auditor and Treasury, General and Administration, County and District Clerk, Consolidated Data Processing and the Tax Office.

Overall, expenditures of departments within this classification reflect slight increases with the exceptions as follow. Some of the major fluctuations are related directly to three main areas which are County Purchasing, Elections and the General and Administrative departments. The County Purchasing department purchases and maintains an inventory of supplies and equipment to be utilized by the various county departments. Over the past years an account was established within the County Purchasing Department to allow the purchasing agent to make purchases of supplies and subsequently sell these items to other county departments at cost. Over the years, the purchasing agent has implemented a system called the Advanced Purchasing Inventory Control System (ADPICS) which allows departments to electronically request purchases directly from their respective budgets and thus alleviating the purchasing agent from having to use his budget to make purchases. Consequently, the County Purchasing budget has been systematically reduced over the years as systems and procedures became more efficient. With respect to the Elections Department, various factors affected that budget over the years. Election years, especially those involving primaries caused expenditures to rise as well as the bi-yearly requirement for mass mailing of voter registration cards to all registered voters of El Paso County. Last, but not least, changes in State election laws required creation of a Contracted Services Election Fund which is now accounted for as an Agency Fund. This new fund required that non-county related election costs that are reimbursed to the election administrator be placed in this fund to counter actual expenditures incurred in provide election services to other governmental agencies. The shift of these expenditures from the general fund elections department over the past few years attributed some of the decrease beginning with fiscal year 1992.

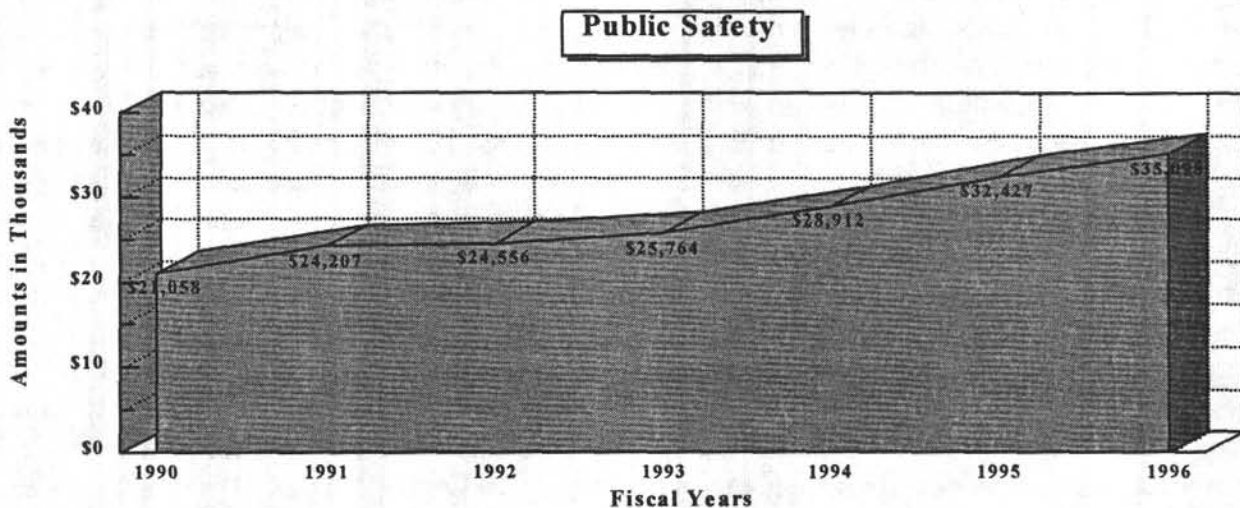
The general and administrative index of the general fund fluctuated over the years as it is used as a catch all account at the discretion of the Commissioners Court. This account is utilized for payments to other agencies for a variety of services from appraisals of property by the Central Appraisal District, tax collection



cost billed by the City of El Paso, contributions by the County to its self funded health, life and dental insurance fund which has decreased in recent years, and various contingency expenditures which fluctuate from year to year. The Commissioners Court has over the years increased its budgeted contingency funds due to legal budget constraints in the event that a major emergency arises requiring funding. The major increase for fiscal year 1996 is attributable to the fact that the Commissioners Court budgeted approximately \$2,200,000 in general and administrative contingencies accounts which is significantly greater than that of prior years by roughly \$1,200,000.

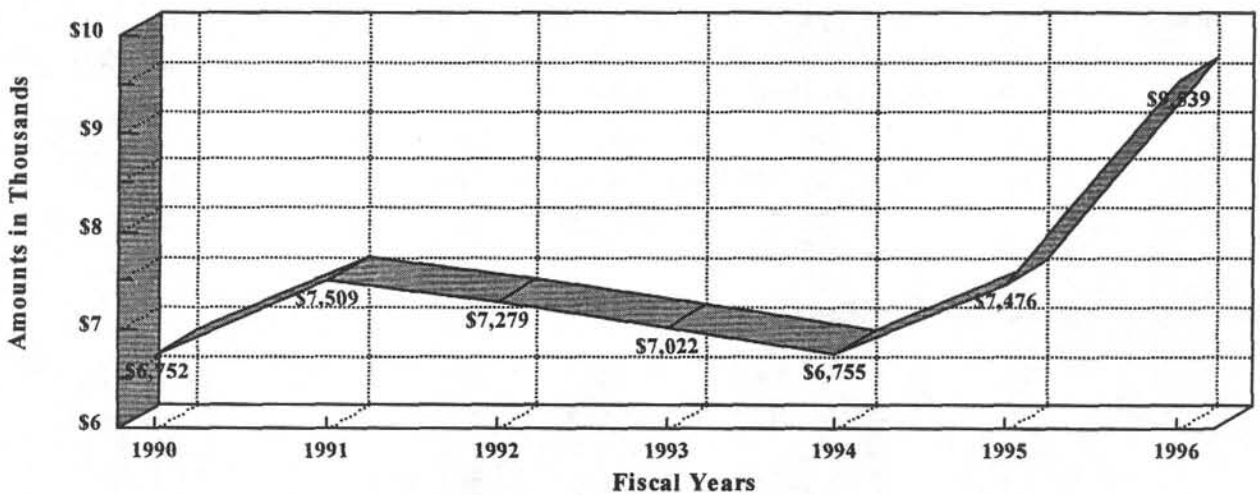


**Administration of Justice** is the basic reason for county government and has not seen significant changes since the early 1990's. Basically the increase relates to nominal yearly adjustments as those given to other departments within the county. The significant fluctuations related to increases in the judiciary such as new courts being funded in the early 90's and again this year with the new 383rd and 384th District Courts being approved by the State legislature as well as a new Criminal Law Magistrate approved by the Commissioners Court effective in fiscal year 1996.



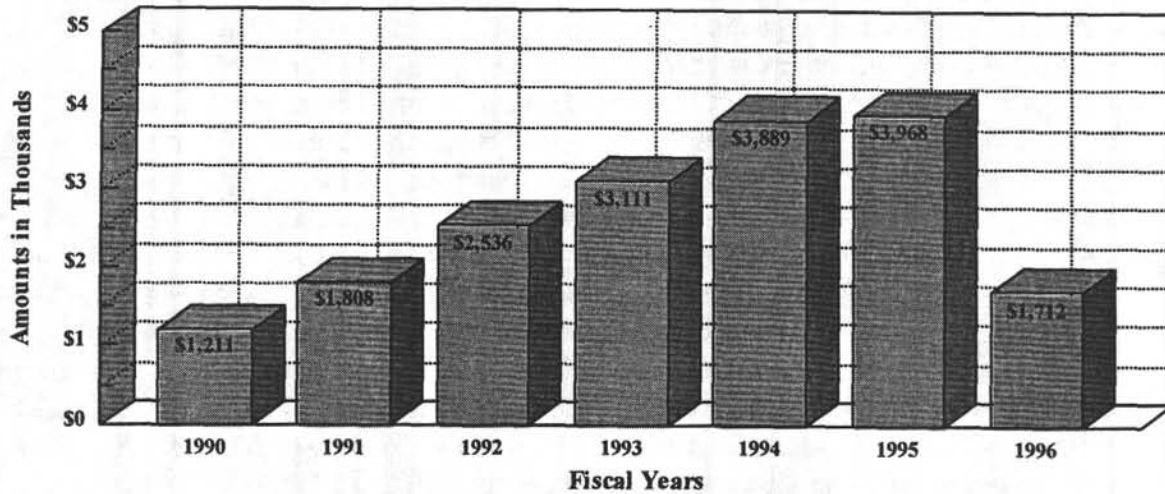
In regards to **Public Safety**, beginning in the late 1980's the County entered into a collective bargaining contract mainly with El Paso County Sheriff deputies for salary and benefit compensation which is representative of the trend of increases in this area. Additionally, over the years, other Sheriff's Department employees were added to the collective bargaining contract as well as other salary incentive plans introduced by that department such as a step ladder or career ladder increase system approved by the Commissioners Court solely for that department. Of the two indexes utilized by the County Sheriff, most increases occurred within the County Sheriff Detention Facility index. Other factors which warrant explanation include the introduction of the County Sheriff Courthouse Security index which was introduced in fiscal year 1994 to provide security to County owned facilities, mainly the County Courthouse Building for which expenditures grew from \$26,257 in fiscal year 1994 to \$385,993 in fiscal year 1995. Other factors for the increase in Public Safety expenditures relates to growth in the area of the Juvenile Probation Department. Increases in juvenile crime and additional State mandates have required staffing and operational increases over the years. Along those lines, the County Sheriff's Department has had increases attributable to increases in crime as evidenced by the fact that for a number of years the detention facility has been operating at over capacity by approximately 300 inmates. Furthermore, future expenditures of the County Sheriff's Detention Facility are estimated to increase beginning in fiscal year 1998 anywhere between \$12,000,000 to \$16,000,000 upon completion of a new jail annex to be constructed in East El Paso.

**Health and Welfare**



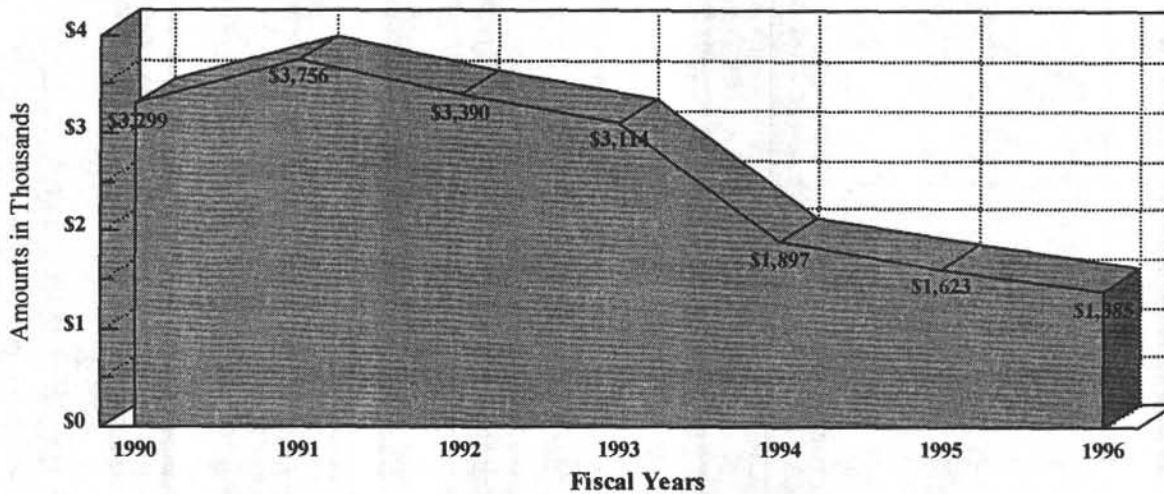
The bulk of the increase in **Health and Welfare** relates to the County's funding of health related agencies such as the City-County Health District, Animal Control and fluctuations within health related grant activities. Subsequent to fiscal year 1993, the County saw costs trending upwards upon completion of the new County Morgue which was completed in 1993. Although this category is trending upwards, indications are that this trend will come down dramatically due to program cutbacks at the State and Federal level to health and welfare related programs such the El Paso County Alcohol and Drug Abuse Program(EPCADS) and the City-County Nutrition Project. In light of possible funding losses, the County will be faced with the prospects of reducing or even eliminating such programs.

### Community Services



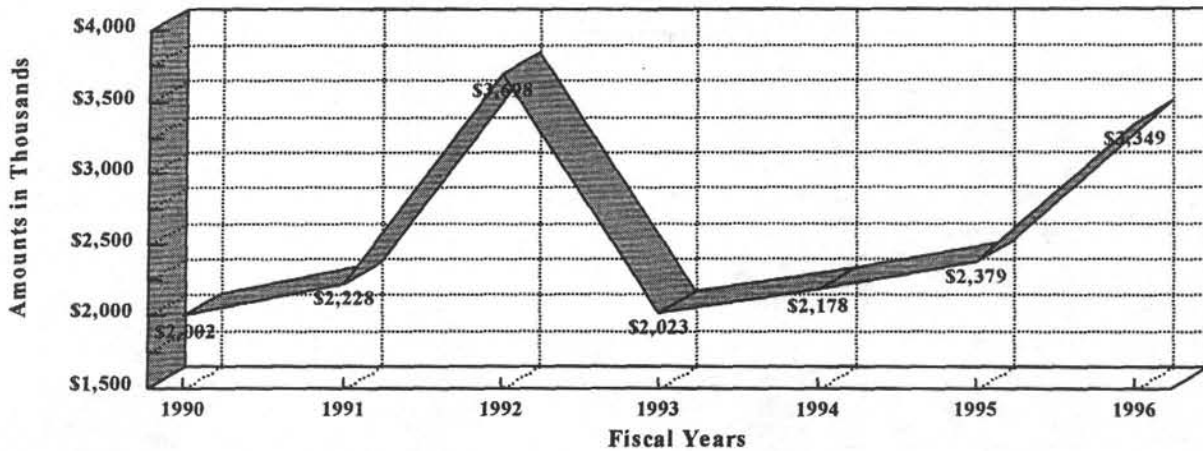
The area of **Community Services** relates directly to grant funded activities over the years. In more recent years the focal point has been on improving the outlying areas within the County of El Paso with necessities such as water and plumbing for which most awards were granted between fiscal years 1992 and 1995. The major change of fiscal year 1996 is the fact that some of these grants provide funding up front and some grants are being closed out due to discontinuation of funding.

### Resource Development



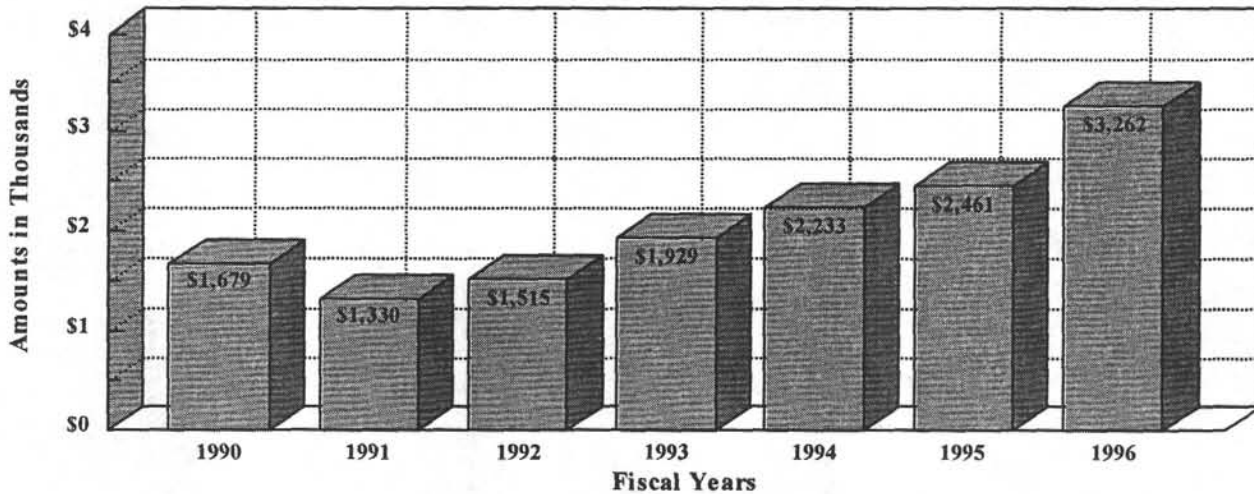
The downward slope in the area of **Resource Development** is mainly the result of an interlocal agreement between the City of El Paso and the County of El Paso whereby the City took total operational control of the Tourist and Convention Bureau and Civic Center operations in the early 1990's. Personnel and all operating activities transferred to the City and the County in turn provides hotel occupancy funding to the City of El Paso on a monthly basis.

### Culture and Recreation



The major factor for the dive of **Culture and Recreation** expenditures between fiscal years 1992 and 1993 is attributable to one time expenditures relating to the El Paso County Aquatic Center Construction Project which was partially funded through General Fund monies in addition to the transfer funds mentioned in the Other Uses section below. Other factors contributing to the upward slope from fiscal year 1993 relate to general increases and additional budgets being established relating to new restrictive sources of funding classified mostly in the Special Revenue Fund. One of the significant increases to culture and recreation for fiscal year 1996 relates to the Coliseum Tourist Promotion fund approximating \$200,000.

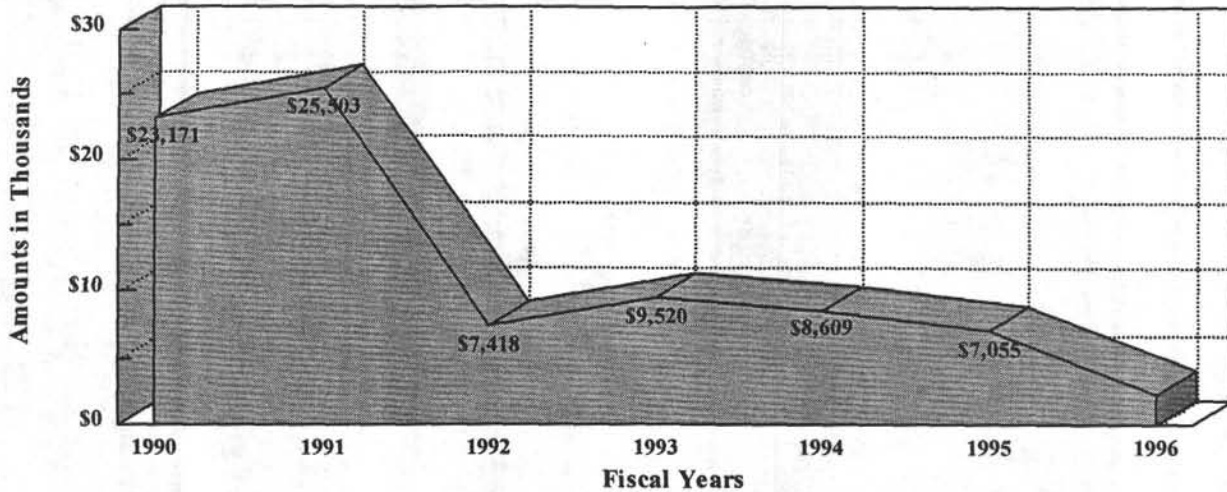
### Public Works



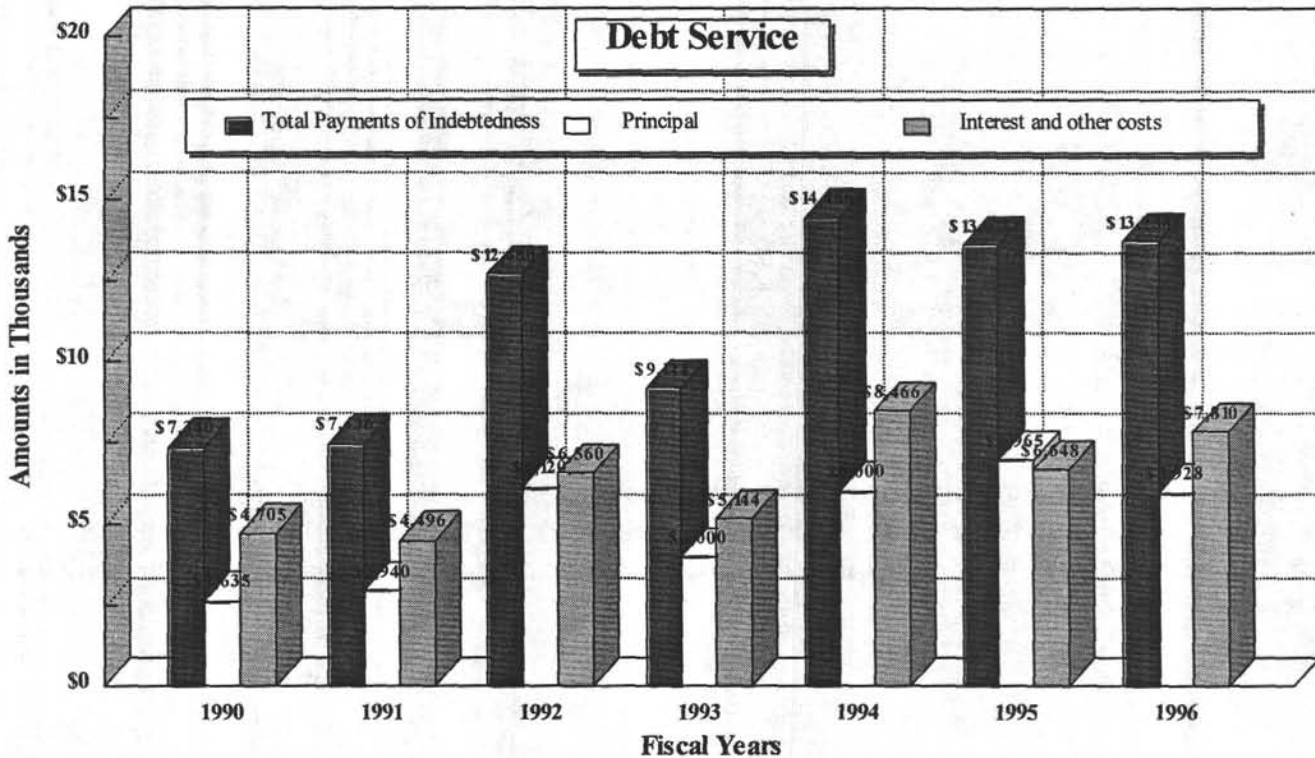
In the **Public Works** group, these are mainly infrastructure related expenditures for roads and bridges incurred by the Roads and Bridges Department. In recent years, the Roads and Bridges Department has focused on replacement of some of its heavy duty equipment and has put more emphasis on new roadways and roadway improvements.



### Capital Outlays

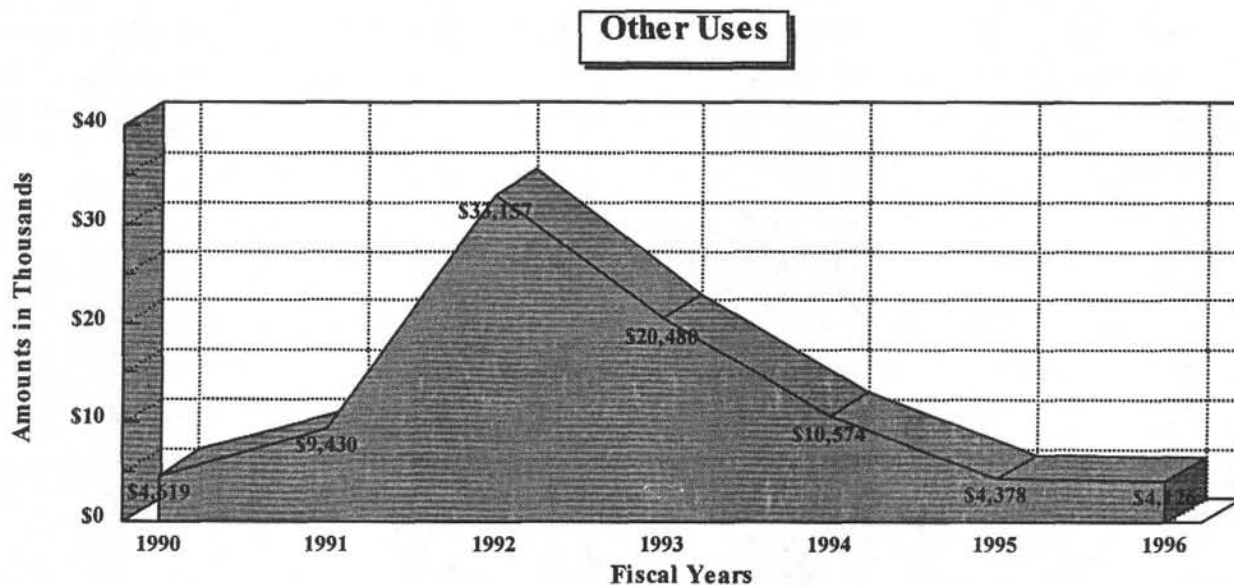


**Capital Outlays** mainly are the result of major capital projects. The main peak reflects the completion of a variety of county projects including the newly constructed County Courthouse Building followed by new projects such as the startup of the Jail Annex project which stalled after incurring approximately \$7,000,000 on that project. The present Commissioners Court does not have a long-term capital plan as of yet nor did predecessor courts. The County of El Paso budgets capital projects on a very limited basis and has only in the past three years allowed significant departmental capital expenditures such as in fiscal year 1994 when the County issued \$3,210,000 in Certificates of Obligation for the purpose of capital equipment and improvements at the departmental level. In fiscal year 1996, the main outlays as shown in the capital projects section of this report, relate to additional non-departmental capital projects and additions to the County Sheriff's vehicle fleet amounting to \$300,000 which is the same amount as in fiscal year 1995.





**Debt Service** is utilized for the repayment of outstanding obligations of the County relating to bonds issued over the years for approved capital projects. Fluctuations over the years are attributable to timing of repayment scheduling by the County's bond counsel. The trend is increasing as can be seen in the Debt Service section of this report. Based on the County's current indebtedness, an increase in total payments will be experienced through fiscal year 2001 and subsequently will start trending downwards. The schedule of debt service principal and interest requirements in the debt service section of this report reflects this trend which could subsequently change due to debt restructuring or refundings in the future. The main source of repayment of the County's bonded indebtedness is ad valorem property taxes which by law is the first priority of using property tax monies collected and is a primary factor in calculating the County's ad valorem property tax rate each year.



**Other Uses** relate to transfers of funds to other funds and/or payments not considered operating expenditures such as defeasance or refunding of bond issues which occurred between fiscal year 1991 and 1994. The County, upon recommendations of its bond counsel's advise, took advantage of lower interest rate financing and refunded various long-term obligations which were accruing interest at a significantly higher interest rate for a net future saving to the taxpayers of El Paso County. Normally, other uses relate mainly to grant match transfers to various grants representing the County's funding portion in order to obtain State or Federal funding. The only exception to grant match transfers was in fiscal year 1991 when a transfer in the amount of \$4,800,000, (\$4,100,000 from the General Fund and \$700,000 from the Special Revenue Fund) was made to the Aquatic Center Construction Project which at the time was an enterprise fund. Other than this one time transfer of \$4,800,000 in fiscal year 1991, the large peak related to restructuring of future debt payments.



**GENERAL FUND**

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - General Fund With comparative actuals and budget

The General Fund is used to account for all financial resources not required to be accounted for in another fund. Expenditures are recorded by character within the various budgets. The number of budgets utilized by departments may vary depending upon the complexity of the unit as well as reporting requirements. The graphs that follow depict the fiscal year 1996 budgeted revenues by sources and appropriations by function and category (Personnel, Operating and Capital).

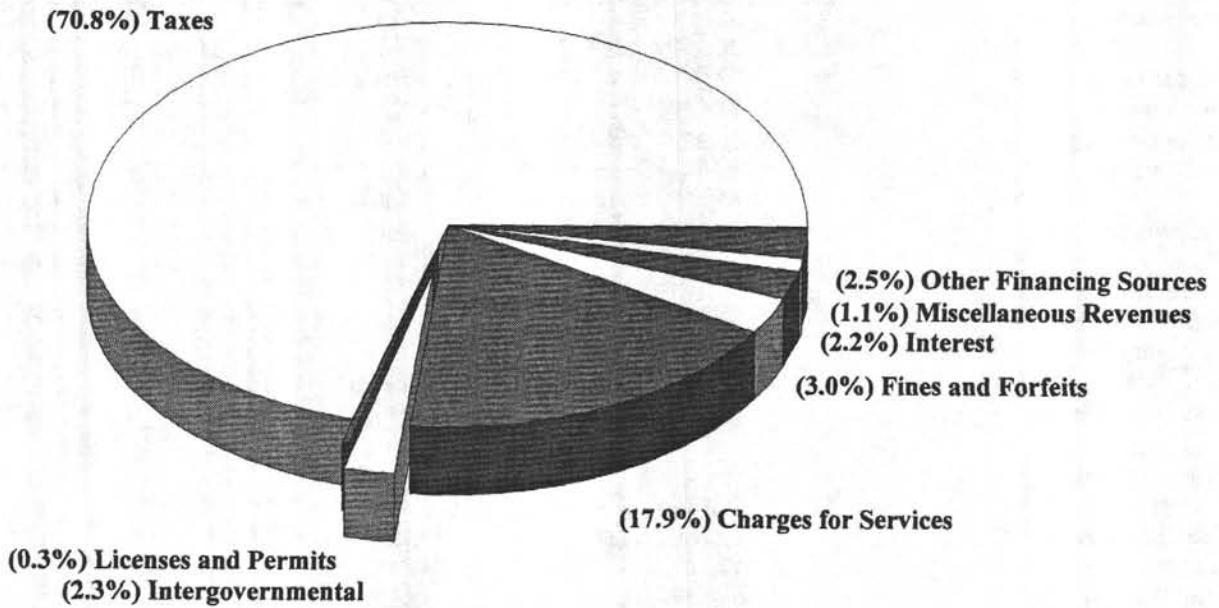
	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Taxes	\$46,826,517	\$49,328,115	\$47,698,319	\$47,431,900	-0.56%
Licenses and Permits	197,531	193,015	194,300	194,000	-0.15%
Intergovernmental	1,624,557	1,697,818	1,306,500	1,527,745	16.93%
Charges for Services	14,490,939	12,983,124	11,058,900	11,985,597	8.38%
Fines and Forfeits	1,860,603	2,130,021	1,836,100	1,982,718	7.99%
Interest	1,045,716	1,757,476	800,000	1,500,000	87.50%
Miscellaneous Revenues	1,159,296	1,008,367	1,100,000	716,800	-34.84%
Other Financing Sources	1,730,890	1,457,557	1,450,000	1,682,068	16.00%
<b>Total Revenues and Other Financing Sources</b>	<b>68,936,049</b>	<b>70,555,493</b>	<b>65,444,119</b>	<b>67,020,828</b>	<b>2.41%</b>
Residual Equity Transfers-In	1,432	11,415			
Beginning Fund Balances	10,941,645	14,741,302	14,741,302	15,316,141	3.90%
<b>Total Available Resources</b>	<b>\$79,879,126</b>	<b>\$85,308,210</b>	<b>\$80,185,421</b>	<b>\$82,336,969</b>	<b>2.68%</b>
<b>Expenditures (Uses):</b>					
General Government	\$14,374,855	\$14,907,261	\$18,437,631	\$19,254,421	4.43%
Administration of Justice	11,465,268	12,430,249	12,799,525	14,308,325	11.79%
Public Safety	28,912,220	32,426,683	34,449,218	35,098,186	1.88%
Health and Welfare	4,366,079	4,720,507	5,065,546	4,893,204	-3.40%
Resource Development	414,466	431,679	459,485	489,868	6.61%
Culture and Recreation	1,240,004	1,346,922	1,557,476	1,539,230	-1.17%
Capital Outlays	630,308	805,731	1,303,827	713,328	-45.29%
Other Financing Uses	3,734,624	2,920,630	3,058,792	2,409,601	-21.22%
<b>Total Expenditures and Other Financing Uses</b>	<b>65,137,824</b>	<b>69,989,662</b>	<b>77,131,500</b>	<b>78,706,163</b>	<b>2.04%</b>
Residual Equity Transfers-Out		2,407			
Encumbrances				1,685,421	
Ending Fund Balances	14,741,302	15,316,141	3,053,921	1,945,385	-36.30%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$79,879,126</b>	<b>\$85,308,210</b>	<b>\$80,185,421</b>	<b>\$82,336,969</b>	<b>2.68%</b>

Over the past few years the County Commissioners Court has designated part of the fund balance of the general fund in order to balance the operating budget. In fiscal year 1995, the Court used an estimated fund balance of \$9,249,971 to balance the budget. Based on actuals for fiscal year 1995, revenues were realized in excess of those projected for the year and belt tightening on expenditures by the Commissioners Court resulted in expenditures less than appropriations for a net gain to the fund balance of general fund. Although fiscal year 1995 ended up favorably, it should be noted that the Court again budgeted part of the fund balance to balance the operating budget in fiscal year 1996 to the tune of \$11,685,335 leaving a residual projected fund balance of approximately \$2,000,000. Currently, the County is experiencing reduced sales tax revenues which may adversely impact the general fund revenues for fiscal year 1996. With this in mind, the future of the fund balance of the general fund may possibly reach the above projection or fall close to being depleted. One factor in the County's favor is the fact that the Commissioners Court budgeted \$2,200,000 in general fund contingencies for unforeseen emergencies. If these funds are not spent during fiscal year 1996, the impact of the shortage of sales tax revenues could be offset by these accounts if such losses materialize further.

# County of El Paso, Texas

## Fiscal Year 1996 Budget

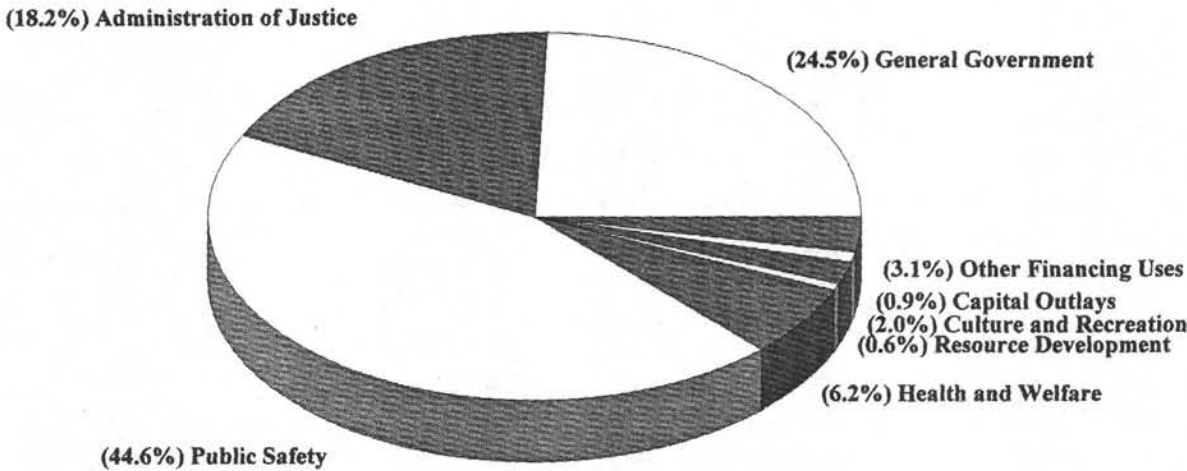
### Revenues (Sources) - General Fund





**County of El Paso, Texas**

**Fiscal Year 1996 Budget**  
**Appropriations (Uses) - General Fund**



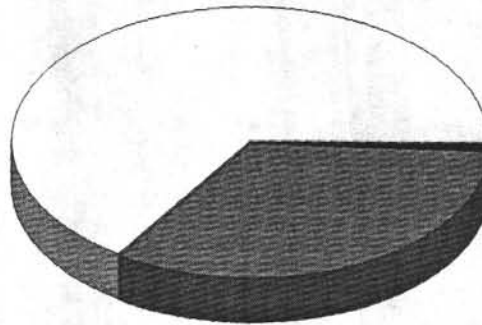
# County of El Paso, Texas

## Budget Summary for Fiscal Year 1996 by Category - General Fund With Prior Year Expenditure Actuals

Category	Actuals		Adopted Budget		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Personnel	\$41,941,725	\$46,825,190	\$49,313,327	\$51,785,881	5.01%
Operating	22,565,493	22,358,742	26,614,347	26,206,954	-1.53%
Capital	630,606	805,730	1,203,826	713,328	-40.74%
<b>Totals</b>	<b>\$65,137,824</b>	<b>\$69,989,662</b>	<b>\$77,131,500</b>	<b>\$78,706,163</b>	<b>2.04%</b>

## Operating Budgets FY 96

**\$51,785,881 (65.8%) Personnel**

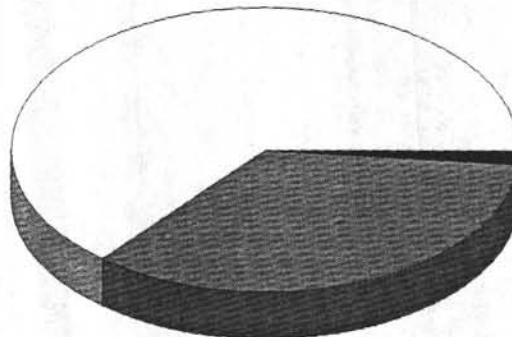


**\$713,328 (0.9%) Capital**

**\$26,206,954 (33.3%) Operating**

## FY 95

**\$49,313,327 (63.9%) Personnel**



**\$1,203,826 (1.6%) Capital**

**\$26,614,347 (34.5%) Operating**



# **GENERAL GOVERNMENT**

**COUNTY OF EL PASO, TEXAS**

Department: County Judge                      Fund No. 01                      Index No. 500025

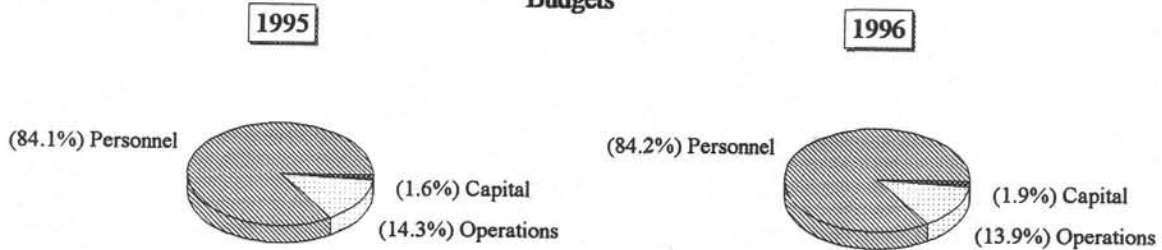
Department Description and Responsibilities

The County Judge is the senior elected official in the County. The County Judge and the four County Commissioners comprise the Commissioners Court, the County's executive body. The County Judge presides at all meetings of the Commissioners Court and generally is the individual who represents the County both ceremonially and contractually.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$156,151	\$164,120	\$172,170	\$180,736	4.98%
Operations	10,326	15,998	29,238	29,920	2.33%
Capital		3,152	3,201	4,000	24.96%
<b>Totals</b>	<b>\$166,477</b>	<b>\$183,270</b>	<b>\$204,609</b>	<b>\$214,656</b>	<b>4.91%</b>

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

County Coordinator	1
County Judge	1
Executive Assistant	1
Executive Secretary	1

**COUNTY OF EL PASO, TEXAS**

Department: Commissioner Fund No. 01 Index No. 500033  
 Precinct No. 1

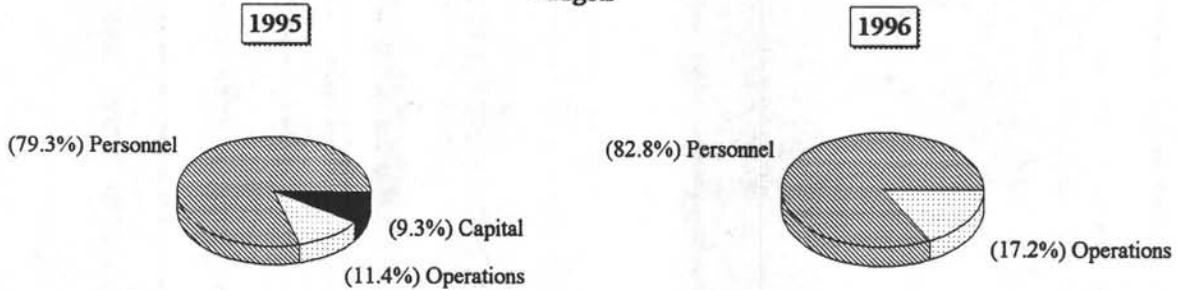
Department Description and Responsibilities

Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct area of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County and represents the County ceremonially.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$70,852	\$73,032	\$73,390	\$77,001	4.92%
Operations	6,522	9,791	10,541	16,000	51.79%
Capital	3,624		8,615		-100.00%
Totals	\$80,998	\$82,823	\$92,546	\$93,001	0.49%

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

Authorized Position Detail

Administrative Assistant	1
County Commissioner	1



**COUNTY OF EL PASO, TEXAS**

Department: Commissioner Fund No. 01 Index No. 500041  
 Precinct No. 2

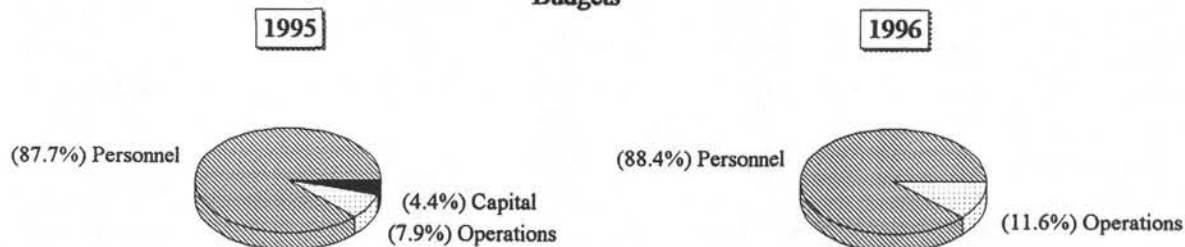
Department Description and Responsibilities

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Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$71,065	\$70,646	\$71,490	\$77,003	7.71%
Operations	2,346	5,385	6,452	10,100	56.54%
Capital	1,932	3,597	3,600		-100.00%
Totals	\$75,343	\$79,628	\$81,542	\$87,103	6.82%

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

Authorized Position Detail

Administrative Assistant	1
County Commissioner	1

**COUNTY OF EL PASO, TEXAS**

Department: Commissioner Fund No. 01 Index No. 500058  
 Precinct No. 3

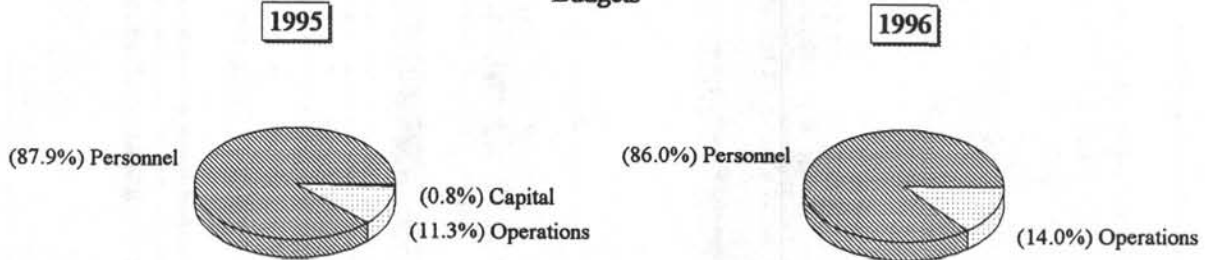
Department Description and Responsibilities

Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct area of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County and represents the County ceremonially.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$71,064	\$73,231	\$73,391	\$77,003	4.92%
Operations	2,385	8,689	9,463	12,500	32.09%
Capital	1,862	632	632		-100.00%
<b>Totals</b>	<b>\$75,311</b>	<b>\$82,552</b>	<b>\$83,486</b>	<b>\$89,503</b>	<b>7.21%</b>

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2	2	2
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>

Authorized Position Detail

Administrative Assistant	1
County Commissioner	1

**COUNTY OF EL PASO, TEXAS**

Department: Commissioner Fund No. 01 Index No. 500066  
 Precinct No. 4

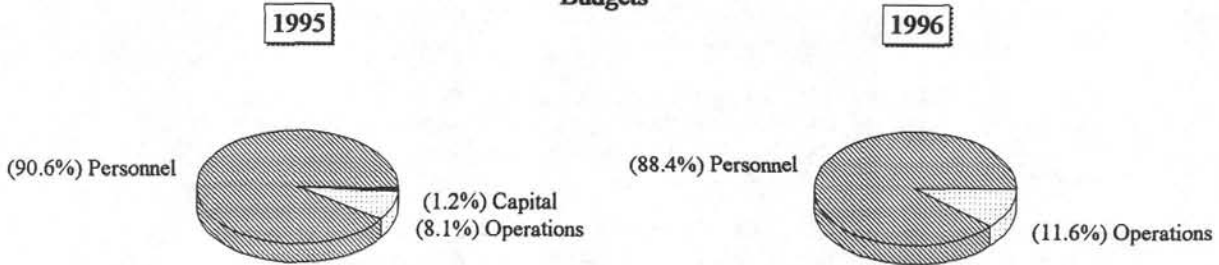
Department Description and Responsibilities

Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct area of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County and represents the County ceremonially.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$67,133	\$74,068	\$74,189	\$77,003	3.79%
Operations	1,463	5,310	6,664	10,100	51.56%
Capital		1,000	1,000		-100.00%
Totals	\$68,596	\$80,378	\$81,853	\$87,103	6.41%

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

Authorized Position Detail

Administrative Assistant	1
County Commissioner	1

COUNTY OF EL PASO, TEXAS

Department: County Auditor and Treasury Fund No. 01 Index No. 500124

Department Description and Responsibilities

The County Auditor is the chief financial officer of the County and is appointed for a two-year term by the eleven State District Judges in El Paso County. The County Auditor answers to the Council of Judges that is comprised of thirteen State District Judges, five County Court at Law Judges and a Probate Judge. Duties of the County Auditor include prescribing the accounting and payroll systems, financial management and reporting, budgeting, accounts payable, financial accounting and cash management, treasury functions, payroll, internal auditing, and the safeguarding of assets of El Paso County. The Auditor oversees all receipts and disbursements of the County and ensures that payments are made in strict compliance with budget limits. As budget officer for the County of El Paso, the auditor estimates all revenues and prepares the annual operating budget. The auditor also monitors all financial activities for compliance with county policies, as well as Federal and State laws and regulations.

