



A view of the County Courthouse in the center with the Sheriff's Detention Facility to the left in downtown El Paso

Annual Operating Budget

For the Fiscal Year Beginning October 1, 1996

Annual Operating Budget For the Fiscal Year Beginning October 1, 1996



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
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El Paso, Texas 79901-2421
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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, 1995**

Arthur R. Lynch *Jeffrey L. Esser*
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, 1995.

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 may be somewhat unfamiliar with the structure and functions of county governments in the Texas. It also provides a brief overview of the duties of some of the primary officials.

County governments in Texas are, for many people, the primary and most accessible level of government. County governments 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 amended the constitution in a way that abolished the El Paso County Treasurer. After this abolishment, commissioners court formally instructed the county auditor, apolitical and 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 statutory 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, and 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.

The authority of county auditors in Texas may be best summarized with a statement made by W. C. Murphy in an article entitled *County Government and Administration in Texas* (University of Texas Bulletin, 1933). Mr. Murphy's statement read "Since the auditor has the authority to impose a budget on the county, because of his power to stop payment on all warrants not drawn strictly according to the law, he has been in a position to dominate county finances." County auditors, however, should never equate the authority and responsibility of the office to "power". The duties of the county auditor are prescribed by state laws, prescribed by the standard and ethics of the profession, inherited, and some of the duties are assigned because no one else wants to do them.

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.

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>INTRODUCTORY REPORTS</u>		
1-16	Budget Letter	Narrative on Budget and Financial Condition
17	El Paso County Organizational Chart	County Organization by Department
18	El Paso County Organized by Function	Departments by Function
19	El Paso County Directory of Principal Officials	Principal Officials by Name and Title
20	El Paso County Auditor's Office Organizational Chart	County Auditor's Office by Position
21-23	Synopsis of Budgeted Funds	Fund Definitions
24	Fiscal Year 1997 Operating Budget Summary - All Funds	Budget and Actual - Revenues and Expenditures for all Funds
25	Budgetary Summary - By Fund	Budget and Actual - Revenues and Expenditures by Fund
26-27	Budget Summary for Fiscal Year 1997 and 1996	Fiscal Year 1997 and 1996 Budget
28	Summary of Budgeted Interfund Transfers	Transfers in and out
29-39	Historical Budgetary Trends - By Fund:	Fiscal Year Budgets (1991-1997) and Pie Chart of 1997 Total Budget by Fund Actual Revenues, Expenditures, and Budgets Graphed as a Trend Lines (FY1992-1996): Historical Trend of All Funds Combined General Fund and Special Revenue Fund Debt Service and Capital Project Fund Grant Fund
<u>REVENUES (SOURCES)</u>		
41	Revenue (Sources) - All Funds	Two Years of Budgeted and Actual Revenues (Sources) for all funds Pie chart of 1997 Estimated Revenues - All Funds
42	Summary of Revenues with Selected Definitions and Trends-All Funds:	
42	Taxes:	Total Taxes and Selected Tax Revenues
43		Property Tax Rate Components and Selected Tax Revenues
44	Licenses and Permits	Detailed Tax Revenue Accounts
45	Intergovernmental Revenues	Licenses and Permits Intergovernmental Revenues Selected Intergovernmental Revenues: Grants Revenues Reimbursements
46-50	Charges for Services	Detailed Intergovernmental Revenue Accounts Total Charges for Services Selected Charges for Service Revenue: Departmental/Judicial Fees Auto Related Charges Prisoner Maintenance Recreation

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>REVENUES (SOURCES) - CONTINUED</u>		
50	Fines and Forfeits	Other Parking Detailed Charges for Service Revenue Accounts Total Fines and Forfeits Detailed Fines and Forfeits Revenue Accounts
51	Interest	Interest and Detail Revenue Accounts
52	Miscellaneous	Total Miscellaneous Revenues Selected Miscellaneous Revenues: Other Stock Sales Program Income Phone Commissions Detailed Miscellaneous Revenue Accounts
53-54	Other Financing Sources	Total Other Financing Sources Selected Other Financing Sources: Bonds Transfers-In Detailed Other Financing Sources Revenue Accounts
<u>EXPENDITURES (USES)</u>		
55	All Funds	Two Years of Budgeted and Actual Expenditures (Uses) for all funds Pie chart of 1997 Budgeted Appropriations All Funds
56	Budget Summary for Fiscal Year 1997 by Category - All Funds	Detail Amounts and Pie Charts of Personnel, Operating and Capital Budgeted for FY 1996 and 1997 - All Funds
57	Historical Expenditure Trends - By Function (All Funds)	Historical Trend - Total Expenditures - All Funds Narrative and Detailed Amounts and a Graphic Trend from FY 1990 thru FY 1997
58	General Government Expenditure Trend	Narrative and Detailed Amounts and a Graphic Trend from FY 1990 thru FY 1997
59-60	Administration of Justice, Public Safety and Health and Welfare Expenditure Trends	Narrative and Detailed Amounts and Graphic Trends from FY 1990 thru FY 1997
60	Community Services and Resource Development Expenditure Trends	Narrative and Detailed Amounts and Graphic Trends from FY 1990 thru FY 1997
61	Culture and Recreation and Public Works Trends	Narrative and Detailed Amounts and Graphic Trends from FY 1990 thru FY 1997

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
62-63	Capital Outlays, Debt Service and Other Uses Trends	Narrative and Detailed Amounts and Graphic Trends from FY 1990 thru FY 1997
<u>GENERAL FUND</u>		
65	Fiscal Year 1997 Operating Budget Summary - General Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
66	Fiscal Year 1997 Budgeted General Fund Revenues (Sources)	Pie Chart of General Fund Revenue Sources by type
67	Fiscal Year 1997 Budgeted General Fund Appropriations (Uses)	Pie Chart of General Fund Appropriations (Uses) by Function
68	Budget Summary for Fiscal Year 1997 by Category - General Fund, With Prior Year Actuals	Pie Charts of the FY 1996 and 1997 General Fund Operating Budgets
<u>GENERAL GOVERNMENT</u>		
69	County Judge	Departmental Information and Trends
70	Commissioner Precinct Number 1	Departmental Information and Trends
71	Commissioner Precinct Number 2	Departmental Information and Trends
72	Commissioner Precinct Number 3	Departmental Information and Trends
73	Commissioner Precinct Number 4	Departmental Information and Trends
74-76	County Auditor and Treasury	Departmental Information and Trends
77-78	County Purchasing Agent	Departmental Information and Trends
79-80	County Personnel	Departmental Information and Trends
81	County Solid Waste	Departmental Information and Trends
82-83	County Clerk	Departmental Information and Trends
84-85	District Clerk	Departmental Information and Trends
86-87	Consolidated Data Processing	Departmental Information and Trends
88-89	County Elections	Departmental Information and Trends
90-91	Facilities Management	Departmental Information and Trends
92	Landmark Building Maintenance	Departmental Information and Trends
93	County Communications	Departmental Information and Trends
94	General and Administrative	Departmental Information and Trends
95	Grant Match	Departmental Information and Trends
96	County Tax Office	Departmental Information and Trends
97-98	Risk Management	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
99	Parking Garage Maintenance and Operations	Departmental Information and Trends
100	Risk Pool Board Operations	Departmental Information and Trends
101	Records Management	Departmental Information and Trends
<u>ADMINISTRATION OF JUSTICE</u>		
103	34th District Court	Departmental Information and Trends
104	41st District Court	Departmental Information and Trends
105	65th District Court	Departmental Information and Trends
106	120th District Court	Departmental Information and Trends
107	168th District Court	Departmental Information and Trends
108	171st District Court	Departmental Information and Trends
109	205th District Court	Departmental Information and Trends
110	210th District Court	Departmental Information and Trends
111	243rd District Court	Departmental Information and Trends
112	327th District Court	Departmental Information and Trends
113	346th District Court	Departmental Information and Trends
114	383rd District Court	Departmental Information and Trends
115	384th District Court	Departmental Information and Trends
116-117	Child Abuse Master	Departmental Information and Trends
118-119	Council of Judges Administration	Departmental Information and Trends
120	District Judges-Salary Supplement	Departmental Information and Trends
121-122	6th Administrative Judicial District	Departmental Information and Trends
123	Court Master I	Departmental Information and Trends
124	Court Master II	Departmental Information and Trends
125	Criminal Law Magistrate Court I	Departmental Information and Trends
126	Criminal Law Magistrate Court II	Departmental Information and Trends
127	County Court at Law Administration	Departmental Information and Trends
128	County Court-at-Law Number 1	Departmental Information and Trends
129	County Court-at-Law Number 2	Departmental Information and Trends
130	County Court-at-Law Number 3	Departmental Information and Trends
131	County Court-at-Law Number 4	Departmental Information and Trends
132	County Court-at-Law Number 5	Departmental Information and Trends
133	County Probate Court	Departmental Information and Trends
134	County Court-at-Law Judges	Departmental Information and Trends
135	Public Defender	Departmental Information and Trends
136	Justice of the Peace Number 1	Departmental Information and Trends
137	Justice of the Peace Number 2	Departmental Information and Trends
138	Justice of the Peace Number 3	Departmental Information and Trends
139	Justice of the Peace Number 4	Departmental Information and Trends
140	Justice of the Peace Number 5	Departmental Information and Trends
141	Justice of the Peace Number 6	Departmental Information and Trends
142	Justice of the Peace Number 7	Departmental Information and Trends
143	Eighth Court of Appeals	Departmental Information and Trends
144-145	District Attorney	Departmental Information and Trends
146-148	County Attorney	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>ADMINISTRATION OF JUSTICE</u>		
149	County Attorney Bond Forfeitures	Departmental Information and Trends
150	County Attorney R. E. Thomason General Hospital Legal	Departmental Information and Trends
<u>PUBLIC SAFETY</u>		
151	Special Probate Court	Departmental Information and Trends
152	Criminal Justice Information System	Departmental Information and Trends
153-154	County Sheriff-Detention Facility	Departmental Information and Trends
155-157	County Sheriff-Law Enforcement	Departmental Information and Trends
158	County Sheriff-Courthouse Security Fund	Departmental Information and Trends
159	County Sheriff-Jail Annex	Departmental Information and Trends
160-161	Ambulance Services	Departmental Information and Trends
162-163	West Texas Community Supervision and Corrections	Departmental Information and Trends Departmental Information and Trends
164-167	Juvenile Probation	Departmental Information and Trends
168-169	Constable Precinct Number 1	Departmental Information and Trends
170-171	Constable Precinct Number 2	Departmental Information and Trends
172-173	Constable Precinct Number 3	Departmental Information and Trends
174-175	Constable Precinct Number 4	Departmental Information and Trends
176-177	Constable Precinct Number 5	Departmental Information and Trends
178-179	Constable Precinct Number 6	Departmental Information and Trends
180-181	Constable Precinct Number 7	Departmental Information and Trends
182-183	Emergency Management	Departmental Information and Trends
<u>HEALTH AND WELFARE</u>		
185-186	City-County Health Unit	Departmental Information and Trends
187	County Child Welfare	Departmental Information and Trends
188	On-Site Sewage Inspectors	Departmental Information and Trends
189-190	General Assistance	Departmental Information and Trends
191-192	Medical Examiner	Departmental Information and Trends
193	Child Welfare	Departmental Information and Trends
194-195	Life Management	Departmental Information and Trends
196	Charities	Departmental Information and Trends
197	Mental Health	Departmental Information and Trends
198-199	Animal Control	Departmental Information and Trends
200-201	Center for the Deaf	Departmental Information and Trends
202	Shelter for Battered Women	Departmental Information and Trends
203-204	Retired Senior Volunteer Program	Departmental Information and Trends
205	Project Amistad	Departmental Information and Trends
206-207	Veteran's Assistance	Departmental Information and Trends
208-209	Foster Grandparent Program	Departmental Information and Trends
210-211	Keep El Paso Beautiful	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>RESOURCE DEVELOPMENT</u>		
213-214	Agriculture Co-Op Extension	Departmental Information and Trends
215	Industrial Development	Departmental Information and Trends
<u>CULTURE AND RECREATION</u>		
217-218	Ascarate Park	Departmental Information and Trends
219-220	Golf Course	Departmental Information and Trends
221	Swimming Pools	Departmental Information and Trends
222	Rural Parks	Departmental Information and Trends
223	Montana Vista Community Center	Departmental Information and Trends
224	Sparks Community Center	Departmental Information and Trends
225-226	County Library	Departmental Information and Trends
<u>SPECIAL REVENUE FUNDS</u>		
227	Fiscal Year 1997 Operating Budget Summary - Special Revenue Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
228	Fiscal Year 1997 Budgeted Special Revenue Fund Revenues (Sources) and Appropriations (Uses)	Pie Charts of Special Revenue Fund Revenue Sources by type and Appropriations (Uses) by Function
229	Budget Summary for Fiscal Year 1997 by Category - Special Revenue Fund, With Prior Year Actuals	Pie Charts of the FY 1996 and 1997 Special Revenue Fund Operating Budgets
230	<u>Roads and Bridges Fund</u> Fiscal Year 1997 Operating Budget Summary - Road and Bridge Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
231-232	Roads and Bridges Administration	Departmental Information and Trends
233	Roads and Bridges	Departmental Information and Trends
234	<u>Tourist Convention Fund</u> Fiscal Year 1997 Operating Budget Summary - Tourist Convention Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
235	Tourist Promotion Functions	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>SPECIAL REVENUE FUNDS-CONTINUED</u>		
236	<u>County Tourist Promotion</u> Fiscal Year 1997 Operating Budget Summary - County Tourist Promotion Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
237	County Tourist Promotion	Departmental Information and Trends
238	<u>Coliseum Tourist Promotion Fund</u> Fiscal Year 1997 Operating Budget Summary- Coliseum Tourist Promotion Fund, With comparative actual and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
239	Coliseum Tourist Promotion	Departmental Information and Trends
240	<u>Commissary Inmate Profit Fund</u> Fiscal Year 1997 Operating Budget Summary - Commissary Inmate Profit Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
241	Commissary Inmate Profit	Departmental Information and Trends
242	<u>County Clerk Records Management and Preservation Fund</u> Fiscal Year 1997 Operating Budget Summary - County Clerk Records Management Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
243-244	County Clerk Records Management and Preservation	Departmental Information and Trends
245	<u>Sheriff Auction Proceeds Fund</u> Fiscal Year 1997 Operating Budget Summary - Sheriff Auction Proceeds Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
246	Sheriff Auction Proceeds	Departmental Information and Trends
247	<u>Records Management and Preservation Fund</u> Fiscal Year 1997 Operating Budget Summary - Records Management and Preservation Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
248-249	Records Management and Preservation	Departmental Information and Trends
250	<u>Courthouse Security Fund</u> Fiscal Year 1997 Operating Budget Summary - Courthouse Security Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
251	Courthouse Security	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>SPECIAL REVENUE FUNDS-CONTINUED</u>		
252	<u>County Attorney Commissions Fund</u> Fiscal Year 1997 Operating Budget Summary - County Attorney Commissions Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
253	County Attorney Commissions	Departmental Information and Trends
254	<u>Alternative Dispute Resolution Center Fund</u> Fiscal Year 1997 Operating Budget Summary - Alternative Dispute Resolution Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
255	Alternative Dispute Resolution Center	Departmental Information and Trends
256	<u>District Attorney 10% Drug Forfeitures Fund</u> Fiscal Year 1997 Operating Budget Summary - District Attorney Drug Forfeitures Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
257	District Attorney 10% Drug Forfeitures	Departmental Information and Trends
258	<u>Continuing Legal Education Fund</u> Fiscal Year 1997 Operating Budget Summary - Continuing Legal Education Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
259	Continuing Legal Education	Departmental Information and Trends
260	<u>County Law Library Fund</u> Fiscal Year 1997 Operating Budget Summary - County Law Library Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
261	County Law Library	Departmental Information and Trends
262	<u>County Attorney Labor Disputes Fund</u> Fiscal Year 1997 Operating Budget Summary - County Attorney Labor Disputes Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
263	County Attorney Labor Disputes Fund	Departmental Information and Trends
264	<u>Court Reporter Service Fund</u> Fiscal Year 1997 Operating Budget Summary - Court Reporter Service Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
265	Court Reporter Service Fund	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>SPECIAL REVENUE FUNDS-CONTINUED</u>		
266	<u>Ascarate Park Improvement Fund</u> Fiscal Year 1997 Operating Budget Summary - Ascarate Park Improvement Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
267	Ascarate Park Improvements	Departmental Information and Trends
268	<u>Fabens Airport Fund</u> Fiscal Year 1997 Operating Budget Summary - Fabens Airport Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
269	Fabens Airport Fund	Departmental Information and Trends
270	<u>Sheriff's LEOSE Fund</u> Fiscal Year 1997 Operating Budget Summary - Sheriff's LEOSE Fund, With comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
271	Sheriff's LEOSE Fund	Departmental Information and Trends
<u>DEBT SERVICE FUND</u>		
273	Fiscal Year 1997 Operating Budget Summary - Debt Service Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
273	Fiscal Year 1997 Budgeted Debt Service Fund Revenues (Sources) and Appropriations (Uses)	Pie Charts of Debt Service Fund Revenue Sources by type and Appropriations (Uses)
274	Debt Service	Departmental Information and Trends
275	Schedule of Outstanding Bonded Indebtedness	Detailed Bonds by Type and Year
276	County of El Paso Total Assessed Property Values Property Values	Graphic Representation of Total Assessed
277	County of El Paso Historical Ad Valorem Tax Rates	Graphic Representation of Historical Ad Valorem Tax Rates
278	County of El Paso Debt Service Principal and Interest Requirements	Graphic Representation of Debt Service Principal and Interest Requirements
279-280	Description of Indebtedness	Descriptions of Indebtedness by Year