Goals and Objectives

- Goal 1: To coordinate and supervise the activities of the County Auditor's office in order to provide financial and accounting services to all county departments, the general public, Commissioners Court, and provide ongoing ancillary support regarding the County's financial and budgetary matters.
- Goal 2: To upgrade our existing financial accounting software, aggressively implement the County's investment policies, and prepare the Comprehensive Annual Financial Report (CAFR) and budgetary presentation package within 45 days of closing the books and adoption of the operating budget.
- Goal 3: To improve the County's financial position by encouraging Commissioners Court to focus on establishing and maintaining adequate fund balance reserves and a capital plan to address the projected future growth of the County and replacement of old outdated machinery and equipment in County departments to more adequately serve the public.
- Objective 1: Assist Commissioners Court in developing budgets based on the goals and objectives of the Court and to continually monitor revenue projections and new sources of possible revenue or cost savings.
- Objective 2: Monitoring financial trends and indicators on a monthly basis and budget limits daily, to assure adequate funding and compliance with State laws and limits of the Court.
- Objective 3: Impress the new Commissioners Court members of the importance of having a capital improvement plan not only for major capital projects of the County, but also for departmental needs for machinery and equipment to properly maintain public services at adequate levels.
- Objective 4: Maintain a professional staff and provide professional training and seminars to staff members to facilitate increasing the quality of services provided by the County Auditor's Office.
- Objective 5: Implement the new release 3.2 of Peat Marwick's Financial Accounting Management Information System (FAMIS) to increase efficiency by having financial data available at the detail level, thus reducing the number of paper reports requested and facilitating more timely account analysis, reporting and reconciliation. This system will further reduce tasks currently done manually including manual checks thus reducing the duplication of efforts, and increasing operational efficiency and effectiveness. The personnel assigned will test all phases of this upgrade with full implementation anticipated by February 1996.
- Objective 6: Develop and implement an Electronic Data Processing (EDP) audit program for the County.
- Objective 7: Minimize idle cash by increasing investment of funds and optimizing cash flows to meet the needs of the County on a daily basis.
- Objective 8: Monitor internal controls of this office and that of other county departments to assure controls are adequate and in place for the safeguarding of County assets.

**COUNTY OF EL PASO, TEXAS**

Department: County Auditor and Treasury - continued      Fund No. 01      Index No. 500124

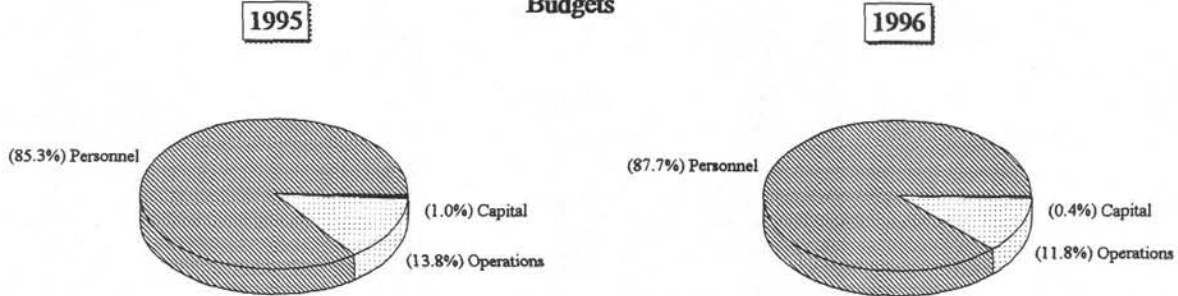
Goals and Objectives - continued

- Objective 9: Focus on the Comprehensive Annual Financial Report (CAFR) and Budget presentation package report activities throughout the year to assure that these reports are completed within 45 days from year end closing and the adoption of the new fiscal year budget.
- Objective 10: Increase effectiveness and efficiency of data entry, payment processing, and departmental communication of payment processing problem areas.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$1,239,473	\$1,322,764	\$1,336,712	\$1,451,467	8.58%
Operations	152,955	176,656	215,851	195,691	-9.34%
Capital	10,350	15,201	15,343	7,000	-54.38%
<b>Totals</b>	<b>\$1,402,778</b>	<b>\$1,514,621</b>	<b>\$1,567,906</b>	<b>\$1,654,158</b>	<b>5.50%</b>

Budgets



Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Number of transactions:			
Payroll checks issued	50,712	54,643	58,877
Vendor checks issued	73,794	82,032	91,219
Grants administered	49	47	58
Positions budgeted	1,821	1,640	1,702
Revenue transactions	11,574	13,477	15,633
Expenditure transactions	98,619	97,492	96,505

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	41	41	42
Part-time employees	4	4	4
<b>Totals</b>	<b>45</b>	<b>45</b>	<b>46</b>



COUNTY OF EL PASO, TEXAS

Department: County Auditor and Treasury - continued      Fund No. 01      Index No. 500124

Authorized Position Detail

Accountant I	11	Executive Secretary	1
Accounts Payable Clerk I	3	First Assistant County Auditor	1
Accounts Payable Clerk II	2	Internal Audit Supervisor	1
Accounts Payable Clerk III	2	Internal Auditor I	4
Accounts Payable and Inventory Supervisor	1	Internal Auditor III	2
Administrative Secretary	1	Investment Analyst	1
Budget Analyst	1	Managerial Accounting and Budget Supervisor	1
Cash Management and Debt Service Supervisor	1	Payroll Accountant II	1
Clerk I, Part-time	4	Payroll Clerk II	1
County Auditor	1	Payroll Supervisor	1
Data Entry Clerk	2	Senior Accounting Clerk	1
Data Entry III	1	Treasury Supervisor	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Purchasing                      Fund No.                      01                      Index No.                      500512

**Department Description and Responsibilities**

The Purchasing department has the responsibility of purchasing all materials, supplies, services and equipment for County departments and related governmental entities, via an informal or formal procurement process. The Purchasing department is also responsible for the administration of property control and related tracking of fixed assets for the County. Purchasing supervises all purchases made as a result of the competitive bidding process and administers the inventory control functions for the County as prescribed by State Statutes and in accordance with departmental policies, rules and procedures. This department is also responsible for the administration and operation of the copy center, central supply and all mail functions for the County.

Goals and Objectives

- Goal 1:                      To deliver the highest quality procurement services in the most efficient and fiscally responsible manner for the county.
- Goal 2:                      To fully automate the purchasing department including the following software systems: ADPICS, FAACS, POPS and BARS.
- Goal 3:                      To provide the County of El Paso with efficient and high quality copying, printing and binding of documents.
- Goal 4:                      To ensure that the best and lowest responsible bids meeting the specifications are awarded so that the highest quality services, materials and supplies are always procured at the best possible price.
- Objective 1:              Maintain a high standard of efficiency and professionalism in the supervision of the competitive bidding and proposal process.
- Objective 2:              Decrease response time in the procurement process.
- Objective 3:              Provide additional and advanced training of Purchasing department personnel in diverse procurement areas in order to maximize productivity.
- Objective 4:              Provide training and system support to all county departments in the use of ADPICS, thus improving the effectiveness of the automated purchasing program.
- Objective 5:              Implement system upgrades for ADPICS to include electronic mail, approval processing, and POPS electronic payment voucher system.
- Objective 6:              Finalize placement and full implementation of FAACS, the County's fixed assets control system, thus maximizing efficient tracking and inventory accountability.
- Objective 7:              Implement software upgrade of BARS, the County's system for bar-coding inventory.
- Objective 8:              Purchase state of the art copying equipment.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$351,267	\$393,395	\$420,972	\$440,430	4.62%
Operations	112,212	239,844	420,140	352,750	-16.04%
Capital	39	439	1,000		-100.00%
<b>Totals</b>	<b>\$463,518</b>	<b>\$633,678</b>	<b>\$842,112</b>	<b>\$793,180</b>	<b>-5.81%</b>

**COUNTY OF EL PASO, TEXAS**

Department: Purchasing - continued      Fund No. 01      Index No. 500512

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
Competitive bids and proposals processed	118	105	150
Vendors on file	19,200	19,995	23,446
Pieces of mail processed	867,742	867,867	1,737,558
Requisitions processed	18,100	19,200	21,050
Copies made by copycenter	3,050,809	4,053,969	6,000,000
Direct payments processed	11,000	5,052	3,000
Persons trained on purchasing programs	80	90	140
Departments on line	45	80	90
Commodities managed by ADPICS	37,475	37,900	38,500

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	18	15	15
Part-time employees			
<b>Totals</b>	<b>18</b>	<b>15</b>	<b>15</b>

Authorized Position Detail

Assistant Purchasing Agent	1	County Purchasing Agent	1
Bid Clerk	1	Data Analyst	1
Buyer	4	Identification and Records Clerk	1
Central Supply Clerk	1	Inventory Control Clerk	1
Central Warehouse Clerk	1	Print/Mail Equipment Operator	3

**COUNTY OF EL PASO, TEXAS**

Department: Personnel Fund No. 01 Index No. 500439

Department Description and Responsibilities

The personnel department is responsible for the maintenance of personnel files and ensuring that employment is made in strict compliance with Federal and State laws and regulations. The personnel director coordinates the posting of job openings and screening of applicants for vacancies within the County's departments.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$85,485	\$103,839	\$110,086	\$139,165	26.41%
Operations	8,730	20,761	31,467	18,258	-41.98%
Capital				2,500	
Totals	\$94,215	\$124,600	\$141,553	\$159,923	12.98%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Applications received		1688	1857
New employees		458	480
Terminations	Not available	368	357
Turnover rate		19%	18%
Promotions		34	36

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	4	5
Part-time employees			
Totals	3	4	5

Authorized Position Detail

Civil Service Clerk	1
Director	1
Human Resource Clerk	1
Payroll Analyst	1
Personnel Clerk	1

**COUNTY OF EL PASO, TEXAS**

Department: County Clerk                      Fund No.                      01                      Index No.                      500223

Department Description and Responsibilities

The Office of the County Clerk is the official repository for documents that pertain to:

1. The meetings and business of Commissioners Court.
2. Ownership of property within the County.
3. Proceedings, dispositions and collections of monies relevant to cases in the County Courts at Law for both Civil and Criminal proceedings.
4. Vital Statistics
5. The Probate proceedings of the County, including Will Probate (Intestate and Testate), guardianship and other Probate functions.
6. Business ownership within the County, specifically Assumed Names.

The Clerk's Office is responsible for filing the documents, indexing them for retrieval, transcribing the contents and safeguarding the information for use by the general public and other county departments.

Goals and Objectives

- Goal 1:**            The goals of the County Clerk's Office, in its current operation and for the upcoming years, include providing fast, accurate and reliable services to the general public and other governmental agencies in recording and processing documents, retrieving information, and serving the County with excellent services in regional substations.
- Goal 2:**            The goal of this office continues to be the most efficient handling possible of the documents filed with the County Clerk's Office. The goals for the handling of the documents include:
1. the fastest, most accurate, and reliable filing and processing of the documents possible, including:
    - A. Identifying the document with a file or document number.
    - B. Indexing the document for recording and retrieval.
  2. Rapid and accurate document retrieval through the implementation of an imaging processing system.
  3. The continued use of the substations in Northeast and East El Paso to provide services to those areas.
- Objective 1:**      To shorten the time necessary to file and transcribe deed records, in order to return the documents to the title companies or general public as soon as possible. To shorten retrieval time for documents and increase the efficiency of the deeds department in order to better serve the public.
- Objective 2:**      The objective in Vital Statistics is to streamline operations through the use of imaging systems to handle the high volume of information requests in a fast and efficient manner.
- Objective 3:**      The Probate department's objective is to improve service to the Probate Judge by having a clerk in the court during hearings and assisting the Probate Court in managing their caseload.
- Objective 4:**      The objective of the Civil and Criminal department is to continue the efficient and effective handling of civil and criminal cases through cooperation with the District Attorney, County Attorney, County Court at Law Judges, probation, data processing and Criminal Justice Information System (CJIS) departments.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$684,982	\$723,024	\$755,239	\$803,516	6.39%
Operations	76,140	62,552	88,127	70,843	-19.61%
Capital	298	970	970		-100.00%
<b>Totals</b>	<b>\$761,420</b>	<b>\$786,546</b>	<b>\$844,336</b>	<b>\$874,359</b>	<b>3.56%</b>



**COUNTY OF EL PASO, TEXAS**

Department: County Clerk - continued      Fund No. 01      Index No. 500223

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
Filings for:			
Deeds, Assumed Names, UCCs, and Financing Statements	97,525	110,525	123,525
Vital Statistics	29,479	29,771	29,771
Probate:			
Filings	1,558	1,583	1,608
Mental Health Filings	686	711	736
Criminal:			
Filings	14,294	14,364	14,434
Dispositions	12,104	12,174	12,244
Civil:			
Filings(Bond Forfeitures/JP)	613	613	613
Dispositions	641	641	641

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	34	34	34
Part-time employees	9	9	9
Totals	43	43	43

Authorized Position Detail

Accounting Supervisor	1	Deputy Clerk	13
Cashier-Tax/Center	1	Deputy Clerk-Part-time	9
Chief Deputy	1	Operations Officer	1
Civil Department Supervisor	1	Probate Supervisor	1
Commissioners Court Reporter	1	Senior Clerk	11
County Clerk	1	Vital Statistics Supervisor	1
Deeds/Records Supervisor	1		

**COUNTY OF EL PASO, TEXAS**

Department: Bail Bond Administration      Fund No. 01      Index No. 500116

Department Description and Responsibilities

The Bail Bond Administration Board was established by the 63rd Texas Legislature, Article 2372p-3 to oversee the licensing and regulation of persons or corporations which engage in the business of executing bail bonds. The Bail Bond Administration Board is composed of: the Sheriff, a District Court Judge, the County Judge, a County Court at Law Judge, the District Attorney, a licensed Bondsmen, a Justice of the Peace, the District Clerk, the County Clerk. The Board may also appoint a presiding Municipal Court Judge.

Goals and Objectives

- Goal:** To exercise any powers incidental or necessary for the administration of this Act, in order to supervise and regulate the bonding business within the County and to establish and post any rule necessary to implement this Act.
- Objective 1:** To conduct hearings investigations and make determinations with respect to the issuance, refusal, suspension, or revocation of licenses issued to bondsmen within the County.
- Objective 2:** To require applicants and licensees to appear before the board, to administer oaths, examine witnesses, and compel the licensee or applicant to produce pertinent books, accounts, records, documents, or testimony in its hearings.
- Objective 3:** To maintain records, minutes and operate its office affairs.
- Objective 4:** To maintain and post a current list of bondsmen and their agents for county officials.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$86,329	\$82,073	\$82,076		-100.00%
Operations	1,591	2,907	3,379		-100.00%
Capital					
<b>Totals</b>	<b>\$87,920</b>	<b>\$84,980</b>	<b>\$85,455</b>		<b>-100.00%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Bail Bonds transferred:			
County Clerk	7,312		
District Clerk	3,115		
Sheriff - Cash Bonds	592		
Justices of the Peace	132		
County Attorney	58		
Other jurisdictions	97		
<b>Total transferred</b>	<b>11,306</b>		
<b>Bail Bonds Received</b>	<b>17,422</b>		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	

See Personnel Changes for this department in Appendix A-this department was consolidated with the Sheriff's department.

COUNTY OF EL PASO, TEXAS

Department: Bail Bond Administration  
- continued

Fund No. 01

Index No. 500116

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

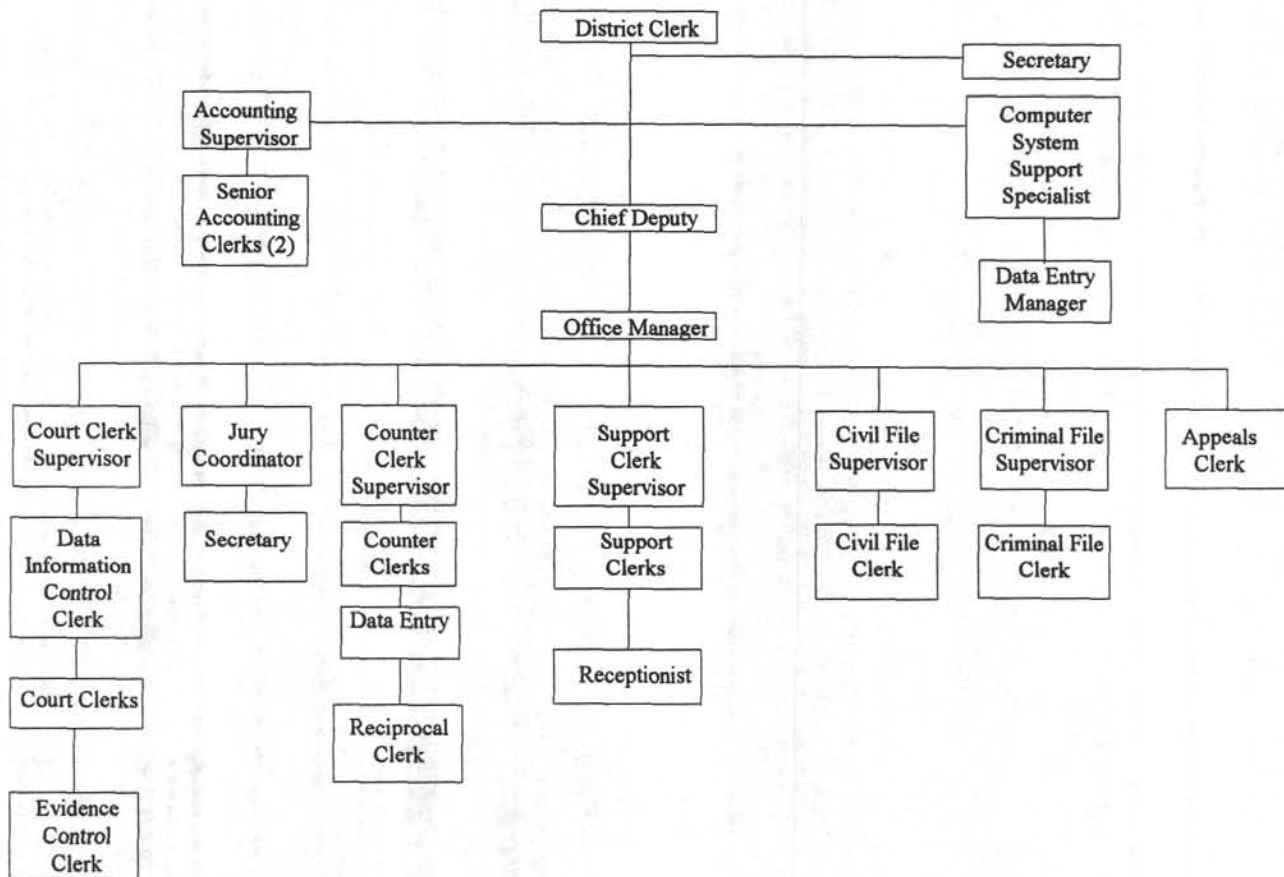
Department: District Clerk                      Fund No.                      01                      Index No.                      500728

Department Description and Responsibilities

This department serves as recorder, registrar, and custodian of the District Courts legal documents of all proceedings. The District Clerk is responsible for coordinating the notification, swearing and impaneling of jurors, securing court records, maintenance of court dockets, and collecting a variety of fees. This office issues writs, citations, warrants, and executions. The District Clerk collects and issues child support as ordered by the courts. This office also collects and maintains a trust for money held in the registry of the court and invests or distributes the money as per court order.

Goals and Objectives

- Goal 1:                      Enhancement of services provided to the general public, all government agencies and the county.
- Goal 2:                      Develop system to expedite checking out of civil files for the courts and attorneys.
- Goal 3:                      Upgrade Child Support to provide improved service to the recipients of child support and to implement the Attorney General's Child Support Enforcement Program.
- Goal 4:                      To reduce the costs of providing the necessary file jackets for civil and criminal cases by improving the efficiency of the filing system.
- Objective 1:              Installation of optical scanner system to provide the courts with instant retrieval of documents filed, thus eliminating the possibility of misfiling and avoiding to reference to hard copy.
- Objective 2:              To improve child support service to the managing Conservator by installing a Voice Mail system to give information.



**COUNTY OF EL PASO, TEXAS**

Department: District Clerk      Fund No. 01      Index No. 500728

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage
					Change in Budget
Personnel	\$1,098,595	\$1,126,290	\$1,222,727	\$1,290,570	5.55%
Operations	508,597	484,478	570,750	558,483	-2.15%
Capital	995	7,354	8,657		-100.00%
<b>Totals</b>	<b>\$1,608,187</b>	<b>\$1,618,122</b>	<b>\$1,802,134</b>	<b>\$1,849,053</b>	<b>2.60%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Filings for:</b>			
Criminal cases	4,913	4,748	4,800
Criminal cases reactivated	1,324	1,364	2,000
Subpoenas	2,463	4,196	5,200
<b>Civil:</b>			
Civil cases	12,103	12,512	12,600
Citations processed	8,067	8,310	10,000
Temporary restraining orders	796	716	750
Abstracts and executions	1,215	988	900
<b>Child support:</b>			
New cases filed	3,194	3,000	6,000
Child support transactions	202,469	236,920	474,000
Attorney General cases filed	3,038	3,788	7,000
<b>Jury:</b>			
Jury summons mailed	153,900	175,000	200,000
<b>Criminal and Civil cases disposed by Jury on     16 courts</b>	<b>151</b>	<b>155</b>	<b>160</b>

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	56	56	58
Part-time employees	6	6	6
<b>Totals</b>	<b>62</b>	<b>62</b>	<b>64</b>

Authorized Position Detail

Accounting Supervisor	1	District Clerk	1
Appeals Clerk	2	Evidence Control Officer	1
Chief Deputy	1	Files Supervisor	2
Clerk	3	Jury Coordinator	1
Clerk, Part-time	2	Office Manager	1
Counter Clerk	12	Receptionist	1
Counter Clerk, Part-time	4	Recipro Clerk	1
Counter Clerk Supervisor	1	Secretary	2
Court Clerk	17	Senior Accounting Clerk	2
Court Clerk Supervisor	1	Support Clerk	4
Data Entry	1	Support Supervisor	1
Data Entry Manager	1	System Support Specialist	1
Data Information Control	1		



**COUNTY OF EL PASO, TEXAS**

Department: Consolidated Data Fund No. 01 Index No. 500710  
 Processing

Department Description and Responsibilities

Consolidated Data Processing (CDP) was established in 1983 by interlocal agreement between El Paso County, the City of El Paso and Central Appraisal District (CAD), with the objective to control and share the costs for data processing. The costs of CDP are budgeted as a County expense. The costs are tracked and charged directly to the entity utilizing the service. Processing, programming, personnel, specialized systems, and other services are billed directly. CDP operates 24 hours per day, seven days per week. This is required in order to provide support for the jail and warrant systems. This department also provides processing and programming support for administrative applications including, financial accounting, budget preparation, position control, requisition and purchasing, fixed assets control, vital statistics, the tax system, criminal justice information system, and traffic warrants.

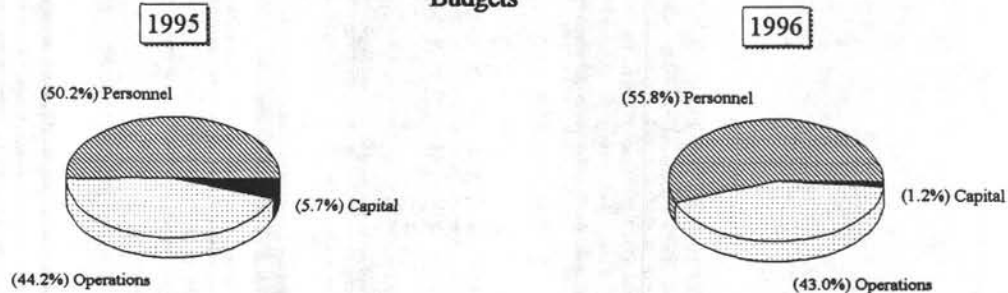
Goals and Objectives

- Goal:** The goal of CDP is to increase the efficiency and effectiveness of operations through systematic hardware and software upgrades and by increasing support services offered to the City, County and Central Appraisal District.
- Objective 1:** To install the District Attorney Intake Management System (DIMS) which will allow for improved decision making in accepting or declining cases. This system could result in a savings of time for the police and increased availability of jail space for significant criminal offenders. The estimated cost savings of this system is three million dollars per year.
- Objective 2:** To upgrade the Criminal Justice Information System to a relational database environment. This will result in significant improvements in data availability, system response and flexibility for change for the users of this system.
- Objective 3:** CDP is currently working with the Sheriff, District Attorney and Police department to improve the arresting, charging and booking of criminals. A live scan finger print system and a photo mugshot system are being installed to help provide positive identification of arrested individuals.
- Objective 4:** New releases of the financial systems are being installed for both the County and the City. The Advanced Purchasing and Inventory Control System (ADPICS) is being implemented throughout both the City and County in order to improve the requisition and purchase order processing and controls.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,462,976	\$1,577,433	\$1,684,300	\$1,954,340	16.03%
Operations	1,219,047	1,419,054	1,482,443	1,503,627	1.43%
Capital	74,339	120,396	190,591	42,119	-77.90%
<b>Totals</b>	<b>\$2,756,362</b>	<b>\$3,116,883</b>	<b>\$3,357,334</b>	<b>\$3,500,086</b>	<b>4.25%</b>

**Budgets**



**COUNTY OF EL PASO, TEXAS**

Department: Consolidated Data      Fund No.      01      Index No.      500710  
 Processing - Continued

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Help desk calls	7,506	9,000	9,500
Application support	623	645	680
Customer service support	278	382	450
Documentation support	31	33	35
PC Applications support	121	140	180
Network/Installation support	174	210	250
Delivery trips	520	520	520
PC training (students)	624	500	700
Pages printed	20,080,058	19,000,000	18,000,000
Disk Storage space (in Gigabytes)	128	150	184
Batch jobs processed	203,000	280,000	280,000
Transactions	53,114,379	58,770,000	67,000,000
Remote AS/400	3	4	4
Unix processor	5	7	9
Local area networks	35	41	46
Communication controllers	61	73	80
Terminal addresses	1,050	1,400	1,700

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	45	45	51
Part-time employees	3	3	3
Totals	48	48	54

Authorized Position Detail

Administrative Assistant	1	Executive Director	1
Administrative Secretary/coordinator	1	Information Center Coordinator	1
Applications Program Manager	1	Program Analyst I	3
Communication Technician II	2	Program Analyst II	3
Computer Operator I, Part-time	2	Program Analyst III	10
Computer Operator II	4	Programmer I	2
Computer Operator Manager/Supervisor	1	Programmer II	3
Customer Service Representative I	1	Programmer III	1
Customer Service Representative II	1	Shift Supervisor I	1
Data Entry Analyst I	2	System Analyst I	1
Data Entry Analyst II	1	System Analyst II	1
Distribution Clerk	1	System Program II	1
Distribution Clerk, Part-time	1	System Program III	2
Document Supervisor	1	Technical Support Manager	1
Data Processing Shift Supervisor I	2	User/Personal Computer Support Manager	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Elections Fund No. 01 Index No. 500413

Department Description and Responsibilities

The Elections Department's main responsibility is to register people to vote and to conduct elections for the State, County, City, School Districts and Water Districts. The Elections Administrator is the voter registrar for the County of El Paso and has the authority to contract with other governmental entities to conduct their elections. This department furnishes precinct maps, lists of registered voters, address labels, statistics and other information that the candidates and office holders may require. Services provided by the Elections Department include:

1. Magnetic tape of registered voters.
2. Magnetic tape of voters who voted in specific elections.
3. Lists of registered voters for each precinct by either name or street.
4. Voter history for each precinct by either name or street.
5. Statistics for each election.
6. Address labels of either all registered voters or voters who voted in specific elections.
7. Results of past elections.
8. Street Master (An index that contains all streets in the County with an indication as to what district each street falls in, such as; Commissioner, Justice of the Peace, State Representative, State Senator, or School District)

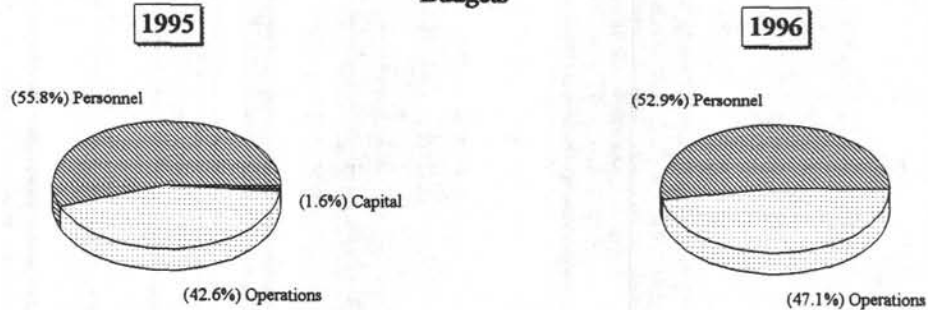
Goals and Objectives

- Goal 1:** The Elections Department's main goal is to maximize the number of registered voters and increase voter turnout for elections.
- Objective 1:** To maximize the number of registered voters through advertising, mailings, and voter drives at area schools and shopping centers.
- Objective 2:** To maximize voter turnout through advertising and press releases urging people to vote and by increasing the number of polling places, absentee voting and increased voting hours.
- Objective 3:** To improve the early voting process by having an on line computer system at each polling place to enter the voter's registration number and prevent posting errors or voter fraud.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$266,624	\$258,740	\$262,312	\$277,601	5.83%
Operations	65,501	130,555	200,252	246,742	23.22%
Capital		7,500	7,500		-100.00%
<b>Totals</b>	<b>\$332,125</b>	<b>\$396,795</b>	<b>\$470,064</b>	<b>\$524,343</b>	<b>11.55%</b>

**Budgets**



**COUNTY OF EL PASO, TEXAS**

Department: Elections - continued      Fund No. 01      Index No. 500413

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Elections conducted	7	6	7
Registered Voters	232,577	256,848	269,690
Material Sales	\$15,037	\$9,884	\$15,000
Contract Services	\$382,483	\$171,583	\$350,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	10	10	10
Part-time employees			
Totals	10	10	10

Authorized Position Detail

Assistant Elections Administrator	1	Senior Accounting Clerk	1
Elections Clerk I	1	Senior Clerk	2
Elections Clerk II	1	Voting Equipment Technician I	1
Elections Clerk Supervisor	1	Voting Equipment Technician II	1
Elections Administrator	1		

**COUNTY OF EL PASO, TEXAS**

Department: Facilities Management      Fund No. 01      Index No. 500371

Department Description and Responsibilities

The Facilities Management department is responsible for the maintenance, operation and housekeeping duties for the County Courthouse, Archives and Tax Office. This includes repairs and maintenance to all building electrical, plumbing and mechanical systems, as well as monitoring these systems for potential problems and energy conservation.

Goals and Objectives

**Goal:** We are working to improve the quality of our custodial staff's work. This is being accomplished by replacing old worn out equipment. Our computerized work order system is now in place. This system allows us to track man hours, equipment down time and equipment history, allowing us to identify problem areas and take corrective action.

**Objectives:** To provide a clean and comfortable environment for county employees and the public in general while reducing the costs of cleaning and maintaining the County Courthouse.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$574,228	\$539,424	\$605,338	\$680,691	12.45%
Operations	825,805	879,838	957,408	894,656	-6.55%
Capital	10,194				
<b>Totals</b>	<b>\$1,410,227</b>	<b>\$1,419,262</b>	<b>\$1,562,746</b>	<b>\$1,575,347</b>	<b>0.81%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	27	34	31
Part-time employees	4		
<b>Totals</b>	<b>31</b>	<b>34</b>	<b>31</b>

Authorized Position Detail

Assistant Maintenance Supervisor	1	Executive secretary	1
Custodian	17	Facilities Manager	1
Custodian Supervisor	1	Maintenance Mechanic I	4
Electronic Specialist	2	Maintenance Mechanic II	2
		Maintenance Supervisor	2



**COUNTY OF EL PASO, TEXAS**

Department: Landmark Building Maintenance      Fund No. 01      Index No. 500397

Department Description and Responsibilities

The Landmark Building Maintenance is a branch of the Facilities Management department which is responsible for the maintenance, operations and housekeeping duties for the recently purchased Landmark Building.

Goals and Objectives

- Goal: To repair and maintain the building's electrical, plumbing and mechanical systems.
- Objective : To provide a clean and comfortable environment for the County employees and the public.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations		\$54,093	\$75,264	\$245,304	100.00%
Capital					
Totals		\$54,093	\$75,264	\$245,304	100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals			

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department:      Communications Center      Fund No.                      01      Index No.                      500389

Department Description and Responsibilities

The Communications Center provides both voice mail and telephone communications for the County Courthouse and provides support services for other departments within the County. This department also assists Consolidated Data Processing with their communication lines. The Communications Center provides operator service for the County Courthouse and the department is on 24 hour call for the County Detention Center.

Goals and Objectives

- Goal:                      To expand operations to include all County owned telephone systems and provide maintenance and support for these systems.
- Objective 1:            Upgrade and standardize all County owned telephone systems.
- Objective 2:            To operate the Communications Center in an efficient and effective manner, in order to minimize disruptions.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$85,276	\$92,653	\$94,086	\$98,101	4.27%
Operations	12,601	24,812	27,836	22,212	-20.20%
Capital					
Totals	<u>\$97,877</u>	<u>\$117,465</u>	<u>\$121,922</u>	<u>\$120,313</u>	-1.32%

Work Program Trends

Department Activity	1995 Actual	1995 Projected	1996 Projected
Telephones on main switch	800	900	1,000
Trunks on main switch	83	100	100

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

Authorized Position Detail

Communication Technician Assistant	1
Communication Technician	1
Switchboard Operator and Billings Coordinator	1

COUNTY OF EL PASO, TEXAS

Department: General and Administrative      Fund No.                      01                      Index No.                      500215

Department Description and Responsibilities

This index is used to account for expenditures that are not chargeable to any particular department but are a benefit to the County as a whole. This includes legal contingencies, liability and property insurance, postage, Central Appraisal District expenses, and miscellaneous administrative expenses.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$44,055	\$28,378	\$1,177,297	\$374,519	-68.19%
Operations	3,133,998	3,096,631	5,103,526	5,404,330	5.89%
Capital	303,690	3,000	21,814	120,000	450.11%
Totals	<u>\$3,481,743</u>	<u>\$3,128,009</u>	<u>\$6,302,637</u>	<u>\$5,898,849</u>	-6.41%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Actual	Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: General Fund-Aquatic Project      Fund No. 01      Index No. 570135

Department Description and Responsibilities

This index is utilized to account for transfers to the capital project swimming pool from the general fund.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$56,095				
Capital					
<b>Totals</b>	<b>\$56,095</b>				

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
<b>Totals</b>			

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Grant Match Fund No. 01 Index No. Various

Department Description and Responsibilities

Upon approval of the Commissioners Court, various grant contracts are approved with the stipulation that the County will provide matching funds. Funds of this nature are reflected here and are classified as transfers out.

Financial Trends

<u>Category</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1995 Budget</u>	<u>1996 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$1,696,505	\$1,242,004	\$1,297,643	\$1,261,277	-2.80%
Capital					
Totals	<u>\$1,696,505</u>	<u>\$1,242,004</u>	<u>\$1,297,643</u>	<u>\$1,261,277</u>	-2.80%

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
	Not Applicable		

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals		Not Applicable	

Authorized Position Detail

Not Applicable



**COUNTY OF EL PASO, TEXAS**

Department: Tax Office                      Fund No.                      01                      Index No.                      500520

Department Description and Responsibilities

The County Tax Assessor-Collector is an elected official for a term of four years. By constitutional mandate the County Tax Assessor Collector must collect property taxes for the County of El Paso unless an agreement is made for another method of collection. Currently, the City of El Paso, by an interlocal governmental agreement approved by Commissioners Court, the City of El Paso, and the County Tax Assessor-Collector, collects Ad Valorem Taxes for the County. Other responsibilities include the collection of County and State fees, automotive license renewals and registrations, title transfers, beer, wine, and liquor licenses, occupational permits, and hotel occupancy taxes. Two satellite offices and two full service deputies are located strategically around the County in order to provide greater accessibility to the public in addition to the main downtown tax office.

**Goals and Objectives**

- Goal:** To provide faster service to the public in general.
- Objective 1:** Implementation of the automated RTS system in July 1995.
- Objective 2:** Installation of 52 terminals and printers in the four Tax Office locations.
- Objective 3:** Contracted with Limited Service Deputies, with a total of 19 locations throughout the city for purchasing annual registration stickers and also under contract are three Full Service Contractors offering title transfers, registration stickers and various other services.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$1,046,270	\$1,197,411	\$1,286,969	\$1,351,770	5.04%
Operations	128,082	157,177	185,715	173,631	-6.51%
Capital	9,707	20,299	30,481		-100.00%
Totals	\$1,184,059	\$1,374,887	\$1,503,165	\$1,525,401	1.48%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Vehicle registrations	343,000	378,276	397,189
Replacement License Plates	47,899	23,696	22,511
Title transfers	110,267	120,601	126,631

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	64	62	62
Part-time employees	1	5	5
Totals	65	67	67

Authorized Position Detail

Accounting Clerk	3	Auto Title Clerk II	21
Administrative Secretary	1	Chief Deputy	1
Assistant Supervisor-Main Office	5	Data Processing Liason	1
Auto Department Director	1	Inventory Control Clerk	1
Auto Registration Clerk	1	Satellite Office Manager	3
Auto Registration Clerk, part-time	1	Senior Clerk	2
Auto Title Clerk I	18	Senior Accounting Clerk	3
Auto Title Clerk I, Part-time	4	Tax Assessor/Collector	1

**COUNTY OF EL PASO, TEXAS**

Department:   Records Management                      Fund No.                      01                                      Index No.                                      500744

Department Description and Responsibilities

This Department has been discontinued and responsibilities have been assumed by the County Clerk Records Management and Preservation department in the Special Revenue Fund.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$208,564	\$76,580	\$76,582		-100.00%
Operations	37,524	33,403	34,561		-100.00%
Capital	9,995				
<b>Totals</b>	<b>\$256,083</b>	<b>\$109,983</b>	<b>\$111,143</b>		<b>-100.00%</b>

Work Program Trends

Department Activity	1994 Projected	1995 Actual	1996 Projected
<b>Microfilm:</b>			
Processing	369		
Duplicating	987		
<b>Records Center Retrievals:</b>			
Files	12,636		
Boxes	372		
<b>Storage:</b>			
Boxes	1,212		
Cabinets			
Shuck	432		
Minute Books	252		
Docket Books	175		
<b>Refiles:</b>	<b>19,800</b>		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	10	10	*
Part-time employees			
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>*</b>

\*See Special Revenue  
See Personnel Changes for this department in Appendix A

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Risk Management      Fund No. 01      Index No. 500447

Department Description and Responsibilities

Risk Management is the process of making and carrying out decisions in order to minimize the adverse effects of accidental losses on an organization at a reasonable cost. Risk Management is responsible for loss prevention, loss control, insurance, and monitoring results so as to continue operations without significant interruption or financial loss. Commissioners Court has established this department to make appropriate use of risk control and risk financing techniques.

Goals and Objectives

- Goal:** To identify potential losses and then take steps to prevent or minimize them as much as possible.
- Objective 1:** To make scheduled inspections of the various departments and make recommendations to prevent losses.
- Objective 2:** To require larger departments to have a safety coordinator, who is responsible for implementation and monitoring of loss prevention and loss control techniques and procedures and act as liaison with the Risk Management department.
- Objective 3:** The Risk Management department will coordinate training sessions for:
1. Proper techniques for lifting and moving heavy objects.
  2. Ergonomics to prevent repetitive motion injuries.
  3. A driver safety program to include defensive driving when applicable, and driver qualification guidelines and monitoring.
  4. General safety either in the office or in the field.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$83,058	\$84,004	\$120,273	\$151,534	25.99%
Operations	3,826	9,476	11,314	11,517	1.79%
Capital		3185	3,484		-100.00%
<b>Totals</b>	<b>\$86,884</b>	<b>\$96,665</b>	<b>\$135,071</b>	<b>\$163,051</b>	<b>20.72%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Safety committee meetings	9	10	10
Training presentations	90	100	75
Safety inspections and recommendations	75	100	100
Training and safety distributions	25	25	25
Insurance claims managed	375	350	375
Insurance claim reports monitored	20	75	125
MVR checks on county drivers	100	100	100
Implement safety programs	10	8	5
Coordinate insurance policies and bids	5	7	6
Workers compensation hearings	36	36	36
Meetings with insurance company representatives	25	25	25
Coordinate requests for notary bonding	100	100	100
Accident investigations	40	35	35
Monitor all leases affecting county	32	32	32
Coordinate insurance billing and payments	75	75	75
Handle insurance and other inquiries	1500	1500	1500

COUNTY OF EL PASO, TEXAS

Department: Risk Management Fund No. 01 Index No. 500447  
- continued

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	2	2	3
Part-time employees		1	
Totals	2	3	3

Authorized Position Detail

Clerk 1  
Director of Risk Management 1  
Insurance Benefit Coordinator 1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Parking Garage Fund No. 01 Index No. 500363  
 Maintenance and Operations

Department Description and Responsibilities

The County parking facility was built to provide adequate parking for jurors summoned to the County Courthouse for jury duty. This 768 parking space facility is also open to the public for hourly, daily, or monthly parking. The maintenance and operations of this facility is currently contracted out to a private entity.

Goals and Objectives

- Goal: To increase operating efficiency and effectiveness and to implement several maintenance programs to improve parking and safety in the parking facility.
- Objective 1: To restripe the parking spaces due to fading over time and move some of the handicapped spaces from the first floor to the upper levels to improve usage of the parking facility.
- Objective 2: To implement a pigeon control program in order to minimize health hazards, property damage and safety problems caused by pigeons nesting in the parking facility.
- Objective 3: To implement a semiannual program for the cleaning of accumulated oil and dirt from entry and exit ramps of the parking facility.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$95,699	\$117,172	\$125,834	\$114,699	-8.85%
Capital					
Totals	\$95,699	\$117,172	\$125,834	\$114,699	-8.85%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

Authorized Position Detail

Not Applicable



**COUNTY OF EL PASO, TEXAS**

Department: County Solid Waste Disposal      Fund No. 01      Index No. 500256

Department Description and Responsibilities

The Solid Waste Disposal division of the Road & Bridge Department is responsible for operating solid waste collection stations in Fabens and the northwest part of the county. Two more collection stations are being considered for the Tornillo and Montana Vista areas. The collection stations provides collection sites where the residents of the County can dispose of household solid waste, tree limbs and tires. The collected waste is then transported by the County to a designated landfill for proper disposal. This service is provided in order to discourage illegal dumping in the desert.

Goals and Objectives

- Goals:** We are working toward providing solid waste collection stations throughout the County and operating these facilities in a cost effective manner. To discourage illegal dumping in the desert by providing convenient and proper disposal of solid waste.
- Objectives:** To provide cost effective service for the disposal of solid waste and to provide more collection stations for the residents of El Paso County.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$14,104	\$90,233	\$108,375	\$116,408	7.41%
Operations	50,006	90,472	210,654	199,200	-5.44%
Capital					
<b>Totals</b>	<b>\$64,110</b>	<b>\$180,705</b>	<b>\$319,029</b>	<b>\$315,608</b>	<b>-1.07%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		4	6
Part-time employees			
<b>Totals</b>		<b>4</b>	<b>6</b>

Authorized Position Detail

Skilled Laborer	4
Truck Driver II	1
Truck Driver III	1

**COUNTY OF EL PASO, TEXAS**

Department: Risk Pool Board Operations Fund No. 01 Index No. 500280

Department Description and Responsibilities

The Board of the Risk Pool for the County has the responsibility of making recommendations regarding the administration of the Risk Pool. These recommendations are presented to Commissioners Court and the funds budgeted for this department are to be used for the operating expenses of the Board.

Goals and Objectives

Goal: To make sound administrative decisions regarding the operations of the County's health, life and dental plans as well as workers compensation.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations				\$35,000	100.00%
Capital					
Totals				\$35,000	100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals			

Authorized Position Detail

Not Applicable



**ADMINISTRATION OF  
JUSTICE**

**COUNTY OF EL PASO, TEXAS**

Department: 34th District Court      Fund No. 01      Index No. 520122

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$116,170	\$123,981	\$124,449	\$129,262	3.87%
Operations	5,361	4,539	8,849	10,050	13.57%
Capital		2,147	2,500		
<b>Totals</b>	<b>\$121,531</b>	<b>\$130,667</b>	<b>\$135,798</b>	<b>\$139,312</b>	<b>2.59%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 41st District Court      Fund No. 01      Index No. 520213

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$117,070	\$122,785	\$123,537	\$129,262	4.63%
Operations	4,247	6,541	8,681	10,050	15.77%
Capital			970		
<b>Totals</b>	<b>\$121,317</b>	<b>\$129,326</b>	<b>\$133,188</b>	<b>\$139,312</b>	<b>4.60%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1



**COUNTY OF EL PASO, TEXAS**

Department: 65th District Court      Fund No. 01      Index No. 520221

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignments, summary judgments, default judgments, pre-trial hearings and motions. In addition, the 65th District Court is the only district court that handles Department of Human Services cases. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$122,844	\$122,605	\$123,360	\$312,241	153.11%
Operations	7,549	40,691	45,278	19,018	-58.00%
Capital		5,710	7,500		
<b>Totals</b>	<b>\$130,393</b>	<b>\$169,006</b>	<b>\$176,138</b>	<b>\$331,259</b>	<b>88.07%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	6
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>6</b>

Authorized Position Detail

Bailiff	2
Certified Court Reporter	2
Court Coordinator	1
Court Master	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: 120th District Court      Fund No. 01      Index No. 520312

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$147,122	\$155,026	\$156,288	\$164,115	5.01%
Operations	6,041	9,831	12,293	10,050	-18.25%
Capital	1,915	327	1,800		-100.00%
<b>Totals</b>	<b>\$155,078</b>	<b>\$165,184</b>	<b>\$170,381</b>	<b>\$174,165</b>	<b>2.22%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1
Grand Jury Bailiff	1

**COUNTY OF EL PASO, TEXAS**

Department: 168th District Court      Fund No. 01      Index No. 520320

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$119,456	\$121,939	\$122,760	\$129,261	5.30%
Operations	7,756	9,644	10,146	10,050	-0.95%
Capital		627	2,643		
<b>Totals</b>	<b>\$127,212</b>	<b>\$132,210</b>	<b>\$135,549</b>	<b>\$139,311</b>	<b>2.78%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 171st District Court      Fund No. 01      Index No. 520411

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$116,157	\$122,612	\$123,360	\$129,262	4.78%
Operations	5,969	6,181	10,351	10,050	-2.91%
Capital		2,407	2,500		
<b>Totals</b>	<b>\$122,126</b>	<b>\$131,200</b>	<b>\$136,211</b>	<b>\$139,312</b>	<b>2.28%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 205th District Court      Fund No. 01      Index No. 520429

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$116,610	\$122,218	\$122,954	\$129,262	5.13%
Operations	7,523	8,123	9,142	10,050	9.93%
Capital		4,921	5,299		-100.00%
<b>Totals</b>	<b>\$124,133</b>	<b>\$135,262</b>	<b>\$137,395</b>	<b>\$139,312</b>	<b>1.40%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 210th District Court      Fund No. 01      Index No. 520510

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$115,905	\$122,498	\$123,360	\$129,262	4.78%
Operations	6,814	5,775	9,657	10,050	4.07%
Capital			2,500		
<b>Totals</b>	<b>\$122,719</b>	<b>\$128,273</b>	<b>\$135,517</b>	<b>\$139,312</b>	<b>2.80%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1



**COUNTY OF EL PASO, TEXAS**

Department: 243rd District Court      Fund No. 01      Index No. 520528

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$116,104	\$133,324	\$133,944	\$129,262	-3.50%
Operations	6,830	6,927	10,552	10,050	-4.76%
Capital		1,976	2,500		
<b>Totals</b>	<b>\$122,934</b>	<b>\$142,227</b>	<b>\$146,996</b>	<b>\$139,312</b>	<b>-5.23%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 327th District Court      Fund No. 01      Index No. 520619

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignments, summary judgments, default judgments, pre-trial hearings and motions. This court handles civil and criminal cases in addition to being the only court handling juvenile criminal cases. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

- Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
- Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$205,619	\$286,394	\$290,225	\$359,526	23.88%
Operations	15,425	32,149	48,619	31,067	-36.10%
Capital		18,188	21,451		-100.00%
<b>Totals</b>	<b>\$221,044</b>	<b>\$336,731</b>	<b>\$360,295</b>	<b>\$390,593</b>	<b>8.41%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	5	7	8
Part-time employees	2		
<b>Totals</b>	<b>7</b>	<b>7</b>	<b>8</b>

Authorized Position Detail

Bailiff	2	Juvenile Court Referee	1
Certified Court Reporter	2	Legal Secretary	1
Court Coordinator	1	Secretary	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: 346th District Court      Fund No. 01      Index No. 520627

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$115,924	\$125,099	\$128,930	\$129,262	0.26%
Operations	6,520	6,417	7,693	10,050	30.64%
Capital	1,667	4,015	4,150		-100.00%
<b>Totals</b>	<b>\$124,111</b>	<b>\$135,531</b>	<b>\$140,773</b>	<b>\$139,312</b>	<b>-1.04%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: 383rd District Court      Fund No. 01      Index No. 520635

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel				\$129,262	100.00%
Operations				10,356	100.00%
Capital				3,000	100.00%
<b>Totals</b>				<b>\$142,618</b>	<b>100.00%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees			3
Part-time employees			
<b>Totals</b>			<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: 384th District Court      Fund No. 01      Index No. 520643

Department Description and Responsibilities

Each of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignment summary judgments, default judgments, pre-trial hearings and motions. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel				\$129,262	100.00%
Operations				10,356	100.00%
Capital				3,000	100.00%
<b>Totals</b>				<b>\$142,618</b>	<b>100.00%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees			3
Part-time employees			
<b>Totals</b>			<b>3</b>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Council of Judges Administration      Fund No. 01      Index No. 519561

Department Description and Responsibilities

The Council of Judges Administration provides support for eleven district courts, five county courts at law, one probate court, a jail magistrate and two court masters. The administration consists of four departments civil, criminal, indigent defense program, and court interpreters. Some of the responsibilities of the Council of Judges Administrator include the scheduling of jury trials and pre-trial hearings, transferring cases from the grand juries to the receiving court of jurisdiction, scheduling appointments for psychiatric evaluation of defendants, appointing attorneys on criminal cases for defendants who qualify under the indigent guidelines and providing interpreting services for the district and county courts at law on behalf of non-english speaking defendants in criminal hearings or civil matters when requested.

Goals and Objectives

**Goals:** To Provide efficient and effective support services to the district and county courts in scheduling jury trials, pre-trial hearings, transferring cases, psychiatric evaluation of defendants, interpreting services, and appointing attorneys for indigent defendants.

**Objectives:** To improve the processing of cases through the use of mediation and pre-trial intervention programs whenever possible. This aids in reducing the docket caseload for the courts.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$348,525	\$360,514	\$362,581	\$372,198	2.65%
Operations	1,410,425	1,459,294	1,475,874	1,760,394	19.28%
Capital		1,487	4,040		100.00%
<b>Totals</b>	<b>\$1,758,950</b>	<b>\$1,821,295</b>	<b>\$1,842,495</b>	<b>\$2,132,592</b>	<b>15.74%</b>

Work Program Trends

Department Activity *	1994 Actual	1995 Projected	1996 Projected
<b>District Courts</b>			
<b>Civil Docket</b>			
Cases on Docket	35,479	37,112	38,968
Dispositions	13,807	16,581	17,410
Total Pending	21,672	20,531	21,558
<b>Criminal Docket</b>			
Cases on Docket	12,568	11,947	12,544
Dispositions			
Convictions	1,545	1,627	1,708
Deferred Adjudication	945	830	871
Acquittals	18	29	31
Dismissals	1,522	1,207	1,267
Other	925	1,722	1,808
Total Pending	7,612	6,532	6,859
Cases - Unapprehended defendants	1,145	870	913
<b>Juvenile Docket</b>			
Cases on Docket	1,589	1,235	1,297
Dispositions	1,448	1,139	1,195
Total Pending	141	96	102



**COUNTY OF EL PASO, TEXAS**

Department: Council of Judges                      Fund No.                      01                      Index No.                      519561  
                          Administration - continued

Work Program Trends - continued

Department Activity *	1994 Actual	1995 Projected	1996 Projected
<b>County Courts</b>			
<b>Civil Docket</b>			
Cases on Docket	2,639	4,766	5,004
Dispositions	693	2,028	2,129
Total Pending	1,946	2,738	2,875
<b>Criminal Docket</b>			
Cases on Docket	38,642	37,472	36,347
Dispositions			
Convictions	5,217	6,057	6,359
Deferred Adjudication	590	546	573
Acquittals	34	37	39
Dismissals	4,768	5,463	5,736
Other	1,389	938	984
Total Pending	26,644	24,431	22,656
Cases - Unapprehended defendants	9,548	10,246	10,758
<b>Probate and Mental Health Docket</b>			
<b>Probate</b>			
Cases Filed	1,466	1,392	1,322
Hearings Held	1,712	2,835	2,976
<b>Mental Health</b>			
Cases Filed	760	772	811
Hearings Held	578	1,050	1,102

\* Source Texas Judicial System Annual Report

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	13	13	12
Part-time employees			
Totals	13	13	12

Authorized Position Detail

Assistant Administrator	1	Caseworker	4
Assistant Administrator Director of Council of Judges Administration	1	First Assistant Administrator	1
		Interpreter	5

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: District Judges-Salary Supplement      Fund No. 01      Index No. 520023

Department Description and Responsibilities

This index is utilized solely to account for supplemental salary compensation and benefits paid to the eleven District Judges of the County as provided by the Commissioners Court.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$85,102	\$89,951	\$90,924	\$107,661	18.41%
Operations					
Capital					
<b>Totals</b>	<b>\$85,102</b>	<b>\$89,951</b>	<b>\$90,924</b>	<b>\$107,661</b>	<b>18.41%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	11	11	13
Part-time employees			
<b>Totals</b>	<b>11</b>	<b>11</b>	<b>13</b>

Authorized Position Detail

District Judge      13

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: 6th Administrative Fund No. 01 Index No. 519884  
 Judicial District

**Department Description and Responsibilities**

The Sixth Administrative Judicial Region is one of nine such regions created by state law for the purpose of insuring efficient case flow management and consistent procedural operations. There are twenty-three counties, seventeen district courts and thirty-two county courts in the Sixth Administrative Judicial Region. Each county shares expenditures in proportion to their respective population. In El Paso County, the 34th District Judge assumes the additional administrative duties of assigning visiting judges within the region.

**Financial Trends**

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$24,876	\$32,732	\$33,262	\$44,350	33.34%
Capital					
<b>Totals</b>	<b>\$24,876</b>	<b>\$32,732</b>	<b>\$33,262</b>	<b>\$44,350</b>	<b>33.34%</b>

**Work Program Trends**

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>District Courts (17)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	25,529	25,613	26,894
Cases added	22,071	21,666	22,749
Cases disposed	20,192	20,811	21,851
Cases pending year end	27,408	26,468	27,791
<b>Criminal Cases</b>			
Cases pending from prior year	9,120	8,333	8,750
Cases added	8,783	9,075	9,528
Cases disposed	7,512	7,669	8,052
Cases pending year end	10,391	9,739	10,225
<b>County Courts (32)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	3,541	4,139	4,346
Cases added	2,166	2,508	2,633
Cases disposed	2,053	3,042	3,194
Cases pending year end	3,654	3,605	3,785
<b>Criminal Cases</b>			
Cases pending from prior year	31,363	31,210	32,771
Cases added	23,456	22,839	23,980
Cases disposed	18,913	20,418	21,438
Cases pending year end	35,906	33,631	35,313

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Court Masters                      Fund No.                      01                      Index No.                      521179

Department Description and Responsibilities

Court Masters are associate judges. The Court Masters handle divorce and child support cases and other family matters.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$337,011	\$416,853	\$421,713	\$443,541	5.18%
Operations	8,125	12,668	15,419	19,018	23.34%
Capital	6,894	7,451	10,412		-100.00%
<b>Totals</b>	<b>\$352,030</b>	<b>\$436,972</b>	<b>\$447,544</b>	<b>\$462,559</b>	<b>3.35%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	6	7	8
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>7</b>	<b>8</b>

Authorized Position Detail

Bailiff	2	Certified Court Reporter	2
Court Coordinator	2	Master	2

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Criminal Law Magistrates      Fund No. 01      Index No. 521187

Department Description and Responsibilities

The criminal law magistrate department was established by the Commissioners Court in 1986. The magistrate is appointed by the Council of Judges and presides over the arraignment of all prisoners booked into the El Paso County Detention Facility. The magistrate is auxiliary to the council of judges with jurisdiction limited to being empowered to accepting uncontested pleas, conducting examining trials and special hearings dealing with felony district court cases for the eleven District Courts.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$231,872	\$181,680	\$191,687	\$400,047	108.70%
Operations	3,517	3,658	7,305	19,018	160.34%
Capital			2,500		
<b>Totals</b>	<b>\$235,389</b>	<b>\$185,338</b>	<b>\$201,492</b>	<b>\$419,065</b>	<b>107.98%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	5	4	7
Part-time employees			
<b>Totals</b>	<b>5</b>	<b>4</b>	<b>7</b>

Authorized Position Detail

Bailiff	1	Court Administration Assistant	2
Court Reporter	2	Criminal Law Magistrate	2

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: County Courts at Law Administration Fund No. 01 Index No. 524165

Department Description and Responsibilities

The County Courts at Law Administrator's responsibilities include scheduling criminal cases, monitoring assignments, and payment of attorneys. The administrator is also responsible for scheduling pre-trial hearings, providing statistical data for all the county courts at law, and maintaining the administrator's files.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$166,256	\$169,215	\$174,159	\$205,313	17.89%
Operations	6,486	7,518	10,353	11,787	13.85%
Capital		2,355	2,355		-100.00%
<b>Totals</b>	<b>\$172,742</b>	<b>\$179,088</b>	<b>\$186,867</b>	<b>\$217,100</b>	<b>16.18%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Civil Docket</b>			
Cases on docket	2,639	4,766	5,004
Dispositions	693	2,028	2,129
Total pending	1,946	2,738	2,875
<b>Criminal Docket</b>			
Cases on docket	38,642	37,472	36,347
Dispositions			
Convictions	5,217	6,057	6,359
Deferred adjudication	590	546	573
Acquittals	34	37	39
Dismissals	4,768	5,463	5,736
Other	1,389	938	984
Total pending	26,644	24,431	22,656
Cases - unapprehended defendant	9,548	10,246	10,758

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	6	6	7
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>7</b>

Authorized Position Detail

Assistant County Court Administrator	1	Docket Coordinator I	1
Assistant Court Administrator	1	Docket Coordinator II	1
County Court Administrator	1	Legal Secretary	1
Data Entry	1		

See Personnel Changes for this department in Appendix A



COUNTY OF EL PASO, TEXAS

Department:	County Court at Law No. 1	Fund No.	01	Index No.	520825
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Department Description and Responsibilities

County Courts at Law hear both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5000, exclusive of interest. In criminal cases, the court may hear all Class "A" and Class "B" misdemeanors other than those involving official misconduct and cases in which the highest fine that may be imposed is \$500 or less. The judge of the court is also a member of the Council of Judges of El Paso and as such, takes part in formulating the rules and regulations for the Courthouse and the Administration of Justice in El Paso County by the District Courts and the Statutory County Courts.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$116,054	\$125,072	\$125,901	\$129,262	2.67%
Operations	8,000	6,610	8,779	10,050	14.48%
Capital			2,719		
<b>Totals</b>	<u>\$124,054</u>	<u>\$131,682</u>	<u>\$137,399</u>	<u>\$139,312</u>	1.39%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
<u>Work trends shown under County Court at Law Administration.</u>			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<u>3</u>	<u>3</u>	<u>3</u>

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: County Court at Law No. 2                      Fund No. 01                      Index No. 520833

Department Description and Responsibilities

County Courts at Law hear both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5000, exclusive of interest. In criminal cases, the court may hear all Class "A" and Class "B" misdemeanors other than those involving official misconduct and cases in which the highest fine that may be imposed is \$500 or less. The judge of the court is also a member of the Council of Judges of El Paso and as such, takes part in formulating the rules and regulations for the Courthouse and the Administration of Justice in El Paso County by the District Courts and the Statutory County Courts.

Goals and Objectives

- Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
- Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$115,861	\$122,443	\$123,200	\$129,262	4.92%
Operations	8,020	10,573	11,806	10,050	-14.87%
Capital		2,275	2,275		
Totals	\$123,881	\$135,291	\$137,281	\$139,312	1.48%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work trends shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

COUNTY OF EL PASO, TEXAS

Department: County Court at Law Fund No. 01 Index No. 520841  
No. 3

Department Description and Responsibilities

County Courts at Law hear both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5000, exclusive of interest. In criminal cases, the court may hear all Class "A" and Class "B" misdemeanors other than those involving official misconduct and cases in which the highest fine that may be imposed is \$500 or less. The judge of the court is also a member of the Council of Judges of El Paso and as such, takes part in formulating the rules and regulations for the Courthouse and the Administration of Justice in El Paso County by the District Courts and the Statutory County Courts.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

Objectives: To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$115,771	\$132,866	\$133,231	\$129,262	-2.98%
Operations	5,126	7,068	8,890	10,050	13.05%
Capital		2,498	8,100		
Totals	\$120,897	\$142,432	\$150,221	\$139,312	-7.26%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work trends shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

COUNTY OF EL PASO, TEXAS

Department: County Court at Law No. 4 Fund No. 01 Index No. 520858

Department Description and Responsibilities

County Courts at Law hear both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5000, exclusive of interest. In criminal cases, the court may hear all Class "A" and Class "B" misdemeanors other than those involving official misconduct and cases in which the highest fine that may be imposed is \$500 or less. The judge of the court is also a member of the Council of Judges of El Paso and as such, takes part in formulating the rules and regulations for the Courthouse and the Administration of Justice in El Paso County by the District Courts and the Statutory County Courts.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

Objectives: To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Table with 6 columns: Category, 1994 Actual, 1995 Actual, 1995 Budget, 1996 Budget, and Percentage Change in Budget. Rows include Personnel, Operations, Capital, and Totals.

Work Program Trends

Table with 4 columns: Department Activity, 1994 Actual, 1995 Actual, and 1996 Projected. Row: Work trends shown under County Court at Law Administration.

Staffing Trends

Table with 4 columns: Authorized Positions, and Fiscal Year (1994, 1995, 1996). Rows: Full-time employees, Part-time employees, Totals.

Authorized Position Detail

Table with 2 columns: Position Name and Count. Rows: Bailiff, Certified Court Reporter, Court Coordinator.

COUNTY OF EL PASO, TEXAS

Department: County Court at Law Fund No. 01 Index No. 520866  
No. 5

Department Description and Responsibilities

County Courts at Law hear both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5000, exclusive of interest. In criminal cases, the court may hear all Class "A" and Class "B" misdemeanors other than those involving official misconduct and cases in which the highest fine that may be imposed is \$500 or less. The judge of the court is also a member of the Council of Judges of El Paso and as such, takes part in formulating the rules and regulations for the Courthouse and the Administration of Justice in El Paso County by the District Courts and the Statutory County Courts.

Goals and Objectives

- Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
- Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$115,805	\$124,447	\$125,060	\$135,349	8.23%
Operations	6,297	8,406	9,966	10,050	0.84%
Capital		968	1,800		
Totals	\$122,102	\$133,821	\$136,826	\$145,399	6.27%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work trends shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

Authorized Position Detail

Certified Court Reporter	1
Court Coordinator	1
Bailiff	1

**COUNTY OF EL PASO, TEXAS**

Department: County Probate Court      Fund No. 01      Index No. 520908

Department Description and Responsibilities

The County Probate Court is responsible for handling all probate matters of El Paso County, including probating of a decedent's will, decedent's estate administrations, guardianships of adults and minors, and mental health proceedings. The court inherited 9,000 cases when it was created in 1991. Along with the probate matters, this court also is responsible for the Child Welfare Docket which includes child abuse and/or neglect cases brought by the Texas Department of Human Services involving 228 children in foster care.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket through the use of mediation and pre-trial intervention programs when possible and to increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$197,613	\$318,173	\$323,779	\$333,568	3.02%
Operations	7,815	15,083	22,401	25,697	14.71%
Capital	4,013	8,502	8,702		-100.00%
<b>Totals</b>	<b>\$209,441</b>	<b>\$341,758</b>	<b>\$354,882</b>	<b>\$359,265</b>	<b>1.24%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	5	6	6
Part-time employees			
<b>Totals</b>	<b>5</b>	<b>6</b>	<b>6</b>

Authorized Position Detail

Bailiff/Probate Assistant	1	Court Coordinator	1
Certified Court Reporter	1	Court Investigator	1
County Probate Judge	1	Probate Administrator	1



**COUNTY OF EL PASO, TEXAS**

Department: County Court at Law Judges Fund No. 01 Index No. 523860

Department Description and Responsibilities

The salaries and fringe benefits of the five County Court at Law Judges are funded separately from their individual courts through this index.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$639,396	\$540,351	\$544,803	\$545,615	0.15%
Operations					
Capital					
<b>Totals</b>	<b>\$639,396</b>	<b>\$540,351</b>	<b>\$544,803</b>	<b>\$545,615</b>	<b>0.15%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	6	5	5
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>5</b>	<b>5</b>

Authorized Position Detail

County Court at Law Judge 5

**COUNTY OF EL PASO, TEXAS**

Department: Criminal Justice Fund No. 01 Index No. 521526  
 Information System

Department Description and Responsibilities

The Criminal Justice Information System (CJIS) department has been consolidated with Consolidated Data Processing.

Goals and Objectives

- Goals:** To provide increased assistance to departments using the CJIS system by providing data security, operations assistance, statistical reporting, documentation of data entry/retrieval procedures, training and systems analysis.
- Objective 1:** Data security can be accomplished through the use of user passwords and user IDs. The password can determine what records can or cannot be accessed and what terminals can be used to sign on to the system. The use of a user ID will identify each individual that accesses the database.
- Objective 2:** To provide operations assistance for, Screenpac design and creation of data entry screens, Formpac definition and creation of forms and reports, operational troubleshooting, and individual instruction.
- Objective 3:** To assist departments in the design and documentation of the department's data entry and retrieval procedures.
- Objective 4:** To provide statistical analysis of the data as requested by the various departments, using the Statistical Analysis system.
- Objective 5:** To provide in-depth job training and operational procedures training in accordance with each department's needs.
- Objective 6:** To perform a systems analysis and make recommendations on ways of identifying, tracking, managing and reporting information utilizing the CJIS system, as requested by departments.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$177,669	\$193,676	\$219,153		-100.00%
Operations	4,962	8,749	11,276		-100.00%
Capital	13,872				-100.00%
<b>Totals</b>	<b>\$196,503</b>	<b>\$202,425</b>	<b>\$230,429</b>		<b>-100.00%</b>

**COUNTY OF EL PASO, TEXAS**

Department: Criminal Justice                      Fund No.                      01                      Index No.                      521526  
 Information System - continued

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
SAS Applications Maintained	682	792	N/A
SAS Applications Developed	100	110	
Screenpacs Maintained	152	234	
Screenpacs Developed	52	91	
Formpacs Maintained	474	845	
Formpacs Developed	85	122	
Data Entry / Processing Jobs	54,128	62,247	
Replication Jobs	12,144	13,966	
Expunction Jobs	185	213	
NISI Jobs (Runs)	7,808	8,198	
SAS Report Jobs (Runs)	4,216	4,848	
CJIS Training	1,056	1,214	
CJIS Security Maintenance / Issue	25,904	29,790	

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	7	7	
Part-time employees			
Totals	7	7	

Authorized Position Detail

Not Applicable

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Public Defender                      Fund No.                      01                      Index No.                      521716

Department Description and Responsibilities

The Public Defender's Office, under the supervision of the Public Defender, provides legal representation to indigent clients pursuant to appointment orders of the various district courts, county courts at law, the jail magistrate and the probate court. The primary function is the representation of defendants in felony criminal cases. This office currently handles approximately fifty percent of all court appointed felony cases. Other functions include the handling of appeals on felony convictions to higher courts, the defense of misdemeanor criminal cases, the representation of parents or children in DHS emergency and termination proceedings, and the representation of individuals in mental commitment hearings.

Goals and Objectives

**Goals:** To provide the best possible defense and counsel for indigent defendants in felony cases as well as DHS and mental commitment cases.

**Objectives:** To increase the defense and counsel services provided to indigent defendants and to decrease the costs to the county by reducing the number of indigent cases referred to court appointed attorneys.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$719,395	\$813,462	\$867,938	\$951,903	9.67%
Operations	31,654	29,575	41,798	40,243	-3.72%
Capital					
<b>Totals</b>	<b>\$751,049</b>	<b>\$843,037</b>	<b>\$909,736</b>	<b>\$992,146</b>	<b>9.06%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	19	22	23
Part-time employees		1	
<b>Totals</b>	<b>19</b>	<b>23</b>	<b>23</b>

Authorized Position Detail

Appellate Attorney	1	Juvenile Attorney	1
Appellate Secretary	1	Legal Secretary	2
Data Maintenance Specialist	1	Office Manager	1
Executive Secretary	1	Public Defender	1
Family Felony Attorney	1	Receptionist	1
First Assistant Public Defender	2	Trial Attorney	4
Intake Attorney	1	Trial Attorney I	1
Investigator	3	Trial Attorney II	1

See Personnel Changes for this department in Appendix A



**COUNTY OF EL PASO, TEXAS**

Department: Justice of the Peace      Fund No.      01      Index No.      521229  
                                 No. 2

**Department Description and Responsibilities**

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

**Goals and Objectives**

- Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
- Objectives:** To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

**Financial Trends**

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$72,527	\$75,196	\$75,301	\$78,633	4.42%
Operations	9,194	9,404	10,547	17,677	67.60%
Capital	3,456				-100.00%
<b>Totals</b>	<b>\$85,177</b>	<b>\$84,600</b>	<b>\$85,848</b>	<b>\$96,310</b>	<b>12.19%</b>

**Work Program Trends**

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Cases Filed</b>			
Traffic	903	858	901
Non-Traffic	257	287	301
Small Claims Suits	86	96	101
Forcible Entry and Detainer	726	751	788
Other Civil Suits	91	97	102
<b>Cases Disposed</b>			
Traffic	806	759	796
Non-Traffic	240	276	290
Small Claims Suits	68	35	36
Forcible Entry and Detainer	722	509	534
Other Civil Suits	51	26	27

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Justice Of The Peace	1
Senior Clerk	2



COUNTY OF EL PASO, TEXAS

Department: Justice of the Peace      Fund No.      01      Index No.      521310  
 No. 3

Department Description and Responsibilities

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

Goals and Objectives

- Goals: To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
- Objectives: To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$107,812	\$112,580	\$113,291	\$118,750	4.82%
Operations	2,486	5,991	8,280	6,989	-15.59%
Capital					
Totals	\$110,298	\$118,571	\$121,571	\$125,739	3.43%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
<b>Cases Filed</b>			
Traffic	1,291	1,481	1,555
Non-Traffic	772	814	854
Small Claims Suits	227	290	304
Forcible Entry and Detainer	478	521	547
Other Civil Suits	309	296	310
<b>Cases Disposed</b>			
Traffic	769	1,077	1,131
Non-Traffic	679	749	786
Small Claims Suits	144	162	170
Forcible Entry and Detainer	406	438	459
Other Civil Suits	57	46	48

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	5	5	5
Part-time employees			
Totals	5	5	5

Authorized Position Detail

Justice Of The Peace	1
Senior Clerk	4

COUNTY OF EL PASO, TEXAS

Department: Justice of the Peace Fund No. 01 Index No. 521328  
 No. 4

Department Description and Responsibilities

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$88,800	\$89,719	\$92,298	\$96,742	4.81%
Operations	15,388	17,816	20,666	20,528	-0.67%
Capital	3,958	4,429	4,483		-100.00%
<b>Totals</b>	<b>\$108,146</b>	<b>\$111,964</b>	<b>\$117,447</b>	<b>\$117,270</b>	<b>-0.15%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Cases Filed</b>			
Traffic	469	516	542
Non-Traffic	1,163	1,379	1,448
Small Claims Suits	281	294	309
Forcible Entry and Detainer	590	626	657
Other Civil Suits	78	110	116
<b>Cases Disposed</b>			
Traffic	290	338	354
Non-Traffic	849	994	1,043
Small Claims Suits	113	165	173
Forcible Entry and Detainer	357	415	436
Other Civil Suits	28	43	45

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

Justice Of The Peace	1
Senior Clerk	3

COUNTY OF EL PASO, TEXAS

Department: Justice of the Peace Fund No. 01 Index No. 521419  
No. 5

Department Description and Responsibilities

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

Goals and Objectives

- Goals: To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.
Objectives: To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Table with 6 columns: Category, 1994 Actual, 1995 Actual, 1995 Budget, 1996 Budget, Percentage Change in Budget. Rows include Personnel, Operations, Capital, and Totals.

Work Program Trends

Table with 4 columns: Department Activity, 1994 Projected, 1995 Projected, 1996 Projected. Rows include Cases Filed (Traffic, Non-Traffic, Small Claims Suits, Forcible Entry and Detainer, Other Civil Suits) and Cases Disposed (Traffic, Non-Traffic, Small Claims Suits, Forcible Entry and Detainer, Other Civil Suits).

Staffing Trends

Table with 4 columns: Authorized Positions, Fiscal Year (1994, 1995, 1996). Rows include Full-time employees, Part-time employees, and Totals.

Authorized Position Detail

Justice Of The Peace 1
Senior Clerk 2

COUNTY OF EL PASO, TEXAS

Department: Justice of the Peace      Fund No.      01      Index No.      521427  
                                 No. 6

Department Description and Responsibilities

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

Goals and Objectives

**Goals:**            To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:**    To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$161,612	\$169,786	\$176,097	\$182,547	3.66%
Operations	32,922	41,814	42,687	48,046	12.55%
Capital	1,178	5,374	6,558	5,000	-100.00%
Totals	\$195,712	\$216,974	\$225,342	\$235,593	4.55%

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Cases Filed</b>			
Traffic	13,558	13,574	14,252
Non-Traffic	3,616	3,873	4,066
Small Claims Suits	130	112	117
Forcible Entry and Detainer	98	87	91
Other Civil Suits	112	90	94
<b>Cases Disposed</b>			
Traffic	10,703	11,139	11,696
Non-Traffic	3,346	3,640	3,822
Small Claims Suits	84	75	79
Forcible Entry and Detainer	83	73	77
Other Civil Suits	49	46	48

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	8	8	8
Part-time employees			
Totals	8	8	8

Authorized Position Detail

Accounting Clerk	2	Secretary	1
Justice Of The Peace	1	Senior Clerk	4

**COUNTY OF EL PASO, TEXAS**

Department: Justice of the Peace      Fund No.      01      Index No.      521518  
 No. 7

Department Description and Responsibilities

Justice of the Peace Courts have original jurisdiction in criminal cases of offenses where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, conduct preliminary hearings and perform marriages. Justices of the Peace are elected for a term of four years.

Goals and Objectives

**Goals:** To serve the State of Texas, the County of El Paso and the public in general in all judicial matters in accordance with the laws of the State of Texas.

**Objectives:** To reduce the court docket and increase the efficiency of this court through the use of computers for preparing and tracking cases on the docket.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$88,924	\$91,568	\$93,547	\$98,058	4.82%
Operations	16,568	15,118	21,923	24,281	10.76%
Capital		965	3,000	2,000	
<b>Totals</b>	<b>\$105,492</b>	<b>\$107,651</b>	<b>\$118,470</b>	<b>\$124,339</b>	<b>4.95%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Cases Filed</b>			
Traffic	3,860	4,048	4,250
Non-Traffic	1,412	1,233	1,294
Small Claims Suits	74	76	80
Forcible Entry and Detainer	71	69	72
Other Civil Suits	48	39	41
<b>Cases Disposed</b>			
Traffic	3,932	3,442	3,614
Non-Traffic	1,965	1,211	1,272
Small Claims Suits	56	53	55
Forcible Entry and Detainer	55	57	60
Other Civil Suits	30	24	26

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

Justice of the Peace      1  
 Senior Clerk      3

**COUNTY OF EL PASO, TEXAS**

Department: Eighth Court of Appeals      Fund No.      01      Index No.      520064

Department Description and Responsibilities

The Eighth Court of Appeals was created by the legislature in 1911. It is an intermediate appellate court with jurisdiction over criminal and civil appeals from 22 counties. The Court is comprised of a Chief Justice, 3 Justices, 7 members of legal staff, and a secretarial/clerical staff of 8. This office is primarily funded by the state and the amounts below reflect only supplemental funds provided by the County. The Eighth Court of Appeals receives cases appealed from the District and County Courts of El Paso and the other 21 counties within its judicial district. The panel of Judges which preside over the court review the cases appealed and issue opinions.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$14,920	\$15,136	\$15,136	\$15,000	-0.90%
Operations	2,506	1,014	1,070		-100.00%
Capital		1,112	1,200		
<b>Totals</b>	<b>\$17,426</b>	<b>\$17,262</b>	<b>\$17,406</b>	<b>\$15,000</b>	<b>-13.82%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Cases Filed:</b>			
El Paso County	194	137	191
21 Other Counties	210	208	211

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

Chief Justice	1
Court of Appeals Judge	3



**COUNTY OF EL PASO, TEXAS**

Department: District Attorney      Fund No. 01      Index No. 521351

Department Description and Responsibilities

The District Attorney's Office for the 34th Judicial District is primarily responsible for prosecuting state cases in Culberson, El Paso and Hudspeth counties. This office is responsible for representing the State of Texas in all felony criminal actions filed in the State District Courts, and in all misdemeanor criminal actions filed in the County Courts at Law (exclusive of juvenile offender prosecution) and Justice of the Peace Courts. The District Attorney co-administers the county's Hot Check collection program. The District Attorney is sole administrator of the County's Victim Assistance Program for all victims of misdemeanor, felony and juvenile crime.

Goals and Objectives

**Goals:** To improve operating efficiency by streamlining case flow operations and providing assistance to the victims and witnesses of felony and misdemeanor crimes.

**Objectives:** To implement the District Attorney's Information Management System (DIMS). This system will allow the District Attorney's Office to make decisions on which cases to prosecute and follow cases from booking to final disposition. To maintain two victim assistance programs: one for felony crime victims, and the other for victims of misdemeanor and juvenile crime.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$2,411,931	\$2,647,331	\$2,676,999	\$3,024,966	13.00%
Operations	342,750	412,783	446,882	207,326	-53.61%
Capital	37,726	34,668	43,476		-100.00%
<b>Totals</b>	<b>\$2,792,407</b>	<b>\$3,094,782</b>	<b>\$3,167,357</b>	<b>\$3,232,292</b>	<b>2.05%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Felony Cases			
Filed	5,197	5,232	5,332
Disposed	4,216	4,921	5,167
Misdemeanor Cases			
Filed	8,500	13,771	14,459
Disposed	7,554	11,998	12,597

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	72	74	78
Part-time employees			
<b>Totals</b>	<b>72</b>	<b>74</b>	<b>78</b>

COUNTY OF EL PASO, TEXAS

Department: District Attorney continued Fund No. 01 Index No. 521351

Authorized Position Detail

Administrative Assistant	1	Legal Secretary	10
Chief Investigator	1	Office Manager	1
Clerk	10	Receptionist	1
District Attorney	1	Staff Attorney	30
Executive Secretary	1	Team Chief Attorney	7
First Assistant	1	Unit Chief Attorney	4
Investigator	10		

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: County Attorney                      Fund No.                      01                      Index No.                      521476

Department Description and Responsibilities

The County Attorney for El Paso performs a wide variety of functions serving the county, state, local governmental agencies, and the public in general. This office represents the County in civil lawsuits by or against the county or its officials and monitors suits referred to outside counsel. This office also represents the State in both civil and criminal misdemeanor cases, suspension of drivers' licenses, in all actions brought against juveniles, in all bond forfeiture actions, and processes requests for expunction of criminal records. The County Attorney's office represents the Department of Protective and Regulatory Services in all actions brought for the protection of children, presents applications for court ordered mental health services, and represents the State in subsequent proceedings. It also collects delinquent hotel/motel taxes, provides formal written opinions to member of commissioners court and other county governmental officials relating to the performance of their official duties, upon request reviews proposed contracts as to form, and advises commissioners court in regards to contract interpretation. The County Attorney's office provides the following to the general public: individual representation in actions to obtain protective orders prohibiting family violence and subsequent enforcement, a "Hot Check" collection service, general information to residents and property owners on county and state laws relating to roads, subdivisions, and land development in the unincorporated areas of the county, and services mandated by state law to victims of misdemeanor crimes and delinquent conduct of juveniles. In fiscal year 1993, some personnel and functions were consolidated with the District Attorney's office due to a change in state legislation. Basically all criminal cases are now handled by the District Attorney.

Goals and Objectives

- Goal 1: To obtain final bond forfeiture judgment and collect on such judgments. Collection of delinquent taxes. Prompt prosecution and collection of Hot Checks for face amount plus fines and distribution of check amounts to the merchants.
- Goal 2: To review all contracts to be submitted to commissioners court for the County, issue County Attorney opinions, review all requests for Texas Attorney General Opinions, and identify various legislative initiatives which may benefit the County and lobby for such legislation.
- Goal 3: To investigate, file and prosecute all cases in a timely manner.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$1,349,767	\$1,422,685	\$1,461,330	\$1,553,272	6.29%
Operations	64,819	89,662	98,671	67,956	-31.13%
Capital	29,754	7,848	10,293		-100.00%
<b>Totals</b>	<b>\$1,444,340</b>	<b>\$1,520,195</b>	<b>\$1,570,294</b>	<b>\$1,621,228</b>	<b>3.24%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
<b>Bond Forfeitures</b>			
Forfeiture Judgments Obtained	\$600,000	\$600,000	\$630,000
Collections	\$273,496	\$300,000	\$315,000
Hotel/Motel Tax Collection Cases	6	10	11
Vehicle Inventory Tax Collection Cases	10	10	10

**COUNTY OF EL PASO, TEXAS**

Department: County Attorney continued      Fund No. 01      Index No. 521476

Work Program Trends - continued

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
<b>Hot Checks</b>			
Checks Processed	8,789	10,000	12,000
Dollar Value of Checks Processed	\$883,141	\$950,000	\$1,200,000
Collections	\$637,129	\$750,000	\$1,000,000
<b>General Counsel</b>			
Contract reviews	343	350	350
Opinions requested	128	130	130
Texas Attorney General Opinions Requested	1	3	3
<b>Civil Litigation</b>			
<b>Defense Litigation</b>			
Claims	116	120	125
Lawsuits	47	90	100
Grievances	32	40	40
EEOC Claims	7	16	
<b>Plaintiff Litigation</b>			
Claims Reviewed	278	278	278
Lawsuits	12	15	15
<b>Subdivision Regulations/Certificates of Compliance</b>			
Illegal Subdivisions/Splits	85	100	100
Subdivision Applications	10	10	10
Road Dedications	5	5	5
Environmental Assistance	12	12	12
<b>Criminal Prosecution</b>			
Illegal Dumping Court appearances	233	300	400
Deceptive Business Cases Screened	556	650	750
Sewerage Facility Order	124	540	1,500
<b>Juvenile Prosecution</b>			
Total Referrals	3,052	3,966	5,156
Petitions Filed	1,423	2,006	2,828
Detention Hearings	718	1,062	1,573
Certifications	13	16	20
<b>Domestic Services</b>			
<b>Child Protective Services</b>			
Petitions Filed	78	94	114
Hearings	1,444	1,600	1,800
<b>Family Violence Protective Orders</b>			
Protective orders screened	1,001	1,200	1,440
Applications Filed	652	782	938
Protective Orders Obtained	376	541	650
<b>Mental Illness/Chemical Dependency</b>			
Mental Illness Detention Warrants	308	462	693
Mental Illness Protective Custody Orders	415	475	500
Chemical Dependency Detention Warrants	89	107	128
Chemical Dependency Protective Orders	46	55	66
Psychoactive Medication Petitions	30	36	42

**COUNTY OF EL PASO, TEXAS**

Department: County Attorney continued      Fund No. 01      Index No. 521476

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	42	44	44
Part-time employees			
Totals	42	44	44

Authorized Position Detail

Administrative Assistant	1	Juvenile Prosecutor	2
Civil Attorney I	2	Legal Advisor	1
Civil Attorney II	6	Legal Assistant	3
Clerk	6	Legal Secretary	4
Collections Supervisor	1	Office Manager	1
County Attorney	1	Para-Legal	3
Court Prosecutor	1	Receptionist	1
First Assistant County Attorney	2	Secretary	3
Investigator	2	Secretary I	1
Juvenile Court Clerk	1	Supervising Attorney	2

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: County Attorney                      Fund No.                      01                      Index No.                      521484  
                    Bond Forfeitures

Department Description and Responsibilities

This department is a division of the County Attorney's office and was established for the specific purpose of obtaining final judgements forfeitures on all surety and personal recognizance bonds and collecting on all such judgements.

Goals and Objectives

- Goal 1:        The primary goal for the "backlog cases" is to complete the review of criminal dockets to identify any "no shows" for which a forfeiture proceeding has not been initiated.
- Goal 2:        To file a judgement nisi on any such "no shows".
- Goal 3:        To obtain a final judgement.
- Goal 4:        To collect on the judgements.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel				\$124,518	100.00%
Operations				20,000	100.00%
Capital					
Totals				\$144,518	100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Available

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees			3
Part-time employees			
Totals			3

Authorized Position Detail

Attorney	2
Collections Coordinator	1

See Personnel Changes for this department in Appendix A



**COUNTY OF EL PASO, TEXAS**

Department: County Attorney RETGH Legal Fund No. 01 Index No. 521492

Department Description and Responsibilities

This department is a division of the County Attorney's office and was established to assume responsibility for providing legal representation in the area of operational services, non litigation labor and employment matters, and risk management. The division provides the Hospital District with assistant county attorneys who review all contracts, leases and other legal documents, and provide advice on a day to day legal issues which arise at the Hospital.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel				\$133,795	100.00%
Operations				14,845	100.00%
Capital				25,400	100.00%
Totals				\$174,040	100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Available

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees			3
Part-time employees			
Totals			3

Authorized Position Detail

Attorney	1
Legal Secretary	1
Supervising Attorney	1

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: Special Probate Court      Fund No. 01      Index No. 523043

Department Description and Responsibilities

The probate court has primary jurisdiction in mental illness and child welfare cases. This court also handles cases involving wills, appointment of guardians and settlement of executor's accounts. The court oversees the transactions of all business related proceedings of deceased persons, and assesses guardianship and child welfare cases. This budgetary line item is provided for by law and is utilized for the travel and training of the probate judge.

Financial Trends

<u>Category</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1995 Budget</u>	<u>1996 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$3,354	\$3,636	\$4,000	\$4,000	
Capital					
<b>Totals</b>	<b>\$3,354</b>	<b>\$3,636</b>	<b>\$4,000</b>	<b>\$4,000</b>	

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
	Not Applicable		

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>			

Authorized Position Detail

Not Applicable



**PUBLIC SAFETY**

**COUNTY OF EL PASO, TEXAS**

Department: County Sheriff-Detention Facility      Fund No. 01      Index No. 530022

Department Description and Responsibilities

The County Sheriff Detention Facility has the responsibility for the incarceration of federal, state and local prisoners. This budget includes all costs of operating and maintaining the detention facility, providing adequate staff to meet jail standards board committee requirements of manning the jail, providing food, clothing, and medical care.

Goals and Objectives

**Goals:** To improve conditions in the jail in order to maintain compliance with the jail standards set by the Jail Standards Commission while providing for the safety and needs of the prisoners and detention officers.

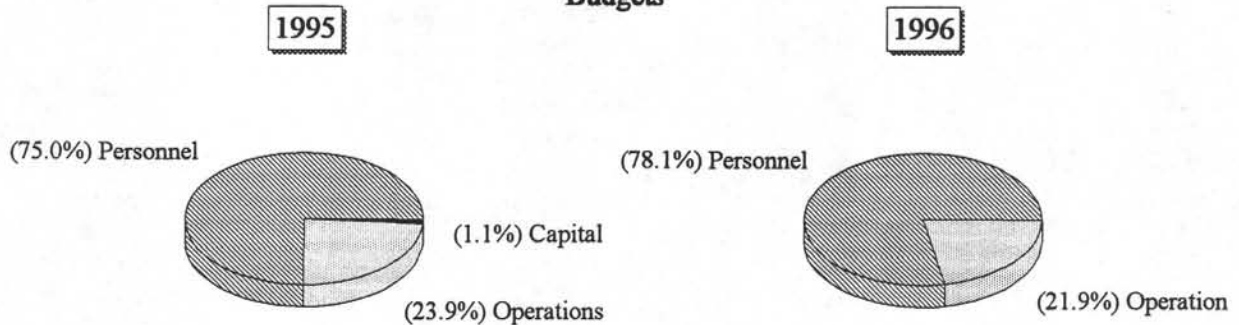
**Objective 1:** The construction and completion of the new Jail Annex to relieve the overcrowding problems at the main downtown County Detention Facility.

**Objective 2:** Improvements to the County Detention Facility to increase safety for the prisoners, visitors, detention officers and the general public.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$11,195,367	\$12,647,937	\$12,879,327	\$13,717,089	6.50%
Operations	3,423,486	3,651,565	4,109,116	3,844,199	-6.45%
Capital	76,142	53,023	193,101		-100.00%
<b>Totals</b>	<b>\$14,694,995</b>	<b>\$16,352,525</b>	<b>\$17,181,544</b>	<b>\$17,561,288</b>	<b>2.21%</b>

**Budgets**



**COUNTY OF EL PASO, TEXAS**

Department: County Sheriff-Detention Facility - continued      Fund No. 01      Index No. 530022

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Actual	Projected
Prisoner days:			
City of El Paso	10,791	16,745	13,548
State and County	482,188	400,030	468,158
Federal Agencies	65,552	77,903	72,647
Other	13	50	76

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	333	360	384
Part-time employees	1	25	
Totals	334	385	384

Authorized Position Detail

Accountant Supervisor	1	Food Service Leader	1
Auditing Clerk	1	Food Services Specialist I	6
Board Bill Secretary	1	Food Services Specialist II	1
Bookkeeper	2	Food Specialist III	1
Captain	1	Jail Maintenance Foreman	1
Cashier	8	Licensed Vocational Nurse	8
Clerk	1	Lieutenant	4
Data Entry Clerk	1	Maintenance Technician I	6
Data Entry Clerk (CJIS)	4	Maintenance Technician II	2
Data Entry Specialist	1	Maintenance Technician III	1
Data Entry Supervisor	1	Maintenance Technician IV	3
Detention Facility Support	1	Medical Clerk-Jail	1
Detention Officer	312	Registered Nurse	2
Electric System Specialist	1	Senior Clerk	3
Food Services Director (Jail)	1	Sergeant	7

See Personnel Changes for this department in Appendix A

**COUNTY OF EL PASO, TEXAS**

Department: County Sheriff-Law Enforcement      Fund No. 01      Index No. 530055

Department Description and Responsibilities

The County Sheriff is elected for a four-year term and administers the largest department within the County. The Sheriff is mainly responsible for the County Detention Facility, law enforcement administration of the outlying areas, and jail administration. The structure of this department includes various sections including administration, identification and records, jail administration, booking, warrants, civil, medical, patrol, dispatch, maintenance, auditing, crime prevention, drug education, motorcycle patrol, and motor pool.