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>CAPITAL PROJECTS FUND</u>		
281	Fiscal Year 1997 Operating Budget Summary - Capital Projects Fund, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
282	Capitall Projects	Departmental Information and Trends
283-284	Capital Project Planning	Narrative on Current Capital Projects Detailed Budgeted Capital Budgets by Fund, Function and Department
285-289	Impact of Capital Projects on Operating Budget	Detail Descriptions and Costs by Project
289	Permanent Improvements	
290	Major Capital Outlays	
291-292	Description of Capital Projects	
<u>OTHER FUNDS</u>		
<u>GRANT FUNDS</u>		
293	Fiscal Year 1997 Operating Budget Summary - Grant Funds, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds and Related Fund Balances
294	Fiscal Year 1997 Budgeted Grant Fund Revenues (Sources) and Appropriations (Uses)	Pie Charts of Grant Fund Revenue Sources by type and Appropriations (Uses) by Function
295	Budget Summary for Fiscal Year 1997 by Category - Grant Funds, With Prior Year Actuals	Pie Charts of the FY 1996 and 1997 Grant Fund Operating Budgets
296-297	Grants	Departmental Information and Trends
<u>ENTERPRISE FUNDS</u>		
298	Fiscal Year 1997 Operating Budget Summary Enterprise Funds, With Comparative actuals and budgets	Synopsis of Sources and Uses of Funds And Related Fund Balances
299	Enterprise	Departmental Information and Trends

**Annual Operating Budget
For the Fiscal Year Beginning October 1, 1996**

TABLE OF CONTENTS

<u>PAGE NO.</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
<u>EXPENDITURES (USES) -CONTINUED</u>		
<u>APPENDICES</u>		
A-1 - A-6	Authorized Full-Time Equivalent Position Listing	Positions by Fund, Function, and Department
A-7 - A-12	Listing of Changes in Authorized Positions	Position Changes by Department
B-1 - B-7	The Budgeting Process	Describes El Paso County's Annual Budgeting Process
C-1 - C-9	Statement of Financial Policies	Addresses the County's Financial Policies
D-1 - D-4	Commissioners Court Order Approving the Ad Valorem Property Tax Rate	FY 1997 Adopted Tax Rate
E-1 - E-4	Commissioners Court Order Approving the Operating Budget for the Fiscal Year Beginning October 1, 1996	Approval of the FY 1997 Budget
F-1 - F-10	Statistical Information	Various County Statistical Information
G-1 - G-14	<u>GLOSSARY</u>	Definitions of frequently used terms





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
19151 546-2040

December 27, 1996

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, 1996. This budget contains 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

Throughout the summer of 1996, many public budgetary meetings were held by commissioners court members. These meetings were attended by elected officials, department heads, key staff members, news media 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 innumerable 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 sufficient to fund the new operating and maintenance costs associated with the completed projects.

Taxes

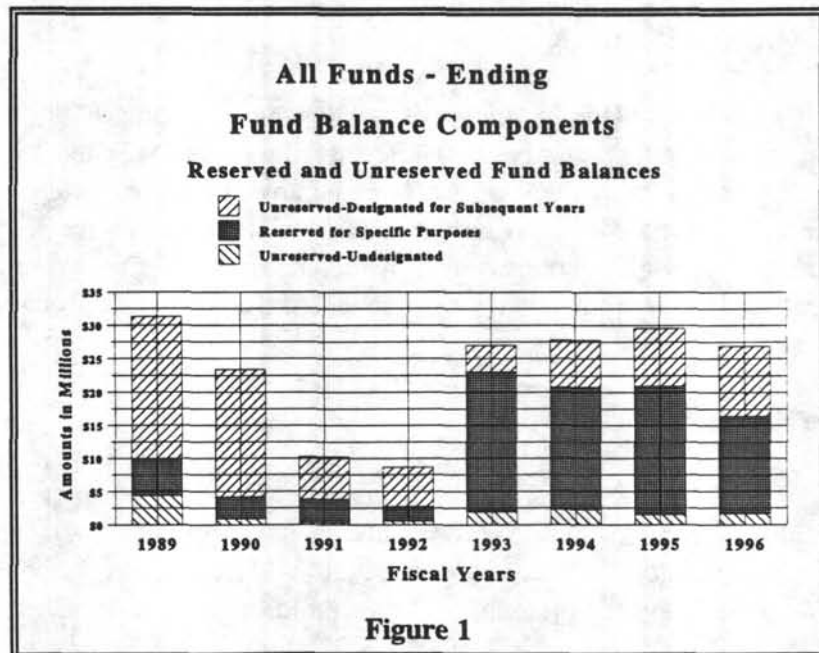
Some governmental entities, other than Texas counties, are able to use tax rates to make short-term adjustments in the operating budget. In El Paso County, however, the very stringent truth-in-taxation legislation enacted by the State greatly limits our ability to use property taxes and the sales and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

Generally, 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

By law, 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 court members consistently attempt to maintain sufficient

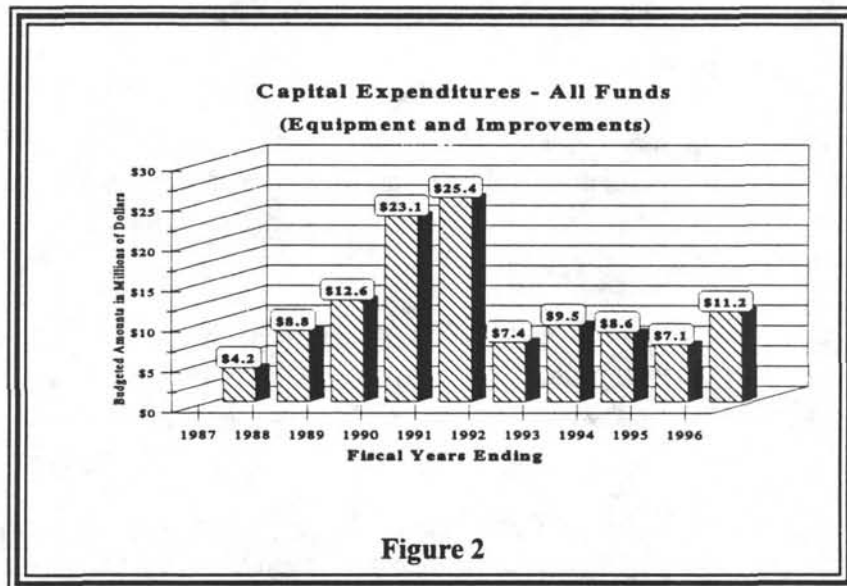


undesignated fund balance levels to prevent the County's bond ratings from being lowered and have sufficient working capital for meeting current operating needs at all times throughout the fiscal year. Since the County's main cash inflow, namely property taxes, does not make a meaningful start until late in 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 offset 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.