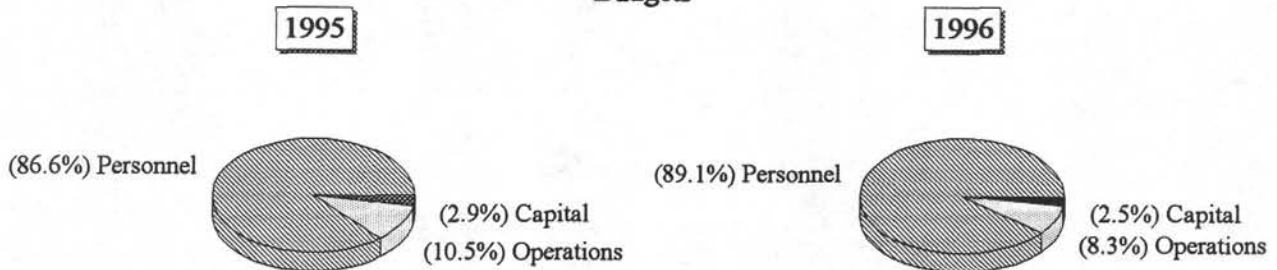
Goals and Objectives

- Goals:** To increase crime deterrence within the County of El Paso through increased patrols, task force operations targeting problem areas, repeat offender tracking programs and crime prevention programs.
- Objective 1:** To deter DWI offenses through specialized patrols using motorcycles and patrol cars to target and arrest drivers who are driving while under the influence of drugs and/or alcohol.
- Objective 2:** To prevent crime through community involvement in neighborhood watch programs, the repeat offender tracking program, increased patrols in the outlying areas of the County, and using the Crime Stoppers Reward program to help solve crimes.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$9,066,771	\$9,743,524	\$10,433,611	\$10,535,202	0.97%
Operations	1,002,873	1,082,366	1,261,305	985,989	-21.83%
Capital		300,187	353,980	300,000	100.00%
<b>Totals</b>	<b>\$10,069,644</b>	<b>\$11,126,077</b>	<b>\$12,048,896</b>	<b>\$11,821,191</b>	<b>-1.89%</b>

**Budgets**





**COUNTY OF EL PASO, TEXAS**

Department: County Sheriff-Law      Fund No.      01      Index No.      530055  
 Enforcement - continued

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
<b>Executions</b>			
Writ of Execution	532	616	644
Writ of Possession	236	246	260
Tax Warrant	11	77	48
Other	101	33	56
<b>Civil Section</b>			
Citation	257	275	269
Summons	288	307	303
Child Support	108	112	114
Paupers and Criminals	123	134	143
Other	158	166	172
<b>Subpoenas/Summons</b>			
County Criminal	7,131	6,829	7,224
District Criminal	6,234	6,310	6,611
District Civil	137	131	141
Juvenile	2,178	2,058	2,206
Other	85	93	175
<b>Local Citations</b>			
District	3,593	3,643	4,329
Attorney General	1,579	1,622	1,680
By Publication	519	539	577
County Probate	101	103	104
Probation Posting	1,466	1,482	1,547
Other	39	39	49

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	220	219	224
Part-time employees	1	1	1
<b>Totals</b>	<b>221</b>	<b>220</b>	<b>225</b>

Authorized Position Detail

Accounting Clerk	2	Crime Scene Technician	4
Accounts Payable Clerk	2	Detective	44
Auto Mechanic I	3	Executive Secretary	1
Auto Mechanic II	1	Human Resource Assistant	1
Auto Mechanic III	1	Human Resources Director	1
Bail Bond Administrator	1	Legal Advisor-Part Time	1
Budget Analyst	1	Legal Secretary	1
Cabinet Maker	1	Lieutenant	5
Captain Civil	1	Patrol	100
Captain Detective Division	1	Payroll Analyst	1
Captain Patrol	1	Property Inventory\Supply Specialist	1

COUNTY OF EL PASO, TEXAS

Department: County Sheriff-Law Fund No. 01 Index No. 530055  
Enforcement - continued

Authorized Position Detail - continued

Central Supply Officer	1	Secretary	3
Chief Deputy Sheriff	1	Senior Clerk	13
Civil Communications Specialist	8	Sergeant	13
Clerk	8	Sheriff	1
Computer Analyst	1	Supervisor Clerk	1

See Personnel Changes for this department in Appendix A.

**COUNTY OF EL PASO, TEXAS**

Department: County Sheriff-Courthouse Fund No. 01 Index No. 530063  
 Security Fund

Department Description and Responsibilities

The courthouse security index was created effective October 1, 1993. It is utilized to account for security of the County Courthouse and is administered by the County Sheriff. Associated expenses are paid solely from the general fund which is supplemented by a Courthouse Security fee imposed on certain documents filed with the County.

Goals and Objectives

- Goals:** To provide a safe and secure environment within the County Courthouse for the public in general and employees conducting business within the courthouse and to safeguard the County's assets from theft or vandalism.
- Objective 1:** To provide for the safety of county employees and the public in general through the use of metal detectors and X-ray machines to prevent weapons or other devices from being brought into the County Courthouse.
- Objective 2:** To prevent theft of County assets by restricting access to the Courthouse after hours and the installation of alarm systems, monitoring equipment, and a sophisticated access system.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$26,241	\$376,922	\$554,860	\$455,135	-17.97%
Operations	16	9071	39,318	13,000	-66.94%
Capital		49219	52,404		-100.00%
<b>Totals</b>	<b>\$26,257</b>	<b>\$435,212</b>	<b>\$646,582</b>	<b>\$468,135</b>	<b>-27.60%</b>

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Actual	Projected
First floor courthouse users-per day		5400	5500
Skywalk courthouse users-per day		2500	2600

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	10	13	13
Part-time employees			
<b>Totals</b>	<b>10</b>	<b>13</b>	<b>13</b>

Authorized Position Detail

Deputies	5
Officers	8

**COUNTY OF EL PASO, TEXAS**

Department: Ambulance Services      Fund No.      01      Index No.      530428

Department Description and Responsibilities

Life Ambulance Service provides emergency pre-hospital care and transport for the public within the County of El Paso. The company under contract with the County has five bases and sixteen ambulances providing Advanced Life Support and paramedic support to 98 percent of the calls.

Goals and Objectives

**Goals:** To provide the best possible pre-hospital emergency care and transport to the public in general within the County of El Paso.

**Objectives:** To improve response time by utilizing a new ambulance management system called "System Status Management". This system is designed to predict future ambulance demand based on previous call history. The system requires computer aided dispatch and electronic mapping which are approximately 78 percent complete. This program will allow for the establishment of critical locations for the non-dedicated ambulances to be posted during high load situations that will allow for better response times. This coupled with continual fine tuning and flexible scheduling should continue our objectives of improved response times and services provided.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$353,280	\$323,840	\$353,280	\$353,280	
Capital					
<b>Totals</b>	<b>\$353,280</b>	<b>\$323,840</b>	<b>\$353,280</b>	<b>\$353,280</b>	

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Number of Stations	5	5	5
Number of 24 Hour Units	5	5	5
Average Response Times:			
Upper Valley	5 min.	5 min.	5 min./less
Lower Valley	8 min.	8 min.	8 min./less
Level of Service Provided *	ALS	ALS & Para	Paramedic
Number of Calls	4,290	5,000	5,500
Cost Per Call	\$82.35	\$70.66	\$64.23
Cost Per Capita	\$0.57	\$0.57	\$0.57

\* Advanced Life Support = ALS, Paramedic = Para.

COUNTY OF EL PASO, TEXAS

Department: Ambulance Services continued Fund No. 01 Index No. 530428

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: West Texas Community Fund No. 01 Index No. 530519  
Supervision and Corrections

Department Description and Responsibilities

In accordance with Vernon's Texas Statutes Annotated, Code of Criminal Procedure, Article 42.131, Section 8, (a), and Standards of the Community Supervision and Corrections Department issued by the Department of Criminal Justice, Chapter 163, (d), the County of El Paso is mandated to provide physical facilities, equipment and utilities for the West Texas Community Supervision and Corrections Department as a minimum support requirement.

The West Texas Community Supervision and Corrections Department has the responsibility of providing probation and community corrections services to eleven District Courts, five County Courts at Law, the Jail Magistrate and two County Court Masters in a region that includes El Paso, Culberson and Hudspeth counties. This department participates in a variety of programs and activities including the El Paso Police Department's Repeat Offender Program, monthly law enforcement meetings involving local, state, federal and New Mexico agencies, Domestic Violence Task Force, El Paso County Sexual Abuse Multidisciplinary Team, Rio Grande Council of Governments' Regional Alcohol and Substance Abuse Advisory Committee, Drug Forum Subcommittees, Child Abuse and Neglect Demonstration Organization, Mayor's Drug Task Force Subcommittees, and this department's own Community Justice Council.

Services provided for probationers include substance abuse counseling at the satellite offices and residential centers, increased availability of AIDS education, literacy testing for offenders and classes for those probationers falling below a sixth grade level. Services are provided to the community through the Community Service Restitution Program. The Community Service Restitution Program was established in December 1980 and serves more than 1,800 probationers annually with an average of 160 new referrals each month. The cumulative list of community service worksheets approaches one hundred, and fifty community service sites are currently monitored.

Goals and Objectives

- Goal 1: To expand this jurisdiction's ability to control and reform its criminal population by increasing involvement and responsibility in developing sentencing programs that provide effective sanctions for felony offenders which promotes effective and efficient community-based correctional programs.
- Goal 2: To improve understanding and cooperation between professionals involved in the criminal justice system in our community, including law enforcement agencies, prosecutors, the judiciary, probation officials, parole officials, citizens groups, local educational institutions and others.
- Goal 3: To network with local federal agencies and foreign consulates to effectively and expeditiously process all foreign national cases through the criminal justice system in El Paso, so they will have a minimum impact on the crime rate and jail overcrowding.
- Objective 1: To enhance the employability of offenders by raising the reading and skill level of offenders placed under this department's supervision.
- Objective 2: To develop and expand the department staff development program, to meet the training needs of all professional, paraprofessional, and administrative staff including state certification requirements.
- Objective 3: To provide increased opportunities for offenders to make restitution to victims of crime and the community as a whole through financial reimbursement and community service.



**COUNTY OF EL PASO, TEXAS**

Department: West Texas Community Fund No. 01 Index No. 530519  
 Supervision and Corrections - continued

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$314,363	\$360,627	\$365,367	\$362,677	-0.74%
Capital	1,236		3,138		-100.00%
Totals	\$315,599	\$360,627	\$368,505	\$362,677	-1.58%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Number of probationers and pre-trial			
Cases under supervision	15,865	15,975	16,600
Felony cases	8,264	9,075	9,200
Misdemeanor cases	7,601	6,900	7,400
Number of probations revoked	624	463	500
Felony cases	367	254	250
Misdemeanor cases	257	209	250
Number of PR bond releases	2,614	2,931	3,200
Felony cases	1,615	1,575	1,700
Misdemeanor cases	999	1,356	1,500
Number of PR bond revocations	N/A	654	675
Felony cases	N/A	418	425
Misdemeanor cases	N/A	236	250
Number of PR bond successful closures	N/A	1,707	1,900
Felony cases	N/A	1,045	1,200
Misdemeanor cases	N/A	662	700

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Juvenile Probation Fund No. 01 Index No. 530618

Department Description and Responsibilities

The Juvenile Probation Department is governed by the El Paso County Juvenile Board. The Department is under the supervision of the Chief Juvenile Probation Officer. The Juvenile Probation Department will continue its efforts to prioritize public safety and afford juveniles of this community due process afforded them under the law while holding them responsible and accountable for their crimes. This department operates a 24 hour a day detention unit for pre-adjudicated delinquents who have been detained by the juvenile court for the most serious and violent offenses. Also detained are Mexican Nationals coming across the border illegally and violating the penal law of this state, parolees from the Texas Youth Commission, and juveniles violating federal laws. The mission of the detention unit is care, custody and control while at the same time providing medical, dental and psychological services to all detainees. This department also conducts intake and court investigations whereby intake officers receive, review and process all referrals to the department by law enforcement agencies 24 hours a day. It also operates the Challenge Program through which its highly regimented secure program provides an alternative to institutionalization for the most habitual and violent adjudicated juveniles. The Juvenile Probation Department also provides field services to monitor juveniles placed on probation. Aftercare is the final component that this department provides to juvenile offenders. Aftercare officers assist in the reintegration of the juveniles back into the community through case planning and the development of a treatment plan.

Goals and Objectives

- Goals: To provide juvenile offenders with alternatives to gangs and violence, and to improve community involvement in youth programs and educate the community on juvenile needs to prevent juvenile crime.
- Objective 1: To deter conflicts between juveniles and destruction of county property by educating juveniles that there are alternatives to inappropriately acting out behavior.
- Objective 2: To teach the juveniles to express themselves in a creative pro social manner.
- Objective 3: Upgrade medical services in the preventive medical service area.
- Objective 4: To be proactive in determining the long term needs of the County growth in juvenile population.
- Objective 5: To apply for and receive federal funding whenever possible to offset County expenses.
- Objective 6: Increase utilization of community volunteers to assist probation officers with non-violent first time probation cases.
- Objective 7: Develop a more cost effective manner of providing services to juveniles who need removal from their home yet hold them accountable for their actions while keeping them within our community.
- Objective 8: Further expediting and streamlining the case management function for the department, which would allow more thorough utilization of information to research and evaluate departmental programs.

**COUNTY OF EL PASO, TEXAS**

Department: Juvenile Probation continued      Fund No. 01      Index No. 530618

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$2,778,411	\$3,283,603	\$3,412,741	\$3,671,821	7.59%
Operations	500,976	636,283	728,102	878,022	20.59%
Capital		85,155	89,510	54,309	100.00%
<b>Totals</b>	<b>\$3,279,387</b>	<b>\$4,005,041</b>	<b>\$4,230,353</b>	<b>\$4,604,152</b>	<b>8.84%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Offense per Referral			
Felonies:			
Murder	24	11	10
Criminal attempted murder	41	11	10
Sexual assault	46	35	34
Robbery	130	84	80
Aggravated assault	158	157	156
Burglary	300	181	172
Theft	91	42	40
Motor vehicle theft	89	43	40
Drug offenses	36	50	53
Other	174	124	118
Class A and B Misdemeanors:			
Weapons violations	95	38	36
Assault	366	475	498
Theft	638	626	600
Drug offenses	180	219	229
Other	819	437	415
Violation of court order	160	68	64
Juvenile warrant		115	109
Children in need of supervision.	88	4	4

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	82	98	98
Part-time employees	24	20	20
<b>Totals</b>	<b>106</b>	<b>118</b>	<b>118</b>

**COUNTY OF EL PASO, TEXAS**

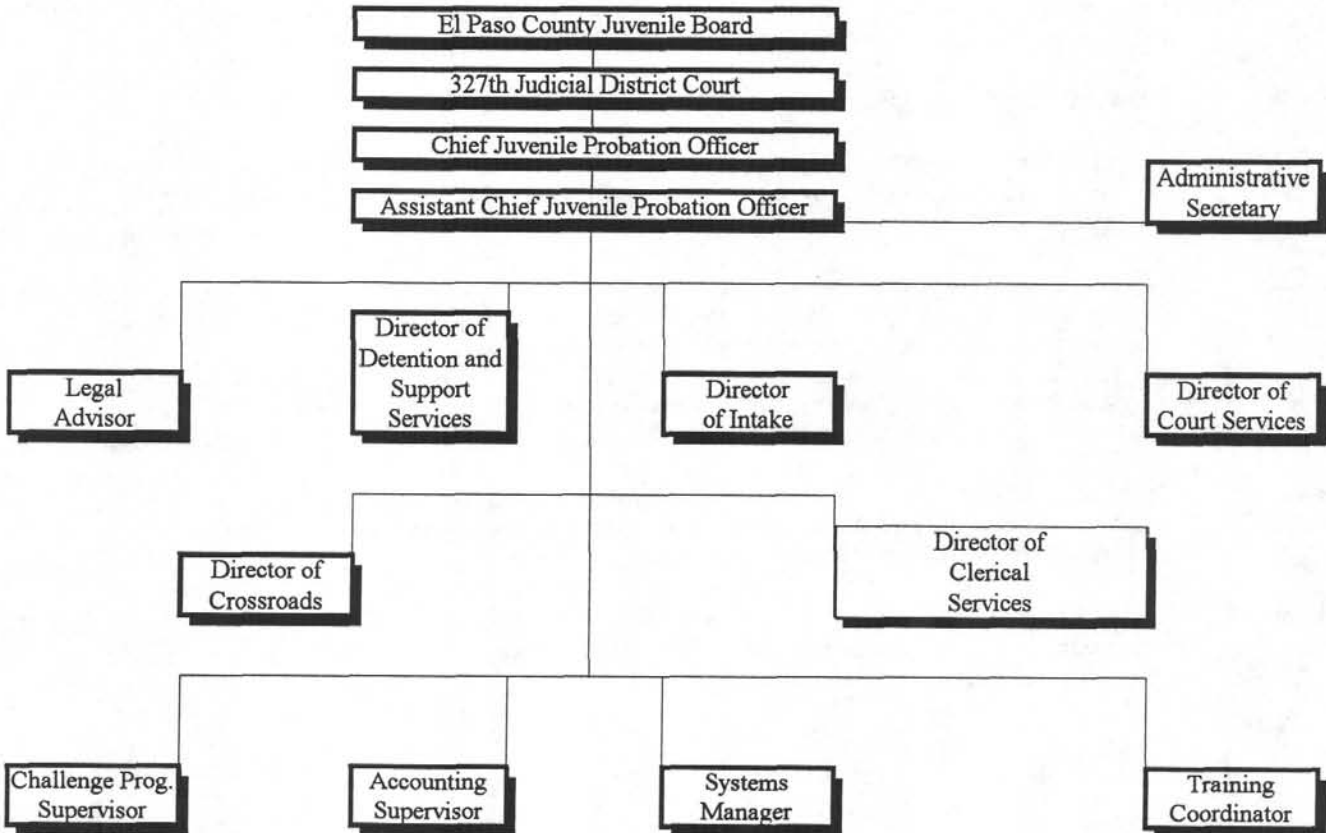
Department: Juvenile Probation continued Fund No. 01 Index No. 530618

Authorized Position Detail

Accounting Clerk I	4	Director Intake	1
Accounting Supervisor	1	Juvenile Detention Officer	16
Administrative Secretary	1	Juvenile Detention Officer Part Time	10
Assistant Chief Juvenile Probation Officer	1	Legal Advisor	1
Chief Juvenile Probation Officer	1	Maintenance Assistant	4
Community Coordinator	1	Maintenance Supervisor	1
Cook I	3	Probation Officer II	20
Cook III	1	Process Server	1
Cook I-Part Time	2	Secretary I	6
Corrections Counselor	1	Senior Corrections Officer	1
Corrections Officer	21	Senior Juvenile Detention Officer	1
Corrections Officer-Part Time	8	Senior Probation Officer II	1
Crossroads Project Director	1	Shift Leader	1
Data Entry	1	Title IV-E Coordinator	1
Director Clerical Services	1	Training/Research Coordinator	1
Director Detention And Support Services	1	Transportation Officer	1
Director of Court Services	2		

See Personnel Changes for this department in Appendix A.

Departmental Organization



COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530113  
No. 1

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3: To increase the professionalism of the constables and deputy constables through a training program.
- Goal 4: To have available county provided transportation so that the constable and deputies constables are not required to transport prisoners in their private vehicles nor subject same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5: To have and maintain an office indicative of the department and an elected county official.
- Objective 1: To employ deputy constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve deputy constables.
- Objective 2: To employ deputy constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department operations when the constable is out of town or otherwise not available. Note: State law dictates that reserve officers may perform duties only at the call of the constable, so when the constable is not available they may not perform any duty since they cannot be called to duty.
- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.





COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530121  
No. 2

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3: To increase the professionalism of the constables and deputy constables through a training program.
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- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.



COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530212  
No. 3

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
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- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530212  
          No. 3 - continued

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$25,834	\$26,770	\$26,928	\$28,224	4.81%
Operations	4,994	5,675	5,711	5,561	-2.63%
Capital					
Totals	<u>\$30,828</u>	<u>\$32,445</u>	<u>\$32,639</u>	<u>\$33,785</u>	3.51%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Citations			
Writs of Possession			
Warrants			
Summons			
Foreign Civil Service			Not Available
FED's Evictions			
Bailiff Hours			
Community Service Hours			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

Authorized Position Detail

Constable 1

COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530220  
No. 4

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3: To increase the professionalism of the constables and deputy constables through a training program.
- Goal 4: To have available county provided transportation so that the constable and deputies constables are not required to transport prisoners in their private vehicles nor subject same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5: To have and maintain an office indicative of the department and an elected county official.
- Objective 1: To employ deputy constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve deputy constables.
- Objective 2: To employ deputy constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department operations when the constable is out of town or otherwise not available. Note: State law dictates that reserve officers may perform duties only at the call of the constable, so when the constable is not available they may not perform any duty since they cannot be called to duty.
- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

COUNTY OF EL PASO, TEXAS

Department: Constable Precinct                              Fund No.                              01                              Index No.                              530220  
                                         No. 4 - continued

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$25,765	\$26,736	\$26,928	\$28,224	4.81%
Operations	2,831	3,144	5,528	5,520	-0.14%
Capital			588		-100.00%
Totals	<u>\$28,596</u>	<u>\$29,880</u>	<u>\$33,044</u>	<u>\$33,744</u>	2.12%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Citations	376	275	349
Writs of Possession	17	45	258
Warrants	31	55	39
Summons	54	22	56
Foreign Civil Service	18	13	16
FED's Evictions	408	310	388
Bailiff Hours	800	233	604
Community Service Hours	530	328	482

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

Authorized Position Detail

Constable	1
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COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530311  
No. 5

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
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- Goal 4: To have available county provided transportation so that the constable and deputies constables are not required to transport prisoners in their private vehicles nor subject same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5: To have and maintain an office indicative of the department and an elected county official.
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- Objective 2: To employ deputy constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department operations when the constable is out of town or otherwise not available. Note: State law dictates that reserve officers may perform duties only at the call of the constable, so when the constable is not available they may not perform any duty since they cannot be called to duty.
- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.







COUNTY OF EL PASO, TEXAS

Department: Constable Precinct Fund No. 01 Index No. 530410  
No. 7

Department Description and Responsibilities

The Constable is elected to a constitutionally created office, is recognized by the Texas Code of Criminal procedure as a Peace Officer and is the chief process server of the Justice Court. The Constable has statewide jurisdiction to execute criminal process and county wide jurisdiction to execute civil process. The Constable shall execute and return all process and warrants issued by and attend all sessions of the justice court. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may appoint Deputy Constables (with application to commissioner's court). The Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

Goals and Objectives

- Goal 1: To improve the operating efficiency and responsiveness of the department.
- Goal 2: To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3: To increase the professionalism of the constables and deputy constables through a training program.
- Goal 4: To have available county provided transportation so that the constable and deputies constables are not required to transport prisoners in their private vehicles nor subject same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5: To have and maintain an office indicative of the department and an elected county official.
- Objective 1: To employ deputy constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve deputy constables.
- Objective 2: To employ deputy constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department operations when the constable is out of town or otherwise not available. Note: State law dictates that reserve officers may perform duties only at the call of the constable, so when the constable is not available they may not perform any duty since they cannot be called to duty.
- Objective 3: To obtain sufficient equipment, including individual cellular telephones, so that the constable and deputies who are serving or executing process have immediately available all communications necessary to do the jobs required.
- Objective 4: To obtain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.





**COUNTY OF EL PASO, TEXAS**

Department:   Emergency Management      Fund No.           01                                    Index No.           530527

Department Description and Responsibilities

Emergency Management is responsible for the development and implementation of plans for the protection of the community and minimizing the effects of disaster. The department is also responsible for coordinating emergency preparedness training classes. All expenditures are shared by the City of El Paso, County of El Paso, and the State Emergency Management Division of the Department of Public Safety for a 32, 32, and 36 percent ratio respectively.

Goals and Objectives

**Goals:**           To provide the County of El Paso with an emergency plan that will provide both the citizens and local business with a safe and well prepared plan of action in the event of a disaster.

**Objectives:**    To coordinate Federal, State, County and City personnel in disaster exercises, training and the responsibilities that each has during a disaster.

To ensure required personnel completes specific academic training requirements.

To develop, review, and update components of the emergency management plan to ensure they are consistent with and conform substantially with FEMA approved State of Texas Emergency Management Planning Standards and Criteria checklists.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$43,176	\$43,702	\$43,703	\$41,193	-5.74%
Capital					
Totals	<u>\$43,176</u>	<u>\$43,702</u>	<u>\$43,703</u>	<u>\$41,193</u>	-5.74%

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Committee meetings	139	140	140
Exercises and drills	10	10	10
Conferences	9	9	9
Presentations on emergency management	10	10	10
Individuals participating in conferences	2792	1500	1500
Annexes reviewed	14	14	14
Annexes updated	6	6	6
Potential disaster	100	110	125
Copies of changes distribution	200	200	200
Recertify DEM 147	1	1	1

COUNTY OF EL PASO, TEXAS

Department: Emergency Management Fund No. 01 Index No. 530527  
continued

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable





# **HEALTH AND WELFARE**

**COUNTY OF EL PASO, TEXAS**

Department: City-County Health Unit      Fund No. 01      Index No. 540120

Department Description and Responsibilities

The Health Unit provides general public services to the residents of El Paso City and County. The unit administers 9 city-county, 2 city, 1 county and 27 grant programs and manages 18 state employees assigned to Tuberculosis and Sexually Transmitted Disease Control. The unit is responsible for preventive medicine and regulatory community health for over 609,000 residents; interaction with adjacent New Mexico and the large metropolitan population of Juarez, Mexico. The Health Unit employees effectively provide comprehensive public health services with minimal resources at an extremely efficient cost/benefit ratio. The Health Unit is responsible for: directing, implementing and coordinating departmental policies to assure the promotion and preservation of public health; administration and management of the City/County Health Unit; and public liaison between the community and other governmental entities. The division provides consolidated purchasing, supply, personnel, budgeting, inventory, maintenance, distribution, Intra/Interagency liaison, grant writing and administrative support for all Health Unit programs. The City/County Health Unit works especially close with Texas Department of Health, Centers for Disease Control and other federal agencies.

Goals and Objectives

- Goal 1: To initiate a reclassification study to evaluate total personnel needs of Health District.
- Goal 2: To provide a safe work environment in all public facilities, to reduce injuries, lost time and workers compensation costs.
- Goal 3: To identify and meet each program's needs effectively for more efficient use of personnel and materials.
- Objective 1: Reduce personnel injuries and property damage accidents by continuing to improve our Safety Management Plan, Accident Review Board Policy, and procedures manual. Revise the Safety Management Plan on an annual basis.
- Objective 2: Increase the number of safety inspections conducted by the Health Unit's Safety Committee.
- Objective 3: Review various functions of City/County Health to insure that sections operate at maximum efficient level.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budge	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$2,504,453	\$2,640,838	\$2,834,718	\$2,819,586	-0.53%
Capital					
Totals	<u>\$2,504,453</u>	<u>\$2,640,838</u>	<u>\$2,834,718</u>	<u>\$2,819,586</u>	-0.53%

COUNTY OF EL PASO, TEXAS

Department: City-County Health Unit continued Fund No. 01 Index No. 540120

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
			Not available

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable



**COUNTY OF EL PASO, TEXAS**

Department: Medical Examiner

Fund No. 01

Index No. 540310

Department Description and Responsibilities

The medical examiner is responsible for the determination and certification of causes of death in the El Paso area and outlying areas, autopsies and providing or obtaining forensic and pathological information. The medical examiner staff is on call 24 hours a day to investigate scenes of death with both written and photographic documentation.

Goals and Objectives

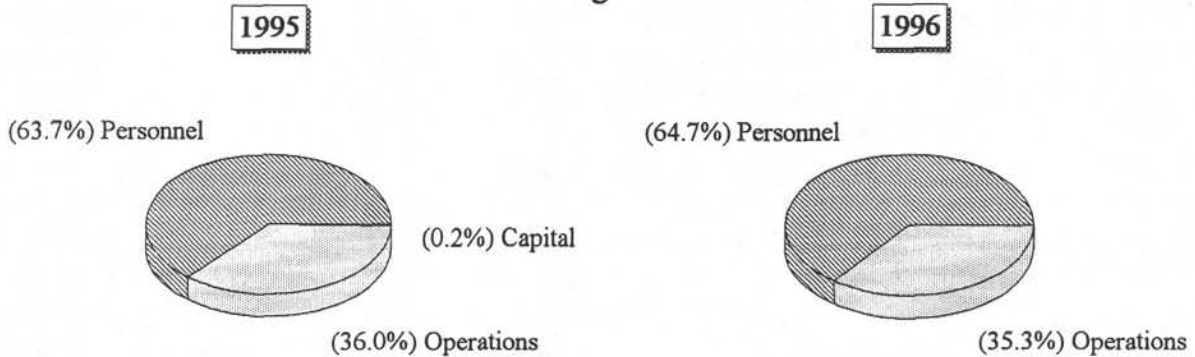
Goals: Improve efficiency and effectiveness in performing autopsies and investigations.

Objectives: An Investigator Case Tracking System has been implemented to generate all the necessary statistical reports.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$334,014	\$370,547	\$401,915	\$406,203	1.07%
Operations	157,801	144,985	227,359	221,420	-2.61%
Capital	538		1,463		-100.00%
Totals	\$492,353	\$515,532	\$630,737	\$627,623	-0.49%

**Budgets**



Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Number of Cases	1,933	2,029	2,130
Autopsies	326	342	359
Post Mortems	39	41	43

COUNTY OF EL PASO, TEXAS

Department:    Medical Examiner    Fund No.    01    Index No.    540310  
                       continued

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	10	10	10
Part-time employees	3	3	3
Totals	13	13	13

Authorized Position Detail

Coordinator	1	Medical Examiner	1
Diener	1	Medical Examiner-Part Time	1
Forensic Administrator	1	Medical Transcriber	1
Investigator	5	Secretary	1
Maintenance	1		

**COUNTY OF EL PASO, TEXAS**

Department: General Assistance Fund No. 01 Index No. 540229

Department Description and Responsibilities

In 1960 the El Paso General Assistance Agency was created by the Commissioners Court. General Assistance provides temporary economic relief to eligible legal resident families who are in need, through payment of utilities, rent, food and other basic necessities. These assistance levels are impacted by layoffs, unemployment and other local economic factors.

Goals and Objectives

- Goal 1: To provide assistance and emergency aid to all legal resident families who are in financial need.
- Goal 2: To help these individuals become self-sufficient through temporary emergency relief.
- Goal 3: To establish a network with other social and community agencies that serve as a link in the support and rehabilitation of these individuals.
- Objective 1: Solicit the resources of other service providers such as Project Bravo and Lulac Amistad.
- Objective 2: Explore any and every possibility where this service could be provided elsewhere.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$216,970	\$230,099	\$231,037	\$242,171	4.82%
Operations	529,756	543,358	548,083	562,346	2.60%
Capital	410	350	1,900		-100.00%
Totals	\$747,136	\$773,807	\$781,020	\$804,517	3.01%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Applications for assistance	10,203	9,837	10,329
Participants assisted	6,048	6,625	6,956

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	10	10	10
Part-time employees			
Totals	10	10	10

Authorized Position Detail

Caseworker	4	Secretary	1
Community Services Aide	2	Senior Accounting Clerk	1
General Assistant Director	1	Senior Caseworker	1

COUNTY OF EL PASO, TEXAS

Department: Child Welfare Fund No. 01 Index No. 540617

Department Description and Responsibilities

Child Welfare with the assistance of the Texas Department of Human Services provides protection to abused and neglected children. The services provided include temporary foster care placement, counseling and permanent placement in a foster home. This represents the portion of funding provided by the County of El Paso for the Child Welfare Grant.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$650,084	\$836,382	\$836,383	\$658,324	-21.3%
Capital					
Totals	<u>\$650,084</u>	<u>\$836,382</u>	<u>\$836,383</u>	<u>\$658,324</u>	-21.3%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Life Management                              Fund No.      01                              Index No.      540526

Department Description and Responsibilities

The mission of Life Management Center for Mental Health and Mental Retardation is to promote each consumer's ability to lead a personally satisfying life of dignity and increased independence. This represents the County's financial contribution to this program.

Goals and Objectives

- Goal 1:      The Life Management Center strives to serve consumers whose characteristics are representative of the El Paso County population as a whole, recognizing that we will continue to serve a disproportionate number of indigent persons.
- Goal 2:      The Life Management Center system strives to provide not only specialized treatment and services, but also to facilitate the greatest possible integration of the consumer into community work, housing, learning and leisure time activities.
- Goal 3:      The Life Management Center recognizes the difficulty faced by many people with health and mental retardation problems in gaining employment and strives to set an example to the community by actively seeking out such persons for employment, providing reasonable accommodation, and promoting an atmosphere of acceptance.
- Objective 1:    Consumers should receive local services that are instrumental in meeting those needs which will enable an acceptable level of community functioning.
- Objective 2:    Adequate administrative supports are required to ensure efficiency and accountability of services and to enable the establishment of a cost-benefit approach to prioritizing services.
- Objective 3:    To provide service systems that are designed and implemented in order to avoid duplication, both internally and with other service agencies.
- Objective 4:    To promote consolidation and coordination of service efforts and to maximize communication within the restraints imposed by confidentiality laws and guidelines.

Financial Trends

	1994	1995	1995	1996	Percentage
<u>Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Change in Budget</u>
Personnel					
Operations	\$218,194	\$256,142	\$277,624	\$257,789	-7.14%
Capital					
<b>Total</b>	<u>\$218,194</u>	<u>\$256,142</u>	<u>\$277,624</u>	<u>\$257,789</u>	<u>-7.14%</u>

Work Program Trends

	1994	1995	1996
<u>Department Activity</u>	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>
Clients Assisted	5,734	6,139	6,571

COUNTY OF EL PASO, TEXAS

Department: Life Management continued Fund No. 01 Index No. 540526

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable



**COUNTY OF EL PASO, TEXAS**

Department: Charities                                      Fund No.      01                                      Index No.      540112

Department Description and Responsibilities

Funding is provided through this program for indigent services such as pauper burials, and emergency financial assistance for clothing and transportation.

Financial Trends

<u>Category</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1995 Budget</u>	<u>1996 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$26,050	\$23,628	\$42,850	\$37,500	-12.49%
Capital					
Totals	<u>\$26,050</u>	<u>\$23,628</u>	<u>\$42,850</u>	<u>\$37,500</u>	-12.49%

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
Pauper Burials	104	77	80

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

<b>COUNTY OF EL PASO, TEXAS</b>				
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Department:   Mental Health                                      Fund No.    01    Index No.    540211

Department Description and Responsibilities

The County provides funds for the indigent mentally ill in order to cover legal fees and transportation costs associated with transferring indigent persons to a state mental hospital.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$88,030	\$123,020	\$134,135	\$94,000	-29.92%
Capital					
<b>Totals</b>	<b><u>\$88,030</u></b>	<b><u>\$123,020</u></b>	<b><u>\$134,135</u></b>	<b><u>\$94,000</u></b>	<b>-29.92%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Number of Individuals Services Provided for			
Professional Services	7	12	10
Legal Services	303	279	284

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Animal Control

Fund No. 01

Index No. 540021

Department Description and Responsibilities

The Animal Regulation and Disease Control Department is responsible for the regulation of animals and zoonotic disease in the city and county through inspections, investigations, and enforcement of state, city, and county laws. Activities include impoundment and quarantine of animals suspected of being rabid, exposed to rabies or involved in bites; investigation of owned and stray animals posing a threat to public health and welfare; and operation of a kennel facility with two stables, 244 isolation cages and 36 kennel runs. Other responsibilities involve the testing of rabid animals, investigation of cruelty complaints and animal nuisances, regulation of pet stores, and animal education for civic and school groups.

Goals and Objectives

- Goal 1: To enforce state, county, and city laws and to regulate and protect domestic, exotic, and wild animals.
- Goal 2: To protect the citizens of El Paso County from rabies and other zoonotic diseases.
- Objective 1: To computerize investigations and bite reports to enhance services.
- Objective 2: To promote a public education program on animal regulations and zoonotic diseases, especially rabies.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$72,524	\$72,523	\$72,524	\$75,000	3.41%
Capital					
Totals	\$72,524	\$72,523	\$72,524	\$75,000	3.41%

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Citations Issued	4,104	4,300	4,500
Field Contacts	51,255	52,800	54,000
Animal Permits Issued	338	339	345
Cruelty Investigations	1,473	1,200	1,150
Animal Impoundments	21,956	22,600	22,700
Quarantine Investigations	2,500	2,150	2,100
Rabies Certificates	69,957	70,500	75,000

COUNTY OF EL PASO, TEXAS

Department: Animal Control continued Fund No. 01 Index No. 540021

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Center For The Deaf                      Fund No.    01                      Index No.    540328

Department Description and Responsibilities

This agency ensures that the county receives the highest quality sign language interpreter services available in El Paso at the lowest rate possible. For the past 14 years, State, County and City governments have shared the fixed costs associated with coordinating sign language interpreter services for all government departments through their support of the El Paso Center for the Deaf, Inc. (EPCD). EPCD provides the county coordination of 24 hours per day, 7 days per week, sign language interpreter services to all county departments as required by Title II of the Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act. The two laws require local government to be accessible to its disabled citizens.

Goals and Objectives

- Goals:            To provide scheduled and emergency sign language interpreter services upon request to all county departments in their interactions with deaf individuals.
- Objective 1:    To provide the county with the highest qualified interpreter available at all times.
- Objective 2:    Implement interpreter policies and procedures that require ongoing interpreter professional development and rewards the improvement of skills and skills certification.
- Objective 3:    Work with county departments to make cost effective use of sign language interpreters.
- Objective 4:    Implement "Client (deaf person) No Show/Late Policy" to minimize sign language interpreter costs to the county.
- Objective 5:    Provide an annual sign language service usage report by county department.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$24,999	\$24,999	\$25,000	\$25,000	
Capital					
Totals	<u>\$24,999</u>	<u>\$24,999</u>	<u>\$25,000</u>	<u>\$25,000</u>	

Work Program Trends

Department Activity	1994 Projected	1995 Projected	1996 Projected
Hours of Sign Language Interpreting:			
Regular	412.75	460.25	460.25
Trilling	15.25	12	12
Emergency	35.25	32	32

COUNTY OF EL PASO, TEXAS

Department: Center For The Deaf continued Fund No. 01 Index No. 540328

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable



**COUNTY OF EL PASO, TEXAS**

Department: Shelter For Battered Women                      Fund No. 01                      Index No. 540625

Department Description and Responsibilities

The El Paso Shelter for Battered Women, a United Way Agency, provides counseling to battered women and the batterers. Battering, also known as Domestic Violence, is the use or threat of physical, psychological, or sexual violence toward a spouse or partner. The shelter presently counsels batterers in an eight-session program available in English or Spanish. In counseling the primary focus is on the abuse and violence. When other problems such as drug and alcohol exist, referrals are made to other appropriate agencies. The county provides some funding for this program as shown in the financial trends below.

Goals and Objectives:

- Goals:** To provide individual or group counseling in addition to other services, to assist the victim to become more self-sufficient, independent survivors.
- Objective 1:** To eliminate domestic violence in El Paso and surrounding counties through the provision of comprehensive services for families of domestic violence, counseling for the abuser, and community education.
- Objective 2:** To seek methods to expand and improve the quality and quantity of services for victims of domestic violence.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$45,341	\$45,340	\$45,341	\$45,341	
Capital					
<b>Totals</b>	<b>\$45,341</b>	<b>\$45,340</b>	<b>\$45,341</b>	<b>\$45,341</b>	

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Batterers Program clients	967	1027	1100
Victim Advocate clients	243	267	294

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Retired Senior Volunteer Program      Fund No. 01      Index No. 540427

Department Description and Responsibilities

The Retired and Senior Volunteer Program (RSVP) provides meaningful volunteer opportunities to El Pasoans 55 years of age and over. The purpose of the program is to enable retired people to remain in the mainstream of community life. A second purpose is to recruit people who might not otherwise volunteer. That includes handicapped people, retired professionals, and men without volunteer experience before retirement. Retired people and those still in the work force, 55 and older, are now eligible to become RSVP members. RSVP has been part of the county for 12 years and provides volunteer opportunities throughout the county from Faben's to Canutillo and serving in the county departments and agencies, including the Sheriff's Department, El Paso City-County Health and Environmental District, El Paso City-County Nutrition Program, and R.E. Thomason General Hospital.

Goals and Objectives

- Goals:** To provide meaningful volunteer opportunities and experiences to people 55 years of age and over. RSVP recruits and assigns senior volunteers to serve as valuable resources to improve the quality of life in the county.
- Objective 1:** Increase volunteer strength by at least 25 people in the county.
- Objective 2:** Provide 48,000 volunteer hours, which calculated at the minimum wage is worth \$240,000 annually.
- Objective 3:** Develop at least one new volunteer station.
- Objective 4:** Expand volunteer services for environmental and intergenerational projects.
- Objective 5:** Develop peer presentation project on "Medical Education Designed for Seniors" (MEDS) related to prevention of medication and alcohol misuse among the elderly.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations		\$34,500	\$34,500	\$17,250	-50.00%
Capital					
<b>Totals</b>		<u>\$34,500</u>	<u>\$34,500</u>	<u>\$17,250</u>	-50.00%

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Volunteers	536	561	586
Volunteer Sites	23	24	25
Volunteer Services Hours	130,880	133,680	140,480

COUNTY OF EL PASO, TEXAS

Department: Retired Senior Volunteer Program - continued Fund No. 01 Index No. 540427

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Project Amistad

Fund No. 01

Index No. 540666

Department Description and Responsibilities

Project Amistad is a social service program for aged and disabled adults. This program is administered by the LULAC (League of United Latin American Citizens). Project Amistad provides adult protective services, representative payee services, escort/transportation, emergency food and shelter and emergency medication assistance for elderly or disabled adults. The county provides nominal funding for this project as reflected below.

Goals and Objectives

**Goals:** To advocate for the aged and disabled adults who are unable to protect themselves in an effort to help them achieve or maintain self sufficiency and to reduce or prevent dependency and inappropriated institutionalization.

**Objectives:** To purchase five additional buses to enhance the present fleet of five, so as to be able to reach more people who live in the rural areas where there is absolutely no transportation available for elderly or disabled people.

Financial Trends

Category	1994	1995	1995	1996	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations	\$12,000	\$12,000	\$12,000	\$25,000	108.33%
Capital					
Totals	\$12,000	\$12,000	\$12,000	\$25,000	108.33%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Clients Served	7,918	8,000	10,000
One Way Trips (Unit)	35,780	36,200	40,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Veterans Assistance                      Fund No.      01                      Index No.      540740

Department Description and Responsibilities

The Veterans Assistance office, as mandated by Texas Civil Statutes, provides assistance to veterans residing in the County. This office interviews and advises clients on entitlements, assists in filing claims, follows up on status of claims, answers and researches inquiries regarding medical, educational and other benefits, assists clients in completing Veterans Assistance forms and in filing appeals with the Veterans Administration. The Veterans Assistance Office also serves as liaison with veterans organizations and ensures compliance with all department of veterans affairs and related laws, procedures and policies.

Goals and Objectives

- Goals:                      To aid all residents of the county who served in the U.S. Armed Forces during any war or peace-time enlistment.
- Objective 1:              To provide a service that provides an economic stimulus to the economy and our County.
- Objective 2:              To attend conferences and seminars to be abreast of all current legislation and mandates of the Veterans Assistance and Texas Veterans Commission.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$53,731	\$60,032	\$60,282	\$47,248	-21.62%
Operations	1,476	978	1,708	2,350	37.59%
Capital					
Totals	\$55,207	\$61,010	\$61,990	\$49,598	-19.99%

Work Program Trends

Department Activity	1994 Actual	1995 Projected	1996 Projected
Number of Clients monthly			
Active	1,800	1,800	1,800
Inactive	45,000	45,000	45,000
Number of veterans residing in County	54,000	54,000	54,000
Monetary benefits paid to veterans, their dependents and survivors	\$95,000,000	\$98,000,000	\$100,000,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

COUNTY OF EL PASO, TEXAS

Department: Veterans Assistance  
continued

Fund No. 01

Index No. 540740

Authorized Position Detail

Director	1
Veterans Assistance Specialist	1



COUNTY OF EL PASO, TEXAS

Department: Foster Grandparent Program Fund No. 01 Index No. 540419

Department Description and Responsibilities

The Foster Grandparent Program is one of the Corporation for National and Community Services National Senior Volunteer Corps programs. It provides meaningful volunteer experience to low income senior adults who volunteer 20 hours a week. They receive a stipend of \$2.45 an hour and mileage reimbursement for volunteering and providing service to children with special and exceptional needs who are emotionally disturbed, mentally retarded, abused and neglected, juvenile offenders, developmentally delayed and/or physically disabled and other at-risk children and youth. The program's responsibilities are to recruit, select and train eligible seniors, match foster grandparents with volunteer stations and type of children, manage federal funds, as well as local funds and budget, maintain required records, reports, and statistics, generate support and educate the community regarding the Foster Grandparent Program. Foster grandparents have been serving in the County since 1984. They serve in the County facilities of the Juvenile Detention Center and Project Crossroads, Head Start Programs in Anthony, Canutillo, and Socorro, as well as in an elementary and a high school in Socorro.