Once in a while, the commissioners court members defer equipment purchases for a year or more. 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 only 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 some 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 new equipment, additional employees, salary increases and more 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 one point in 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 revenues. At the present level, this means that the County should maintain an undesignated general fund balance of no less than \$8,000,000. With a smaller fund balance, the County remains 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.

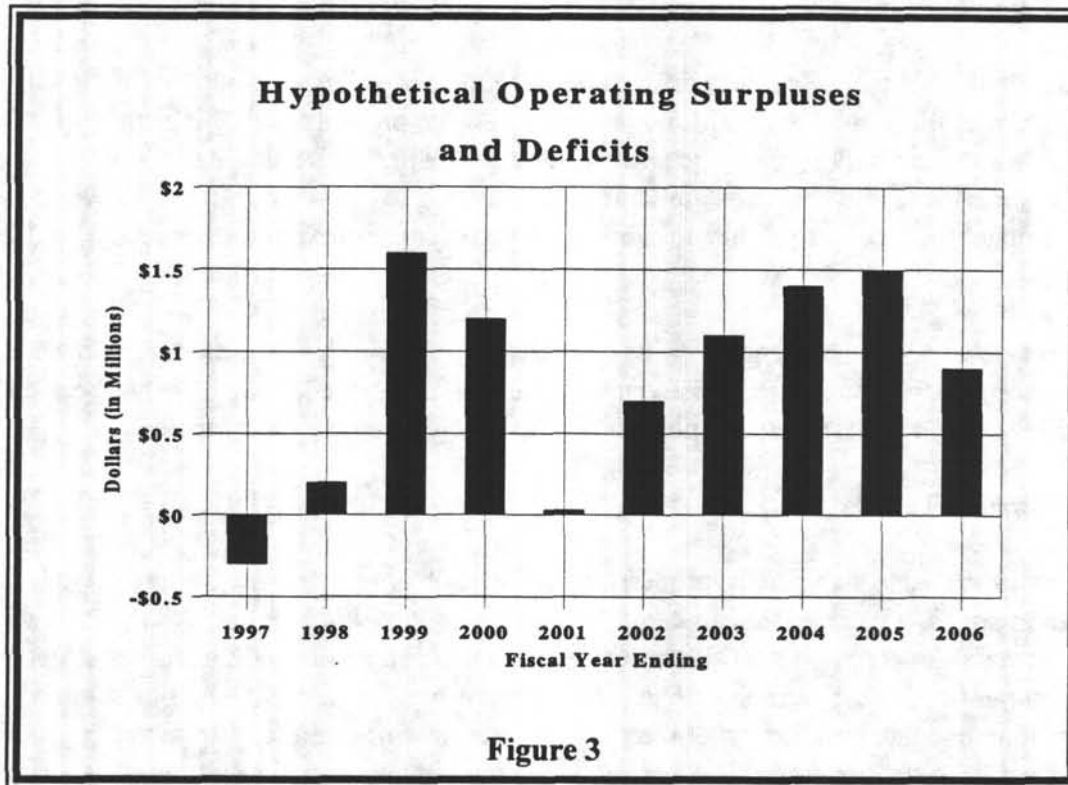
A SIMULATION MODEL

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.



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 by 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 revenues 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 be. 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 determining the most cost effective ways to boost the general fund revenues sufficiently to (1) operate and maintain a new detention facility annex that may be opened during the last quarter of fiscal year 1997; and, (2) raise and

stabilize the undesignated fund balances to levels that are adequate for Moody's Investors Service and Standard and Poor's Corporation to restore our bond ratings that were lowered a few years ago. In constant dollars, the Sheriff's department will require about \$10,000,000 in additional funds each year to operate and maintain the new detention facility annex 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 1997. For example, the fiscal year 1997 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.

One of the most significant challenges the County will be faced with is finding new ways to produce additional revenues to support operations of the new jail annex. Increased inmate beds are sure to produce additional revenues from other governmental agencies who rely on County facilities to house prisoners awaiting trial or extradition, but not to the extent of covering the full operational costs of this new facility. The commissioners court can not raise taxes high enough to cover such expenditures without risking the possibility of a tax rollback election which is neither advisable nor desirable. The commissioners court strives to meet the public needs in providing maximum services, safety and increasing efficiencies as much as possible. In order to accomplish the County's goals, the commissioners court from time to time meets with department heads and elected officials to discuss its economic and financial concerns of meeting its goals and objectives. The commissioners court continually stresses to all county departments and officials the need to be frugal with spending taxpayers' dollars and reinforcing efforts for increasing efficiencies to provide public services. Each department has their own goals and objectives to enhance its operations and for meeting the needs of the public. Departments are regularly scheduled to report to the commissioners court regarding their operations and status on projects, services provided and current problems.

A major goal of the commissioners court over the years has been to consolidate various aspects of County government with other governmental agencies. Current consolidation includes, Consolidated Data Processing which is County operated servicing the City of El Paso and Central Appraisal District, City-County Health District, City-County Tax Collections, Convention and Tourism Bureau (City operated with a County contribution) and the County Detention Facility-City/County Booking. Some commissioners court members would like to take consolidation one step further and privatize areas of county government such as the Ascarate Golf Course and related concessions, the County Coliseum and related concessions and the Olympic size aquatic pool in the Ascarate Regional Park. Recently, additional talk of consolidation has focused on consolidating County Government with other local agencies into a metro-government possibly comprising the City and County as well as the local school districts. The main thrust of these efforts is perceived as an

avenue to relieve the tax burden on the general public in an attempt to increase the quality of life, efficiencies, possible elimination of duplications in government, but most of all, giving the public the most for their tax dollars. Other governmental entities in other parts of Texas are pondering similar concepts of consolidation which remains to be determined with possible upcoming State legislative initiatives.

In April 1996, the county auditor's office upgraded its financial accounting software, FAMIS (Financial Accounting Management Information System) along with the purchasing agent's upgrade of ADPICS (Advanced Purchasing Inventory Control System). These system upgrades have increased the efficiencies of both offices and the daily requisitioning and receiving process by County departments. A major goal for the County is to again upgrade by mid to late 1997 to version 4.2 of FAMIS as well as its payroll software. These upgrades will provide many advantages such as addressing the year 2000 which will be a problem to many computer users and programs, provide more efficient payment processing, provide a more structured accounting system and take the County into a new technological era. Cooperative efforts are still under way between the Consolidated Data Processing Department, the District Attorney, the El Paso Police Department, and the Sheriff's Department in implementing the DIMS project (District Attorney Intake Management System). This system should streamline the process of accepting or declining cases and has been in beta testing for some time. Full implementation should result in time savings for law enforcement officials, increased availability of jail space, increase efficiencies, and save the County with the cost of housing inmates.

Other priorities include building out of the unfinished 7th and 11th floors of the county courthouse making room for present and anticipated new courts, and therefore providing additional services to the general public. Other issues include continually encouraging departments and officials to streamline functions to improve operational efficiencies, minimizing costs and controlling spending habits, consolidating duplicate activities and saving tax dollars wherever possible, and therefore, returning unspent appropriations at year end which, in turn, may reduce the tax burden required to provide future services. The County has a continual goal of evaluating its various functions, activities and the ever changing needs of its constituents.

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 crossroads 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, 1996, the County's

population was estimated by local planning officials to be 667,532; 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 583,421. 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 1,114,928. Additional statistical information can be found in Appendix F.

ECONOMIC CONDITIONS AND OUTLOOK

The County enjoys fairly 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, 2005.

The renewed attraction of El Paso County as a favorable business environment, coupled with fairly low 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; and,
2. the transfer of certain fines, fees and forfeitures from the road and bridge fund to the general fund to pay for policing the County's roads. This transfer is made once each year with the approval of commissioners court in accordance with governing statutes and legal opinions.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is established by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. Ordinarily, only current assets and current liabilities are included on the balance sheet with this measurement focus. The operating statements of the funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all governmental fund and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable and available). In the case of the County, "measurable" means the amount of the transaction can be determined and "available" means

collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except for principal and interest on general long-term debt, which is recognized as an expenditure when due. In addition, prepaid expenditures are recognized as expenditures when paid.

Revenues susceptible to accrual include property taxes, special assessments, licenses, interest income and charges for services. Sales and use taxes collected and held by the State at fiscal year end on behalf of the County also are recognized as revenue. Fines, forfeitures and permits are not susceptible to accrual because generally they are not measurable.

Deferred revenues arise when potential revenues do not meet both the measurable and available tests for recognition in the current period. Deferred revenues also come about when resources are received by the County before the County is legally entitled to them. In succeeding periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the statements and revenue is recognized.

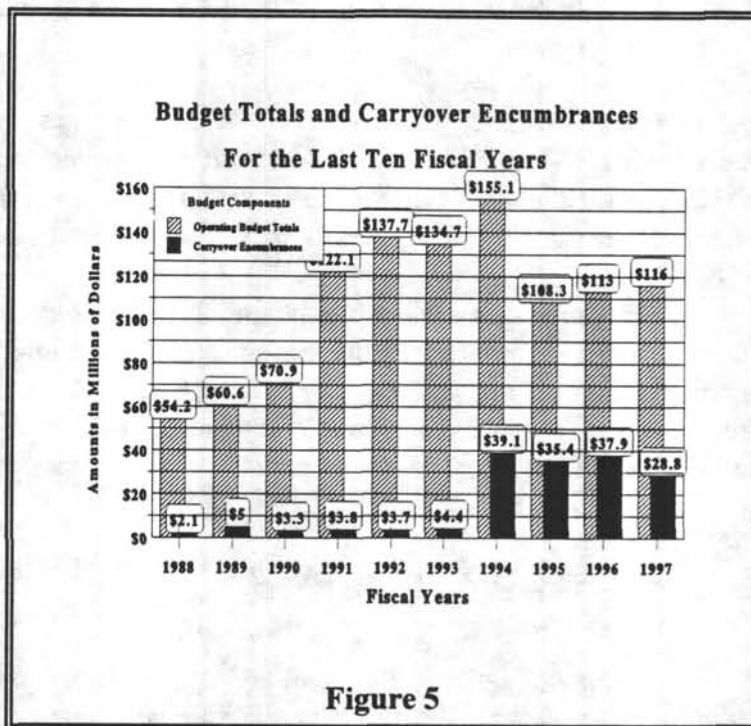
THE BUDGETARY PROCESS

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 9, 1995 the commissioners court members adopted an operating budget for the twelve-month period ending September 30, 1996 totaling \$112,990,693. This budget was increased by commissioners court by a net amount of \$3,246,807 during fiscal year 1996 with thirty-nine

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-nine budget amendments, the operating budget totaled \$116,237,500. For comparative purposes, on October 7, 1996 the commissioners court approved and adopted an annual operating budget aggregating \$116,084,957 for the fiscal year beginning October 1, 1996. The bar chart in Figure 5 graphically exhibits a ten-year history of the County's annual operating budget totals and carryover encumbrances.



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 commissioners court members 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 accounts payable division and payroll division continually monitor 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.