Goals and Objectives

- Goals: To provide 16,704 hours of service by having 16 Foster Grandparent volunteers, each serving two children or youth with special or exceptional needs at eight different volunteer sites in El Paso County.
- Objective 1: To provide 16 low income senior adults the opportunity to serve as Foster Grandparents and receive a tax exempt stipend of \$2.45 per hour. The Foster Grandparents will provide 16,704 hours of service and each will serve twenty hours a week as they volunteer for special-needs or at-risk children.
- Objective 2: To provide annual income review on each active Foster Grandparent volunteer, prepare medical histories on the new volunteers, arrange for annual physical exams on each volunteer, maintain up to date Memorandums of Understanding (MOU) between City and Volunteer Stations, maintain current child assignment forms, and ensure compliance with the Corporation for National and Community Service guidelines.
- Objective 3: To recruit new volunteers, provide forty hours of pre-orientation training, ensure volunteers receive a daily meal each day they are at the volunteer stations, provide site supervision, provide training at least eight hours per year by volunteer stations and at least forty hours of training provided by the Foster Grandparent Program.
- Objective 4: To maintain an active twenty member advisory council, ensure recognition of the Foster Grandparents at least once during the year by an event organized and planned by the Advisory Council, maintain an active on-going public relations campaign, manage and monitor program's finances, prepare quarterly program reports, and prepare an annual report for national and community service grant proposal.
- Objective 5: To develop new volunteer sites to serve awareness of the preogram by creating partnerships with local organizations.

**COUNTY OF EL PASO, TEXAS**

Department: Foster Grandparent Program continued Fund No. 01 Index No. 540419

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations				\$5,000	100.00%
Capital					
<b>Totals</b>				<b>\$5,000</b>	<b>100.00%</b>

Work Program Trends

Department Activity	1994 Projected	1995 Actual	1996 Projected
Volunteer service hours provided	10,440	12,528	16,704
Number of Foster Grandparents	10	12	16
Number of Volunteer sites	3	6	8

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Keep El Paso Beautiful      Fund No. 01      Index No. 540641

Department Description and Responsibilities

Keep El Paso Beautiful has been a nationally recognized award winning affiliate of Keep America Beautiful for the past five years. Keep El Paso Beautiful is a non-profit, volunteer organization providing grassroots solutions to El Paso's solid waste and litter issues by bringing together a diverse coalition of local government officials, businesses, industry, civic leaders, environmental groups and dedicated citizens throughout El Paso County. Keep El Paso Beautiful mission is to reduce litter, educate the community about solid waste management and to preserve the natural beauty and environment of El Paso County. By forming a partnership between the public and private sectors, Keep El Paso Beautiful improves the quality of life, enhances economic development and tourism, and conserves public and natural resources through education, behavioral change and public awareness activities.

Goals and Objectives

- Goals:** To revive the Desert Sweep Program, institute "Adopt-A-Desert" program to promote on-going desert cleanups and reduce illegal dumping, implement a county department volunteer recycling program, begin a youth leadership clean campus program in 100% of the schools countywide, develop a widespread Speaker's Bureau, provide a public awareness campaign in both English and Spanish.
- Objective 1:** Keep El Paso Beautiful and the Texas General Land Office have continued to promote Desert Sweep, a program designed to combat illegal desert dumping.
- Objective 2:** Keep El Paso Beautiful continues to take an active role in the continuance of the County's Environmental Crime Unit.
- Objective 3:** Education of youths is a high priority of Keep El Paso Beautiful in order for children to understand the problems and needs of the environment.
- Objective 4:** Keep El Paso Beautiful has publicized and coordinated the Christmas Tree recycling program for the past four years being that composting is an important solid waste management option.
- Objective 5:** Keep El Paso Beautiful is a community resource for recycling and solid waste information, a facilitator in the development and coordination of recycling, solid waste, and beautification projects, and a catalyst for community pride.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations				\$10,000	100.00%
Capital					
<b>Totals</b>				<b>\$10,000</b>	<b>100.00%</b>

**COUNTY OF EL PASO, TEXAS**

Department: Keep El Paso Beautiful      Fund No. 01      Index No. 540641

Work Program Trends

<u>Department Activity</u>	<u>1994 Projected</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
		Not available	

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable



# **RESOURCE DEVELOPMENT**

**COUNTY OF EL PASO, TEXAS**

Department: Agricultural Co-op Extension      Fund No. 01      Index No. 560029

Department Description and Responsibilities

The Agricultural Co-op Extension department is a cooperative program between the County Agricultural Extension Service, Texas A & M University and the United States Department of Agriculture. The Texas Agricultural Extension Service (TAEX) educates Texans in the areas of agriculture, environmental stewardship, youth and adult life skills, human capital and leadership, and community economic development. The Extension offers the knowledge resources of the land-grant university system to educate Texans for self-improvement, individual action and community problem-solving. TAEX is a state-wide educational agency and a member of the Texas A & M University System (TAMUS) linked in a unique partnership with the nation-wide Co-operative Extension System and Texas county governments.

The Agricultural Co-op Extension department values and promotes principles of citizen and community involvement, scientifically-based education, lifelong learning, and volunteerism. It provides access to citizens in all 254 Texas counties and works co-operatively with other TAMUS parts and external agencies and organizations to achieve its goals.

Goals and Objectives

- Goal 1: Through education programs, the TAEX will enhance the productivity, sustainability, global competitiveness and job-generating capacity of El Paso County.
- Goal 2: To help Texans take more responsibility for improving their health, safety, productivity and well-being. To promote, organize and educate citizen leadership and groups to resolve society issues and concerns, and to promote self-motivation of the youths of Texas.
- Goal 3: To improve the stewardship of the environment and Texas' natural resources.
- Objective 1: To help El Paso County residents increase their knowledge and skills through participation in programs related to increasing agricultural competitiveness, international marketing, rural economic revitalization, water quality management, and conservation of natural resources.
- Objective 2: To provide programs, workshops, and seminars to increase Texan's knowledge in public policy education, agricultural safety and health, food safety, nutrition and wellness, parenting, elderly and dependent care, family economics, literacy, life skills, youth at risk and career development.
- Objective 3: To provide programs, workshops and seminars on leadership skills, solid and hazardous waste management, efficiency and economy water use for agriculture, industry, housing, and landscaping.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$225,776	\$234,812	\$249,660	\$272,656	9.2%
Operations	108,690	117,973	129,825	137,212	5.7%
Capital	5,375	1,700	20,367		-100.0%
Totals	<u>\$339,841</u>	<u>\$354,485</u>	<u>\$399,852</u>	<u>\$409,868</u>	2.5%



**COUNTY OF EL PASO, TEXAS**

Department: Agricultural Co-op      Fund No. 01      Index No. 560029  
 Extension - continued

Work Program Trends

<u>Department Activity</u>	<u>1994 Projected</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
Group teaching			
Workshops, seminars, meetings	30,647	32,179	33,788
Individual contacts			
Office	5,766	6,054	6,357
Site	4,783	5,022	5,273
Telephone	20,100	21,105	22,160
Media education:			
Mass media (newspaper, radio & tv)	9,300,000	9,765,000	10,253,250
Newsletter, letters	61,570	64,649	67,881
4-H program participation:			
Organized clubs	287	301	316
Special interest programs	3,365	3,533	3,710
School curriculum enrichment	6,448	6,770	7,109
Expanded nutrition program	2,711	2,847	2,989
Volunteer outreach			
Volunteers trained	1,040	1,092	1,147
Clientele reached	74,311	78,027	81,928
Expanded nutrition program			
Homemakers trained	1,755	1,843	1,935
Total family member reached	6,367	6,685	7,020
Volunteers trained	465	488	513
Other educational programs			
Result and method demonstration	150	158	165
Tours	1,022	1,073	1,127

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	14	14	14
Part-time employees	2	2	2
Totals	16	16	16

Authorized Position Detail

4H Program Coordinator	1	County Agricultural Extension Agent	1
Administrative Assistant	1	Executive Secretary	1
Administrative Assistant Part-time	1	Home Economist	1
Administrative Secretary	4	Horticulturist	2
County Agricultural Extension Administrator	1	Secretary	2
		Technician Part-time	1

**COUNTY OF EL PASO, TEXAS**

Department: Industrial Development      Fund No. 01      Index No. 560219

Department Description and Responsibilities

The mission of the El Paso Industrial Development is the generation of employment opportunities in industry and related areas for the workers in the El Paso region. This mission is carried out through the implementation of realistic industrial development marketing programs, effective management of the client exposure process in the El Paso region, providing specialized research information as requested by client businesses, and providing information services and guidance to the regional business community and local governments. The county provides funding for operations only as shown below.

Goals and Objectives

- Goal 1: To generate employment opportunities in industry and related areas for citizens of El Paso County.
- Goal 2: To increase effectiveness of the Industrial Development Council as the primary industrial development organization in El Paso County.
- Objective 1: To implement realistic industrial development marketing programs, undertake specialized research as needed by client, and provide information services and guidance to the regional business community and local governments involved in industrial development.
- Objective 2: To upgrade industrial research capabilities to improve response time to the client, automate client tracking/follow-up procedures, develop image campaign for area industrial development and continue professional development training for council staff.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$80,000	\$80,000	\$80,000	\$80,000	
Capital					
<b>Totals</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Actual	Projected
New Companies	18	15	18
Companies Expanding	18	15	18

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>			

Authorized Position Detail

Not Applicable  
195





# **CULTURE AND RECREATION**

COUNTY OF EL PASO, TEXAS

Department: Ascarate Regional County Fund No. 01 Index No. 570127  
 Park

Department Description and Responsibilities

The Ascarate Park department is responsible for the maintenance and operations of the park which spans approximately 1,000 acres, including a 50 acre surface layer lake which is open to the public all year round. Ascarate Park provides a recreational area for the citizens of El Paso.

Goals and Objectives

- Goal 1: Develop a master plan to guide and direct the department to meet the needs of the community. Provide continous evaluation of the recreational needs and implement changes to the master plan.
- Goal 2: Establish an equitable method of financing, development, and operation of existing facilities.
- Goal 3: Develop and maintain a continuous program of education for the benefit of the public and the business community which would emphasize the social and economic values of comprehensive park and recreational development.
- Objective 1: Attempt to conduct cost effective programs such as a better methods of irrigation using more water from the lake.
- Objective 2: Eliminate some of our use of gasoline powered vehicles and use either battery powered golf carts or bicycles to move around the facility at Ascarate Park.
- Objective 3: Use private enterprise to assist in the financing of future projects and giving recognition to those who support us.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$247,749	\$229,406	\$232,779	\$241,035	3.55%
Operations	226,104	278,919	323,649	281,324	-13.08%
Capital	3,142	3,000	3,000	45,000	-100.00%
Totals	\$476,995	\$511,325	\$559,428	\$567,359	1.42%

**COUNTY OF EL PASO, TEXAS**

Department: Ascarate Regional County Fund No. 01 Index No. 570127  
 Park-continued

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Actual</u>	<u>1996 Projected</u>
Tickets:			
Automobile	116,399	130,980	137,529
Out of State	15,626	8,396	8,816
Boat	356	534	561

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	14	10	10
Part-time employees			
Totals	14	10	10

Authorized Position Detail

Inventory Control Clerk	1	Parks/Recreation Director	1
Maintenance Plumber	1	Utility Worker II	6
		Utility Worker III	1



**COUNTY OF EL PASO, TEXAS**

Department: Ascarate Golf Course      Fund No.      01      Index No.      570218

Department Description and Responsibilities

The Ascarate Golf Course is the only municipally owned and operated 27-hole golf course in El Paso that provides a much needed service in the community. There is a pro shop which sells golf accessories and athletic wear for men and women and a clubhouse which offers food and drinks. Green fees are paid quarterly, monthly, or daily with discounts given to students and seniors. The game of golf holds great appeal to a wide variety of people and the Ascarate Golf Course makes it affordable for the general public to enjoy this sport. The Facility plays host to the largest yearly play figures in the county.

Goals and Objectives

**Goals:**      Provide friendly, courteous service to clientele and constantly strive to improve the golf course.

**Objectives:**      Through our efforts and those of the many volunteers who call Ascarate Golf Course their "home", we hope to have the necessary support to continue our effort to make Ascarate Golf Course one of the premier courses in El Paso.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$332,472	\$363,645	\$391,349	\$412,179	5.32%
Operations	150,579	166,071	207,595	193,356	-6.86%
Capital				80,000	
Totals	<u>\$483,051</u>	<u>\$529,716</u>	<u>\$598,944</u>	<u>\$685,535</u>	14.46%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Green fees	\$435,518	\$452,518	\$462,518
Golf cart revenues	\$217,821	\$235,821	\$255,821
Food concessions	\$10,000	\$10,000	\$10,000
Gate fees	\$12,528	\$12,788	\$12,688
Number of rounds of golf recorded	70730	73,580	75,206

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	18	18	18
Part-time employees			
Totals	<u>18</u>	<u>18</u>	<u>18</u>

COUNTY OF EL PASO, TEXAS

Department: Ascarate Golf Course      Fund No. 01      Index No. 570218  
 continued

Authorized Position Detail

Assist Golf Pro	2	Golf Pro	1
Asst. Greens Supervisor	1	Greens Supervisor	1
Cashier	1	Maintenance Worker	11
Golf Car Mechanic	1		

**COUNTY OF EL PASO, TEXAS**

Department: Coliseum                      Fund No.                      01                      Index No.                      570317

Department Description and Responsibilities

The El Paso County Coliseum is a large indoor stadium which accommodates many different types of events. Examples of some events include circuses, ice shows, car shows, concerts, and rodeos. The County Coliseum is the only place in El Paso that can accommodate ice shows. It is rented for public events all year. Rates vary depending on the event. There is an Equestrian Arena adjacent to the Coliseum that is used for all types of horse shows. This index has been closed and funding is provided through the Coliseum Tourist Promotion Fund.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$26,109				
Operations	50,259	\$23,077	\$26,304		-100.00%
Capital					
Totals	\$76,368	\$23,077	\$26,304		-100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals			

Authorized Position Detail

Not Applicable



COUNTY OF EL PASO, TEXAS

Department: Rural Parks                      Fund No.                      01                      Index No.                      570333

Department Description and Responsibilities

The Rural Parks index is controlled by the Road & Bridge Department and is responsible for maintaining seven rural parks in the Upper and Lower Valley with the addition of new parks in the Montana Vista and Sparks areas. This includes repairs, park cleanup, and improvements.

Goals and Objectives

- Goal :                      Provide the public with rural parks that have well maintained ballfields, playground equipment and picnic areas with proper sanitary facilities.
- Objective 1:            Maintain proper facilities for area youth to get involved in supervised group activities that will keep them away from gangs and vandalism.
- Objective 2:            Provide a clean, safe environment for area residents to enjoy and use in their recreational activities.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$3,962	\$17,279	\$36,500	\$37,160	1.81%
Capital					
<b>Totals</b>	<b>\$3,962</b>	<b>\$17,279</b>	<b>\$36,500</b>	<b>\$37,160</b>	<b>1.81%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

Authorized Position Detail

Not Applicable

**COUNTY OF EL PASO, TEXAS**

Department: Library Fund No. 01 Index No. 570028

Department Description and Responsibilities

The County of El Paso maintains four libraries which service the communities of Canutillo, Clint, Fabens and Horizon. The libraries work to improve the quality of service to the community. The entire staff assists patrons in the location of published materials for the purposes of education and recreation. Other duties include circulation of these materials, operation of copy machine equipment, building and grounds maintenance at the Canutillo and Fabens facilities. Moreover, the staff attends library workshops to keep abreast of current library science issues within the system and are involved in continuing education programs.

Goals and Objectives

- Goals :** Future goals include library automation, commencement of adult literacy program, English as a Second Language classes, on-line database computer services, and grants for expansion of the main library branch.
- Objective 1:** The objectives of the County Library is to provide educational and recreational materials for the residents of Fabens and Canutillo to use in furthering their knowledge.
- Objective 2:** Maintain an environment in which the residents of the community can comfortably meet to exchange ideas and gain a better understanding of the information available.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$76,745	\$79,005	\$116,606	\$123,367	5.80%
Operations	18,250	16,415	23,466	24,825	5.79%
Capital	1,949	3,452	16,099		-100.00%
<b>Totals</b>	<b>\$96,944</b>	<b>\$98,872</b>	<b>\$156,171</b>	<b>\$148,192</b>	<b>-5.11%</b>

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Library materials available to public	76,839	77,000	78,000
Registered borrowers	3,800	4,200	4,500
Reference transactions	1,500	2,000	2,500
Items cataloged and processed	3,100	4,100	5,000
Items discarded	1,000	600	700
Students on literacy program	35	70	100
<b>Circulation Statistics</b>			
<b>Fabens</b>	<b>32,335</b>	<b>35,000</b>	<b>36,500</b>
Patrons using library	25,250	27,000	29,000
Patrons attending classes	754	854	900
Story hour	1,609	1,800	2,000
Summer reading	217	400	600
<b>Canutillo</b>	<b>2,946</b>	<b>3,200</b>	<b>3,500</b>
Patrons using library	1,687	2,000	2,300
Interlibrary loan	80	60	60
Patrons attending classes	1,103	1,200	1,300



COUNTY OF EL PASO, TEXAS

Department: Library Fund No. 01 Index No. 570028  
 continued

Work Program Trends - continued

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
Clint	989		
Patrons using library	558		
Interlibrary loan	46		
Story hour	112		
Clint closed in February 1995 to establish a joint library with Clint ISD			
Horizon	1,525		
Patrons using Library	1,474		
Interlibrary Loan	58		
Horizon closed in July 1994 due to not having a building			

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	4	4	4
Part-time employees	2	2	2
Totals	6	6	6

Authorized Position Detail

Library Director	1	Clerk-Part Time	2
Assistant Librarian	1	Clerk	2





# **SPECIAL REVENUE FUNDS**

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Fund With comparative actuals and budget

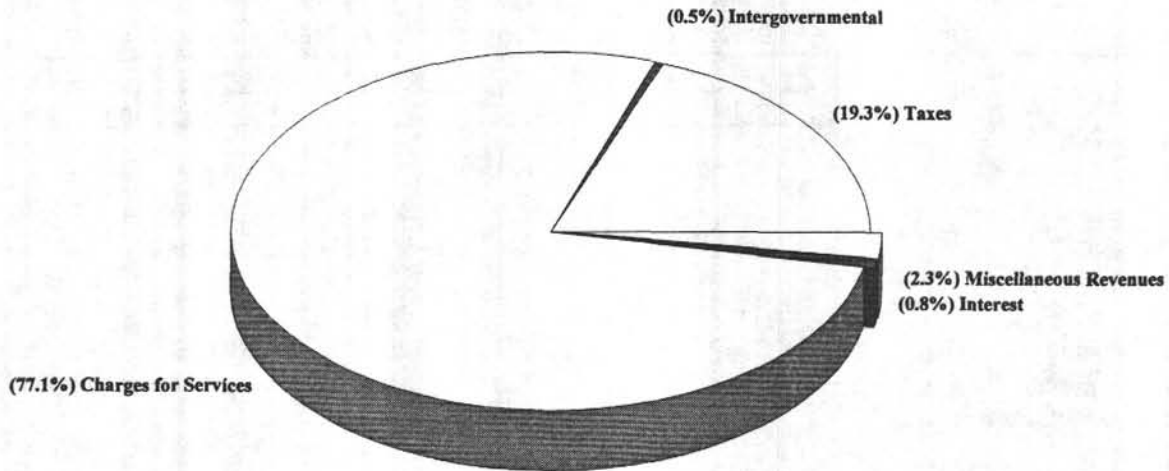
Special revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. Some graphs depicting budgeted revenues and appropriations follow this page.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Taxes	\$1,571,990	\$1,542,661	\$1,428,428	\$1,500,000	5.01%
Intergovernmental	544,562	33,979	30,400	35,000	15.13%
Charges for Services	5,904,124	6,153,248	5,495,720	5,996,500	9.11%
Fines and Forfeits			35,475		-100.00%
Interest	117,490	197,909	33,500	63,000	88.06%
Miscellaneous Revenues	121,990	102,057	185,940	180,000	-3.19%
Other Financing Sources		165,720	165,720		-100.00%
<b>Total Revenues and Other Financing Sources</b>	<b>8,260,156</b>	<b>8,195,574</b>	<b>7,375,183</b>	<b>7,774,500</b>	<b>5.41%</b>
Residual Equity Transfers-In	334,825				
Beginning Fund Balances	1,855,769	2,980,497	2,980,497	4,014,900	34.71%
<b>Total Available Resources</b>	<b>\$10,450,750</b>	<b>\$11,176,071</b>	<b>\$10,355,680</b>	<b>\$11,789,400</b>	<b>13.84%</b>
<b>Expenditures (Uses):</b>					
General Government	\$719,166	\$560,963	\$655,008	\$1,239,350	89.21%
Administration of Justice	108,166	110,014	133,518	10,235	
Resource Development	1,325,414	1,191,614	1,304,211	895,460	-31.34%
Culture and Recreation	937,779	1,032,343	1,207,560	1,809,879	49.88%
Public Works	2,232,876	2,460,906	3,048,669	3,262,246	7.01%
Capital Outlays	585,166	360,331	871,763	1,018,778	16.86%
Other Financing Uses	1,555,514	1,445,000	1,445,000	1,716,698	18.80%
<b>Total Expenditures and Other Financing Uses</b>	<b>7,464,081</b>	<b>7,161,171</b>	<b>8,665,729</b>	<b>9,952,646</b>	<b>14.85%</b>
Residual Equity Transfers-Out	6,172				
Encumbrances				695,611	
Ending Fund Balances	2,980,497	4,014,900	1,689,951	1,141,143	-32.47%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$10,450,750</b>	<b>\$11,176,071</b>	<b>\$10,355,680</b>	<b>\$11,789,400</b>	<b>13.84%</b>

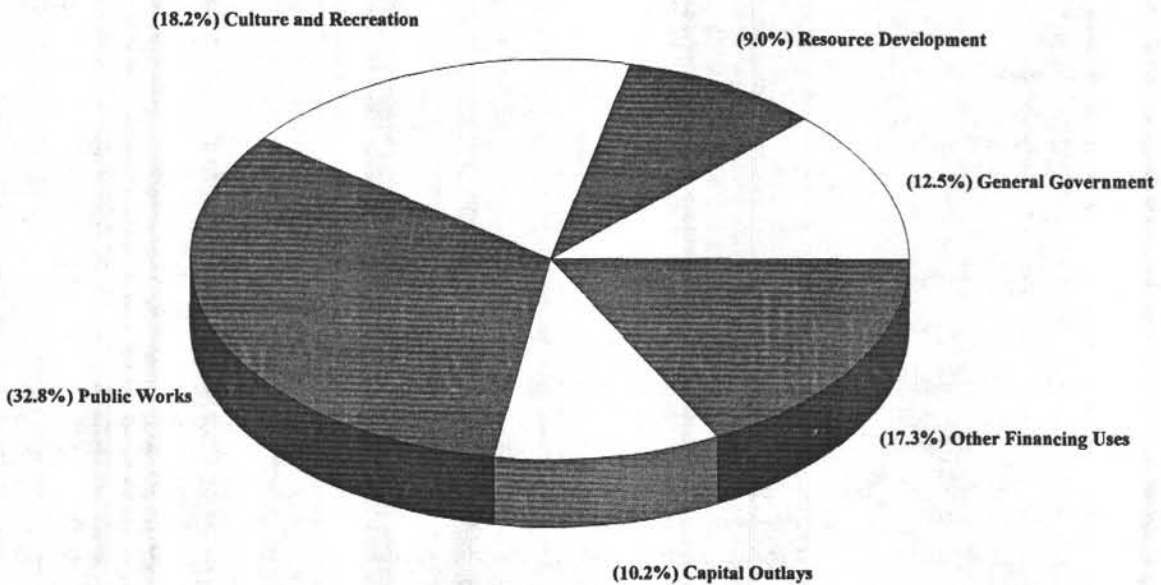
Over the past few years fund balances have been designated as part of the various special revenue budgets depending on availability of funds. These funds are restricted by fund for each particular purpose and therefore, excess funds are reappropriated in subsequent years as deemed appropriate. In fiscal year 1995, the Special Revenue Fund utilized \$913,629 to balance appropriations as compared to \$2,178,146 in fiscal year 1996. Based on actuals for fiscal year 1995, revenues were realized in excess of those projected for the year and expenditures by this fund were less than appropriations for a net gain to the Special Revenue fund balances. The main designation of fund balance is reflected in the Roads and Bridges budget amounting to \$1,600,000 for the purpose of road paving projects and some heavy duty equipment purchases.

# County of El Paso, Texas

## Fiscal Year 1996 Budget Revenues (Sources) - Special Revenue Fund



## Fiscal Year 1996 Budget Appropriations (Uses) - Special Revenue Fund

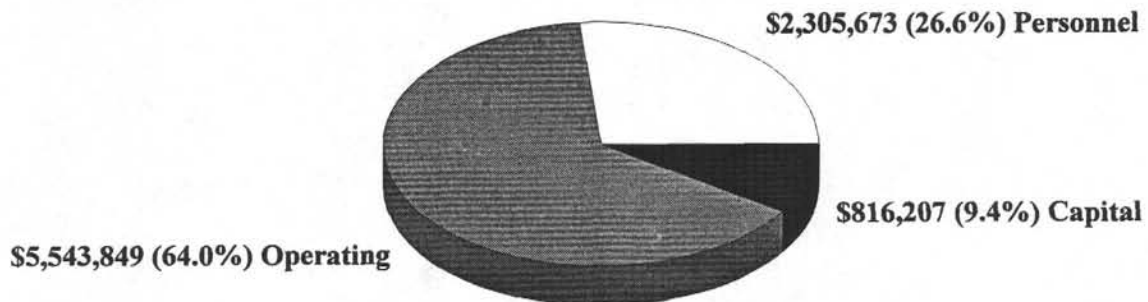
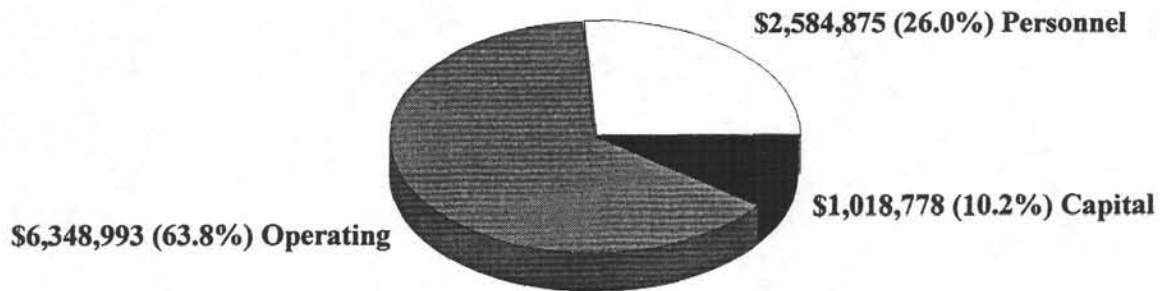


# County of El Paso, Texas

## Budget Summary for Fiscal Year 1996 by Category - Special Revenue Fund With Prior Year Expenditure Actuals

Category	Actuals		Adopted Budget		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Personnel	\$2,410,075	\$2,157,928	\$2,305,673	\$2,584,875	12.11%
Operating	4,468,840	4,615,925	5,543,849	6,348,993	14.52%
Capital	585,166	387,318	816,207	1,018,778	24.82%
<b>Totals</b>	<b>\$7,464,081</b>	<b>\$7,161,171</b>	<b>\$8,665,729</b>	<b>\$9,952,646</b>	<b>14.85%</b>

### Operating Budgets FY 96





# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Road and Bridge With comparative actuals and budget

The Road and Bridge Fund is utilized for the purpose of accounting for activities relating to the construction and maintenance of county roads and bridges.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning Fund Balance</b>	\$1,061,158	\$1,716,022	\$1,716,022	\$2,619,376	52.64%
<b>Revenue:</b>					
Auto sales tax	1,492,203	2,845,371	1,300,000	1,400,000	7.69%
Auto license fees	360,000	360,000	360,000	360,000	
Extra auto license fees	2,992,332	1,906,110	2,700,000	3,100,000	14.81%
Other	123,529	207,397	68,340	98,500	44.13%
<b>Total revenue</b>	<b>4,968,064</b>	<b>5,318,878</b>	<b>4,428,340</b>	<b>4,958,500</b>	<b>11.97%</b>
<b>Other financing sources:</b>					
Residual Equity Transfers-in					
<b>Total revenue and transfers</b>	<b>4,968,064</b>	<b>5,318,878</b>	<b>4,428,340</b>	<b>4,958,500</b>	<b>11.97%</b>
<b>Expenditures:</b>	<b>3,013,200</b>	<b>3,090,524</b>	<b>3,732,186</b>	<b>5,133,500</b>	<b>37.55%</b>
<b>Other financing uses:</b>					
Transfers out	1,300,000	1,325,000	1,325,000	1,425,000	7.55%
<b>Total expenditures and transfers</b>	<b>4,313,200</b>	<b>4,415,524</b>	<b>5,057,186</b>	<b>6,558,500</b>	<b>29.69%</b>
<b>Encumbrances</b>				450,632	
<b>Ending fund balance</b>	<b>\$1,716,022</b>	<b>\$2,619,376</b>	<b>\$1,087,176</b>	<b>\$568,744</b>	<b>-47.69%</b>

**COUNTY OF EL PASO, TEXAS**

Department: Roads and Bridges Administration Fund No. 10 Index No. 501023

Department Description and Responsibilities

This department is responsible for the day-to-day administration of the Roads and Bridges activities in the outlying areas of the County. These activities include providing public information, maintaining maps, assigning addresses, designing road construction projects and coordinating all public works projects with architects, contractors and commissioners court.

Goals and Objectives

- Goals: To increase the efficiency of the Roads and Bridges department through a reorganization of personnel and operations at the warehouses.
- Objective 1: By reassigning specialized jobs to particular warehouses, such as equipment maintenance, street painting and installing signs, and road paving based on the needs of the surrounding area.
- Objective 2: By reassigning personnel and assigning new work responsibilities to the personnel based on their qualifications and changing demands on the Roads and Bridges department.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$248,103	\$237,403	\$276,948	\$255,323	-7.8%
Operations	442,293	286,111	292,362	974,027	233.2%
Capital		31,203	32,707		-100.0%
<b>Totals</b>	<b>\$690,396</b>	<b>\$554,717</b>	<b>\$602,017</b>	<b>\$1,229,350</b>	<b>104.2%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
New Road Dedications (miles)	4	1	
Road Preparation CMAQ (miles)	30		
Road Surfacing			
CMAQ (new paving in miles)	6.5	26	
New paving (miles)		8.5	15
Resurfacing (miles)		35	25
Road Reconstruction San Elizario Project			
Resurfacing (miles)	1.1	1.5	1.2
Lateral Road Crossing	1		

**COUNTY OF EL PASO, TEXAS**

Department: Roads and Bridges Fund No. 10 Index No. 501023  
 Administration - continued

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	6	6	6
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>6</b>

Authorized Position Detail

Assistant Roads And Bridges Administrator	1	Executive Secretary	1
Civil Engineer	1	Public Works Director/Road Engineer	1
Drafter II	1	Subdivision Coordinator	1

**COUNTY OF EL PASO, TEXAS**

Department: Roads and Bridges                      Fund No.                      10                      Index No.                      580027

Department Description and Responsibilities

The Roads and Bridges department is responsible for the maintenance of over 650 miles of roadways. Of this approximately 400 miles are paved and 250 miles are not paved. Furthermore, the department provides service and the use of Roads and Bridges equipment to the Coliseum, Ascarate Park, Sheriff's and other departments. This department also provides equipment and man power to maintain the rural parks, solid waste collection stations, Fabens Airport, and McGill Cemetery.

Goals and Objectives

- Goal:**                      The main goal of the Roads and Bridges department is to provide a safe and well maintained County Road System.
- Objective 1:**            To have paved roads in all subdivisions where 60 percent of the subdivision has dwellings.
- Objective 2:**            To have paved access roads into those areas containing less developed subdivisions.
- Objective 3:**            To improve on the roadway standards and provide better drainage in the older completely developed subdivisions.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$1,208,959	\$1,278,817	\$1,344,945	\$1,457,246	8.3%
Operations	2,323,917	2,442,232	3,028,729	3,230,000	6.6%
Capital	89,928	74,901	81,500	641,904	-100.0%
<b>Totals</b>	<b>\$3,622,804</b>	<b>\$3,795,950</b>	<b>\$4,455,174</b>	<b>\$5,329,150</b>	<b>19.6%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Work program trends are shown under Road and Bridge Administration			

Staffing Trends

Authorized Positions	1994	1995	1996
Full-time employees	55	55	55
Part-time employees			
<b>Totals</b>	<b>55</b>	<b>55</b>	<b>55</b>

Authorized Position Detail

Assistant Precinct Foreman	2	Mechanic Helper	1
Auto Mechanic II	2	Road Superintendent	1
Auto Mechanic III	3	Office Manager	1
Construction Foreman	1	Precinct Foreman	1
Equipment Maintenance Foreman	1	Skilled Laborer	1
Heavy Equipment Operator I	3	Traffic. Sign/Tech Mark	1
Heavy Equipment Operator II	2	Truck Driver I	11
Heavy Equipment Operator III	10	Truck Driver II	8
Maintenance Welder	2	Truck Driver III	4

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Tourist Convention Fund With comparative actuals and budget

This fund is used to account for the receipt and disbursement of hotel occupancy tax funds relating to tourism and conventions in El Paso County.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance	\$158,238	\$113,713	\$113,713	\$85,260	-25.02%
Revenue:					
Hotel occupancy taxes	785,996	804,010	775,037	750,000	-3.23%
Other	177,895				
<b>Total revenue</b>	<b>963,891</b>	<b>804,010</b>	<b>775,037</b>	<b>750,000</b>	<b>-3.23%</b>
Other financing sources:					
Transfers in					
<b>Total revenue and transfers</b>	<b>963,891</b>	<b>804,010</b>	<b>775,037</b>	<b>750,000</b>	<b>-3.23%</b>
Expenditures:	851,416	718,750	718,750	750,000	4.35%
Other financing uses:					
Transfers out	157,000	113,713	170,000		-100.00%
<b>Total expenditures and transfers</b>	<b>1,008,416</b>	<b>832,463</b>	<b>\$888,750</b>	<b>750,000</b>	<b>-15.61%</b>
<b>Ending fund balance</b>	<b>\$113,713</b>	<b>\$85,260</b>		<b>\$85,260</b>	<b>100.00%</b>

**COUNTY OF EL PASO, TEXAS**

Department: Convention Sales and Services      Fund No. 10      Index No. 560318

Department Description and Responsibilities

This department is operated by the City of El Paso. The County and the City entered into an interlocal agreement as of February 1991 whereby the employees would remain county employees until June 1994. This department is involved in tourist promotion activities funded solely by hotel/motel occupancy taxes.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$176,416	*	*	*	
Operations	157,000				
Capital					
Totals	\$333,416				

\* Now treated as a non-budgeted agency fund.

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Not applicable			

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	12		
Part-time employees	8		
Totals	20		

Authorized Position Detail

Not Applicable



COUNTY OF EL PASO, TEXAS

Department: Tourist Promotion Functions Fund No. 10 Index No. 560417

Department Description and Responsibilities

This department is operated by the City of El Paso. The County and the City entered into an interlocal agreement as of February 1991, which has since been amended, whereby the employees would remain county employees until a future date. This department is involved in tourist promotion activities funded solely by hotel/motel occupancy taxes. This index is now used solely for collection of the Hotel/motel Occupancy Taxes which are remitted to the City.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$675,000	\$832,463	\$888,750	\$810,000	-8.9%
Capital					
Totals	\$675,000	\$832,463	\$888,750	\$810,000	-8.9%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	6		
Part-time employees	3		
Totals	9		

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Convention and Performing Arts Center Fund With comparative actuals and budget

This fund was used to account for intergovernmental revenues from the City of El Paso and expenditures of the County associated with the El Paso Convention and Performing Arts Center. This is now accounted for as an agency fund.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance					
Revenue:					
Reimbursements-City		\$334,124			
Total revenue		334,124			
Other financing sources:					
Transfers in					
Total revenue and transfers		334,124			
Expenditures:		327,952			
Other financing uses:					
Transfers out					
Total expenditures and transfers		327,952			
Residual equity transfer out		\$6,172			
Ending fund balance					

**COUNTY OF EL PASO, TEXAS**

Department: Convention and Performing Arts Center      Fund No. 10      Index No. 560516

Department Description and Responsibilities

This department is operated by the City of El Paso. The County and the City entered into an interlocal agreement as of February 1991, which has since been amended, whereby the employees would remain county employees until a future date. This department is involved in tourist promotion activities funded solely by hotel/motel occupancy taxes.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel	\$327,952				
Operations					
Capital					
<b>Totals</b>	<b>\$327,952</b>				

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	38		
Part-time employees	57		
<b>Totals</b>	<b>95</b>		

Authorized Position Detail

Not applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue County Tourist Promotion With comparative actuals and budget

This fund is used solely for the purpose of accounting for receipts and expenditures related to the promotion of tourism to the County of El Paso.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance	\$84,398	\$43,141	\$43,141	\$37,525	-13.02%
Revenue:					
Taxes:					
Hotel occupancy taxes	135,000	160,802	143,750	150,000	4.35%
Other	834	717			
Total revenue	135,834	161,519	143,750	150,000	4.35%
Other financing sources:					
Transfers in					
Total revenue and transfers	135,834	161,519	143,750	150,000	4.35%
Expenditures:	177,091	167,135	186,056	150,000	-19.38%
Other financing uses:					
Transfers out					
Total expenditures and transfers	177,091	167,135	186,056	150,000	-19.38%
Ending fund balance	\$43,141	\$37,525	\$835	\$37,525	4394.01%

**COUNTY OF EL PASO, TEXAS**

Department: County Tourist Promotion      Fund No. 10      Index No. 570424

Department Description and Responsibilities

The County Tourist Promotion fund is used to account for receipts and expenditures related to the promotion of tourism in the County. The principal source of revenues is the hotel/motel occupancy tax.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$177,091	\$167,135	\$186,056	\$150,000	-19.4%
Capital					
<b>Totals</b>	<b>\$177,091</b>	<b>\$167,135</b>	<b>\$186,056</b>	<b>\$150,000</b>	<b>-19.4%</b>

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
<b>Totals</b>			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Alternative Dispute Resolution Center With comparative actuals and budget

This fund is utilized to account for those revenues and expenditures generated by the Rio Grande Council of Governments, a private organization employed by the County to resolve civil matters out of the court system.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>					
<b>Revenue:</b>					
Alternative dispute resolution fees	\$104,167	\$106,495	\$130,000	\$130,000	
<b>Total revenue</b>	104,167	106,495	130,000	130,000	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	104,167	106,495	130,000	130,000	
<b>Expenditures:</b>	104,167	106,495	130,000	130,000	
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	\$104,167	\$106,495	\$130,000	\$130,000	
<b>Ending fund balance</b>					



**COUNTY OF EL PASO, TEXAS**

Department: Alternative Dispute Resolution Center      Fund No. 10      Index No. 560672

Department Description and Responsibilities

The El Paso County Dispute Resolution Center was established in May, 1988 when El Paso County entered into an agreement with the Rio Grande Council of Governments to provide referral, conciliation and mediation services. The center is supported through a \$5.00 filing fee for each civil case filed in County or District court. The Mediation process is accomplished with the use of volunteer mediators. Volunteer mediators receive 40 hours of required training in mediation skills. The voluntary process facilitates an agreement designed by the parties. Funding for the two full-time employees and one part-time employee is provided by the Rio Grande Council of Governments.

Goals and Objectives

- Goals:** To reduce the civil caseload on County and District Courts by offering an alternative method of dispute settlement through mediation.
- Objective 1:** To support and train volunteers for El Paso County Settlement Weeks.
- Objective 2:** To assist in the development of other mediation programs for the school districts and other governmental entities.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$104,167	\$106,495	\$130,000	\$130,000	
Capital					
<b>Totals</b>	<b>\$104,167</b>	<b>\$106,495</b>	<b>\$130,000</b>	<b>\$130,000</b>	

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Citizens assisted	2679	3008	3300
Cost per citizen assisted	\$29.23	\$23.07	\$18.07
Settlement Week:			
Cases scheduled	424	69	69
Cases heard	255	34	34
Cases settled	31.50%	49.00%	49.00%

COUNTY OF EL PASO, TEXAS

Department: Alternative Dispute Resolution Center continued Fund No. 10 Index No. 560672

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	2		
Part-time employees	1		
Volunteer mediators	36		
Totals	39		

Authorized Position Detail

Not applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue District Attorney 10% Drug Forfeiture Fund With comparative actuals and budget

This fund accounts for funds obtained through criminal asset forfeitures as stated in the Texas Legislative House Bill Number 1185. Of the gross amount received by the District Attorney, up to ten percent is to be deposited into this special account for drug abuse treatment and prevention programs as well as certain law enforcement purposes. The percentage is based on an agreement between the District Attorney and Commissioners Court.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance	\$34,092	\$34,630	\$34,630	\$35,235	1.75%
Revenue:					
State drug forfeiture			500		-100.00%
Other	538	605	34,975	34,630	-0.99%
Total revenue	538	605	35,475	34,630	-2.38%
Other financing sources:					
Transfers in					
Total revenue and transfers	538	605	35,475	34,630	-2.38%
Expenditures:					
Other financing uses:					
Transfers out			35,475	34,630	-2.38%
Total expenditures and transfers			35,475	34,630	-2.38%
Ending fund balance	\$34,630	\$35,235	\$34,630	\$35,235	1.75%

COUNTY OF EL PASO, TEXAS

Department: District Attorney 10% Drug Forfeitures      Fund No. 10      Index No. 570820

Department Description and Responsibilities

Funds deposited in this account are obtained through criminal asset forfeitures as stated in the Texas Legislative House Bill number 1185. An amount up to ten percent of the gross amount received by the District Attorney's Office is to be deposited into this special account for drug abuse treatment and prevention programs as well as certain law enforcement purposes.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations			\$35,475	\$34,630	-2.4%
Capital					
Totals			\$35,475	\$34,630	-2.4%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Coliseum Tourist Promotion With comparative actuals and budget

This fund is used to account for the receipts and disbursements relating to tourist promotion at the County Coliseum. The principal source of revenue is the hotel/motel occupancy tax.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$108,924	\$269,005	\$269,005	\$272,692	1.37%
<b>Revenue:</b>					
Hotel occupancy taxes	650,995	577,849	509,641	600,000	17.73%
Other	8,915	11,804			
<b>Total revenue</b>	<u>659,910</u>	<u>589,653</u>	<u>509,641</u>	<u>600,000</u>	17.73%
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>659,910</u>	<u>589,653</u>	<u>509,641</u>	<u>600,000</u>	17.73%
<b>Expenditures:</b>	<u>520,972</u>	<u>585,966</u>	<u>647,258</u>	<u>731,387</u>	13.00%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>520,972</u>	<u>585,966</u>	<u>647,258</u>	<u>731,387</u>	13.00%
<b>Residual equity transfer in</b>	21,143				
<b>Encumbrances</b>				20,817	
<b>Ending fund balance</b>	<u>\$269,005</u>	<u>\$272,692</u>	<u>\$131,388</u>	<u>\$120,488</u>	-8.30%

**COUNTY OF EL PASO, TEXAS**

Department: Coliseum Tourist Promotion      Fund No. 10      Index No. 570408

Department Description and Responsibilities

The El Paso County Coliseum consists of an 8,000 seat multi-purpose arena, Equestrian center and various barns and corrals on 12 acres of land. It is the responsibility of the coliseum to provide a wide variety of entertainment to area residents. Some of the entertainment provided consists of Rodeos, Monster truck shows, indoor Moto-cross, Circus and other events.

Goals and Objectives

- Goals:            Increasing the efficiency and effectiveness of coliseum operations.
- Objective 1:    Upgrading concession stands to improve appearance and increase efficiency.
- Objective 2:    Improve ticket sales through increased operational hours and new equipment.
- Objective 3:    The utilization of more vendors in the arena providing more concessions to the patron.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$298,018	\$338,944	\$344,890	\$359,092	4.1%
Operations	178,743	242,792	292,498	283,800	-3.0%
Capital	44,211	3,875	9,870	88,495	100.0%
Totals	\$520,972	\$585,611	\$647,258	\$731,387	13.0%

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Projected	Projected
Event Attendance	245,000	255,000	265,000
Number of events	130	140	150

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	14	14	14
Part-time employees			
Totals	14	14	14

Authorized Position Detail

Assistant Coliseum Director	1	Maintenance Carpenter	1
Assistant Foreman	1	Maintenance Mechanic	1
Coliseum Director	1	Maintenance Worker	6
Event Coordinator	1	Truck Driver II	1
Facility Foreman	1		



# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Commissary Inmate Profit Fund With comparative actuals and budget

This fund is used to account for the receipts and disbursements relating to the inmates of the County Detention Facility. This fund is restricted to purchases of items for the benefit of the inmates.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$129,342	\$140,407	\$140,407	\$163,451	16.41%
<b>Revenue:</b>					
Detention facility-commissary	60,154	60,000	60,000	60,000	
Other	1,608	2,855			
<b>Total revenue</b>	<u>61,762</u>	<u>62,855</u>	<u>60,000</u>	<u>60,000</u>	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>61,762</u>	<u>62,855</u>	<u>60,000</u>	<u>60,000</u>	
<b>Expenditures:</b>	<u>50,697</u>	<u>39,811</u>	<u>177,191</u>	<u>83,214</u>	-53.04%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>50,697</u>	<u>39,811</u>	<u>177,191</u>	<u>83,214</u>	-53.04%
<b>Encumbrances</b>				45,818	
<b>Ending fund balance</b>	<u>\$140,407</u>	<u>\$163,451</u>	<u>\$23,216</u>	<u>\$94,419</u>	306.70%

**COUNTY OF EL PASO, TEXAS**

Department: Commissary Inmate Profit      Fund No.      10      Index No.      561480

Department Description and Responsibilities

The Commissary Inmate Profit index is used to account for the receipts and disbursement relating to the inmate commissary at the El Paso County Sheriff's Detention Facility. The principal source of revenues is a monthly fee paid by the vendor that is contracted to manage the operations of the commissary.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$28,771	\$37,449	\$85,699	\$41,607	-51.4%
Capital	21,926	2,362	91,493	41,607	-54.5%
Totals	\$50,697	\$39,811	\$177,192	\$83,214	-53.0%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue County Clerk Records Management and Preservation Fund With comparative actuals and budget

This fund is used to account for the receipts and disbursements relating to the County Clerk's records management and preservation program.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$151,229	\$258,840	\$258,840	\$411,060	58.81%
<b>Revenue:</b>					
Records management and preservation fee	549,685	507,180	500,000	500,000	
Other	10,029	12,879	500		-100.00%
<b>Total revenue</b>	<u>559,714</u>	<u>520,059</u>	<u>500,500</u>	<u>500,000</u>	-0.10%
<b>Other financing sources:</b>					
Transfers in		165,720	165,720		-100.00%
<b>Total revenue and transfers</b>	<u>559,714</u>	<u>685,779</u>	<u>666,220</u>	<u>500,000</u>	-24.95%
<b>Expenditures:</b>	<u>452,103</u>	<u>533,559</u>	<u>773,853</u>	<u>651,206</u>	-15.85%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>452,103</u>	<u>533,559</u>	<u>773,853</u>	<u>651,206</u>	-15.85%
<b>Encumbrances</b>				156,446	
<b>Ending fund balance</b>	<u>\$258,840</u>	<u>\$411,060</u>	<u>\$151,207</u>	<u>\$103,408</u>	-31.61%

**COUNTY OF EL PASO, TEXAS**

Department: County Clerk Records                      Fund No.                      10                      Index No.                      560037  
     Management and Preservation

Department Description and Responsibilities

The County Clerk Records Management Department is responsible for the records management program for all records that the County Clerk produces and maintains. The responsibilities of the County Clerk Records Management Officer are to:

1. Develop and administer an efficient and effective records management program.
2. Maintain and file a records control schedule with the Texas State Library.
3. Prepare requests for authorization to destroy records or to store data on electronic media.
4. Identify, catalog and preserve records of permanent value and essential records.
5. Insure that all records management activities are done in accordance the Local Government Code and the Texas Administrative Code.
6. The microfilming or storing on electronic media of source documents filed in the County Clerk's Office.

Goals and Objectives

- Goals                      Implementation of a comprehensive records management program for the handling of the documents under the control of the control of the County Clerk's office.
- Objective 1:           Implementation of a comprehensive records management program.
- Objective 2:           Implementation of a records control schedule.
- Objective 3:           Using available technology to automate the processing and control of documents.

Financial Trends

Category	1994	1995	1995	1996	Percentage in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$79,253	\$223,938	\$228,632	\$399,423	74.7%
Operations	63,148	103,412	140,668	201,037	42.9%
Capital	309,702	206,209	404,554	50,746	-87.5%
<b>Totals</b>	<u>\$452,103</u>	<u>\$533,559</u>	<u>\$773,854</u>	<u>\$651,206</u>	-15.8%

**COUNTY OF EL PASO, TEXAS**

Department: County Clerk Records Fund No. 10 Index No. 560037  
 Management and Preservation - continued

Work Program Trends

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
<u>Documents Scanned</u>			
Deeds, Assumed Names, UCCs, and Financing Statements	95,172	97,075	99,016
Vital Statistics	32,836	33,492	34,162
<u>Documents Microfilmed</u>			
Probate	1,875	1,912	1,950
Criminal	13,000	13,260	13,525
Civil	1,230	1,254	1,279

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees	6	7	21
Part-time employees	3	2	2
<u>Totals</u>	<u>9</u>	<u>9</u>	<u>23</u>

Authorized Position Detail

Comptroller/Records Management Preservation	1
Deputy Clerk	16
Deputy Clerks, Part-time	2
Records Management Technician	1
Senior Clerk	2
Supervisor	1

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Sheriff's Auction Proceeds Fund With comparative actuals and budget

This fund is utilized to account for the receipt and disbursement of funds obtained from proceeds of auctions of abandoned and confiscated property within the County.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$85,023	\$37,243	\$37,243	\$9,440	-74.65%
<b>Revenue:</b>					
Program income	46,973		100,000	100,000	
Other	1,214	207			
<b>Total revenue</b>	<u>48,187</u>	<u>207</u>	<u>100,000</u>	<u>100,000</u>	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>48,187</u>	<u>207</u>	<u>100,000</u>	<u>100,000</u>	
<b>Expenditures:</b>	<u>95,967</u>	<u>28,010</u>	<u>129,521</u>	<u>100,000</u>	-22.79%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>95,967</u>	<u>28,010</u>	<u>129,521</u>	<u>100,000</u>	-22.79%
<b>Ending fund balance</b>	<u>\$37,243</u>	<u>\$9,440</u>	<u>\$7,722</u>	<u>\$9,440</u>	22.25%



**COUNTY OF EL PASO, TEXAS**

Department: Sheriff's Department                      Fund No.                      10                      Index No.                      560060  
    Auction Proceeds

Department Description and Responsibilities

This index is utilized to account for funds generated by the County Sheriff relating to proceeds of auto auctions of abandoned vehicles. These funds are restricted for use only to supplement operations of abandoned vehicles and related expenditures.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations					
Capital	\$95,967	\$28,010	\$129,521	\$100,000	-22.8%
Totals	\$95,967	\$28,010	\$129,521	\$100,000	-22.8%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Number of Vehicles Auctioned	345	377	395

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Records Management and Preservation Fund With comparative actuals and budget

This fund is used to account for the receipts and disbursements relating to the County's records management and preservation program other than those of the County Clerk.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance	\$8,250	\$58,675	\$58,675	\$92,962	58.44%
Revenue:					
Records management and preservation fee	52,513	62,549	40,000	50,000	25.00%
Other	344	1476			
Total revenue	52,857	64,025	40,000	50,000	25.00%
Other financing sources:					
Transfers in					
Total revenue and transfers	52,857	64,025	40,000	50,000	25.00%
Expenditures:	2,432	29,738	75,597	73,078	-3.33%
Other financing uses:					
Transfers out					
Total expenditures and transfers	2,432	29,738	75,597	73,078	-3.33%
Ending fund balance	\$58,675	\$92,962	\$23,078	\$69,884	202.82%

**COUNTY OF EL PASO, TEXAS**

Department: Records Management and Preservation      Fund No. 10      Index No. 560052

Department Description and Responsibilities

This Department is responsible for managing long-range plans and necessary resource projections to organize, promote, implement, and maintain a county-wide records and information management program. This is accomplished by utilizing micrographics systems and other electronic technology systems to preserve and maintain county records.

Goals and Objectives

- Goals:** To provide for efficient, economical, and effective controls over the creation, distribution, use, maintenance, retention, preservation, protection and disposition of all county records.
- Objective 1:** To administer the county information and records management program and to provide assistance to departments in its implementation.
- Objective 2:** To plan, formulate, and prescribe records disposition policies, systems, standards and procedures.
- Objective 3:** To provide information and records management advice and assistance to all departments by preparation of procedures and on site consultation.
- Objective 4:** To monitor retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program is in compliance with state regulations.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel		\$1,889	\$1,891		-100.0%
Operations	\$2,432	865	46,706		-100.0%
Capital		26,984	27000	\$73,078	100.0%
<b>Totals</b>	<b>\$2,432</b>	<b>\$29,738</b>	<b>\$75,597</b>	<b>\$73,078</b>	<b>-3.3%</b>

Work Program Trends

Department Activity	1994 Projected	1995 Projected	1996 Projected
<b>Microfilm:</b>			
Processing	369	322	339
Duplicating	987	863	906
<b>Records Center Retrievals:</b>			
Files	12,636	12,605	13,235
Boxes	372	204	214

Department:	Records Management and Preservation - continued	Fund No.	10	Index No.	560052
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Work Program Trends - continued

<u>Department Activity</u>	<u>1994 Actual</u>	<u>1995 Projected</u>	<u>1996 Projected</u>
<u>Storage:</u>			
Boxes	1,212	1,200	1,260
Cabinets			
Shuck	432	432	453
Minute Books	252	252	264
Docket Books	175	175	183
<u>Refiles:</u>	<u>19,800</u>	<u>20,790</u>	<u>21,800</u>

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1994</u>	<u>1995</u>	<u>1996</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
<u>Totals</u>			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Courthouse Security Fund With comparative actuals and budget

This fund is utilized to account for fees allowed by State law charged for filing certain documents in the County. These fees are restricted to expenditures that provide security of county facilities, primarily in the County Courthouse.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$6,347	\$26,068	\$26,068	\$30,040	15.24%
<b>Revenue:</b>					
Courthouse security fees	117,590	122,910	\$110,000	110,000	
Other	645	1,062			
<b>Total revenue</b>	<u>118,235</u>	<u>123,972</u>	<u>110,000</u>	<u>110,000</u>	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>118,235</u>	<u>123,972</u>	<u>110,000</u>	<u>110,000</u>	
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out	98,514	120,000	120,000	126,068	5.06%
<b>Total expenditures and transfers</b>	<u>98,514</u>	<u>120,000</u>	<u>120,000</u>	<u>126,068</u>	5.06%
<b>Ending fund balance</b>	<u>\$26,068</u>	<u>\$30,040</u>	<u>\$16,068</u>	<u>\$13,972</u>	-13.04%

COUNTY OF EL PASO, TEXAS

Department: Courthouse Security Fund      Fund No.      10      Index No.      523530

Department Description and Responsibilities

The courthouse security index is utilized to account for fees provided for by legislature and adopted by Commissioners Court. These fees are appropriated for the sole purpose of providing adequate security of various criminal justice facilities within the County.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$98,514	\$120,000	\$120,000	\$126,068	5.1%
Capital					
Totals	\$98,514	\$120,000	\$120,000	\$126,068	5.1%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable



# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue County Attorney Commissions Fund With comparative actuals and budget

This fund accounts for commissions produced by the County Attorney's office with regards to settlements of cases handled by the County Attorney and allowed by law. Expenditures from this fund are controlled by the commissioners court.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance	\$6,995	\$21,389	\$21,389	\$27,838	30.15%
Revenue:					
Commissions	18,393	20,836	7,000	15,000	114.29%
Total revenue	18,393	20,836	7,000	15,000	114.29%
Other financing sources:					
Transfers in					
Total revenue and transfers	18,393	20,836	7,000	15,000	114.29%
Expenditures:	3,999	14,387	15,566	27,822	78.74%
Other financing uses:					
Transfers out					
Total expenditures and transfers	3,999	14,387	15,566	27,822	78.74%
Encumbrances				299	
Ending fund balance	\$21,389	\$27,838	\$12,823	\$14,717	14.77%

**COUNTY OF EL PASO, TEXAS**

Department: County Attorney Commissions      Fund No. 10      Index No. 523068

Department Description and Responsibilities

This index is used to account for fees identified as being generated as provided by law by the County Attorney's office from the settlement of pending litigation handled by that office.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$3,999	\$3,519	\$3,518	\$10,000	184.3%
Capital		10,868	12,048	17,822	47.9%
Totals	\$3,999	\$14,387	\$15,566	\$27,822	78.7%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Continuing Legal Education Fund With comparative actuals and budget

This fund is used to account for fees collected and payments for services in regards to continuing legal education requirements of attorneys.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>	\$630	\$3,323	\$3,323	\$4,554	37.04%
<b>Revenue:</b>					
<b>Taxes:</b>					
Continuing legal education fee	3,895	3,225	15,000	15,000	
Other	11	69			
<b>Total revenue</b>	<u>3,906</u>	<u>3,294</u>	<u>15,000</u>	<u>15,000</u>	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>3,906</u>	<u>3,294</u>	<u>15,000</u>	<u>15,000</u>	
<b>Expenditures:</b>					
	<u>1,213</u>	<u>2,063</u>	<u>15,000</u>	<u>15,000</u>	
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>1,213</u>	<u>2,063</u>	<u>15,000</u>	<u>15,000</u>	
<b>Ending fund balance</b>	<u>\$3,323</u>	<u>\$4,554</u>	<u>\$3,323</u>	<u>\$4,554</u>	37.04%

COUNTY OF EL PASO, TEXAS

Department: Continuing Legal Education Fund      Fund No. 10      Index No. 560078

Department Description and Responsibilities

This fund is utilized by the Public Defender's office to coordinate the sponsoring of classes available to attorneys for continuing legal education requirements paid for by the receipt of funds from participants.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$1,213	\$2,063	\$15,000	\$15,000	
Capital					
Totals	\$1,213	\$2,063	\$15,000	\$15,000	

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue County Law Library With comparative actuals and budget

This fund is utilized to account for receipts of law library fees and the disbursement relating to the maintenance and operations of the County Law Library.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance		\$258,041	\$258,041	\$206,157	
Revenue:					
Law library filing fees	\$212,511	212,722	183,000	200,000	9.29%
Other	18,064	21,414	6,000	5,000	-16.67%
<b>Total revenue</b>	<b>230,575</b>	<b>234,136</b>	<b>189,000</b>	<b>205,000</b>	<b>8.47%</b>
Other financing sources:					
Transfers in					
<b>Total revenue and transfers</b>	<b>230,575</b>	<b>234,136</b>	<b>189,000</b>	<b>205,000</b>	<b>8.47%</b>
Expenditures:					
	307,359	286,020	414,830	320,506	-22.74%
Other financing uses:					
Transfers out					
<b>Total expenditures and transfers</b>	<b>307,359</b>	<b>286,020</b>	<b>414,830</b>	<b>320,506</b>	<b>-22.74%</b>
Residual equity transfer in	334,825				
Encumbrances				21,599	
<b>Ending fund balance</b>	<b>\$258,041</b>	<b>\$206,157</b>	<b>\$32,211</b>	<b>\$69,052</b>	<b>-114.37%</b>

**COUNTY OF EL PASO, TEXAS**

Department: County Law Library      Fund No. 10      Index No. 570036

Department Description and Responsibilities

The County Law Library serves as the main judicial library for the County. This library is available to all judges, attorney's and the general public. The library maintains a staff of four and also utilizes volunteers. The operations are currently overseen by the 28 member law library board composed of attorneys and judges. The number of board members is determined by the president who is elected yearly.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$71,375	\$76,941	\$108,369	\$113,791	5.0%
Operations	212,552	206,033	278,948	201,589	-27.7%
Capital	23,432	2,903	27,513	5,126	-81.4%
<b>Totals</b>	<b>\$307,359</b>	<b>\$285,877</b>	<b>\$414,830</b>	<b>\$320,506</b>	<b>-22.7%</b>

Work Program Trends

Department Activity	1994	1995	1996
	Actual	Actual	Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1995	1996
Full-time employees	2	4	4
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>4</b>	<b>4</b>

Authorized Position Detail

Assistant Librarian	2
Law Librarian	1
Library Assistant I	1



# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue Court Reporter Service Fund With comparative actuals and budget

This fund is utilized to account for court reporter fees which must be deposited into a separate fund to be utilized to defray the cost of providing court reporting services for the County of El Paso.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Beginning balance</b>				\$9,075	
<b>Revenue:</b>					
Court Reporter Fees		\$9,075		131,000	100.00%
<b>Total revenue</b>		9,075		131,000	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>		9,075		131,000	100.00%
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out				131,000	100.00%
<b>Total expenditures and transfers</b>				131,000	
Residual equity transfer in					
<b>Ending fund balance</b>		\$9,075		\$9,075	100.00%

**COUNTY OF EL PASO, TEXAS**

Department: Court Reporter Service Fund      Fund No. 10      Index No. 523514

Department Description and Responsibilities

This fund is utilized to account for court reporter fees which must be deposited into a separate fund to be utilized to defray the cost of providing court reporting services for the County of El Paso.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations				\$131,000	100.0%
Capital					
Totals				\$131,000	

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Special Revenue County Attorney Labor Disputes With comparative actuals and budget

This fund is utilized to segregate funds received in settlement of labor law cases on behalf of the county and may be spent only for labor law dispute related activities.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Beginning balance				\$10,235	
Revenue:					
Other		\$10,235			
Total revenue		10,235			
Other financing sources:					
Transfers in					
Total revenue and transfers		10,235			
Expenditures:				10,235	100.00%
Other financing uses:					
Transfers out					
Total expenditures and transfers				\$10,235	100.00%
Residual equity transfer in					
Ending fund balance		\$10,235			

**COUNTY OF EL PASO, TEXAS**

Department: County Attorney Labor Disputes Fund No. 10 Index No. 523571

Department Description and Responsibilities

This fund is utilized to segregate funds received in settlement of labor law cases on behalf of the County and may be spent only for labor law dispute related activities.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations				\$10,235	100.0%
Capital					
Totals				\$10,235	

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable





**DEBT SERVICE FUNDS**



# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Debt Service Fund With comparative actuals and budget

Debt Service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Following this page are graphs of the 1996 budget.

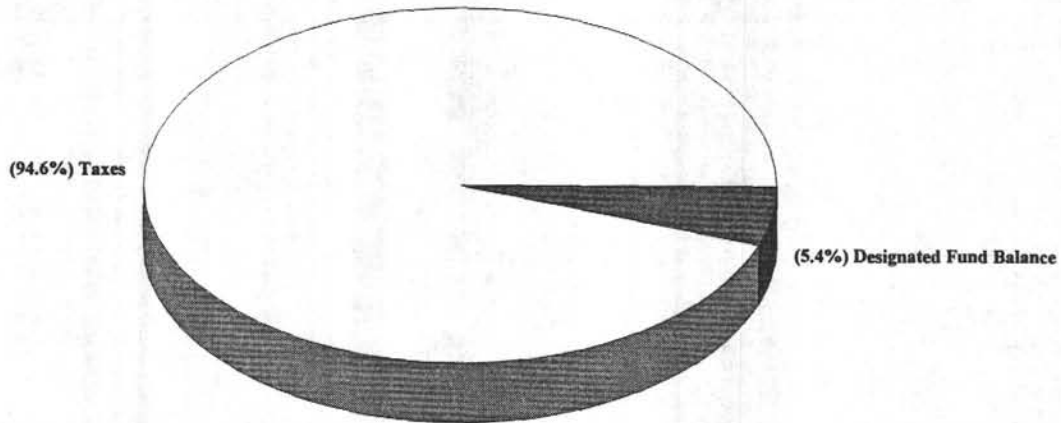
	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Taxes	\$12,216,003	\$12,206,389	\$12,206,393	\$12,998,234	6.49%
Intergovernmental	92,405	30,541	30,052		-100.00%
Interest	134,910	168,881			
Other Financing Sources	6,679,028	243,358	355,312		-100.00%
<b>Total Revenues and Other Financing Sources</b>	<u>19,122,346</u>	<u>12,649,169</u>	<u>12,591,757</u>	<u>12,998,234</u>	3.23%
Residual Equity Transfers-In					
Beginning Fund Balances	2,573,674	1,807,917	1,807,917	844,447	-53.29%
<b>Total Available Resources</b>	<u>\$21,696,020</u>	<u>\$14,457,086</u>	<u>\$14,399,674</u>	<u>\$13,842,681</u>	-3.87%
<b>Expenditures (Uses):</b>					
Principal	\$6,000,000	\$6,965,000	\$7,070,000	\$5,927,672	-16.16%
Interest	8,355,326	6,647,639	6,689,908	7,809,951	16.74%
Other Debt Related Costs	111,128				
Other Financing Uses	5,421,649				
<b>Total Expenditures and Other Financing Uses</b>	<u>19,888,103</u>	<u>13,612,639</u>	<u>13,759,908</u>	<u>13,737,623</u>	-0.16%
Residual Equity Transfers-Out					
Ending Fund Balances	1,807,917	844,447	639,766	105,058	-83.58%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<u>\$21,696,020</u>	<u>\$14,457,086</u>	<u>\$14,399,674</u>	<u>\$13,842,681</u>	-3.87%

The fund balance of debt service is budgeted, if any, each year for the payment of principal and interest of the ensuing fiscal year. Normally, the County budgets estimated ad valorem property tax revenues less any known fund balance amounts at the time of calculating the tax rate and preparing the budget to cover future planned payments. Normally the debt service fund balance should be close to or equal to zero as the County budgets debt payments on a year to year basis depending on debt repayments schedules in force for each fiscal year.

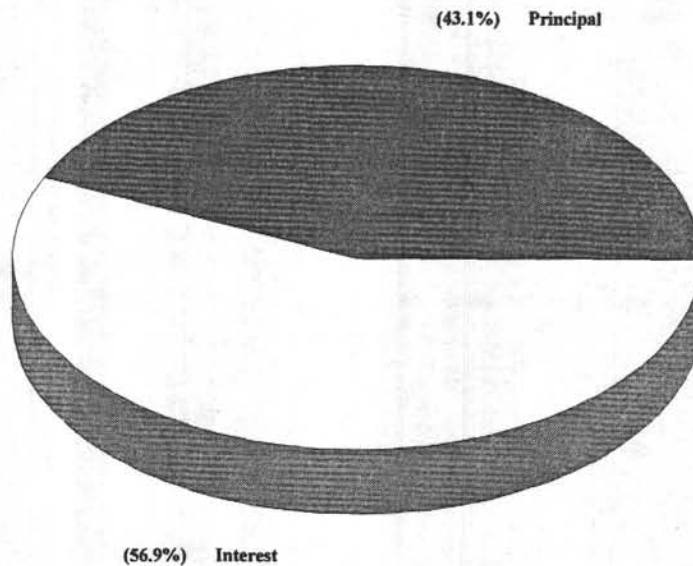
# County of El Paso, Texas

## Fiscal Year 1996 Budget

### Revenues (Sources) - Debt Service Fund



### Appropriations (Uses) - Debt Service Fund



**COUNTY OF EL PASO, TEXAS**

Department: Debt Service                      Fund No.        50                      Index No.        Various

Department Description and Responsibilities

The Debt Service Fund is used for payment of principal and interest on General Obligation bonds, Certificate of Obligation bonds, and other County bonded indebtedness.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations	\$19,888,103	\$13,612,649	\$13,759,908	\$13,737,623	-0.2%
Capital					
Totals	<u>\$19,888,103</u>	<u>\$13,612,649</u>	<u>\$13,759,908</u>	<u>\$13,737,623</u>	-0.2%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
Bonds Issued		3	2

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

**County of El Paso, Texas**  
**Schedule of Outstanding Bonded Indebtedness**  
**As of October 1, 1995**

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**Limited Tax Bonds**

**General Obligation Bonds:**

General Obligation Refunding Series 1985	\$3,143,371
General Obligation Series 1988	5,985,000
General Obligation Refunding Series 1992	2,955,000
General Obligation Refunding Series 1992B	29,225,000
General Obligation Series 1993A	32,900,000
General Obligation Refunding Series 1993B	14,765,000
General Obligation Refunding Series 1993C	5,160,000
	<u>94,133,371</u>

**Certificates of Obligation:**

Certificate of Obligation Series 1990	2,250,000
Certificate of Obligation Series 1992A	4,695,000
Certificate of Obligation Series 1993	2,970,000
Certificate of Obligation Series 1994A	5,600,000
	<u>15,515,000</u>

**Total Limited Tax Bonds**

\$109,648,371

**Limited Tax Maintenance Bonds**

**Public Property Finance Contractual Obligations:**

P.P.F. Contractual Obligation 1990A	2,575,000	
<b>Total Limited Tax Maintenance Bonds</b>		<u>2,575,000</u>

**Total Limited Tax and Limited Tax Maintenance Bonds**

\$112,223,371

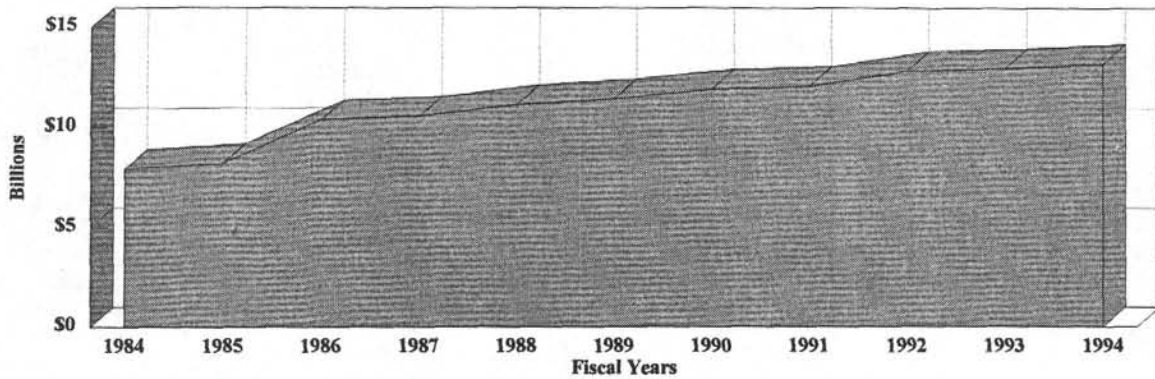
During fiscal year 1995 the County made payments of \$6,965,000 on existing debt and issued \$5,600,000 in new Certificates of Obligation. At September 30, 1995 the County had \$112,223,371 of debt issues outstanding. These issues include \$38,885,000 in property tax bonds, \$55,248,371 in Refunding Bonds, \$15,515,000 in Property Tax Certificates of Obligation, and \$2,575,000 in Public Property Finance Contractual Obligations.

As of September 30, 1995 the County had net bonded debt amounting to \$111,378,924, a debt to assessed value ratio of .75% and a debt per capita ratio of \$170.83. Under current State statute, the County general bond obligation issuances are subject to a limitation of five percent of the total assessed value of real and personal property. As of September 30, 1995, the County's net general obligation bonded debt of \$111,378,924 was well below the legal limit of \$746,978,079.

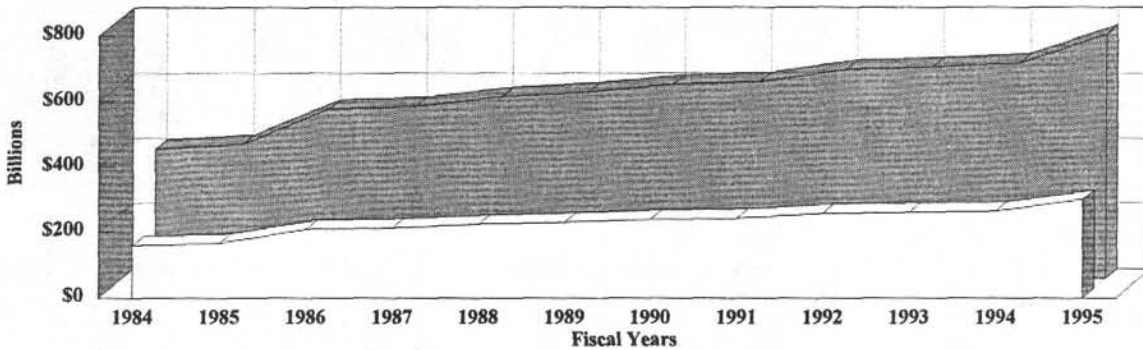
With regards to the County's bond ratings, Moody's Investors Service has given the County rating of A. Ratings may be changed, suspended or withdrawn as a result of changes in, or unavailability of information. The County's latest rating from the Standards and Poor's Corporation is AA-. The Standard and Poor's Corporation defines AA as a very strong capacity to pay interest and repay principal and differs from the highest rated issues only in a small degree. Ratings from AA to CCC may be modified by the addition of a plus or minus to show relative standing within the major rating categories.

## County of El Paso, Texas

### Total Assessed Property Values

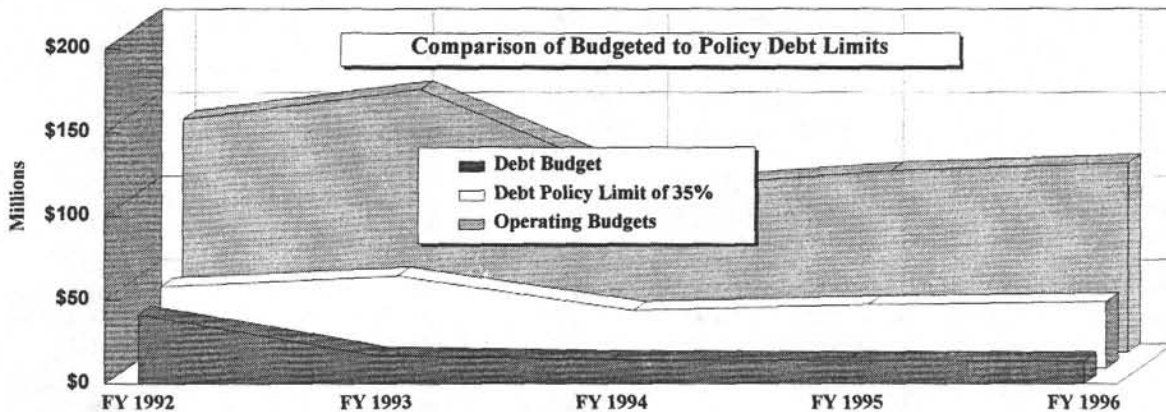


### Debt Limits Based on Assessed Property Values



□ Adopted Limit of 2 Percent   
 ▒ Legal Limit of 5 Percent

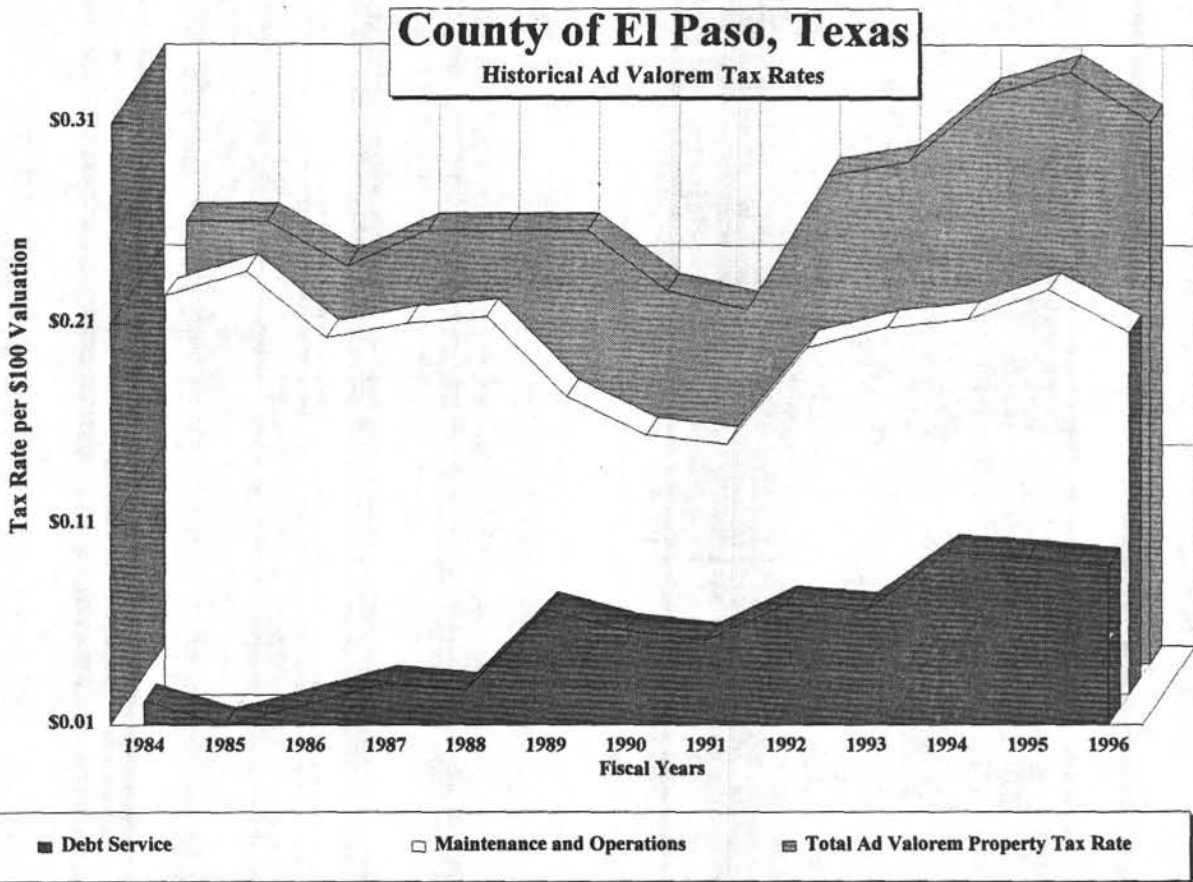
The County's total debt may not exceed 5 percent of its net assessed property values.



During fiscal years 1992 and 1993 various debt was refunded in whole or in part which caused the increase to debt payments in those years. The County has set a limit that it may budget for repayment of debt at a maximum of 35 percent of the annual operating budget.

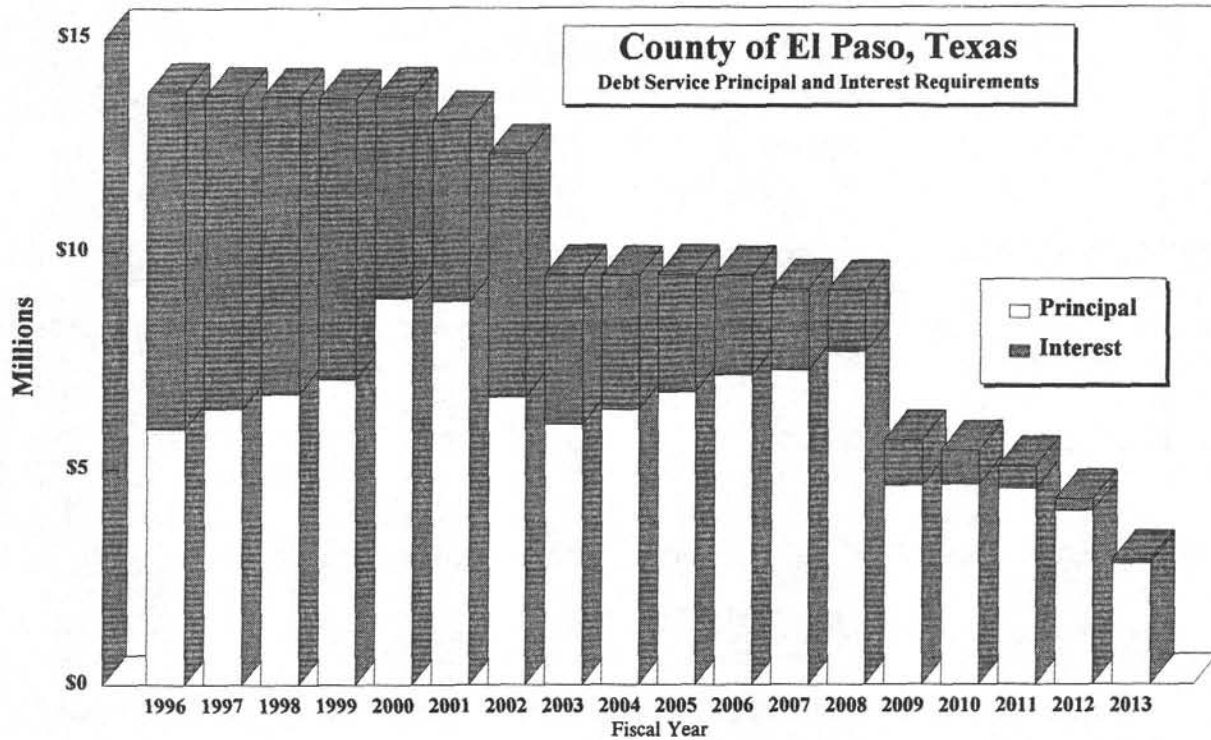
Debt Limits	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996
Operating Budgets	\$139,222	\$156,897	\$98,468	\$108,330	\$112,991
Debt Policy Limit of 35% of the Budget	48,728	54,914	34,464	37,916	39,547
Debt Service Budgeted	41,269	16,837	14,349	13,759	13,738
Debt Service as a Percentage of the Budget	29.64%	10.73%	14.57%	12.70%	12.16%





### Schedule of Total Assessed Property Values and Property Tax Rates (Amounts expressed in thousands)

Fiscal Year	Total Assessed Property Values	Tax Rates per \$100/Valuation			Debt Limits Based on Net Property Values	
		Maintenance and Operation	Debt Service	Total Rate	Legal 5%	Adopted 2%
1984	\$7,921,898	\$0.208930	\$0.022050	\$0.230980	\$396,095	\$158,438
1985	8,219,759	0.221020	0.009960	0.230980	410,988	164,395
1986	10,389,473	0.187990	0.020440	0.208430	519,474	207,789
1987	10,563,025	0.195120	0.030980	0.226100	528,151	211,261
1988	11,136,655	0.198560	0.027540	0.226100	556,833	222,733
1989	11,433,437	0.158220	0.067880	0.226100	571,672	228,669
1990	11,909,219	0.138900	0.057200	0.196100	595,461	238,184
1991	12,047,176	0.134400	0.052290	0.186690	602,359	240,944
1992	12,805,513	0.182890	0.070670	0.253560	640,276	256,110
1993	12,948,937	0.193027	0.067355	0.260382	647,447	258,979
1994	13,183,848	0.197275	0.096021	0.293296	659,192	263,677
1995	14,939,562	0.212150	0.093250	0.305400	746,978	298,791
1996	Not available	0.190764	0.089582	0.280346		



**Debt Service Principal and Interest Requirements  
For Fiscal Years 1996 - 2013**

Fiscal Year	Principal	Interest	Total
1996	\$5,927,672	\$7,809,946	\$13,737,618
1997	6,383,074	7,257,739	13,640,813
1998	6,723,901	6,896,779	13,620,680
1999	7,060,440	6,526,228	13,586,668
2000	8,925,000	4,701,269	13,626,269
2001	8,850,000	4,204,155	13,054,155
2002	6,643,284	5,619,221	12,262,505
2003	6,020,000	3,435,910	9,455,910
2004	6,350,000	3,080,993	9,430,993
2005	6,750,000	2,699,365	9,449,365
2006	7,135,000	2,291,698	9,426,698
2007	7,250,000	1,865,023	9,115,023
2008	7,670,000	1,417,025	9,087,025
2009	4,595,000	1,052,708	5,647,708
2010	4,620,000	786,339	5,406,339
2011	4,525,000	523,329	5,048,329
2012	4,005,000	276,994	4,281,994
2013	2,790,000	80,213	2,870,213
	<b>\$112,223,371</b>	<b>\$60,524,934</b>	<b>\$172,748,305</b>



**County of El Paso, Texas**  
**Description of Indebtedness**  
**October 1, 1995**

**General Obligation Refunding, Series 1985**

This fund is used for payment of principal and interest on bonds issued to pay for expenditures incurred by capital project for the construction of the jail.

**General Obligation, Series 1988**

This fund is used for payment of principal and interest on bonds issued to pay for expenditures incurred by capital project for the construction of a new courthouse.

**Contractual Obligation, Series 1990A**

This fund is used for payment of principal and interest for the new furniture purchased for the new courthouse.

**Certificate of Obligation, Series 1990**

This fund is used for payment of principal and interest on bonds issued to pay for the construction of a morgue, an Ascarate Park substation, the renovation of the old juvenile justice center and construction of the new courthouse.

**General Obligation Refunding, Series 1992**

This fund is used for the payment of principal and interest on bonds issued to pay a settlement on the Sports Facility and Refunding Variable Rate Demand General Obligation Certificate of Obligation, Series 1988.

**Certificate of Obligations, Series 1992A**

This fund is used for the payment of principal and interest on bonds issued to pay expenditures incurred for the improvement of the jail and construction of Ascarate Park Swimming Pool.

**County of El Paso, Texas**  
**Description of Indebtedness**  
**October 1, 1995**

**General Obligation Refunding, Series 1992B**

This fund is used for the payment of principal and interest on bonds issued to advance refund portions of the General Obligation Refunding Bonds, Series 1985, 1986B, 1986 and General Obligation Bonds, Series 1986A.

**General Obligation, Series 1993A**

This fund is used for the payment of principal and interest on bonds issued to construct a Jail Annex Facility to house prisoners and to alleviate overcrowding of the main County Sheriff Detention Facility in Downtown El Paso.

**General Obligation Refunding Bonds, Series 1993B**

This fund is used for the payment of principal and interest on bonds issued to advance refund portions of the General Obligation Bonds, Series 1986A, 1986B, 1988, and Certificates of Obligation, Series 1990. The Parking Facilities Revenue Certificates of Obligation, Series 1989 were fully refunded.

**Certificates of Obligation, Series 1993**

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations incurred for the purchase of equipment for various county departments and for improvements to certain county owned land.

**General Obligation Refunding Bonds, Series 1993C**

This fund is used for the payment of principal and interest on bonds issued to advance refund portions of the General Obligation Bonds, Series 1986-A and Certificates of Obligation, Series 1990.

**Certificates of Obligation, Series 1994A**

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations incurred for the construction of public works, the purchase of materials, supplies, equipment, machinery, buildings, land, rights of way for authorized needs and purposes, constructing, renovating and improving county owned buildings.





**CAPITAL PROJECTS FUNDS**

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Capital Projects Funds With comparative actuals and budget

Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital projects (other than those financed with trust and proprietary funds).

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Interest	\$1,179,354	\$2,048,562		\$120,300	
Intergovernmental			\$2,500,000		
Miscellaneous		24,195			
Other Financing Sources	3,307,531	5,600,000	5,600,000	275,000	-95.09%
<b>Total Revenues and Other Financing Sources</b>	<u>4,486,885</u>	<u>7,672,757</u>	<u>8,100,000</u>	<u>395,300</u>	<u>-95.12%</u>
Residual Equity Transfers-In					
Beginning Fund Balances	37,367,455	34,660,917	34,660,917	37,638,324	8.59%
<b>Total Available Resources</b>	<u>\$41,854,340</u>	<u>\$42,333,674</u>	<u>\$42,760,917</u>	<u>\$38,033,624</u>	<u>-11.06%</u>
<b>Expenditures (Uses):</b>					
Capital Outlays	\$7,191,991	\$4,686,342	\$40,168,609	\$395,300	-99.02%
<b>Total Expenditures and Other Financing Uses</b>	<u>7,191,991</u>	<u>4,686,342</u>	<u>40,168,609</u>	<u>395,300</u>	<u>-99.02%</u>
Residual Equity Transfers-Out	1,432	9,008			
Encumbrances				31,939,787	
Ending Fund Balances	34,660,917	37,638,324	2,592,308	5,698,537	119.82%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<u>\$41,854,340</u>	<u>\$42,333,674</u>	<u>\$42,760,917</u>	<u>\$38,033,624</u>	<u>-11.06%</u>

Due to the nature of the Capital Project Fund, fund balance relates to the unspent funds of the various capital projects in progress which carry forward until completion. Residual fund balances, if any, representing bond proceeds are transferred to the respective debt service fund for repayment of debt. As can be seen above, the Capital Project Fund has maintained a high fund balance and expenditures have been low due to the stalled Capital Project Jail Annex.

**COUNTY OF EL PASO, TEXAS**

Department: Capital Projects Fund No. 80 Index No. Various

Department Description and Responsibilities

The Capital Projects fund is used to account for expenditures related to acquisition of new fixed assets through construction and renovation or betterment of existing fixed assets. Capital Projects are generally budgeted on a project basis in the year that the project begins with subsequent budget revisions or additions only upon approved expansion of the project as approved by the Commissioners Court.

Financial Trends

Category	1994 Actual	1995 Actual	1995 Budget	1996 Budget	Percentage Change in Budget
Personnel					
Operations					
Capital	\$7,191,991	\$4,686,345	\$40,168,614	\$395,300	-99.0%
Totals	\$7,191,991	\$4,686,345	\$40,168,614	\$395,300	-99.0%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees			Not Applicable
Part-time employees			Not Applicable
Totals			

Authorized Position Detail

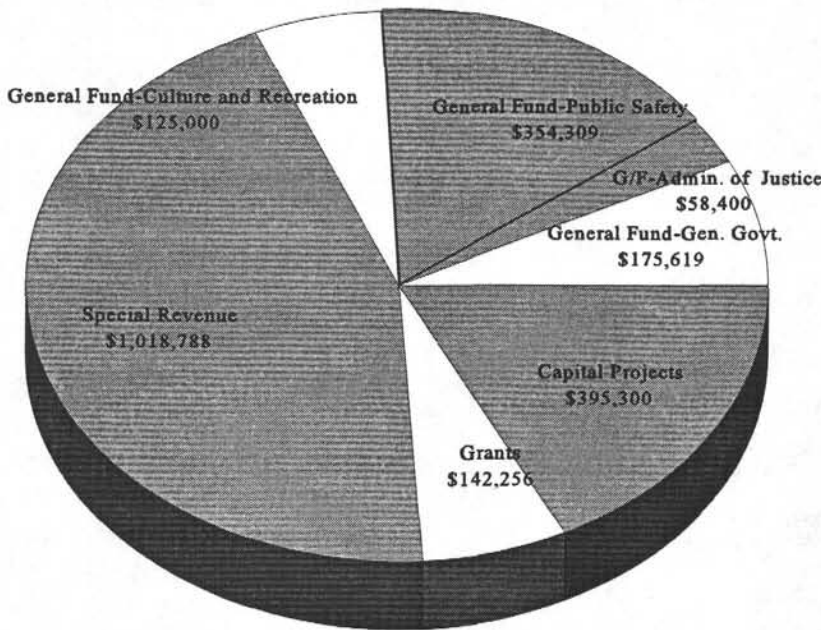
Not Applicable

# Capital Project Planning

The County of El Paso adopted its fiscal year 1995-96 operating budget which included only minimal capital outlay appropriations at the departmental level. Two fiscal years prior, the Commissioners Court issued Certificates of Obligation in the amount of \$3,210,000 for capital equipment and improvements for various county departments and projects to be repaid from ad valorem property taxes.