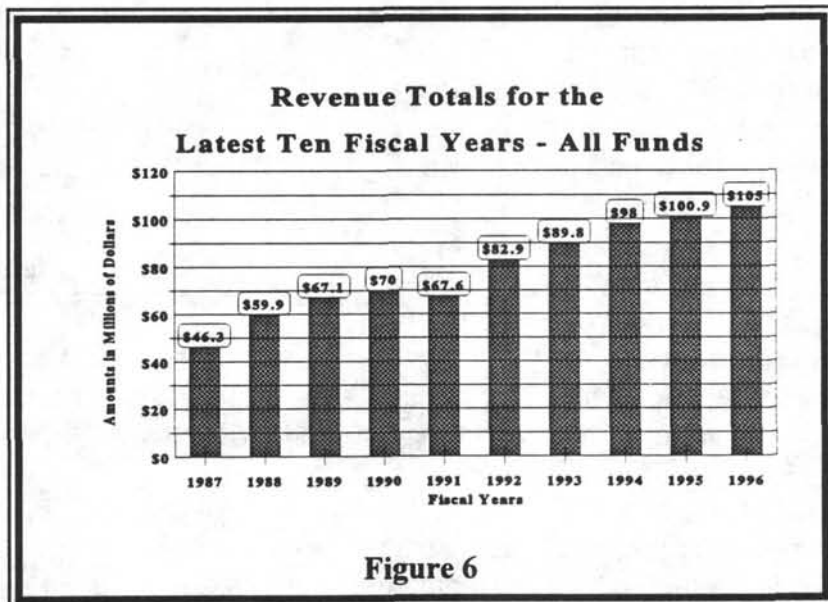
Formal budgetary integration is employed for the general fund, special revenue funds, capital projects funds and debt service funds. Grant funds are budgeted for various fiscal periods depending on the length of the contractual agreements of the grants.

MAJOR REVENUE SOURCES, TRENDS AND ASSUMPTIONS

A tax rate of \$0.280346 per \$100 of assessed valuation was levied by commissioners court for fiscal year 1996; and, a tax rate of \$0.305400 per \$100 of assessed valuation was levied by commissioners court for fiscal year 1997. Based mostly on history and current economic influences, it is normally estimated that about 98 percent of the property taxes levied will actually be collected.

The sales and use taxes generate the second largest amount of County revenue. This is the County's only substantial 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. Overall, this legal requirement effectively removes the elasticity.

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 legis-



lative 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

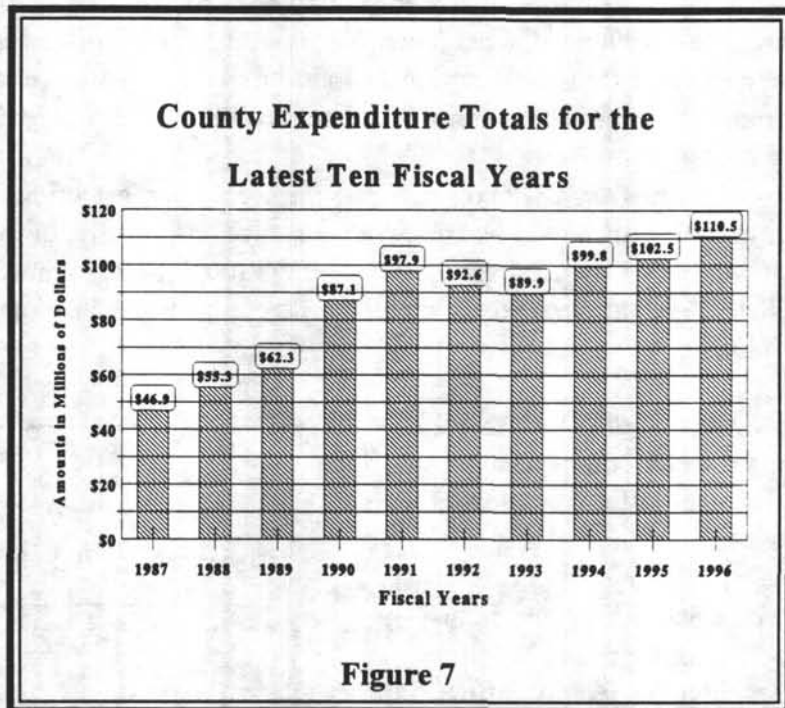
A bar graph showing the trend of actual expenditure totals for all funds for the last ten fiscal years is presented in Figure 7. The general fund provides funds for seven major classifications of expenditures. These major classifications are: (1) general government; (2) administration of justice; (3) 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 thirteen 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 jointly participate 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 recognized 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, ice hockey and a wide variety of other 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 promote tourism and conventions. Hotel occupancy tax revenues are also used to pay for a part of the Sun Carnival Program.

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 an undeviating service level, the majority of the other funds have only nominal changes from fiscal year 1996. 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

Grappling with steadily ascending health and dental costs, the commissioners court, in the FY 1997 budget, appropriated \$25,000 to add to the reserve for the County's self-funded health, dental and life insurance program. Also, effective January 1, 1997, the commissioners court approved an Annually Determined Contribution Rate (ADCR) of 9.0 percent of total salaries for the Texas County and District Retirement System (TCDRS).

In general, the current operating budget provides funding for a 3.0 percent salary increase for employees. The commissioners court did, however, grant a few employees various salary increases that were greater than 3.0 percent. In addition, beginning at the start of fiscal year 1996, except for janitorial and housekeeping employees, the minimum entry-level starting annual salary was increased to \$12,000.

OTHER INFORMATION


Award. 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, 1995.

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 sincerely 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 a remarkably 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

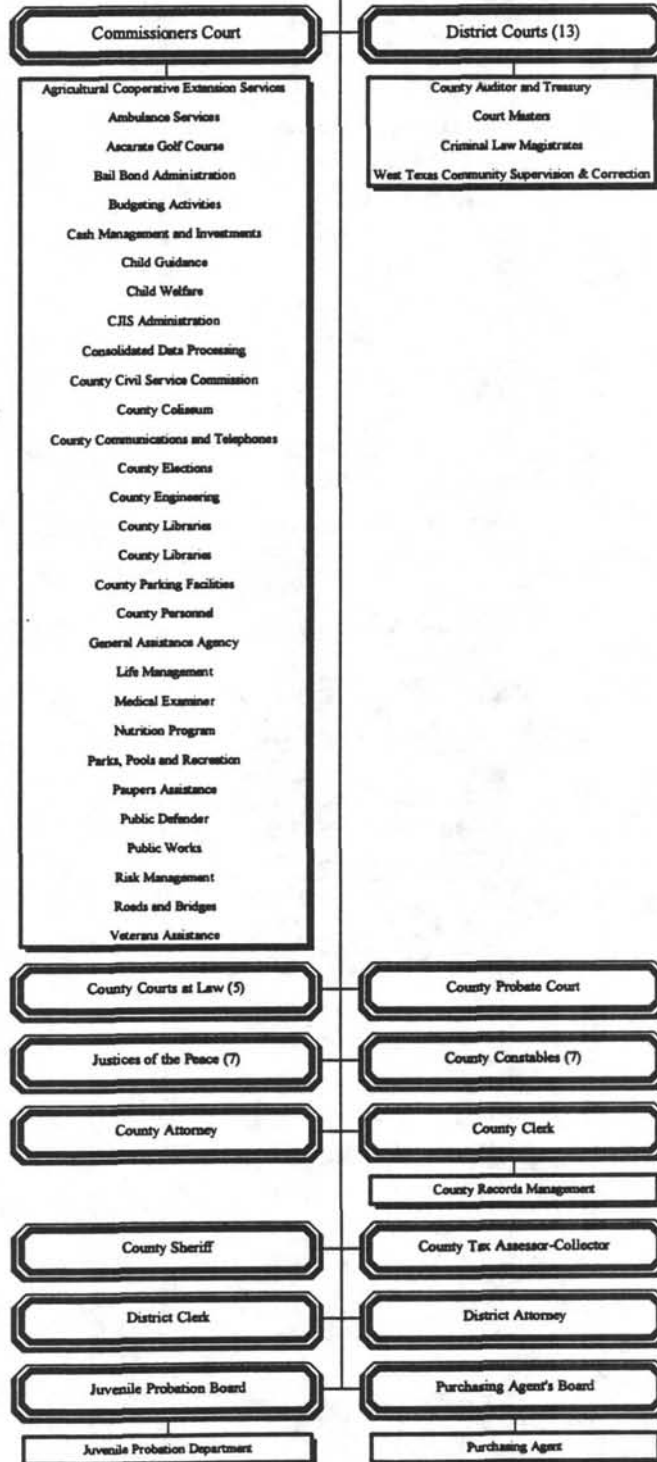
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COUNTY OF EL PASO, TEXAS

ORGANIZATIONAL CHART

AS OF OCTOBER 1, 1996

Voters of El Paso County



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)

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

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



Resource Development

Agriculture Co-Op Extension
Industrial Development

Culture and Recreation

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

Public Safety

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

COUNTY OF EL PASO, TEXAS

Directory of Principal Officials

As of October 1, 1996

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
Guadalupe Rivera, District Judge, 168th Judicial District
Kathleen Olivares, District Judge, 205th Judicial District
David Guaderrama, District Judge, 243rd Judicial District
Kathleen Cardone, District Judge, 383rd Judicial District
James Daross, District Judge, 384th 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
Max Higgs, Judge, County Probate Court

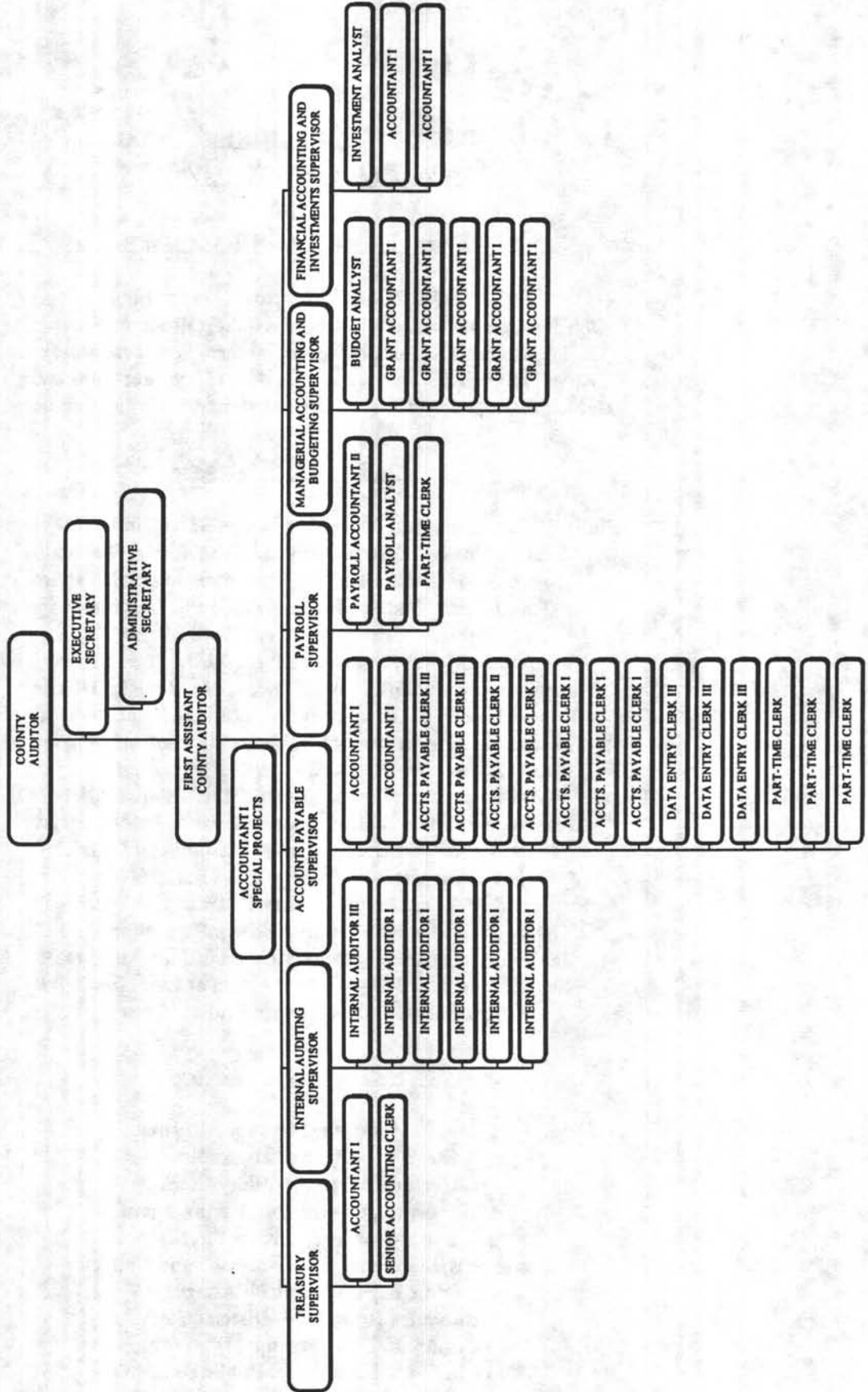
Other Principal Officials

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, 1996



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 Fund - 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.