In past years, all departmental capital outlay requests were budgeted and paid for with cash appropriations in each respective departmental budget. The County continues to work on establishing a capital improvement plan which will be maintained on a yearly basis enabling the County to more adequately maintain its major equipment and vehicle fleet. Currently, capital projects are budgeted on a project basis in the year of funding or when bond proceeds are received. On October 1, 1995 approximately \$35,482,001 of appropriations carried forward with regards to capital projects in progress, and \$100,000 in the General Fund.

## 1996 Capital Budgeting(Excluding Carryover)



Of the County's total fiscal year 1996 budget, \$2,269,672 represented new capital budgeting by the County as reflected in the above pie chart. Capital expenditures projected for fiscal year 1995-96 are categorized as shown below by fund, function and department including carryover capital project appropriations.

<u>Fund</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	<u>General Government</u>		
	County Judge	\$4,000	Equipment
	County Auditor and Treasury	7,000	Computer Equipment/Software
	General and Administration	120,000	Park Improvements/Misc. Equipment
	Personnel	2,500	Computer Equipment
	Consolidated Data Processing	42,119	Computer Equipment



<u>Fund</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
	<b><u>Administration of Justice</u></b>		
	383RD District Court	3,000	Computer Equipment
	384TH District Court	3,000	Computer Equipment
	Justice of the Peace No. 6	5,000	Computer Equipment
	Justice of the Peace No. 7	2,000	Computer Equipment
	County Attorney-Bond Forfeitures	20,000	Computer Equipment
	County Attorney(RETGH Legal)	25,400	Computer Equipment
	<b><u>Public Safety</u></b>		
	County Sheriff-Law Enforcement	300,000	Vehicles
	Juvenile Probation	54,309	Computer Equipment
	<b><u>Culture and Recreation</u></b>		
	Ascarate Regional County Park	45,000	Miscellaneous Equipment
	Ascarate Golf Course	<u>80,000</u>	Golf Carts
	<b>Sub-Total General Fund</b>	<b><u>\$713,328</u></b>	
	<b>Carryover capital outlay appropriations:</b>		
	Capital Improvements		
	Tax Office Renovations	<u>100,000</u>	Office Expansion
	<b>Total General Fund</b>	<b><u>\$813,328</u></b>	
<b>Special Revenue</b>	<b><u>General Government</u></b>		
	County Attorney Commissions	\$17,822	Equipment
	<b><u>Culture and Recreation</u></b>		
	Commissary Inmate Profit Fund	41,607	Equipment
	County Law Library	5,126	Equipment
	Coliseum Tourist Promotion	88,495	Equipment
	<b><u>Resource Development</u></b>		
	County Clerk Records Management and Preservation	50,746	Equipment
	Records Management and Preservation	73,078	Equipment
	Roads and Bridges	641,904	Heavy Equipment
	<b><u>Public Safety</u></b>		
	Sheriff's Auction Proceeds	<u>100,000</u>	Equipment
	<b>Total Special Revenue</b>	<b><u>\$1,018,788</u></b>	
<b>Grants</b>	Various	<u>\$142,256</u>	Equipment

<u>Fund</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Capital Projects	New appropriations-Capital Outlays	\$120,300	Capital Projects-Capital Outlays(Supplemental Funding)
	New Appropriations-Road and Bridge Warehouse	<u>275,000</u>	This relates to renovation for the nutrition center and the County Library in Fabens
	<b>Total Budgeted Capital Projects</b>	<b><u>\$395,300</u></b>	
	<b>Carryover appropriation projects:</b>		
	County Morgue Building	\$283,810	Miscellaneous Equipment
	County Courthouse 90	54,254	Miscellaneous Equipment and Mural
	Courthouse Furnishings	39,285	Miscellaneous Furnishings
	Jail Improvements	198,812	Meeting jail standards on existing jail
	Jail Annex	30,312,967	New jail detention facility in East El Paso
	Capital Outlays	659,226	Equipment project funding of prior years
	County Courthouse 95	2,898,157	Renovation of the 11th floor of County Courthouse to house newly created courts by the State Legislature
	Eastlake and Old Hueco Tanks Road	600,000	New road additions-County Funded
	Landmark Building	333,137	Building Purchase and renovation for County departments
	Road and Bridge Central Warehouse	<u>102,353</u>	Purchase and renovation of a multi-purpose warehouse
	<b>Total Capital Projects Carryover</b>	<b><u>35,482,001</u></b>	
	<b>Total County Capital Expenditures Budgeted</b>	<b><u>\$37,851,673</u></b>	

## Impact of Capital Projects on the Operating Budget

- County Morgue Building:** This building was constructed in 1993 and provided the medical examiner's office its own facility to perform investigative work relating to autopsies, toxicology, pathological and forensic studies. This project is substantially complete with the exception the second floor. The second floor was intended to be used for a forensic laboratory by another governmental agency that was to set up the lab. Circumstances have changed in this regard and now the County is assessing the possibility of developing its own lab to be operated by the medical examiner and funded by the County. Currently, estimated costs to prepare the second floor to house the forensic lab range between \$200,000 and \$300,000. Additional costs of personnel and operations have not been determined at this time.

Cost to Date:	\$3,254,897
Fund:	General Fund
Operating Budget Impact:	
Personnel:	\$179,145
Operating:	\$168,206
Capital:	None
Department:	Medical Examiner

2. **County Courthouse Building:** This building was constructed between 1988 and 1991 in phases and is twelve stories high. As seen on the cover of this report, the courthouse is enclosed with mirrored glass from the fourth through the twelfth floor. This building also contains a lower level with a cafeteria and has an atrium that protrudes from the front first floor through the fourth floor. This building houses most of the County's administrative offices as well as County and District Courts. Three of the courthouse floors were left undeveloped for future expansion, the 5th, 7th and 11th floors.

Cost to Date: \$45,491,801  
Fund: General Fund  
Operating Budget Impact:  
    Personnel: \$57,247  
    Operating: \$72,189  
    Capital: None  
Department: Facilities Management

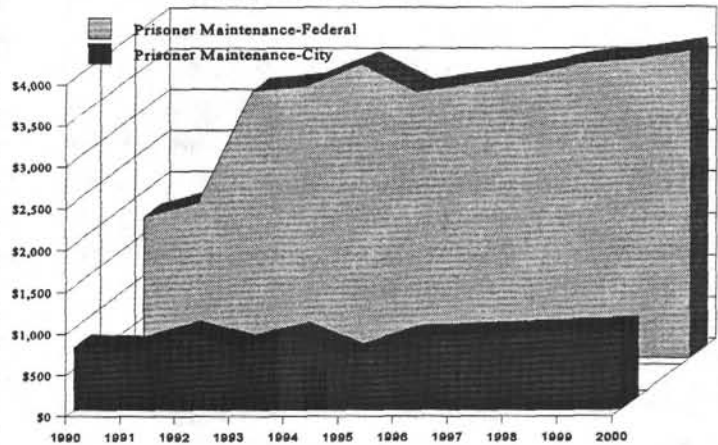
3. **Jail Improvements:** This project relates to improvements to the existing County Sheriff's Detention Facility located downtown to bring the facility into compliance with jail standards of the State of Texas, approximating \$3,100,000. Some of the major deficiencies included backup power sources and adequate emergency air ventilation on each floor of the eleven story facility with a housing capacity of 1,024 inmates. Currently, most renovations have been completed with the exception of the medical infirmary which still needs ventilation modifications.

Cost to Date: \$2,971,270  
Fund: General Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: County Sheriff

4. **Jail Annex:** This facility was approved by the voters of El Paso County on November 3, 1992 for the construction of a new County Sheriff's Detention Facility on the east side of town for an estimated \$35,000,000. This facility, commonly referred to as the jail annex, is projected to house a capacity of approximately 1,114 inmates to alleviate overcrowding conditions being experienced for the past few years at the downtown detention facility. Currently, the downtown jail has from time to time exceeded the originally intended capacity of the facility by approximately 300 inmates. Construction on this jail annex was projected to start in mid 1995 but has yet to get off the ground due

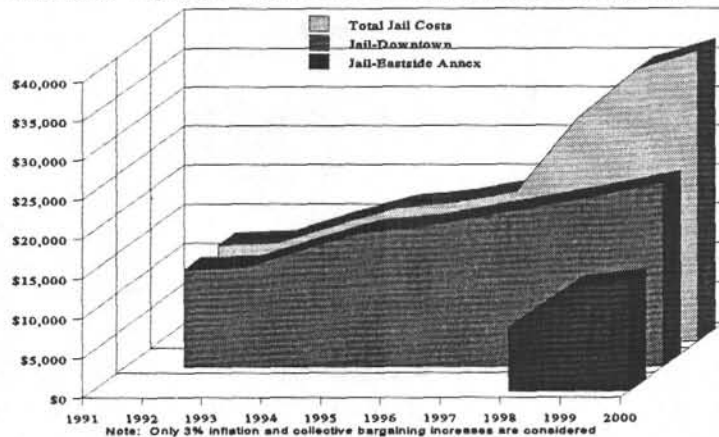
to differences regarding location of the jail site, jail design, jail consultants, and the development of a county wage scale for construction projects. As of December 8, 1995, the commissioners court approved hiring a consultant to go forward with a design build plan. It is anticipated that specifications will be forthcoming in late January 1996, followed by construction to be monitored by the same consultant who will also act as the project manager. Based on this new course of action by the commissioners court, this project should get under way in early 1996 with completion within eighteen months or mid-fiscal year 1998. After completion, The financial impact of this project on the County's budget will be materially significant, approximating between fourteen to sixteen million dollars annually based on current budgeted costs of the existing downtown detention facility. Currently, new future revenues have not been addressed in depth as to whether federal agencies or the City of El Paso will share the burden of funding additional prisoner days as the County fills the new facility to capacity. The above graphic depiction reflects projected revenues based on capacity and current agency utilization. When the taxpayers of El Paso County approved the new jail annex project, the issue of staffing and operations was not an issue and was not discussed. As of yet, no serious commitment has been made to address the funding issue which will be at hand upon completion and operation of this facility. Pressure has been mounting from the press, the public and the Texas Commission on Jail Standards. State officials have put pressure on the County of El Paso to be in compliance with the State's jail standards. Since the original approval of this project, the County has experienced seemingly endless delays which have been translated basically as noncompliance by the County. The graph to the right is an estimate of the impact of

**Trend of County Jail Inmate Revenues**



operating two jail facilities upon completion of the new annex on the east side of El Paso. Funding for staffing and operations has been an issue behind the scenes since the project was approved and a variety of scenarios have been suggested, although to date, none have been officially pursued. Other than for the com-

**Actual/Projected Trend of Costs of Jail Operations**





missioners court to flat out sock it to the taxpayers of El Paso County, which is by no means their intent, the County may be able to partially fund operations from board billings to other agencies utilizing the new facility. One factor to consider is that even though the new jail annex will provide approximately 1,114 new beds, the County Sheriff will have to immediately transfer his overflow of approximately 300 inmates to the new facility just to comply with State jail standards. Therefore, the County of El Paso will in effect increase its jail inmate capacity by only 814 beds and that will be the possible basis for additional new revenue to the County assuming this overcrowding situation is on average 300 inmates. The bottom line is, the County needs to make a very serious assessment of what alternatives are available in order to fund the operations of this facility in the most efficient and cost effective way possible with the least burden on the taxpayers of the County. In the event that the County does not find significant alternative revenue sources, it may be faced with the alternative of proposing tax increases far in excess of the tax rollback tax rate and would most likely result in rollback efforts. In any event, the taxpayers of E Paso should be informed of the financial impact that will soon be upon us, and the reality of having a new jail facility with insufficient funding to operate it.

Cost to Date:	\$7,214,931
Fund:	General Fund
Operating Budget Impact:	
Personnel:	\$9,000,000 - \$13,000,000
Operating:	\$3,000,000
Capital:	None
Department:	County Sheriff

5. **Capital Outlays:** This relates to a variety of capital expenditures for various departments and projects of the County such as computer software, office machines, other equipment and vehicle funding by contractual obligations in fiscal year 1994 rather than within each departmental budget approximating \$3,250,000.

Cost to Date:	\$2,577,327
Fund:	Capital Projects Fund
Operating Budget Impact:	
Personnel:	None
Operating:	None
Capital:	None
Department:	Various

6. **County Courthouse 95:** This relates to renovations to the existing county courthouse for an estimated \$3,000,000. When the existing courthouse was constructed, the 5th, 7th and 11th floors were left unfinished for future expansion. This particular bond issue will cover renovations on the 11th floor of the courthouse to house courts that were recently approved by the State legislature. Additionally, some of these funds will be utilized to make an elevator addition and open the 5th and 7th floors to provide elevator

access. The commissioners court is currently assessing options for renovation with work to commence in early to mid 1996.

Cost to Date: \$101,843  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: \$437,328  
    Operating: \$30,321  
    Capital: \$6,000  
Department: 383rd and 384th District Courts, and  
                    Criminal Law Magistrate

7. **Eastlake and Old Hueco Tanks Roads:** This project relates to development and paving of new roads within the County for an estimated \$600,000. Upon completion, these new roads would be the County's responsibility for road maintenance.

Cost to Date: \$None  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Roads and Bridges

8. **Landmark Building:** This project involves the purchase of a six story building spanning approximately 260,000 square feet, spanning one complete city block. This building was purchased and is in the process of renovation for an approximate cost of \$1,000,000. It is anticipated that this building will be utilized to house many County departments and other agencies are expected to lease space from the county.

Cost to Date: \$666,862  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: 245,304  
    Capital: None  
Department: Facilities Management

9. **Road and Bridge Central Warehouse:** This relates to a variety of capital expenditures for various departments and projects such as purchase and renovation of a warehouse approximating \$1,000,000 and renovations of a nutrition center and the Fabens library for approximately \$200,000 and \$75,000 respectively.

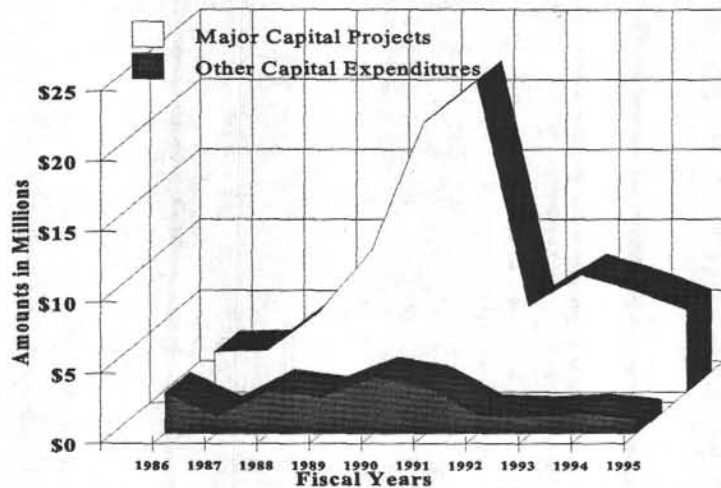
Cost to Date:	\$897,646
Fund:	Capital Projects Fund
Operating Budget Impact:	
Personnel:	None
Operating:	None
Capital:	None
Department:	Various

Over the past several years the County has issued bonds to meet its major capital outlay needs and has not initiated any extensive capital planning initiatives other than that of fiscal year 1994 mentioned previously. Capital expenditures at the departmental level within the County are funded on an as need basis from year to year as determined by the commissioners court. As the graph to the right shows, the County's capital projects mainly relate to major capital expenditures and departmental or other expenditures stagger erratically on their own path rather than based on a planned future level of spending. The commissioners court

needs to seriously address future capital needs in an orderly and systematic fashion in order to prevent its equipment and vehicles from all becoming obsolete and outdated all at once. A plan should project needs over a number of years and continually be updated in order to maintain public service at acceptable levels and to best utilize taxpayer dollars over the capital plan rather than funding on a crisis management basis where capital needs are budgeted when emergency needs arise. The main peak reflected for major capital projects relates to the phases of expenditures for major projects in progress such as the Capital Outlays-departmental projects, County Courthouse, County Morgue, Jail Improvements, and Courthouse furnishings expenditures during construction periods. As those projects were being completed, the graph on the previous page shows that the County continued to focus on remaining project completion such as modifications of the existing County Sheriff's Detention Facility for compliance with the Texas Jail Standards Commission, finalizing of the Courthouse mural project as part of the construction project, courthouse furnishings, capital outlays for major software projects, startup planning and construction of a new East El Paso Jail Annex Facility which stalled and is now getting back on track, and the County Courthouse 95 construction project expanding out the vacant 11th

## County Capital Expenditures

For the Last Ten Fiscal Years





floor of the existing courthouse due to the newly established 383rd and 384th District Courts as well as an additional criminal law magistrate court. Other projects which began during fiscal year 1995 and will continue are the Road and Bridge Warehouse, Landmark Building purchase and renovation, and the Eastlake and Old Hueco Tanks Road Projects.

## **Permanent Improvements**

Major capital improvements are usually funded through bonded indebtedness against ad valorem property taxes generated by the County's annual assessment of a property tax rate set by the Commissioners Court. Typically, capital outlays in the past have been funded through individual funds with the exception of major facility construction or renovation projects. Currently there are ten capital projects in progress of which five are expected to be completed in fiscal year 1996. One of the main projects is the \$35,000,000 Jail Annex on the County's east side to alleviate overcrowding conditions existing at the downtown County Detention Facility and to bring it into compliance with State jail standards. Another major project involves courthouse renovations to the 11th floor of the county courthouse.

## **Major Capital Outlays**

Some of the major outlays are being incurred by the Road and Bridge Department in the form of new paving and resurfacing of existing roads. Much of the heavy duty road work equipment of this department was in need of replacement and was partially replaced with \$268,000 worth of heavy duty equipment in fiscal year 1994. Currently, the fiscal year 1996 Road and Bridges department reflects \$641,904 for equipment purchases. Current year paving is estimated at \$1,200,000 which is up over \$801,692 from the prior fiscal year. The District Attorney in coordination with the Data Processing department implemented an enhancement of the Criminal Justice Information System (CJIS) currently in use called the DIMS project. This enhancement is expected to increase communication with the El Paso Police Department via computer and the CJIS program which will result in processing criminal cases more expeditiously. This program was originally estimated to cost \$610,000 over a one year period and has since seen increased costs to the various agencies involved in order to properly equip each agency to meet computer hardware and software requirements. The Sheriff's Department will again be adding new vehicles to their fleet to replace vehicles which are currently utilized twenty-four hours each day and have outlived their usefulness for an approximate cost of \$300,000 which is the same as the prior year. In order to provide better access to the public and to upgrade existing County facilities with handicap accessibility, the County will continue phasing in improvements to comply with the Americans with Disabilities Act for a cost of approximately \$250,000 which is funding under capital projects-outlays.

**County of El Paso, Texas**  
**Description of Capital Projects**  
**October 1, 1995**

**County Courthouse 90 Capital Projects Fund**

This fund is used to account for the construction of a new county courthouse building authorized by a general election. Proceeds from General Obligation Bonds, Series 1988 are used to finance this construction project.

**County Morgue Capital Projects Funds**

This fund is used to account for the construction of a new county medical examiner facility. Proceeds from General Obligation Certificates of Obligation, Series 1990 are used to finance this project.

**Courthouse Furnishings Capital Projects Fund**

This fund is used to account for the acquisition of equipment and furnishings for the new county courthouse. Proceeds from public property finance contractual obligations, series 1990A are used to finance this project.

**Jail Improvement Capital Projects Fund**

This fund is used to account for the construction and renovation to the County Detention Facility. Proceeds from certificates of obligation, series 1992A are used to finance this project.

**Capital Outlays Fund**

This fund is used to account for the purchase of equipment for various county departments and for improvements to certain county owned land.

**Jail Annex Fund**

This fund is used to account for the construction of a Jail Annex Facility in east El Paso.

**County of El Paso, Texas**  
**Description of Capital Projects**  
**October 1, 1995**

**Eastlake and Old Hueco Tanks Road Capital Projects Fund**

This fund is used to account for the purchase of the right of way for Eastlake Road extension from Interstate 10 to North Loop. Proceeds from Certificates of Obligation 1994A are used to finance this project.

**Landmark Building Capital Projects Fund**

This fund is used to account for the purchase and renovation of the Landmark Building. Proceeds from Certificates of Obligation 1994A are used to finance this project.

**Road and Bridge Warehouse Capital Projects Fund**

This fund is used to account for the purchase and renovation of a warehouse in Fabens. Proceeds from Certificates of Obligation 1994A are used to finance this project.

**County Courthouse 1995 Capital Projects Fund**

This fund is used to account for renovations at the El Paso County Courthouse building. Proceeds from Certificates of Obligation 1994A are used to finance this project.



**OTHER FUNDS**

# County of El Paso, Texas

## Fiscal Year 1996 Operating Budget Summary - Grant Funds With comparative actuals and budget

Grant funds are used to account for specific grant revenue sources (other than general fund or special revenue funds) that are legally restricted to expenditure for specific purposes by federal, state, or local contracts requiring strict compliance with applicable laws and regulations. Grants for the most part are on a reimbursement basis whereby the general fund provides the resources which are reimbursed by the respective agencies. The following pages graphically depict the 1996 budget for grants.

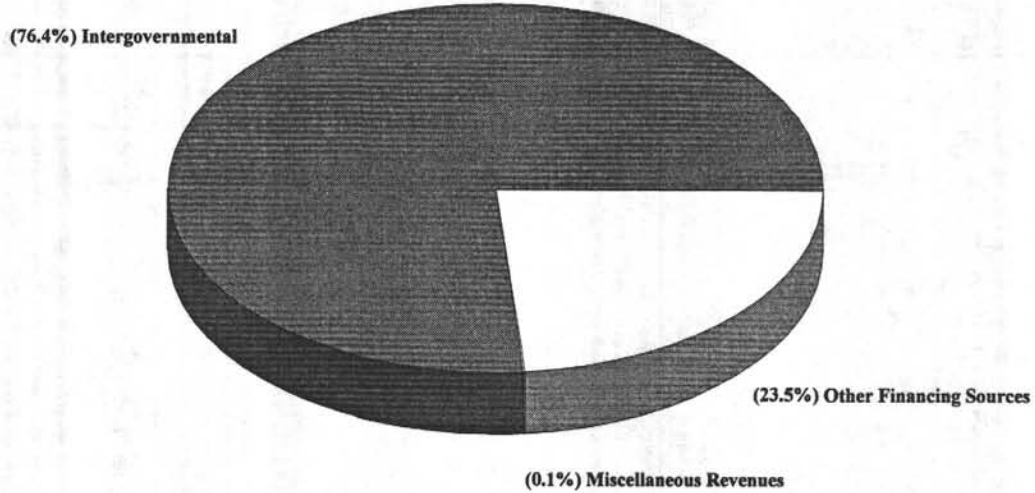
	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
<b>Revenues (Sources):</b>					
Intergovernmental	\$8,718,999	\$8,867,221	\$9,747,323	\$7,641,637	-21.60%
Interest	5,568	3,717			
Miscellaneous Revenues	225,071	431,125	1,672,470	10,000	-99.40%
Other Financing Sources	1,820,759	2,046,580	2,611,246	2,347,324	-10.11%
<b>Total Revenues and Other Financing Sources</b>	<b>10,770,397</b>	<b>11,348,643</b>	<b>14,031,039</b>	<b>9,998,961</b>	<b>-28.74%</b>
Beginning Fund Balances	1,369,654	1,424,515	1,424,515	1,256,514	-11.79%
<b>Total Available Resources</b>	<b>\$12,140,051</b>	<b>\$12,773,158</b>	<b>\$15,455,554</b>	<b>\$11,255,475</b>	<b>-27.18%</b>
<b>Expenditures (Uses):</b>					
Administration of Justice	\$4,216,498	\$3,578,836	\$4,884,695	\$3,699,627	-24.26%
Health and Welfare	2,389,015	2,755,616	4,968,412	4,645,534	-6.50%
Community Services	3,888,585	3,967,537	3,000,684	1,711,544	-42.96%
Capital Outlays	201,467	1,202,381	1,446,390	142,256	-90.16%
Other Financing Uses	19,270	12,274			
<b>Total Expenditures and Other Financing Uses</b>	<b>10,714,835</b>	<b>11,516,644</b>	<b>14,300,182</b>	<b>10,198,961</b>	<b>-28.68%</b>
Residual Equity Transfers-Out					
Ending Fund Balances	1,425,216	1,256,514	1,155,372	1,056,514	-8.56%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$12,140,051</b>	<b>\$12,773,158</b>	<b>\$15,455,554</b>	<b>\$11,255,475</b>	<b>-27.18%</b>



# County of El Paso, Texas

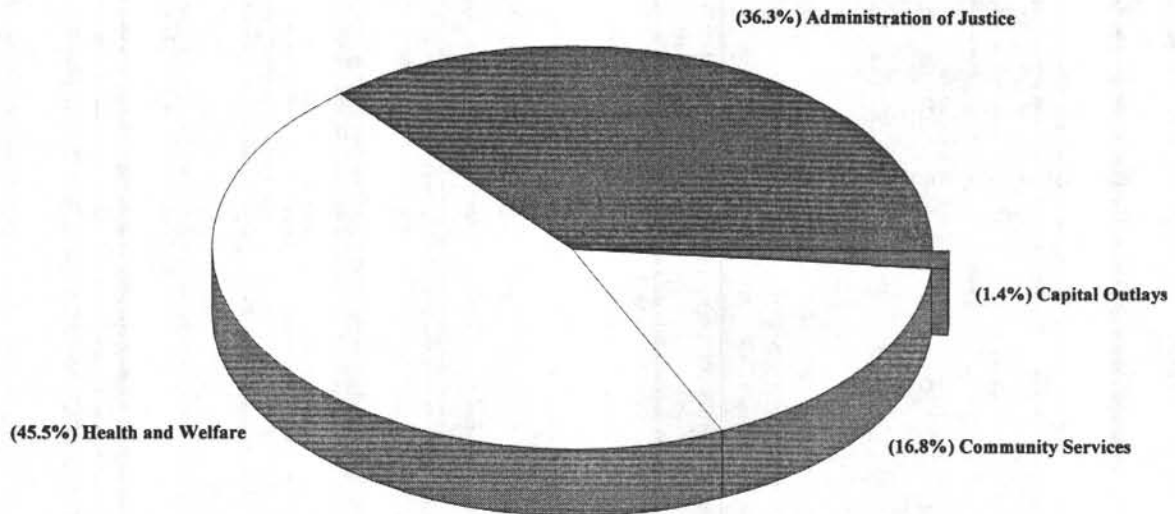
## Fiscal Year 1996 Budget

### Revenues (Sources) - Grant Funds



## Fiscal Year 1996 Budget

### Appropriations (Uses) - Grant Funds



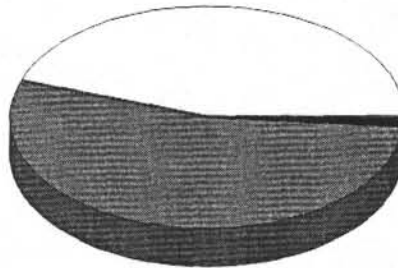
# County of El Paso, Texas

## Budget Summary for Fiscal Year 1996 by Category - Grant Funds With Prior Year Expenditure Actuals

Category	Actuals		Adopted Budget		Change in Budget
	FY 94	FY 95	FY 95	FY 96	
Personnel	\$4,822,926	\$4,686,536	\$5,029,789	\$4,549,646	-9.55%
Operating	5,690,442	6,726,544	7,557,139	5,507,059	-27.13%
Capital	201,467	103,564	1,713,254	142,256	-91.70%
<b>Totals</b>	<b>\$10,714,835</b>	<b>\$11,516,644</b>	<b>\$14,300,182</b>	<b>\$10,198,961</b>	<b>-28.68%</b>

### Operating Budgets FY 96

\$4,549,646 (44.6%) Personnel

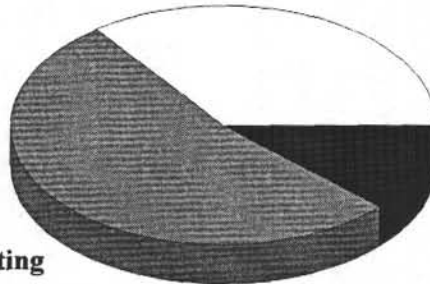


\$142,256 (1.4%) Capital

\$5,507,059 (54.0%) Operating

### FY 95

\$5,029,789 (35.2%) Personnel



\$1,713,254 (12.0%) Capital

\$7,557,139 (52.8%) Operating

**COUNTY OF EL PASO, TEXAS**

Department: Grants Fund No. 15 Index No. Various

Department Description and Responsibilities

The grants fund provides accounting and compliance measurement for grants in regards to the receipt and disbursement of funds from all sources.

Financial Trends

Category	1994	1995	1995	1996	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$4,832,610	\$4,686,536	\$5,029,789	\$4,549,646	-9.5%
Operations	5,671,760	6,726,544	7,557,139	5,507,059	-27.1%
Capital	210,465	103,564	1,713,254	142,256	-91.7%
Totals	<u>\$10,714,835</u>	<u>\$11,516,644</u>	<u>\$14,300,182</u>	<u>\$10,198,961</u>	-28.7%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1994	1995	1996
Full-time employees	129	130	131
Part-time employees	29	24	24
Totals	<u>158</u>	<u>154</u>	<u>155</u>

Authorized Position Detail

Accountant I	1	Kitchen Aide	2
Accounting Supervisor	1	Kitchen Aide Part-Time	2
Accounting Clerk	1	Legal Advisor	1
Adult Residential S. Clinic. Dir.	1	Legal Secretary	3
Administrative Assistant	2	License Vocational Nurse	2
Administrative Assistant Finc. Off.Task	1	Lieutenant	2
Alcohol Drug Abuse Council Cadat	2	Maintenance Worker (Hsekeeper)	5
Assistant Project Director Impact Court	1	Maintenance Worker-Part-Time	2
Auto Task Force Secretary (DA)	1	Network Technician	1
Billing Clerk	1	Nutrition Center Director	5
Bookkeeper	1	Nurse-Part-Time	1
Certified Court Reporter	1	Orientation Instructor	1
Civilian Firearms Instructor	1	Patrolman	2
Civilian Training Director	1	Pre-Employ/Wrk Mat.Skl.Int	1
Clerk	4	Program Tech I (Detox.)	13
Clinical Director	1	Program Technician II	4
Cook I	3	Program Technician III	1

COUNTY OF EL PASO, TEXAS

Department: Grants Fund No. 15 Index No. Various  
 continued

Authorized Position Detail-Continued

Counselor	2	Program Technician - Part-Time	10
Counselor Intern	1	Project Manager	1
Counselor In Training I	6	Prosecutor	1
Counselor In Training II	1	Registered Nurse	2
Court Coordinator	2	Recreation Coordinator	1
Crim. Intelligence Analyst	1	Secretary	3
Data Entry	1	Security Guard	5
Detective	16	Senior Clerk	3
Director-Detox Nursing	1	Senior D.P.O.	3
Education Coordinator	1	Social Services Coordinator	2
Executive Director (CADAT)	1	Tactical Secretary	1
Facilities Operations Supervisor	1	Task Force Director	1
Facility Operations Foreman	2	Task Force Prosecutor	3
Fitness/Self Defense Instructor	1	Unit Supervisor	2
General Office Clerk	1	Victim Assistant II	2
HIDTA Coordinator	1	Victim Assistant Clerk	2
Homebound Supervisor	1	Victim Assistant Coordinator	1

See Personnel Changes for this department in Appendix A





# **APPENDICES**



# **County of El Paso, Texas**

## **Appendix A**

### **Authorized Full-time Equivalent Position Listing**

This appendix reflects full-time equivalent positions summarized by department. Furthermore, all changes by department from the previous fiscal year are also reflected.



# County of El Paso, Texas

## Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1994	1995	1996

### General Fund

**General Government:**

500025	County Judge	4.00	4.00	4.00
500033	Commissioner Precinct No. 1	2.00	2.00	2.00
500041	Commissioner Precinct No. 2	2.00	2.00	2.00
500058	Commissioner Precinct No. 3	2.00	2.00	2.00
500066	Commissioner Precinct No. 4	2.00	2.00	2.00
500124	County Auditor	43.00	43.00	44.00
500512	County Purchasing	18.00	15.00	15.00
500439	Personnel	3.00	4.00	5.00
500223	County Clerk	38.50	38.50	38.50
500116	Bail Bond Administration	4.00	4.00	
500728	District Clerk	59.00	59.00	61.00
500710	Consolidated Data Processing	46.50	46.50	52.50
500413	Elections	10.00	10.00	10.00
500371	Facilities Management	29.00	31.00	31.00
500389	Communications Center	3.00	3.00	3.00
500520	County Tax Office	64.50	64.50	64.50
500744	Records Management County	10.00	10.00	
500447	Risk Management	2.00	2.50	3.00
500256	County Solid Waste		4.00	6.00
<b>Total General Government</b>		342.50	343.00	345.50

**Administration of Justice:**

520122	34th District Court	3.00	3.00	3.00
520213	41st District Court	3.00	3.00	3.00
520221	65th District Court	3.00	3.00	6.00
520312	120th District Court	4.00	4.00	4.00
520320	168th District Court	3.00	3.00	3.00
520411	171st District Court	3.00	3.00	3.00
520429	205th District Court	3.00	3.00	3.00
520510	210th District Court	3.00	3.00	3.00
520528	243rd District Court	3.00	3.00	3.00
520619	327th District Court	6.00	7.00	8.00
520627	346th District Court	3.00	3.00	3.00
520635	383rd District Court			3.00
520643	384th District Court			3.00
519561	Council Of Judges Administration	13.00	13.00	12.00
520023	District Judges Salary Supplement	11.00	11.00	13.00

# County of El Paso, Texas

## Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1994	1995	1996

### General Fund - continued

**Administration of Justice:-Continued**

521179	Court Masters	6.00	7.00	8.00
521187	Criminal Law Magistrate	5.00	4.00	7.00
523860	County Court at Law Judges	6.00	5.00	5.00
524165	County Court At Law Administration	6.00	6.00	7.00
520825	County Court At Law No. 1	3.00	3.00	3.00
520833	County Court At Law No. 2	3.00	3.00	3.00
520841	County Court At Law No. 3	3.00	3.00	3.00
520858	County Court At Law No. 4	3.00	3.00	3.00
520866	County Court At Law No. 5	3.00	3.00	3.00
520908	County Probate Court	5.00	6.00	6.00
519686	Juvenile Court Administration	2.00		
521211	Justice Of The Peace No. 1	3.00	3.00	3.00
521229	Justice Of The Peace No. 2	3.00	3.00	3.00
521310	Justice Of The Peace No. 3	5.00	5.00	5.00
521328	Justice Of The Peace No. 4	4.00	4.00	4.00
521419	Justice Of The Peace No. 5	3.00	3.00	3.00
521427	Justice Of The Peace No. 6	8.00	8.00	8.00
521518	Justice Of The Peace No. 7	4.00	4.00	4.00
521351	District Attorney	72.00	74.00	78.00
521476	County Attorney	42.00	44.00	44.00
520064	Eighth Court of Appeals	4.00	4.00	4.00
521526	Criminal Justice Information System	7.00	7.00	
521716	Public Defender	19.50	22.00	23.00
521484	County Attorney Bond Forfeitures			3.00
521492	County Attorney RETGH Legal			3.00
<b>Total Administration of Justice</b>		<b>280.50</b>	<b>286.00</b>	<b>306.00</b>

**Public Safety:**

530022	County Sheriff-Detention Facility	333.50	372.50	384.00
530055	County Sheriff-Law Enforcement	220.50	219.50	224.50
530063	County Sheriff-Courthouse Security	10.00	11.00	13.00
530618	Juvenile Probation	94.00	108.00	112.00
530113	Constable Precinct No. 1	1.00	1.00	1.00
530121	Constable Precinct No. 2	1.00	1.00	1.00
530212	Constable Precinct No. 3	1.00	1.00	1.00
530220	Constable Precinct No. 4	1.00	1.00	1.00

# County of El Paso, Texas

## Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1994	1995	1996

### General Fund - continued

**Public Safety - continued:**

530311	Constable Precinct No. 5	1.00	1.00	1.00
530329	Constable Precinct No. 6	1.00	1.00	1.00
530410	Constable Precinct No. 7	1.00	1.00	1.00
<b>Total Public Safety</b>		665.00	718.00	740.50

**Health and Welfare:**

540310	Medical Examiner	11.50	11.50	11.50
540229	General Assistance	10.00	10.00	10.00
540740	Veterans Assistance	2.00	2.00	2.00
<b>Total Health and Welfare</b>		23.50	23.50	23.50

**Resource Development:**

560029	Agricultural Co-Op Extension	15.00	15.00	15.00
<b>Total Resource Development</b>		15.00	15.00	15.00

**Culture and Recreation:**

570127	Ascarate Park	14.00	10.00	10.00
570218	Ascarate Golf Course	18.00	18.00	18.00
570028	County Library	5.00	5.00	5.00
570333	Rural Parks			
570226	Swimming Pools	8.50	8.50	1.00
<b>Total Culture and Recreation</b>		45.50	41.50	34.00

**Total General Fund**

	1,372.00	1,427.00	1,464.50
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### Special Revenue Fund

**General Government:**

560037	County Clerk Records Mgmt. and Preservation	6.00	9.00	22.00
<b>Total General Government</b>		6.00	9.00	22.00

# County of El Paso, Texas

## Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1994	1995	1996
<b>Special Revenue Fund - continued</b>				
<b>Resource Development:</b>				
570408	Coliseum Tourist Promotion	14.00	14.00	14.00
<b>Total Resource Development</b>		14.00	14.00	14.00
<b>Culture and Recreation:</b>				
560516	Convention and Performing Arts Center	66.50		
560318	Tourist And Convention Center	16.00		
570036	County Law Library	2.00	4.00	4.00
<b>Total Culture and Recreation</b>		84.50	4.00	4.00
<b>Roads and Bridges:</b>				
501023	General Administration-Roads and Bridges	6.00	6.00	6.00
580027	Road and Bridges	55.00	55.00	55.00
<b>Total Roads and Bridges</b>		61.00	61.00	61.00
<b>Total Special Revenue</b>		165.50	88.00	101.00
<b><u>Grant Fund</u></b>				
Various	Grants	143.50	142.00	143.00
<b>Grand Total-All Funds</b>		1,681.00	1,657.00	1,708.50



## County of El Paso, Texas

### Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
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The Commissioners Court's policy during budgetary hearings is generally no new positions with the exception of those new positions listed below. The Court on various occasions approves proposed restructuring or reorganization by various departments as represented below.

500124 County Auditor Accountant I 1 October 1, 1995  
This is a newly created position approved during budgetary hearings to add support in the grants and budget division.

500116 Bail Bond Administration Accounting Clerk (1) October 1, 1995  
Bail Bond Administrator (1) October 1, 1995  
Clerk (1) October 1, 1995  
Senior Clerk (1) October 1, 1995  
Total (4)

This department was consolidated with the Sheriff's department.

500728 District Clerk Court Clerk 3 October 1, 1995  
These new positions were funded in response to the creation of three new courts in El Paso.

500710 Consolidated Data Processing Communication Technician I (1) Restructuring during FY95  
Communication Technician II 1 Restructuring during FY95  
Data Entry Analyst I 2 October 1, 1995  
Data Entry Analyst II 1 October 1, 1995  
Program Analyst I 1 Restructuring during FY95  
Program Analyst II 1 Restructuring during FY95  
Program Analyst III 2 October 1, 1995  
Programmer I (1) Restructuring during FY95  
System Program II 1 October 1, 1995  
System Program III (1) Restructuring during FY95  
Total 6

The above resulted from approved restructuring throughout the year and adding of two new positions and consolidation of the Criminal Justice Information System within this department.

500744 Records Management Administrative Assistant (1) October 1, 1995  
Central Microfilming Coordinator (1) October 1, 1995  
Department/Microfilming Clerk (5) October 1, 1995  
Microfilming Supervisor (1) October 1, 1995  
Records Management Director (1) October 1, 1995  
Records Management Technician (1) October 1, 1995  
Total (10)

Effective October 1, 1995 this department was consolidated with the County Clerk Records Management Department of the Special Revenue Fund under the control of the County Clerk.

500447 Risk Management Clerk Part-time (1) October 1, 1995  
Clerk Full-time 1 October 1, 1995  
Total 2

During budgetary hearings the commissioners court approved reclassification of a part-time clerk to full-time status.

520221 65th District Court Bailiff 1 October 1, 1995  
Certified Court Reporter 1 October 1, 1995  
Court Master-Child Welfare 1 October 1, 1995  
Total 3

These positions were introduced in fiscal year 1995 on a contract service basis and subsequently converted to full-time positions.

520619 327th District Court Bailiff 1 October 1, 1995  
This represents an additional position approved during the budget process adding an additional bailiff to support the Juvenile Court Referee.

520635 383rd District Court Bailiff 1 October 1, 1995  
Certified Court Reporter 1 October 1, 1995  
Court Coordinator 1 October 1, 1995  
Total 3

This is a new District Court created by the legislature.

## County of El Paso, Texas

### Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
520643	384th District Court	Bailiff	1	October 1, 1995
		Certified Court Reporter	1	October 1, 1995
		Court Coordinator	1	October 1, 1995
		Total	<u>3</u>	
This is a new District Court created by the state legislature.				
519561	Council of Judges Administration	Assistant Administrator	(1)	October 1, 1995
This position was transferred to the County Court at Law Administration Department.				
520023	District Judges-Salary Supplement	District Judge	2	October 1, 1995
This funding is in response to 2 new District Courts created by the state legislature.				
521179	Court Masters	Bailiff	1	October 1, 1995
Newly budgeted position to support this department.				
521187	Criminal Law Magistrates	Court Reporter	1	October 1, 1995
		Court Administration Assistant	1	October 1, 1995
		Criminal Law Magistrate	1	October 1, 1995
		Total	<u>3</u>	
This represents commissioners court approval of a new Criminal Law Magistrate Court and support staff.				
524165	County Court at Law Administration	Assistant Court Administrator	1	October 1, 1995
This position was transferred from the Council of Judges Administration.				
521351	District Attorney	Clerk	3	Approved Reorganization in FY95
		Chief Investigator	1	October 1, 1995
		Data Entry	(1)	Approved Reorganization in FY95
		DWI Coordinator	(1)	Approved Reorganization in FY95
		DWI Prosecutor	(1)	Approved Reorganization in FY95
		First Assistant	(1)	Approved Reorganization in FY95
		Intake Attorney	(5)	Approved Reorganization in FY95
		Legal Secretary	2	Approved Reorganization in FY95
		Office Operator and System Manager	(1)	Approved Reorganization in FY95
		Office Manager	1	Approved Reorganization in FY95
		Para-Legal	(1)	Approved Reorganization in FY95
		Screening Attorney	(1)	Approved Reorganization in FY95
		Staff Attorney	6	October 1, 1995, 3 new positions, 3 by reorganization during Fy 95
		Team Chief Attorney	1	October 1, 1995, new position
		Trial Chief Attorney	7	Approved Reorganization in FY95
		Trial Team Chief	(3)	Approved Reorganization in FY95
		Unit Chief, Family Violence	(1)	Approved Reorganization in FY95
		Unit Chief Attorney	4	October 1, 1995
		Victim/Witness Coordinator	(1)	Approved Reorganization in FY95
		White Collar Unit Chief	(2)	Approved Reorganization in FY95
		Word Processing	(2)	Approved Reorganization in FY95
Total	<u>4</u>			
The commissioners court approved reorganizations during the FY95.				
521476	County Attorney	Bond Forfeiture Clerk	(1)	Approved Reorganization in FY95
		Civil Attorney I	(3)	Approved Reorganization in FY95
		Civil Attorney II	2	Approved Reorganization in FY95
		Clerk	1	Approved Reorganization in FY95
		Collections Supervisor	1	Approved Reorganization in FY95
		Juvenile Prosecutor	1	Approved Reorganization in FY95
		Word Processing	(1)	Approved Reorganization in FY95
		Total	<u>4</u>	
The commissioners court approved reorganization within the county attorney's office during the year.				

## County of El Paso, Texas

### Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
521526	Criminal Justice Information System	Data Entry/Analyst I	(2)	October 1, 1995
		Data Entry/Analyst II	(1)	October 1, 1995
		Director	(1)	October 1, 1995
		Document/Training Specialist	(1)	October 1, 1995
		Information System Analyst	(1)	October 1, 1995
		Systems Analyst II	(1)	October 1, 1995
		Total		<u>          </u>
		This department was consolidated with the Consolidated Data Processing Department.		
521484	County Attorney Bond Forfeitures	Attorney	2	October 1, 1995
		Collections Coordinator	1	October 1, 1995
		Total	<u>          </u>	
		owed to the county.		
521492	County Attorney RETGH Legal	Attorney	1	October 1, 1995
		Legal Secretary	1	October 1, 1995
		Supervising Attorney	1	October 1, 1995
		Total	<u>          </u>	
		These new positions were approved in order for the County Attorney to provide legal representation to the R. E. Thomason General Hospital as required by state law.		
521716	Public Defender	Administrative Assistant	(1)	Approved Reorganization in FY95
		Appellate Attorney	1	Approved Reorganization in FY95
		Appellate Secretary	1	Approved Reorganization in FY95
		Appellate Staff Attorney	(2)	Approved Reorganization in FY95
		Civil Trial Attorney	(1)	Approved Reorganization in FY95
		Data Entry	(1)	Approved Reorganization in FY95
		Data Maintenance Specialist	1	Approved Reorganization in FY95
		Family Felony Attorney	1	Approved Reorganization in FY95
		Felony Trial Attorney	(4)	Approved Reorganization in FY95
		Felony Trial Attorney I	(1)	Approved Reorganization in FY95
		Felony Trial Attorney II	(2)	Approved Reorganization in FY95
		First Assistant Public Defender	1	Approved Reorganization in FY95
		Intake Attorney	1	October 1, 1995
		Investigator	2	Approved Reorganization in FY95
		Legal Secretary	(1)	Approved Reorganization in FY95
		Office Manager	1	Approved Reorganization in FY95
		Staff Investigator	(1)	Approved Reorganization in FY95
		Trial Attorney	4	Approved Reorganization in FY95
		Trial Attorney I	1	Approved Reorganization in FY95
		Trial Attorney II	1	Approved Reorganization in FY95
Total		<u>          </u>		
		The commissioners court approved reorganizations during the FY95.		
530022	County Sheriff - Detention Facility	Accounting Clerk	(12)	Approved Reorganization in FY95
		Audit Clerk	1	Approved Reorganization in FY95
		Bookkeeper	2	Approved Reorganization in FY95
		Cabinet Maker	(1)	Approved Reorganization in FY95
		Captain	(1)	Approved Reorganization in FY95
		Cashier	8	Approved Reorganization in FY95
		Clerk	1	Approved Reorganization in FY95
		Custodian	(1)	Approved Reorganization in FY95
		Data Entry (CJIS)	(1)	Approved Reorganization in FY95
		Data Entry Specialist	1	Approved Reorganization in FY95
		Date Entry Supervisor	1	Approved Reorganization in FY95
		Detention Officer	46	Approved Reorganization in FY95
		Detention Officer-Temporary	(16)	Approved Reorganization in FY95
		Detention Officer-Temporary-Part-Time	(25)	Approved Reorganization in FY95
		Food Service Leader	1	Approved Reorganization in FY95
		Food Services Specialist I	2	Approved Reorganization in FY95
		Food Services Specialist III	(1)	Approved Reorganization in FY95
		Jail Senior Clerk	(1)	Approved Reorganization in FY95
		Licensed Vocational Nurse	(2)	Approved Reorganization in FY95
		Lieutenant	(2)	Approved Reorganization in FY95

## County of El Paso, Texas

### Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
530022	County Sheriff - Detention Facility -continued	Registered Nurse	2	Approved Reorganization in FY95
		Sergeant	(3)	Approved Reorganization in FY95
		Total	8	

The manning table of the County Sheriff's Detention Facility was decreased and had various reclassifications approved by the court during the year within this index and between the Law Enforcement Index.

530055	County Sheriff - Law Enforcement	Accounting Clerk	2	Approved Reorganization in FY95
		Accounts Payable Clerk	2	Approved Reorganization in FY95
		Auto Mechanic I	1	Approved Reorganization in FY95
		Bail Bond Administrator	1	Approved Reorganization in FY95
		Cabinet Maker	1	Approved Reorganization in FY95
		Civil Communications Specialist	(2)	Approved Reorganization in FY95
		Clerk	8	Approved Reorganization in FY95
		Computer Analyst	1	Approved Reorganization in FY95
		Criminal Analyst	(1)	Approved Reorganization in FY95
		Crime Scene Technician	4	Approved Reorganization in FY95
		Crime Technician	(4)	Approved Reorganization in FY95
		Detective	(4)	Approved Reorganization in FY95
		Detective Identification and Records	(1)	Approved Reorganization in FY95
		Garage Supervisor	(1)	Approved Reorganization in FY95
		Patrol	6	Approved Reorganization in FY95
		Payroll Accountant	(1)	Approved Reorganization in FY95
		Payroll Analyst	1	Approved Reorganization in FY95
		Secretary	(1)	Approved Reorganization in FY95
		Senior Clerk	(4)	Approved Reorganization in FY95
		Senior Accounting Clerk	(1)	Approved Reorganization in FY95
Systems Programmer II	(1)	Approved Reorganization in FY95		
Training Director	(1)	Approved Reorganization in FY95		
Total	5			

The manning table of the County Sheriff's Law Enforcement was increased and had various reclassifications approved by the court during the year within this index and between the Sheriff Detention Facility.

530618	Juvenile Probation	Challenge Supervisor	(1)	Approved Reorganization in FY95
		Corrections Officer	(2)	Approved Reorganization in FY95
		Corrections Officers Part-Time	(1)	Approved Reorganization in FY95
		Director of Court Services	1	Approved Reorganization in FY95
		Legal Screening Officer	(1)	Approved Reorganization in FY95
		Title IV-E Officer	1	Approved Reorganization in FY95
		Juvenile Detention Officer	(2)	Approved Reorganization in FY95
		Juvenile Detention Officer-Part-Time	3	Approved Reorganization in FY95
		Legal Advisor	1	Approved Reorganization in FY95
		Secretary I	2	Approved Reorganization in FY95
		Secretary I Part-Time	(2)	Approved Reorganization in FY95
		Title IV-E Coordinator	1	Approved Reorganization in FY95
		Total	1	

This department had various reclassifications.

570226	Swimming Pools	Pool Manager	1	October 1, 1995
		Cashier-Pools Part-time	(5)	October 1, 1995
		Lifeguard I Part-time	(9)	October 1, 1995
		Pool Manager Part-time	1	October 1, 1995
		Total	(12)	

560037	County Clerk Records Management and Preservation	Deputy Clerk	10	October 1, 1995
		Records Management Technician	1	October 1, 1995
		Senior Clerk	2	October 1, 1995
		Supervisor	1	October 1, 1995
		Total	14	

Effective October 1, 1995 commissioners court consolidated the Records Management Department of the general fund with the County Clerk Records Management Department under the control of the County Clerk.

## County of El Paso, Texas

### Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
Grants		Administrative Secretary	(1)	Approved Reorganization in FY95
Grants		Administrative Assistant Part-time	(1)	Approved Reorganization in FY95
Grants		Billing Clerk	1	Approved Reorganization in FY95
Grants		Clerk	2	Approved Reorganization in FY95
Grants		Counselor	2	Approved Reorganization in FY95
Grants		Counselor Intern	1	Approved Reorganization in FY95
Grants		Counselor In Training I	1	Approved Reorganization in FY95
Grants		Counselor In Training II	(2)	Approved Reorganization in FY95
Grants		Court Administrator	(1)	Approved Reorganization in FY95
Grants		Criminal Intelligence Analyst	(1)	Approved Reorganization in FY95
Grants		Court Clerk	(1)	Approved Reorganization in FY95
Grants		Data Entry Clerk CJIS (Sheriff)	(1)	Approved Reorganization in FY95
Grants		Detective	(9)	Approved Reorganization in FY95
Grants		Education Coordinator	(1)	Approved Reorganization in FY95
Grants		Field Supervisor	(1)	Approved Reorganization in FY95
Grants		General Office Clerk	(1)	Approved Reorganization in FY95
Grants		HIDTA Coordinator	1	Approved Reorganization in FY95
Grants		Homebound Supervisor	1	Approved Reorganization in FY95
Grants		License Vocational Nurse	1	Approved Reorganization in FY95
Grants		License Vocational Nurse III	(1)	Approved Reorganization in FY95
Grants		Lieutenant	1	Approved Reorganization in FY95
Grants		Maintenance Worker (Housekeeper)	3	Approved Reorganization in FY95
Grants		Network Technician	1	Approved Reorganization in FY95
Grants		Nutrition Center Director	1	Approved Reorganization in FY95
Grants		Orientation Instructor	(1)	Approved Reorganization in FY95
Grants		Patrolman	2	Approved Reorganization in FY95
Grants		Pre-Emply/Wrk Mat. Skl. Int.	(1)	Approved Reorganization in FY95
Grants		Pre-Trial Technician	(2)	Approved Reorganization in FY95
Grants		Probation Violator Deputy(S.O)	1	Approved Reorganization in FY95
Grants		Program Coordinator (Detox.)	(1)	Approved Reorganization in FY95
Grants		Program Tech I (Detox.)	3	Approved Reorganization in FY95
Grants		Program Tech II (Detox.)	(1)	Approved Reorganization in FY95
Grants		Program Tech III (Detox.)	(1)	Approved Reorganization in FY95
Grants		Program Technician Part-time	(5)	Approved Reorganization in FY95
Grants		Programmer Analyst III	(1)	Approved Reorganization in FY95
Grants		Project Manager	1	Approved Reorganization in FY95
Grants		Prosecutor	1	Approved Reorganization in FY95
Grants		Secretary	(1)	Approved Reorganization in FY95
Grants		Security Guard	4	Approved Reorganization in FY95
Grants		Senior Clerk	3	Approved Reorganization in FY95
Grants		Task Force Director	1	Approved Reorganization in FY95
Grants		Task Force Prosecutor	1	Approved Reorganization in FY95
Grants		Task Force Supervisor Investigation	(2)	Approved Reorganization in FY95
Grants		Victim Assistant II	2	Approved Reorganization in FY95
Grants		Victim Assistant Clerk	2	Approved Reorganization in FY95
Grants		Victim Assistant Coordinator	1	Approved Reorganization in FY95
Grants		Total	<u>1</u>	

These departments had various reclassifications.

Total Changes

33







# **County of El Paso, Texas**

## **Appendix B**

### **The Budgeting Process**

This appendix describes El Paso County's annual budgeting process.



## The Budgeting Process

In El Paso County, the annual budgetary process begins each year in early February with the county auditor's office submitting a proposed calendar of events for the ensuing fiscal year's budget preparation cycle. This calendar is submitted to each member of commissioners court for examination, input and approval.

In addition, during this phase of the budget cycle, customized budget packages are prepared for distribution to each department and agency. Generally, these packages are distributed no later than April 15th each year.

The departments and agencies use the information and forms contained in the budget packages as a guidelines for preparing budgetary proposals. The budget packages contain input from commissioners court, detailed instructions, necessary forms and examples to facilitate the departments and agencies with the completion of their budgetary requests.

The proposals made by the departments and agencies must be returned to the county auditor's office on or before May 15th. The requests, after being audited by the county auditor's staff and reviewed by the county auditor, are used to present a preliminary baseline budget that contains no increases in service levels other than those that are legally required. Proposed service level increases are presented by the departments and agencies separately to commissioners court.

Pursuant to the *Texas Local Government Code*, § 111.034(b)(4) and § 111.039(b), anticipated revenues are estimated only by the county auditor. Tentative and incomplete anticipated revenue estimates, however, are included with the initial information that is submitted to commissioners court around July 1st. One reason for this is that the data necessary for the county tax assessor-collector to calculate the ad valorem tax rate, pursuant to the truth-in-taxation legislation, is not received from the El Paso Central Appraisal District (CAD) until July 25th or as soon as practical thereafter. Also, the county auditor is able to refine and fine-tune the initial anticipated revenues estimates each month as interim monthly financial reports of actual revenues are produced.

During the middle of June, usually about eight to ten day-long public budget hearings are conducted by the commissioners court over a two or three week period. Each department or agency is given a "day in court" to explain and justify their budget proposals. These are public hearings held in accordance with the Texas open meeting laws and are usually attended by concerned citizens, the news media and appropriate staff members. During these hearings, the commissioners court may tentatively increase or decrease any of the departments or agencies budgetary proposals.

The last part of August and the first part of September is when the final phases of the budgetary cycle start. First, shortly after producing the interim financial reports for the month of August, the county auditor is able to submit firm estimates of anticipated revenues to the

commissioners court. Second, some departments and agencies may require additional hearings before commissioners court members prioritize how the County's resources will be allocated. Third, the truth-in-taxation legislation requires commissioners court to approve a property tax rate that is sufficient to balance the budget on September 1st or as soon as possible thereafter. Fourth, shortly after closing the fiscal year as of September 30th, the county auditor enters the funds and estimated revenues anticipated to be received from all sources during the ensuing fiscal year.

After this information has been entered into the computerized budget system, pursuant to the *Texas Local Government Code, § 111.037(a)*, the county auditor files a copy of the proposed budget with the county clerk. The copy of this proposed budget must be made available for public inspection by any taxpayer.

Finally, the commissioners court holds a public hearing on a day within seven calendar days after the date the proposed budget is filed with the county clerk but before the last day of the first month of the fiscal year. At the conclusion of the public hearing, the commissioners court must take action on the proposed budget. The commissioners court may make any changes in the proposed budget that it considers warranted by the facts and law and required by the interest of the taxpayers. The amounts budgeted in a fiscal year for expenditures from the various funds of the county may not exceed the balances in those funds as of the first day of the fiscal year, plus the anticipated revenue for the fiscal year as estimated by the county auditor. Upon final approval of the budget by the commissioners court, the court must file a copy of the budget with the county auditor and the county clerk. Thereafter, commissioners court may spend county funds only in strict compliance with the budget.

The aforementioned budgetary calendar of events is presented below:

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 1996**  
**OCTOBER 1, 1995 - SEPTEMBER 30, 1996**

**Proposed Dates**

**Proposed Actions**

February 20, 1995

1. The budget officer will submit a letter to Commissioners Court requesting input for the formulation of the budget for the next fiscal year. Such input may include, but is not necessarily limited to:

Personnel: Authorizations-increases and decreases

Salaries: Cost of living and/or merit increases

Capital Outlays: Improvements, new equipment

Services: Increases and decreases

Car Allowances: Mileage rates and travel

**Proposed Dates**

**Proposed Actions**

- |                                  |    |  |
|----------------------------------|----|--|
| February 20, 1995                | 2. | The county payroll division will develop a payroll report showing projected salary costs by department for the budgetary period October 1, 1995 through September 30, 1996. These computations will include any cost-of-living and/or merit increases recommended by Commissioners Court. The target date for the receipt of this payroll report is February 22, 1995.   |
| March 1-4, 1995                  | 3. | The budget officer will prepare tentative departmental budgetary request forms. The target date for the completion is March 10, 1995.  |
| March 6-10, 1995                 | 4. | The budget officer will verify the BPREP Manning Table Report with current payroll data; separate the report by department and will attach one copy to each departmental budgetary request form.   |
| March 13, 1995                   | 5. | The budget officer will distribute the tentative budgetary request forms to departments with instructions including input, if any, from the Commissioners Court members.   |
| March 31, 1995<br>April 14, 1995 | 6. | The budget officer will receive departmental budgetary requests and will compile the initial budgetary work papers. This compilation will show, by line item, the actual expenditures for each department for the previous three fiscal years, the current fiscal year's budget, the departmental requests for fiscal year 1995-1996, the adjusted requests and a blank column for the final amounts approved by Commissioners Court. The target date for completion of the county auditor's preliminary estimation of revenues and preliminary budgetary work papers is May 19, 1995. |
| May 31, 1995                     | 7. | The budget officer plans to present the preliminary budgetary proposal to Commissioners Court.   |
| June 6-23, 1995                  | 8. | Commissioners Court will approve a schedule for public departmental budgetary hearings. Commissioners Court will conduct public hearings and make adjustments.   |
| August 15, 1995                  | 9. | As required by Chapter 26 of the <i>Texas Property Tax Code</i> , a notice of a public hearing on the proposed tax increase will be published, if necessary. The notice, if necessary, must be published at least 7 days before the hearing.   |

**Proposed Dates**

**Proposed Actions**

- |                      |     |  |
|----------------------|-----|--|
| August 24, 1995      | 10. | Following receipt of property valuations from the Central Appraisal District, Commissioners Court will hold a public hearing on a proposed tax increase, if necessary, pursuant to Chapter 26 of the Texas Property Tax Code.  |
| August 24, 1995      | 11. | Pursuant to the <i>Texas Local Government Code, § 152.013</i> , before the 10th day before the date of the meeting, the Commissioners Court will publish one time in both major local newspapers a notice of any salaries, expenses, or allowances that are proposed to be increased for elected county or precinct officers and the amount of the proposed increases. |
| September 4, 1995    | 11. | Pursuant to the <i>Texas Local Government Code, § 152.013</i> , Commissioners Court shall set the expenses and other allowances of each elected El Paso County official and precinct officer. The Commissioners Court shall set the items at a regular meeting of the court during the regular budget hearing adoption proceedings.                                    |
| September 4, 1995    | 13. | Pursuant to Chapter 26 of the Texas Property Tax Code, Commissioners Court will vote on a proposed tax rate increase, if necessary. This will be done within 3 to 14 days following the hearing.   |
| September 5-15, 1995 | 14. | The budget officer will finalize the proposed budget by incorporating additions and deletions approved by Commissioners Court during the public departmental hearings. Also, an adjustment for a tax rate change will be made, if necessary. Any other appropriate adjustments will also be made during this period.   |
| September 20, 1995   | 12. | Pursuant to the <i>Texas Local Government Code, § 152.013</i> , before the 10th day before the date of the meeting, the Commissioners Court will publish one time in both major local newspapers a notice of any salaries, expenses, or allowances that are proposed to be increased for elected county or precinct officers and the amount of the proposed increases. |
| October 3, 1995      | 15. | The budget officer will present the final proposed budget to Commissioners Court.  |



**Proposed Dates**

**Proposed Actions**

October 3, 1995

16. Pursuant to the *Texas Local Government Code, § 111.037*, the budget officer will file a copy of the proposed budget with the county clerk, where it will be available for public inspection by any taxpayer.

October 3, 1995

17. Pursuant to the *Texas Local Government Code, § 111.038*, Commissioners Court will publish a notice of a public hearing on the 1995-96 operating budget once in both major local newspapers, stating the date, time and location of the hearing.

October 9, 1995

18. Commissioners Court will hold a public hearing on the final proposed budget within seven calendar days after the date the proposed budget is filed but before the last day of the first month of the fiscal year. Immediately after this hearing, the budget will be approved and adopted.

October 9, 1995

19. Pursuant to the *Texas Local Government Code, § 152.013*, before filing the annual budget with the county clerk, the Commissioners Court will give written notice to each elected county and precinct officer of the officer's salary and personal expenses to be included in the budget.

October 13, 1995

20. The budget officer will prepare the budget in the final adopted form and reproduce copies for distribution. Pursuant to the *Texas Local Government Code, § 111.040*, Commissioners Court will file copies of the adopted budget with the county auditor and the county clerk



# County of El Paso, Texas

## Appendix C

### Statement of Financial Policies

The commissioners court reviews and approves the *Statement of Financial Policies* at least once each fiscal year. The *Statement of Financial Policies* is included in this appendix. These financial policies address the County's accounting, external and internal auditing, financial planning, budgeting, investments, debt management, personnel and fund balances.



## County of El Paso

### Statement of Financial Policies

#### I. General

- A. The County will operate on a fiscal year which begins on October 1 and ends on September 30. The County's fiscal year will be, of course, a twelve month period of time to which the annual budget applies and at the end of which the County will determine its financial position and the results of its operations.
- B. The County will administer its financial affairs in compliance with Federal and State laws. In addition, the commissioners court will review, amend as necessary and approve *The Statement of Financial Policies* at least once each fiscal year as part of an ongoing budgetary process.

#### II. Accounting, External and Internal Auditing, and Financial Planning

- A. The county auditor's office will continue to maintain the County's financial records on a basis that is compatible with the guidance and generally accepted accounting principles and standards that have been promulgated by the Governmental Accounting Standards Board for local governments.
- B. Pursuant to the *Texas Local Government Code*, §§ 111.091, 111.092 and 114.025, interim monthly and comprehensive annual financial reports will be issued by the county auditor's office. These reports will summarize the County's financial transactions by fund and department. Also, actual revenues and actual expenditures will be compared to the associated budgeted amounts.
- C. Pursuant to the *Texas Local Government Code*, § 115.045, once each fiscal year, the commissioners court will engage a disinterested Certified Public Accounting firm to conduct a comprehensive external audit of all books, records and accounts of the County. The external audit will cover all matters relating to the fiscal affairs of the County.
- D. The commissioners court will continue to identify and refer business matters for analysis to boards, committees, consultants or staff, in order to improve the effectiveness and efficiency of services and activities of the County.
- E. Cost versus benefit studies will be made, when deemed appropriate by commissioners court, on non-recurring expenditures and capital projects.

- F. In accordance with provisions contained in the *Texas Local Government Code*, §§ 111.091, 111.092, 114.025 and 115.045, full disclosures will continue to be provided in the comprehensive annual financial reports, budget reports and bond representations.
- G. The county auditor's staff will continually conduct internal audits throughout the entire County that are designed to strengthen internal accounting and budgeting controls and to protect the County's assets.

### **III. Budgeting and Financial Planning**

- A. The County will budget actual resources and anticipated resources on a fiscal year beginning October 1st and ending September 30th.
- B. The county auditor's office will distribute budget materials for annual preparation, including forms and instructions, to all County departments and agencies on or before April 15th of each year. The departments and agencies must return their requests to the county auditor's office no later than May 15th of each year.
- C. The department and agency budgetary requests will be compiled by the county auditor's office and submitted to the commissioners court members on or before July 1st of each year. With this information, the commissioners court members will start the annual cycle of financial planning.
- D. The budget material submitted to the commissioners court members will contain: (1) preliminary revenue estimates by major account, (2) operating and maintenance expenditures by object code, major expenditure categories, functionally related department and program summaries, and (3) debt service funds delineated by individual bond issue detailing principal, interest and reserves, if any.
- E. The proposed budgetary material will contain schedules relating to: (1) proposed personnel staffing levels including individual salaries and associated fringes benefits, (2) equipment requests, (3) ongoing capital projects, and (4) any information, data or analyses requested by commissioners court.
- F. The initial budget material submitted to commissioners court around June 1st of each year will be unbalanced because information required to compute the ad valorem tax rate, in accordance with the truth-in-taxation legislation, will not be received from the El Paso Central Appraisal District (CAD) until July 25th, or as soon thereafter as practical.
- G. The proposed budgeted revenues will be provided by the county auditor pursuant to the *Texas Local Government Code*.
- H. The El Paso County Commissioners Court will formally approve and adopt the annual operating budget as close to October 1st of each year as possible.



- I. Interim monthly budget and financial reports will be prepared by the county auditor's office and submitted to commissioners court pursuant to the *Texas Local Government Code*. These interim reports show the budget and financial status and trends.
- J. The El Paso County budgeting procedures try to identify distinct functions and activities done by the County and to allocate budgetary resources adequate to do these functions and activities at a defined level of service.
- K. The County, when appropriate, will continue to integrate performance measurement and productivity indicators in the budget process.
- L. The committed "multi-year balances" and revolving projects will be reappropriated automatically in the subsequent fiscal year pursuant the commissioners court order approving and adopting the annual operating budget.
- M. The various categories of appropriations that are approved and adopted by commissioners will be recorded on the County's books by the county auditor. Detailed expenditures in each of the approved categories will be recorded by the county auditor.
- N. Any amendment to the approved appropriations will require a written justification and a request for transfer from the proper department head or elected official. Only commissioners court has authority to approve budget amendments. Approved budget amendments that result in a new appropriation and must be posted prior to expenditure of such amounts.

#### **IV. Revenues and Transfers**

- A. The County will maintain a stable and diversified revenue system to protect it from short term fluctuations in any one revenue source by doing the following:
  - 1. Establishing user fees and charges permitted by law at levels associated to the direct costs of providing the services including, when applicable, indirect costs;
  - 2. Pursuing the enactment of new legislation, when deemed fitting, to permit increases or decreases in user fees and charges;
  - 3. Aggressively collecting ad valorem property tax revenues including filing suits when permitted by the *Texas Property Tax Code*.
- B. The operations of the road and bridge fund will be supported with the vehicle registration fees and once each year all fines and forfeitures from court operations will be transferred from the road and bridge fund to the general fund.

- C. The County will pay for current expenditures with current resources as required by Article XI, Section 7 of the State's Constitution, and by Articles 111.091 through 111.093 of the *Texas Revised Civil Statutes*.
- D. El Paso County will restrict its reliance on non-recurring revenue sources by:
  - 1. Not allowing intergovernmental grant revenues to exceed 20 percent of the operating budget;
  - 2. Not allowing the County's matching funds for State and Federal grants to exceed 50 percent of the income of such grants;
  - 3. Not allowing, in any one fiscal year, prior year fund balances to pay for more than 10 percent of the total general fund appropriations;
  - 4. Not allowing revenues generated by the levies of the sales and use taxes and ad valorem taxes to exceed 60 percent of the total budgeted expenditures.
- E. Transfers between funds, unless provided for with specific previously approved budgetary provisions, will only be made after approval by the commissioners court.

## **V. Personnel**

- A. At no time will the number of regular and temporary full-time and part-time employees on the payroll exceed the number of regular and temporary full-time and part-time positions on the manning control table that has been approved by the commissioners court. All personnel actions will be in strict compliance with applicable State and Federal laws and County policies.
- B. Commissioners court may, at any time and for any duration, institute a freeze on hiring, promotions, transfers, and capital equipment purchases. If such action is taken, commissioners court may make exceptions on a case-by-case basis as deemed necessary in the particular circumstances.
- C. All additional positions, position upgrade reclassifications and reorganizations will not be implemented without prior approval of commissioners court.
- D. Overtime compensation payments may only be made to non-exempt employees at a rate of time and a half when overtime appropriations have been provided by the commissioners court.

- E. A department head or elected official may, at their discretion, delete or downgrade positions. A reduction in workload or technological advances may be among the reasons for taking these actions.

## VI. Reserves

- A. The County will maintain a nominal appropriated reserve to provide funding, with a formal budget amendment, for unforeseen emergencies that may develop throughout the year. **In this regard, it will be absolutely necessary for elected officials and department heads to oversee and control expenditures so that the departmental expenditures do not exceed the associated budgetary limits.** Budgetary requests by the elected officials and departments must be made in writing. The requests must include the justification for the transfer of funds and be submitted to the county auditor. The county auditor will submit all requests to the commissioners court for any action that is deemed suitable.
- B. The unallocated nominal reserve described above together with any specific contingency reserve appropriations will, at a minimum, be established at one quarter of one percent of the total general fund appropriations for any fiscal year. These funds will only be distributed by an affirmative vote of three or more of the five members of commissioners court.
- C. The commissioners court will also build and maintain an emergency reserve appropriation for use only in the event of a calamity, natural disaster or the loss or shortfall of a major revenue source.
- D. Insurance reserves and appropriations will be maintained at levels agreeable with the risk manager's recommendations. These reserves and appropriations will be designed to satisfactorily indemnify the County and the elected officials and department heads against losses.
- E. Immediately after a capital project has been completed, the residual appropriation, if any, will be transferred, with commissioners court approval, to the proper unallocated reserve. It is important, therefore, for the project managers to notify the county auditor's office immediately upon completion of each project.

## VII. Fixed Assets

- A. All purchases of items costing \$300 or more and having a life expectancy of at least one year will be put on the County's inventory listing by the purchasing agent. The county auditor's office will reconcile this inventory listing periodically to the County's accounting records.

- B. During each annual budgetary process, the commissioners court members will make an evaluation of the County's inventory. After the evaluation is made, satisfactory financial arrangements will be made to either repair or replace the depreciating items, as needed.
- C. Capital expenditures for projects and equipment are budgeted by item and expenditures are made accordingly. Requests for unbudgeted equipment or projects must be submitted to the county auditor's office and subsequently approved by commissioners court prior to a purchase requisition being issued.
- D. To reduce the County's overall expenditures, the purchasing agent will, whenever possible, issue useable items placed in storage to departments and agencies requesting comparable new equipment.

### **VIII. Debt Management**

- A. The County will not, under any circumstances, use current long-term debt funds for current operations pursuant to Article XI, Section 7 and Article VIII, Section 9, of the Texas Constitution.
- B. When the commissioners court makes a determination to issue bonds, the following policy will be complied with.
  - 1. New bond issues will be amortized so that equal principal amounts will be retired each fiscal year. This will produce a total debt schedule with a declining yearly balance.
  - 2. The debt service appropriations for all funds will not exceed 35 percent of the total budget in any fiscal year.
  - 3. The County's total bonded debt will never exceed 2 percent of the net valuation of taxable value in El Paso County. The net valuation of taxable value is ascertained by the El Paso Central Appraisal District.
  - 4. Bond financing arrangements will be restricted to capital improvement projects which cannot be feasibly funded with current revenues and reserves.
  - 5. The term of bond will not exceed the useful life expectancy of the capital project or equipment for which the borrowing was done.
- E. The members of commissioners court will make strong efforts to coordinate the planning, issuing and timing of bond issues to support these policies with the overlapping jurisdictions in the County.

## IX. Cash Management and Investments

- A. The treasury division personnel will receive, disburse and deposit all funds to optimize the County's cash flow, liquidity and interest earnings. These functions will be performed in compliance with applicable provisions in the *Texas Local Government Code*.
- B. The treasury division personnel will independently do all of the County's cash account reconciliations with the depository bank and will settle all financial differences between the County and the depository bank in a proper manner. To serve as a separate "check and balance" and an internal control, accountants in the county auditor's office will reconcile, on a monthly basis, the County's cash accounting records to the cash records of the treasury division and the depository bank.
- C. In accordance with commissioners court authorization and approval and the State's pertinent legal provisions, the county auditor will serve as the County's investment officer. The County's investible monies will be aggressively invested, at least once each working day, in an approved way that will generate the most interest income for the County and, at the same time, keeping **safety** of the investments paramount.
- D. Pursuant to the *Texas Local Government Code*, commissioners court will approve and maintain a written investment policy. The investment policy will, among other topics, address the parameters of maximizing rates of return, liquidity, safety, prudence and diversification.
- E. The treasury division will maintain the original copy of securities and security pledges made by the depository bank in behalf of El Paso County funds, which will be held by the Federal Reserve Bank of Dallas or by a disinterested third party bank.
- F. The treasury division will keep the original copy of all security advices for all County investment transactions, collateral for which will be held by the Federal Reserve Bank of Dallas or by a disinterested third party bank.
- G. The treasury division will develop and present a depository bank bid proposal to commissioners court on or before January of each odd numbered calendar year.
- H. The treasury division will submit to commissioners court a detailed financial report once each month and will make all treasury books and accounts available to the commissioners court pursuant to the *Texas Local Government Code*, § 114.026.
- I. The county auditor's office will submit to commissioners court all of the financial and budgetary information that is required by the *Texas Local Government Code*, §§ 114.023, 114.024 and 114.025.
- J. El Paso County will conduct its treasury activities with financial institutions in accordance with the terms of the written agreements with those institutions as authorized by the *Texas Local Government Code*.



WEDNESDAY, JUNE 30, A.D., 1993  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK WITH  
THE FOLLOWING MEMBERS BEING PRESENT

HON. ROGELIO SANCHEZ	COMMISSIONER, PCT. # 3, PRESIDING
CHARLES C. HOOTEN,	COMMISSIONER, PCT. # 1
ORLANDO R. FONSECA,	COMMISSIONER, PCT. # 2
JIMMY GOLDMAN	COMMISSIONER, PCT. # 3

ALICIA R. CHACON, COUNTY JUDGE - ABSENT

HECTOR ENRIQUEZ, JR., COUNTY CLERK  
CLARA COOPER, DEPUTY

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APPROVED - STATEMENT OF FINANCIAL POLICIES

JUNE 30, 1993

MOTION # 9 (Item # 18)

On this day, on motion of Commissioner Hooten, seconded by Commissioner Fonseca, it is the order of the Court that the attached Statement of Financial Policies, as submitted by the County Auditor, be approved.

VOTE: YES - Hooten, Fonseca, Sanchez, Goldman                      NO - None

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THE STATE OF TEXAS)

COUNTY OF EL PASO )

KNOW ALL CITIZENS BY THESE PRESENTS:

July 13, 1993

I hereby certify that the foregoing is a true and correct copy of an extract from the Minutes of El Paso County Commissioners Court Meeting held June 30, 1993.

HECTOR ENRIQUEZ, JR., COUNTY CLERK  
EL PASO COUNTY, TEXAS

Clara Cooper  
CLARA COOPER, DEPUTY



# County of El Paso, Texas

## Appendix D

### Commissioners Court Order Approving the Ad Valorem Property Tax Rate

The tax levy for the County is determined annually by an order of the El Paso County Commissioners Court. For the 1995 tax year, the commissioners court levied an overall rate of \$0.280346 per \$100 assessed valuation. Of this overall levy, a rate of \$0.190764 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$0.089582 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.



MONDAY, SEPTEMBER 11, 1995  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK WITH  
THE FOLLOWING MEMBERS BEING PRESENT

HON. CHARLES W. MATTOX,  
CHARLES C. HOOTEN,  
CARLOS AGUILAR,  
ROGELIO SANCHEZ,  
DAN HAGGERTY,

COUNTY JUDGE, PRESIDING  
COMMISSIONER, PCT. # 1  
COMMISSIONER, PCT. # 2  
COMMISSIONER, PCT. # 3  
COMMISSIONER, PCT. # 4

HECTOR ENRIQUEZ, JR., COUNTY CLERK  
SUE ANNE CHRISTY, DEPUTY

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ADOPTED - PROPERTY TAX RATE FOR COUNTY OF EL PASO OF \$0.280346  
PER \$100 ASSESSED VALUATION FOR 1995 TAX YEAR

SEPTEMBER 11, 1995

MOTION # 38 (Item # 66)

On this day, on motion of Commissioner Aguilar, seconded by Commissioner Hooten, it is the order of the Court to adopt a Property Tax Rate for the County of El Paso of \$0.280346 per \$100 assessed valuation for the 1995 tax year; a rate of \$0.190764 per \$100 assessed valuation is for the purpose of maintenance and operations and a rate of \$0.089582 per \$100 assessed valuation is for the payment of principal and interest on the debt of this County. Order the Tax Assessor-Collector be authorized to assess and collect these taxes of this County of El Paso on the 1st day of October, 1995.

VOTE: YES - Hooten, Aguilar, Sanchez, Haggerty

NO - None

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THE STATE OF TEXAS)

COUNTY OF EL PASO )

KNOW ALL CITIZENS BY THESE PRESENTS:

September 18, 1995

I hereby certify that the foregoing is a true and correct copy of an extract from the Minutes of El Paso County Commissioners Court Meeting held September 11, 1995.

HECTOR ENRIQUEZ, JR., COUNTY CLERK  
EL PASO COUNTY, TEXAS

  
SUE ANNE CHRISTY, DEPUTY



**County of El Paso, Texas**

**Appendix E**

**Commissioners Court Order Approving the  
Operating Budget for the Fiscal Year  
Beginning October 1, 1995**





MONDAY, OCTOBER 9, 1995  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK WITH  
THE FOLLOWING MEMBERS BEING PRESENT

HON. CHARLES W. MATTOX,  
CHARLES C. HOOTEN,  
CARLOS AGUILAR,  
ROGELIO SANCHEZ,  
DAN HAGGERTY,

COUNTY JUDGE, PRESIDING  
COMMISSIONER, PCT. # 1  
COMMISSIONER, PCT. # 2  
COMMISSIONER, PCT. # 3  
COMMISSIONER, PCT. # 4

HECTOR ENRIQUEZ, JR., COUNTY CLERK  
SUE ANNE CHRISTY, DEPUTY

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APPROVED AND ADOPTED - COUNTY OF EL PASO ANNUAL OPERATING  
BUDGET FOR FISCAL YEAR 1995-96

OCTOBER 9, 1995

MOTION # 47 (Item # 55)

On this day, on motion of Commissioner Sanchez, seconded by Commissioner Aguilar, it is the order of the Court, pursuant to *Texas Local Government Code §111.039*, to approve and adopt the County of El Paso annual operating budget, as amended, for the fiscal year beginning October 1, 1995 and ending September 30, 1996.

VOTE: YES - Judge Mattox, Hooten, Aguilar, Sanchez

NO - Haggerty

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THE STATE OF TEXAS)

COUNTY OF EL PASO )

KNOW ALL CITIZENS BY THESE PRESENTS:

December 7, 1995

I hereby certify that the foregoing is a true and correct copy of an extract from the Minutes of El Paso County Commissioners Court Meeting held October 9, 1995.

HECTOR ENRIQUEZ, JR., COUNTY CLERK

EL PASO COUNTY, TEXAS

  
SUE ANNE CHRISTY, DEPUTY





# **GLOSSARY**

# County of El Paso, Texas

## Glossary

This glossary contains definitions for many of the most frequently used accounting and budgeting words, acronyms and abbreviations. These definitions are in a special context that is proper for governmental and nonprofit entities.



# County of El Paso

## Glossary

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<b>AAA</b>	This refers to the Area Agency on Aging that is associated with the Nutrition Program.
<b>Account Group</b>	This is a self-balancing set of accounts, but not a fiscal entity, therefore, it is not a fund.
<b>Accounting Period</b>	A period of time at the end of which, and for which, financial statements are prepared.
<b>Accounting Procedure</b>	The arrangement of all processes which discover, record and summarize financial information to produce financial statements and reports and to provide internal control.
<b>Accounting System</b>	The total structure of records and procedures which discover, record, classify and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups and organizational components.
<b>Accrual Basis</b>	The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received notwithstanding that the receipt of cash or the payment of cash may take place, in whole or in part, in another accounting period.
<b>Ad Valorem</b>	In proportion to value. A basis for levying of taxes upon property.
<b>Allocation</b>	A part of a lump-sum appropriation which is designated for expenditure by specific organizational units and/or special purposes, activities or objects.
<b>Annualize</b>	Taking changes that occurred for only part of a year and projecting their costs for a full year for budgetary purposes.



<b>Appropriation</b>	An authorization granted by a legislative body to incur liabilities for purposes specified in the appropriation act. An appropriation is usually limited in amount and as to the time when it may be expended.
<b>Appropriation Budget</b>	Appropriations requested by departments or by the central administration of a governmental unit for a budget period. When the appropriation budget has been adopted in accordance with procedures specified by relevant law the budget becomes legally binding upon the administration of the governmental unit for which the budget has been adopted.
<b>Assessed Valuation</b>	A valuation set upon real estate or other property by a government as a basis for levying taxes.
<b>Assets</b>	Financial representations of economic resources owned by an organization or individual.
<b>Attrition</b>	This is a reduction of employees caused by resignations, retirements, deaths and reassignments. Attrition does not result from layoffs.
<b>Authorized Positions</b>	These are authorized employee positions in the adopted budget that may be filled during the year.
<b>Base Budget</b>	Costs associated with continuing the existing level of services in the current budget year.
<b>Bond</b>	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. <i>Note.</i> The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.
<b>Bonded Debt</b>	That portion of indebtedness represented by outstanding bonds.
<b>Bond Refinancing</b>	This occurs when bonds are redeemed and reissued to obtain more favorable interest rates and/or terms.
<b>Budget</b>	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

<b>Budget Adjustment</b>	A change in the authorized level of funding (appropriations) for a department or line item object code. Budget adjustments are made only with Commissioners Court approval upon departmental recommendations.
<b>Budget Calendar</b>	A schedule of target dates for preparing and adopting the County's budget.
<b>Budget Document</b>	The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.
<b>Budget Message</b>	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.
<b>Budget Policy</b>	A statement or plan which describes how certain aspects of the budget are formulated and the rules to be followed as the budget is put into operations after adoption.
<b>Budgetary Accounts</b>	Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts.
<b>Budgetary Control</b>	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
<b>CAD</b>	This refers to the El Paso Central Appraisal District.
<b>CAFR</b>	This is an acronym for the Comprehensive Annual Financial Report.

<b>Capital Budget</b>	A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget.
<b>Capital Improvement Program (CIP)</b>	A plan for capital outlays to meet the County's long-term capital needs.
<b>Capital Outlays</b>	Expenditures from general or special revenue funds which result in the acquisition of or addition to fixed assets.
<b>Capital Projects Fund</b>	A fund created for all resources used for the construction or acquisition of designated fixed assets by a governmental unit except those financed by special assessment, proprietary, or fiduciary funds.
<b>CJIS</b>	The computerized Criminal Justice Information System is commonly referred to as "CJIS".
<b>Continuing Appropriations</b>	An appropriation which, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.
<b>Cost-of-Living Adjustments (COLA)</b>	An increase of wages and salaries to offset all or part of inflationary impacts.
<b>Current</b>	A term which, applied to budgetary and accounting, designates the operations of the present fiscal period as opposed to past or future periods.
<b>Current Budget</b>	The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.
<b>Debt</b>	An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt.
<b>Debt Limit</b>	The maximum amount of gross or net debt which is legally permitted.
<b>Debt Service Fund</b>	A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments, revenues of proprietary funds, or revenues of fiduciary funds. A debt service fund was formerly called a sinking fund.

<b>Debt Service Fund Requirements</b>	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
<b>Deficiency</b>	A general term indicating the amount by which anything falls short of some requirement or expectation. The term should not be used without qualification.
<b>Deficit</b>	(1) The excess of liabilities and reserved equity of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Internal Service Funds, the excess of expense over income during an accounting period.
<b>Direct Expenses</b>	Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.
<b>Disbursements</b>	Payments in cash.
<b>Encumbrances</b>	Contingent liabilities in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is recorded.
<b>Entry</b>	The record of a financial transaction in its appropriate book of accounts.
<b>EPCAD</b>	The El Paso County Alcohol and Drug Abuse Program is also known as "EPCAD".
<b>Estimated Revenue</b>	For reserve accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis, estimated revenues include both cash and accrual basis revenues.

<b>Expenditures</b>	Expenditures are recorded when liabilities are incurred pursuant to authority given in an appropriation. If the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes. Encumbrances are not expenditures.
<b>Expenses</b>	Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.
<b>Face Value</b>	As applied to securities, this term designates the amount of liability stated in the security document.
<b>Fiscal Period</b>	Any period at the end of which a governmental unit determines its financial position and the results of its operations.
<b>Fiscal Year (FY)</b>	A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. In El Paso County, each fiscal year begins October 1 and ends September 30. Fiscal year 1995 means the fiscal year ending September 30, 1995.
<b>Fund</b>	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
<b>Fund Accounts</b>	All accounts necessary to set forth the financial operations and financial position of a fund.
<b>Fund Balance</b>	The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and available appropriations for the period.
<b>GASB</b>	This is an acronym for Governmental Accounting Standards Board.
<b>General Fixed Assets</b>	Those fixed assets of a governmental unit which are not accounted for by a proprietary or fiduciary fund.



<b>General Fixed Assets Account Group</b>	A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.
<b>General Fund</b>	A fund used to account for all transactions of a governmental unit which are not accounted for in another fund. The General Fund is used to account for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
<b>GFOA</b>	This acronym stands for Government Finance Officers Association of the United States and Canada.
<b>Governmental Accounting</b>	The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.
<b>Grant</b>	A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.
<b>Historical Cost</b>	The amount paid, or liability incurred, by an accounting entity to acquire an asset and make it ready to render the services for which it was acquired.
<b>Interfund Loans</b>	Loans made by one fund to another.
<b>Interfund Transfers</b>	Amounts transferred from one fund to another.
<b>Intergovernmental Revenues</b>	Revenue from other governments. Grants, shared revenues, and entitlements are types of intergovernmental revenues.
<b>Interim Statement</b>	A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date.
<b>Internal Control</b>	A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.



<b>Inventory</b>	A detailed list showing quantities, descriptions, and values of property and frequently also units of measure and unit prices.
<b>Investments</b>	Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.
<b>Levy</b>	(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.
<b>Line Item Budget</b>	A detailed expense or expenditure budget, generally classified by object within each organizational unit, and, often, classified within each object as to authorized number of employees at each salary level within each job classification, etcetera.
<b>Long-Term Debt</b>	Debt with a maturity of more than one year after the date of issuance.
<b>Modified Accrual Basis</b>	A method of accounting which is recommended for use by governmental funds. Revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
<b>Municipal</b>	In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or town as opposed to other units of local government.
<b>Net Bonded Debt</b>	Gross bonded debt less any cash or other assets available and earmarked for its retirement.
<b>Object</b>	As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies.
<b>Object Classification</b>	A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies, and equipment.

<b>Obligations</b>	Generally amounts which a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances. In Federal usage <i>obligation</i> has essentially the same meaning as <i>encumbrance</i> in state and local government accounting.
<b>Operating Budget</b>	A budget which applies to all outlays other than capital outlays.
<b>Order</b>	A formal legislative enactment by the governing body of certain local governmental units which has the full force and effect of law. For example, county governing bodies in some states pass "orders" rather than laws or ordinances.
<b>Program Budget</b>	A budget wherein inputs of resources and outputs of services are identified by programs without regard to the number of organizational units involved in performing various aspects of the program.
<b>Project</b>	A plan of work, job, assignment, or task. Also used to refer to a job or task.
<b>Receipts</b>	This term, unless otherwise qualified, means cash received.
<b>Refund</b>	(Noun) An amount paid back or credit allowed because of an overcollection or on account of the return of an object sold. (Verb) To pay back or allow credit for an amount because of an overcollection or because of the return of an object sold. (Verb) To provide for the payment of a loan through cash or credit secured by a new loan.
<b>Reimbursement</b>	Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.
<b>Requisition</b>	A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.
<b>Reserve</b>	An account which records a portion of the fund equity which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure.
<b>Reserve for Encumbrances</b>	A reserve representing the segregation of fund equity in the amount of encumbrances outstanding.

<b>Resolution</b>	A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.
<b>Revenue</b>	For those revenues which are recorded on the accrual basis (q.v.), this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund equity in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash.
<b>Securities</b>	Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.
<b>Short-Term Debt</b>	Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.
<b>Special Revenue Fund</b>	A fund used to account for revenues from specific taxes or other earmarked revenues sources which by law are designated to finance particular functions or activities of government. After the fund is established, it usually continues year after year until discontinued or revised by proper legislative authority. An example is a motor fuel tax fund used to finance highway and road construction.
<b>Statute</b>	A written law enacted by a duly organized and constituted legislative body.
<b>Tax Rate</b>	The amount of tax stated in terms of a unit of the tax base. For example, 25 mills per dollar of assessed valuation of taxable property.
<b>Tax Roll</b>	The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.
<b>Taxes</b>	Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

<b>TCDRS</b>	This acronym stands for the Texas County and District Retirement System.
<b>User Charge</b>	A charge levied against users of a service or purchasers of a product of an enterprise fund or an internal service fund.
<b>Unit Cost</b>	The cost associated with producing a unit of service or specific product.
<b>Value</b>	As used in governmental accounting, this term designates (1) the act of describing anything in terms of money, or (2) the measure of an item in terms of money. The term should not be used without further qualification.
<b>Work Program</b>	A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.
<b>Yield</b>	The rate of interest earned on an investment or paid on a debt.
<b>Zero-Based Budget</b>	A budget based on the concept that the very existence of each activity must be justified each year, as well as the amounts of resources requested to be allocated to each activity.







A view from the south side of the El Paso County Courthouse within the County Law Library located on the twelfth floor overlooking Ciudad Juarez Mexico. The library is open to the public and contains a comprehensive array of legal source material to assist the public and the legal community with legal matters.

We hope this document has provided some insight about this County's government and its budget for fiscal year 1996.