Ascarate Park Improvements - This fund is used to account for receipts related to the park contract revenue and disbursements related to park improvements.

Fabens Airport Fund - This fund is utilized to account for airport revenues and expenditures.

Sheriff's Law Enforcement Officers Special Education Fund - This fund is used to account for receipts and disbursements relating to Sheriff's Law Enforcement Officers Special Education Funds.

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.

Enterprise Fund - This fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the costs of providing services to the general public will be financed through user charges on a continuing basis.

County of El Paso, Texas

Fiscal Year 1997 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 funding costs. Encumbrances reflected below relate to outstanding obligations of the County as of the end of the prior fiscal years 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

	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Taxes	\$63,077,165	\$64,589,220	\$1,512,055	2.40%	\$61,930,134	\$67,933,966	\$6,003,832	9.69%
Licenses and Permits	193,015	192,746	(\$269)	-0.14%	194,000	185,000	(\$9,000)	-4.64%
Intergovernmental	10,629,559	11,523,024	\$893,465	8.41%	11,867,809	2,487,445	(\$9,380,364)	-79.04%
Charges for Services	19,136,372	20,714,370	\$1,577,998	8.25%	17,773,420	18,769,727	\$996,307	5.61%
Fines and Forfeits	2,130,021	1,989,003	(\$141,018)	-6.62%	1,982,718	1,986,700	\$3,982	0.20%
Interest	4,176,545	3,857,384	(\$319,161)	-7.64%	1,563,000	1,623,540	\$60,540	3.87%
Miscellaneous Revenues	1,565,744	2,578,432	\$1,012,688	64.68%	1,287,517	1,038,252	(\$249,265)	-19.36%
Other Financing Sources	9,513,215	5,932,070	(\$3,581,145)	-37.64%	5,065,732	3,997,806	(\$1,067,926)	-21.08%
Total Revenues and Other Financing Sources	<u>110,421,636</u>	<u>111,376,249</u>	<u>954,613</u>	<u>0.86%</u>	<u>101,664,330</u>	<u>98,022,436</u>	<u>(3,641,894)</u>	<u>-3.58%</u>
Residual Equity Transfers-In	11,415	146,102	\$134,687	1179.91%				
Beginning Fund Balances	55,615,148	59,070,326	\$3,455,178	6.21%	59,070,326	53,900,357	(\$5,169,969)	-8.75%
Total Available Resources	<u>\$166,048,199</u>	<u>\$170,592,677</u>	<u>\$4,544,478</u>	<u>2.74%</u>	<u>\$160,734,656</u>	<u>\$151,922,793</u>	<u>(\$8,811,863)</u>	<u>-5.48%</u>
Expenditures (Uses):								
General Government	\$15,468,224	\$16,097,567	\$629,343	4.07%	\$19,009,048	\$19,383,054	\$374,006	1.97%
Administration of Justice	16,119,099	18,441,168	\$2,322,069	14.41%	19,402,161	16,102,983	(\$3,299,178)	-17.00%
Public Safety	32,426,683	33,351,814	\$925,131	2.85%	34,888,508	37,955,159	\$3,066,651	8.79%
Health and Welfare	7,476,123	9,133,983	\$1,657,860	22.18%	10,338,107	6,818,326	(\$3,519,781)	-34.05%
Community Services	3,967,537	1,624,482	(\$2,343,055)	-59.06%	1,710,734	455,752	(\$1,254,982)	-73.36%
Resource Development	1,623,293	1,809,643	\$186,350	11.48%	1,894,783	2,040,429	\$145,646	7.69%
Culture and Recreation	2,379,265	2,203,349	(\$175,916)	-7.39%	2,671,890	3,072,405	\$400,515	14.99%
Public Works	2,460,906	2,948,350	\$487,444	19.81%	3,700,380	3,217,572	(\$482,808)	-13.05%
Capital Outlays	7,054,785	11,180,265	\$4,125,480	58.48%	41,814,195	8,310,808	(\$33,503,387)	-80.12%
Debt Service:								
Principal	6,965,000	5,927,671	(\$1,037,329)	-14.89%	5,927,672	6,383,074	\$455,402	7.68%
Interest	6,647,639	7,809,941	\$1,162,302	17.48%	7,809,951	7,257,740	(\$552,211)	-7.07%
Other Debt Related Costs								
Other Financing Uses	4,377,904	6,017,985	\$1,640,081	37.46%	4,952,208	5,087,655	\$135,447	2.74%
Total Expenditures and Other Financing Uses	<u>106,966,458</u>	<u>116,546,218</u>	<u>\$9,579,760</u>	<u>8.96%</u>	<u>154,119,636</u>	<u>116,084,957</u>	<u>(\$38,034,679)</u>	<u>-24.68%</u>
Residual Equity Transfers-Out	11,415	146,102	\$134,687	1179.91%				
Encumbrances						28,845,996	\$28,845,996	
Ending Fund Balances	59,070,326	53,900,357	(\$5,169,969)	-8.75%	6,615,020	6,991,840	\$376,820	5.70%
Total Expenditures, Appropriations and Fund Balances	<u>\$166,048,199</u>	<u>\$170,592,677</u>	<u>\$4,544,478</u>	<u>2.74%</u>	<u>\$160,734,656</u>	<u>\$151,922,793</u>	<u>(\$8,811,863)</u>	<u>-5.48%</u>

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 1997
As of October 1, 1996

	General Fund	Special Revenue	Debt Service	Capital Projects	Enterprise Fund	Grand Totals
Estimated Revenues (Sources):						
Taxes	\$53,167,366	\$1,537,500	\$13,229,100			\$67,933,966
Licenses and Permits	185,000					185,000
Intergovernmental	1,991,127	496,318				2,487,445
Charges for Services	12,568,227	6,201,500				18,769,727
Fines and Forfeits	1,986,700					1,986,700
Interest	1,075,000	69,000		\$479,540		1,623,540
Miscellaneous Revenues	447,200	135,300			\$455,752	1,038,252
Other Financing Sources	2,866,000	1,131,806				3,997,806
Total Estimated Revenues and Other Financing Sources	74,286,620	9,571,424	13,229,100	479,540	455,752	98,022,436
Residual Equity Transfers-In						
Beginning Fund Balances	14,186,002	5,077,256	1,093,785	33,543,315		53,900,358
Total Available Resources	\$88,472,622	\$14,648,680	\$14,322,885	\$34,022,855	\$455,752	\$151,922,794
Appropriations (Uses):						
General Government	\$18,467,930	\$915,124				\$19,383,054
Administration of Justice	15,944,498	158,485				16,102,983
Public Safety	37,955,159					37,955,159
Health and Welfare	5,601,691	1,216,635				6,818,326
Community Services					\$455,752	455,752
Resource Development	481,553	1,558,876				2,040,429
Culture and Recreation	1,825,018	1,247,387				3,072,405
Public Works		3,217,572				3,217,572
Capital Outlays	176,422	1,167,232		\$6,967,154		8,310,808
Debt Service:						
Principal			\$6,383,074			6,383,074
Interest			7,257,740			7,257,740
Other Debt Related Costs						
Other Financing Uses	2,123,337	2,964,318				5,087,655
Total Appropriations and Other Financing Uses	82,575,608	12,445,629	13,640,814	6,967,154	455,752	116,084,957
Encumbrances	3,408,218	868,594		24,569,184		28,845,996
Ending Fund Balances	2,488,796	1,334,457	682,071	2,486,517		6,991,841
Total Appropriations, and Fund Balances	\$88,472,622	\$14,648,680	\$14,322,885	\$34,022,855	\$455,752	\$151,922,794

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

County of El Paso, Texas

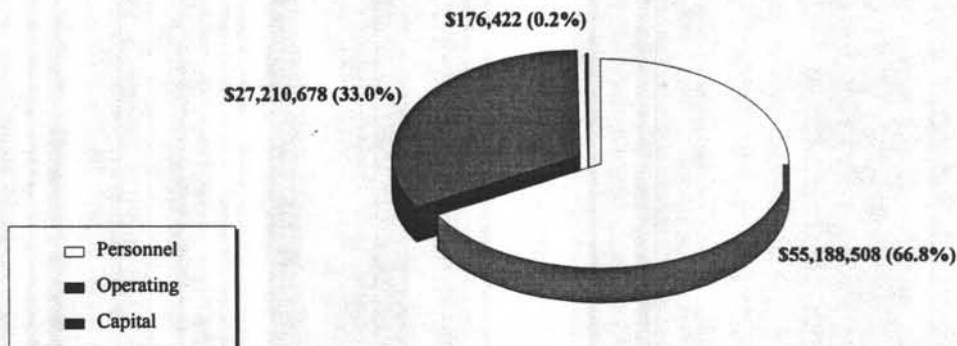
Budget Summary for Fiscal Year 1997 and 1996 Appropriations and Encumbrances By Fund and Category

Category	General Fund	Special Revenue	Grants	Debt Service	Enterprise Fund	Capital Projects	Grand Totals
Fiscal Year 1997							
Personnel	\$55,188,508	\$2,523,486	\$626,147				\$58,338,141
Operating	27,210,678	7,374,166	715,598	\$13,640,814	\$455,752		49,397,008
Capital	176,422	1,077,742	128,490			\$6,967,154	8,349,808
Total budgets	\$82,575,608	\$10,975,394	\$1,470,235	\$13,640,814	\$455,752	\$6,967,154	\$116,084,957
Encumbrances	3,408,218	868,594				24,569,184	28,845,996
Grand Totals	\$85,983,826	\$11,843,988	\$1,470,235	\$13,640,814	\$455,752	\$31,536,338	\$144,930,953
Fiscal Year 1996							
Personnel	\$53,979,701	\$2,603,708	\$5,523,918				\$62,107,327
Operating	24,687,938	6,853,056	4,919,487	\$13,737,623			50,198,104
Capital	1,683,694	1,231,727	3,002,363			\$414,420	6,332,204
Total budgets	\$80,351,333	\$10,688,491	\$13,445,768	\$13,737,623		\$414,420	\$118,637,635
Encumbrances	1,685,421	695,611				37,863,033	75,726,066
Grand Totals	\$82,036,754	\$11,384,102	\$13,445,768	\$13,737,623		\$38,277,453	\$194,363,701
Change in budgets	(\$2,224,275)	(\$286,903)	\$11,975,533	\$96,809	\$455,752	(\$6,552,734)	\$2,552,678
Percentage changes	-2.69%	-2.61%	814.53%	0.71%	100.00%	-94.05%	2.20%
Encumbrance changes	1,722,797	172,983				(13,293,849)	(46,880,070)
Percentage changes	50.55%	19.92%				-54.11%	-162.52%

County of El Paso, Texas

Graphic Budget Summary for Fiscal Year 1997 Appropriations By Fund and Category

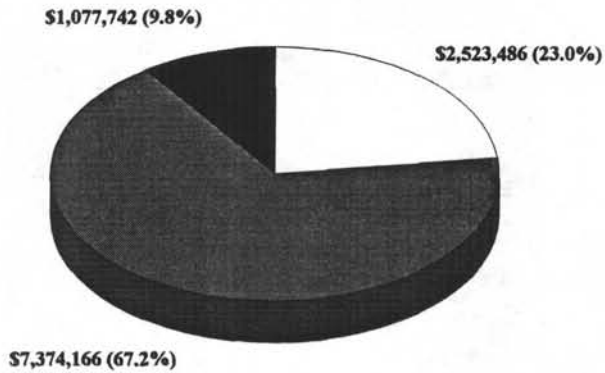
General Fund



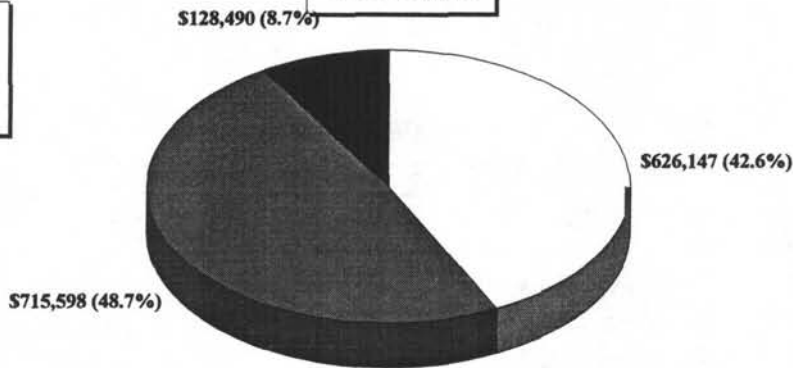
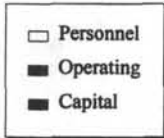
County of El Paso, Texas

Graphic Budget Summary for Fiscal Year 1997 Appropriations By Fund and Category

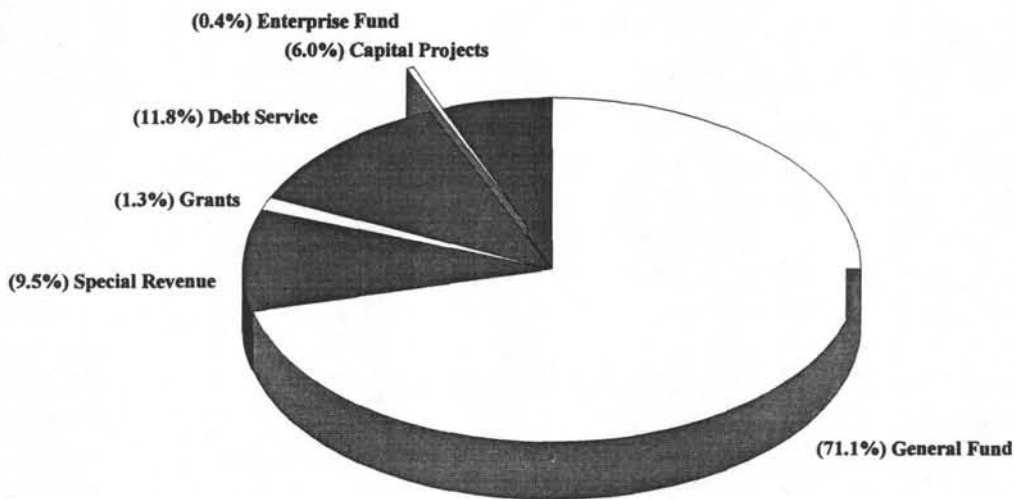
Special Revenue



Grants



All Funds as a Percentage of the Total FY 1997 Budget



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.

Transfers In

General Fund	000018	General Fund	\$2,865,000
Special Revenue	010116	Fabens Airport Fund	91,000
Special Revenue	000091	Coliseum Tourist Promotion	60,000
Special Revenue	000166	Tourist Convention	38,089
Grant Fund	0040903	Nutrition Program 97	644,917
Grant Fund	004952	Child Protective Services 97	180,000
Grant Fund	005215	Environmental Task Force	117,800

Total Transfers In

\$3,996,806

Transfers Out

General Fund	500215	General And Administrative	\$91,000
General Fund	Various	Various Grant Match	942,717
Special Revenue	580027	Road And Bridge	2,600,000
Special Revenue	570424	County Tourist Promotion	98,089
Special Revenue	523514	Court Reporter Service Fund	130,000
Special Revenue	523530	Courthouse Security Fund	135,000

Total Transfers Out

\$3,996,806

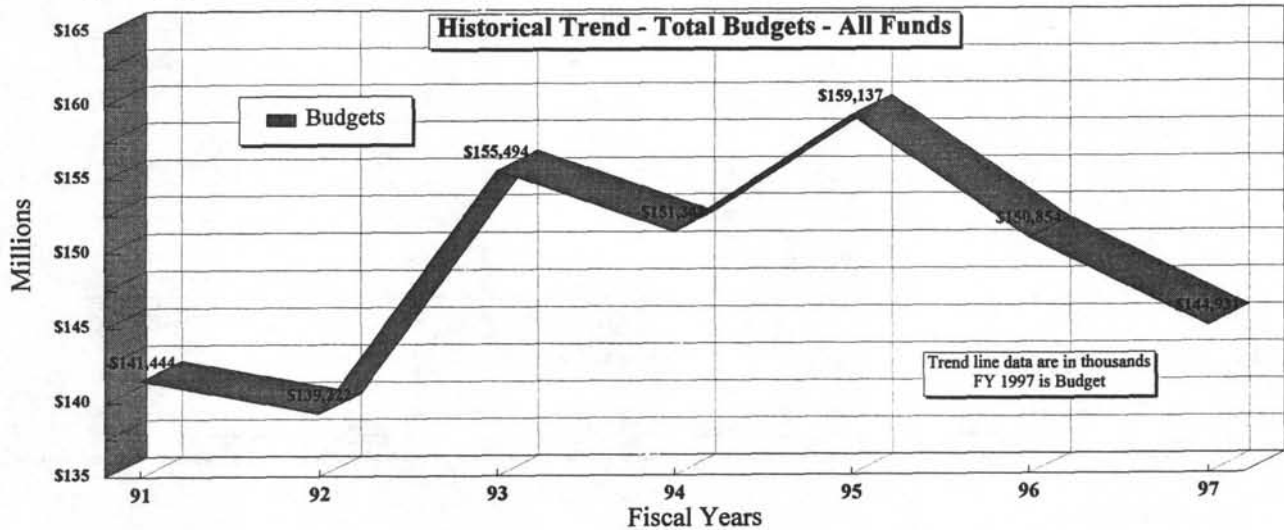
County of El Paso, Texas

Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)

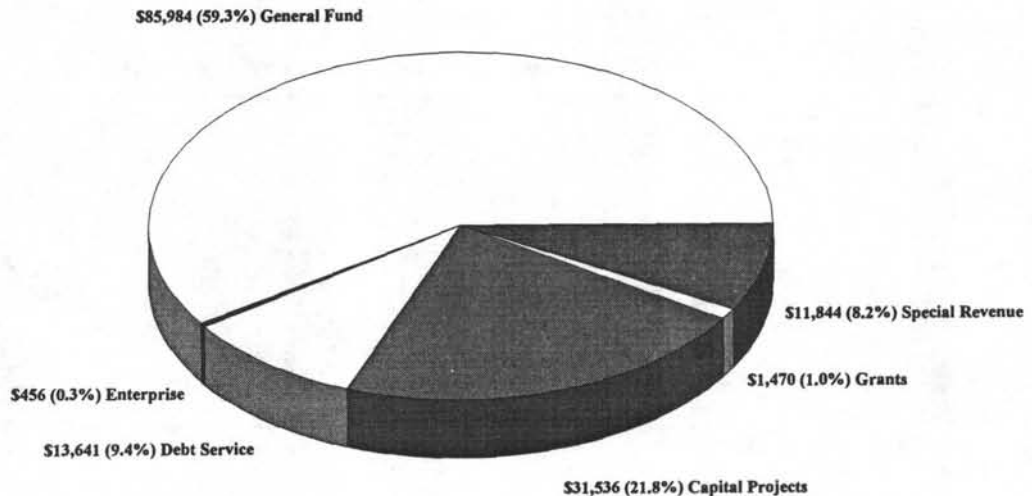
Fiscal Year Budgeted Appropriations

Fund	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96	1997
Operating Funds:							
General Fund	\$71,037	\$63,393	\$62,501	\$69,310	\$77,132	\$80,391	\$85,984
Special Revenue	7,863	7,555	9,516	8,917	8,666	10,649	11,844
Debt Service	7,701	41,269	16,837	19,987	13,760	13,738	13,641
Capital Projects	31,586	15,039	45,086	39,336	40,169	35,877	31,536
Other Funds:							
Enterprise	15,098	2,018	8,761				456
Grants	8,159	9,948	12,793	13,793	19,410	10,199	1,470
Total Budgets	\$141,444	\$139,222	\$155,494	\$151,343	\$159,137	\$150,854	\$144,931

Note: Carryover appropriations relating to prior year encumbrances are included for all years



Fiscal Year 1997 Operating Budget Appropriations - Total Budget (All Funds)



Amounts in thousands

County of El Paso, Texas

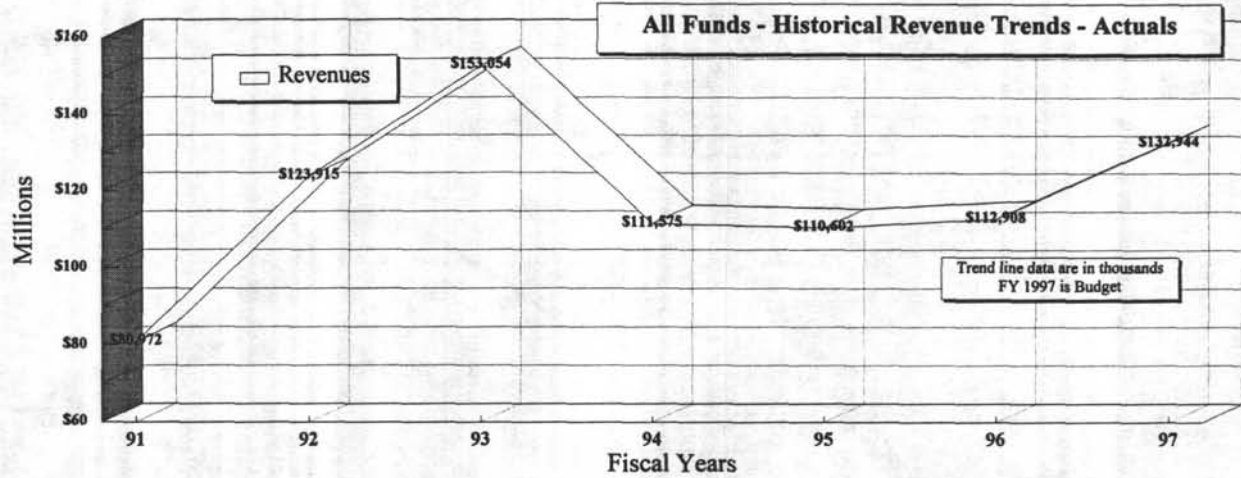
Historical Trends

(Amounts in thousands)

Fund	Comparative Prior Year Actual Revenues/Expenditures						Budget 1997
	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96	

Revenues and Other Sources

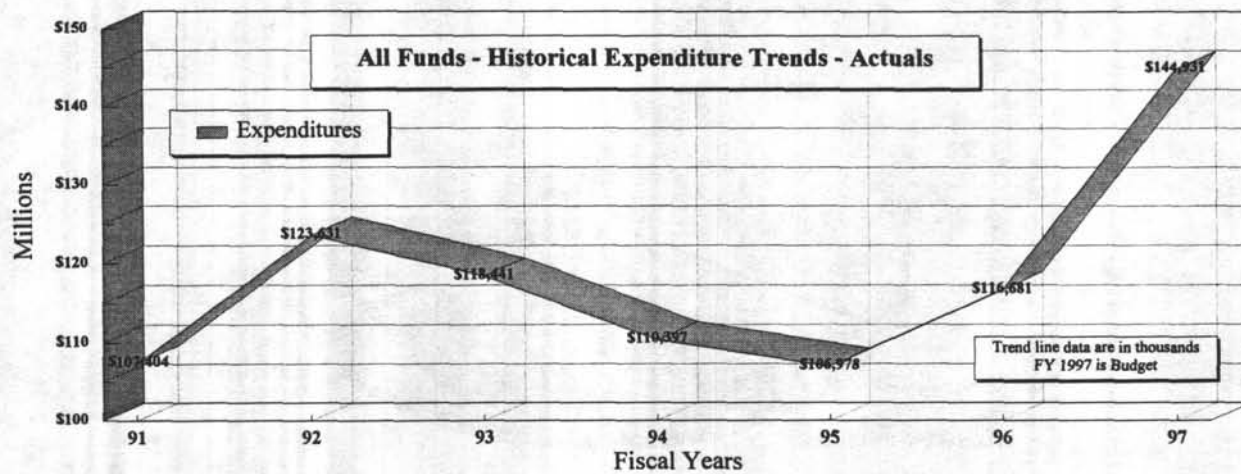
Operating Funds:							
General Fund	\$47,924	\$60,075	\$63,748	\$68,936	\$70,567	\$73,201	\$77,695
Special Revenue	5,204	6,242	8,493	8,260	8,364	10,487	8,970
Debt Service	6,972	41,053	24,696	19,122	12,649	13,987	13,229
Capital Projects	13,515	5,646	36,554	4,487	7,673	2,488	31,124
Other Funds:							
Enterprise	401	942	8,923				456
Grants	6,956	9,957	10,640	10,770	11,349	12,745	1,470
Total Revenues	\$80,972	\$123,915	\$153,054	\$111,575	\$110,602	\$112,908	\$132,944



Fund	Comparative Prior Year Actual Revenues/Expenditures						Budget 1997
	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96	

Expenditures and Other Uses

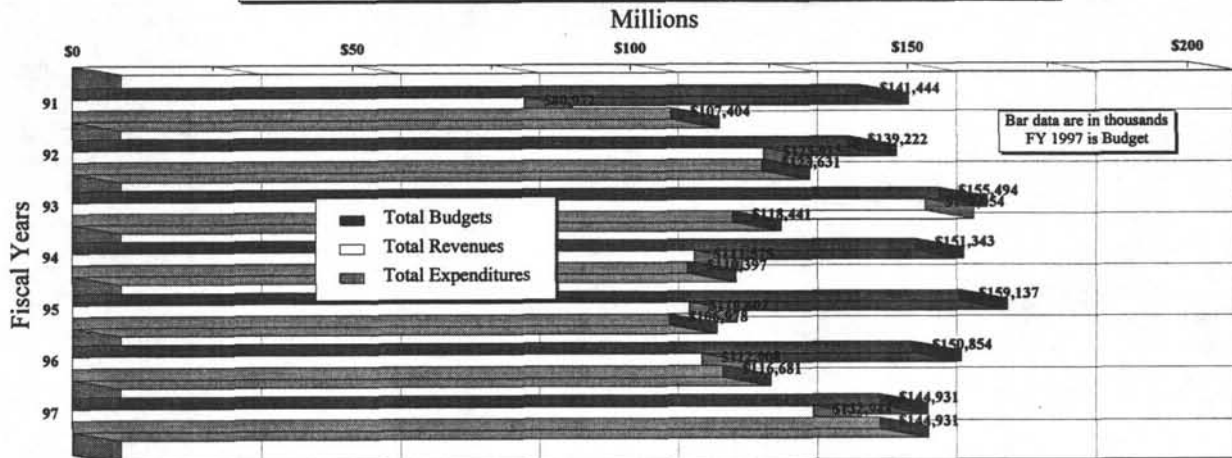
Operating Funds:							
General Fund	\$64,491	\$59,000	\$58,196	\$65,138	\$69,992	\$74,331	\$85,984
Special Revenue	6,420	6,616	7,733	7,464	7,161	8,651	11,844
Debt Service	7,758	41,168	24,549	19,888	13,613	13,738	13,641
Capital Projects	20,868	6,194	8,265	7,192	4,695	6,583	31,536
Other Funds:							
Enterprise	1,006	1,172	9,526				456
Grants	6,861	9,481	10,172	10,715	11,517	13,378	1,470
Total Expenditures	\$107,404	\$123,631	\$118,441	\$110,397	\$106,978	\$116,681	\$144,931



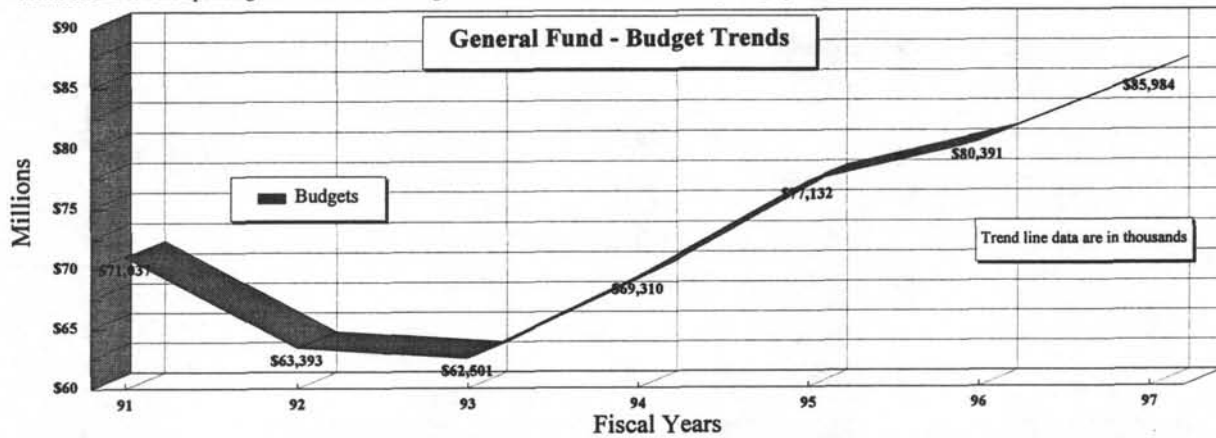
County of El Paso, Texas

Historical Trends (Amounts in thousands)

All Funds - Comparative Total Budget and Actual Trends

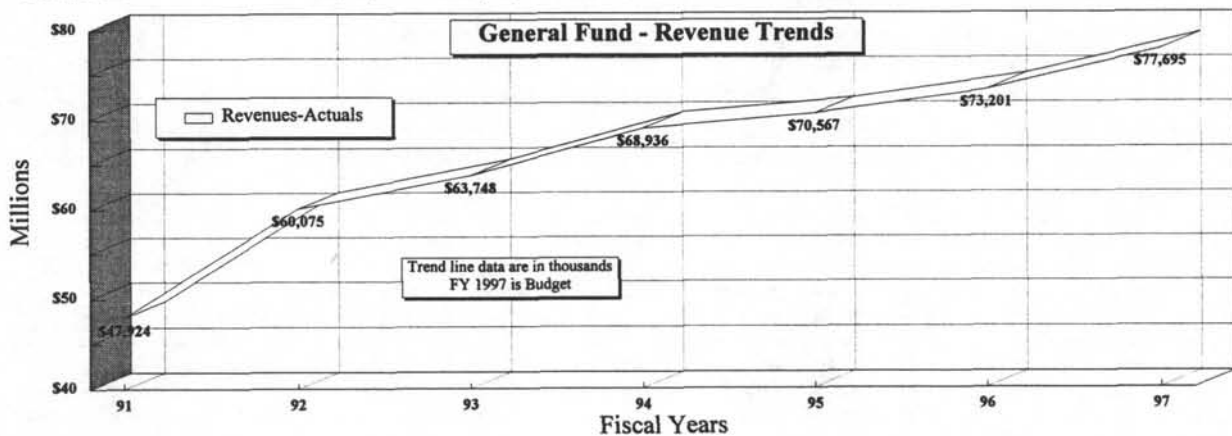


The significant gap between budgets and actuals relate mainly to the fact that the County of El Paso utilized significant amounts of designated fund equity to finance its operating budgets in prior years, specifically in the general fund. Additionally, capital projects budgets are established at the 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. Unexpended capital project appropriations are carried forward and added to the adopted budget each subsequent budget year until completion of the project, therefore the appearance of yearly budgets is inflated by carryover projects. For a more accurate depiction of spending trends of the County of El Paso, see the actual expenditure trends graph preceding this graph. Also impacting on this gap is the local governments efforts to curb spending trends to less than budgeted amounts as exhibited on subsequent graphic depictions by fund.



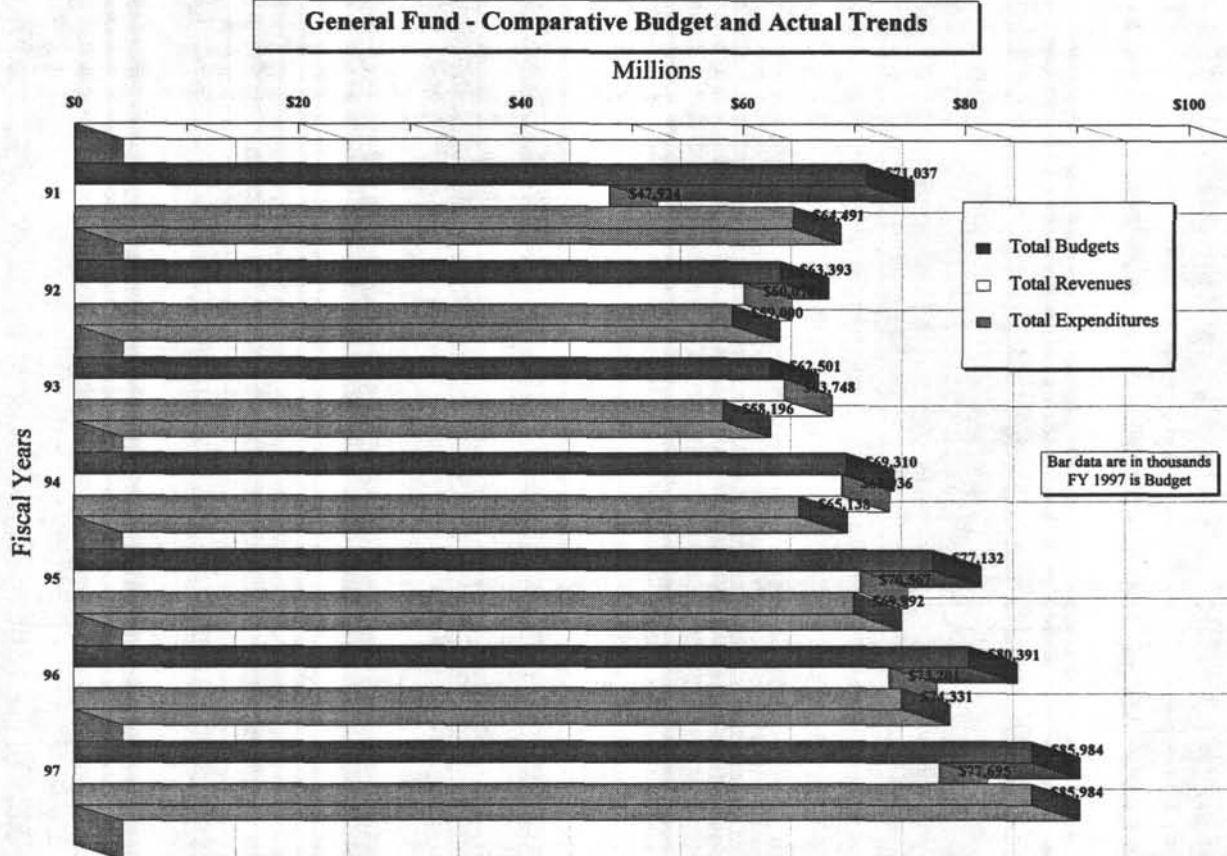
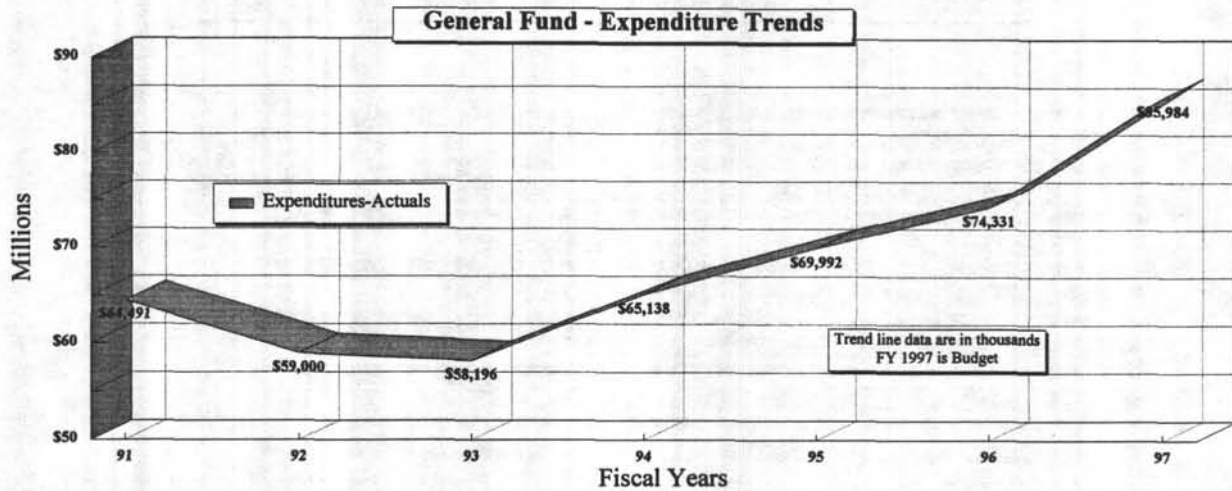
Note: The above line graph of Budgets includes designation amounts of fund balance as follows:

Budgeted	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96	FY 97
General Fund	\$18,860,387	\$3,336,000	\$1,893,325	\$4,499,886	\$9,249,971	\$11,685,335	\$8,288,988



County of El Paso, Texas

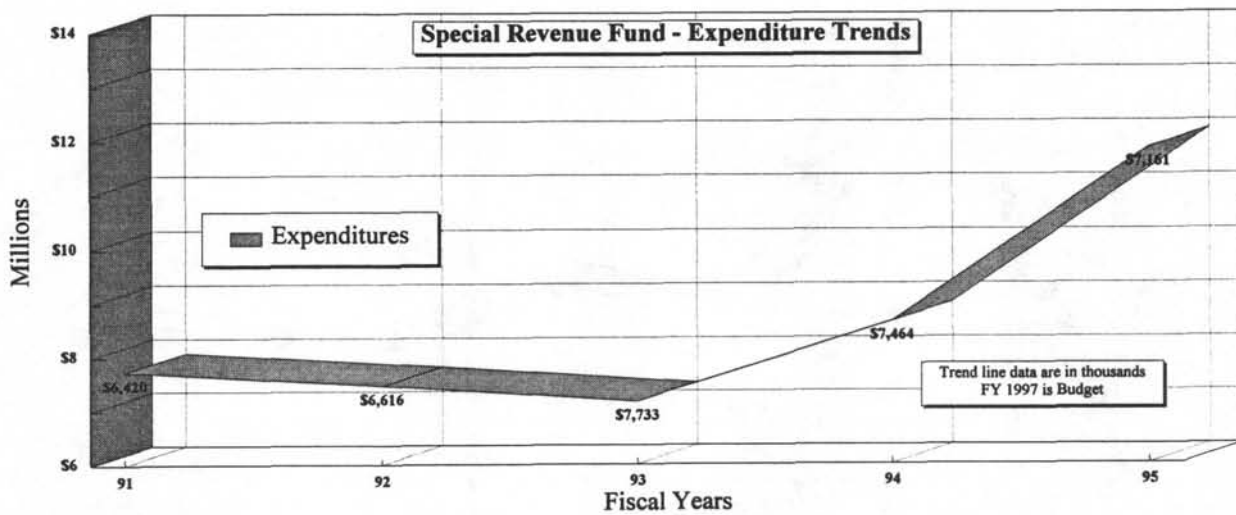
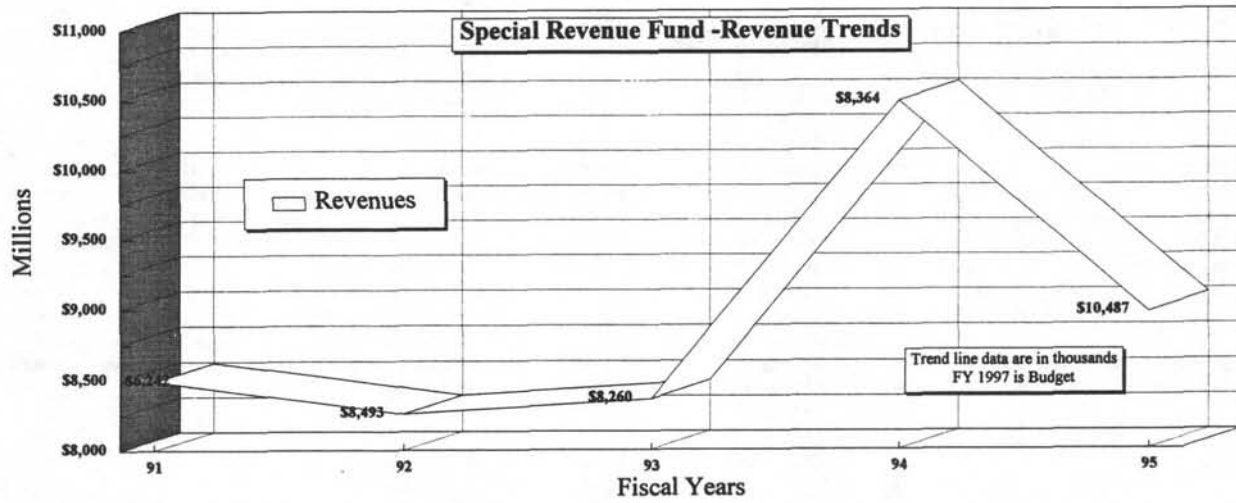
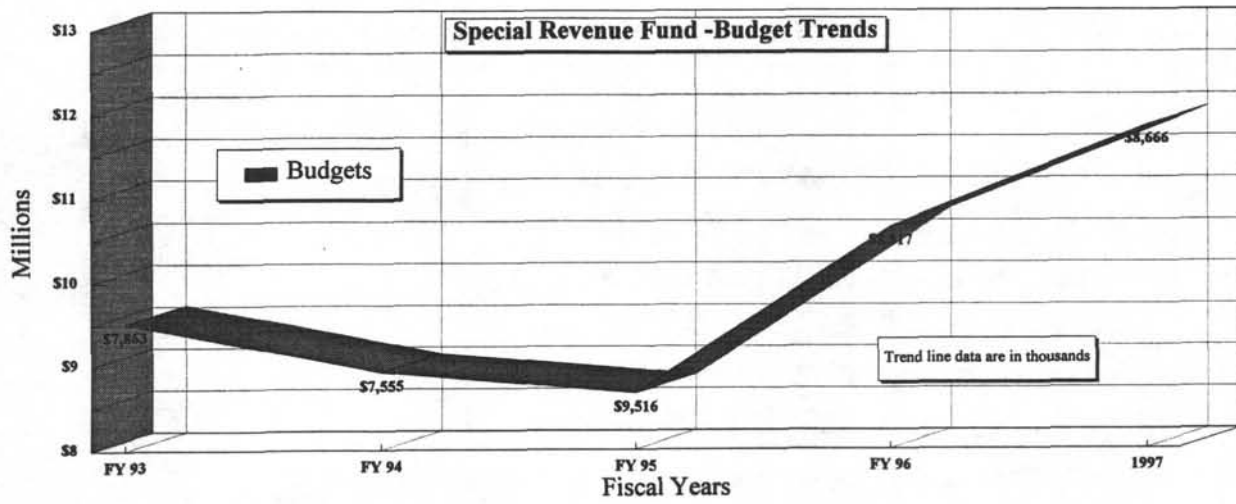
Historical Trends (Amounts in thousands)



The general fund is the main fund of the County and is utilized for general operational activities. As depicted in the graph above, County government has utilized designated fund balances of the general fund over the years to cover the gap between budgets and estimated revenues. Each fiscal year, the commissioners court struggles with meeting set goals and objectives of maintaining adequate reserves and the reality of revenues not covering anticipated appropriations. One of the reasons for the Court's persistent use of fund balance is the need to have access to adequate contingency appropriations to cover unforeseen emergencies. Some of the factors contributing to increase of the general fund budget and corresponding expenditure levels have been inflationary factors, general increases of personnel and fringe related costs, functions and personnel costs picked up by the County when grant funds end, and significant costs attributable to collective bargaining costs of the El Paso County Sheriff's Department which include payments of vested benefits such as accrued vacation and sick leave balances upon retirement. Utilization of designated fund equity will continue to be a last resort method of funding operations and emphasis will remain on reducing spending of public funds at all levels of government, increased efficiency and effectiveness of public services as well as consolidation of local governmental functions where possible.

County of El Paso, Texas

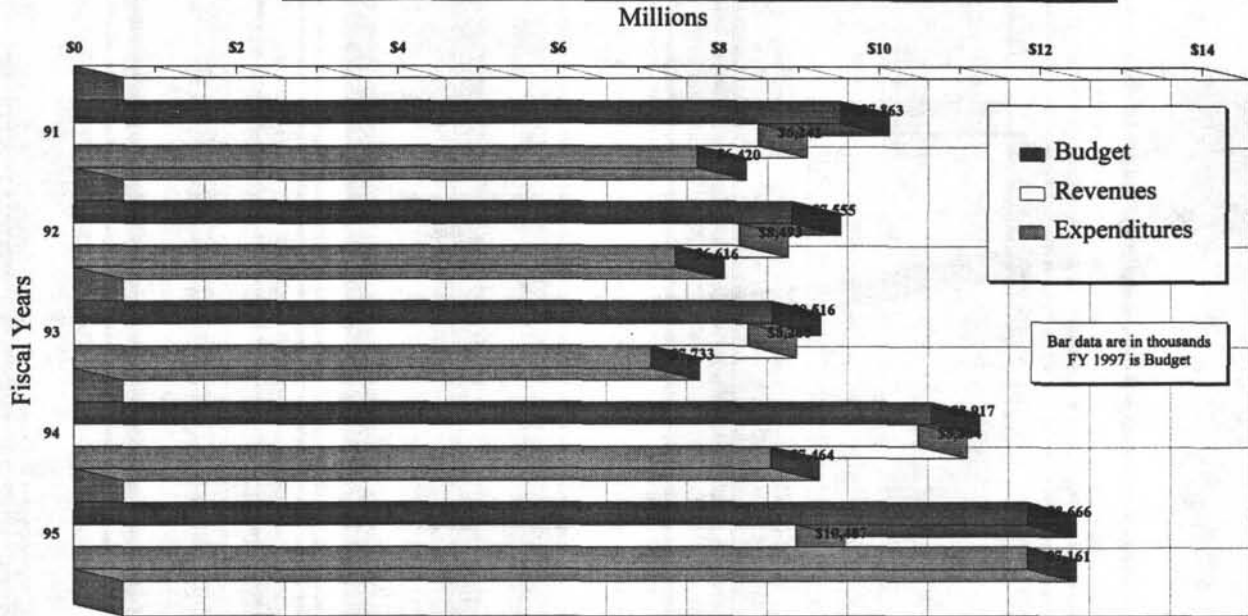
Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)



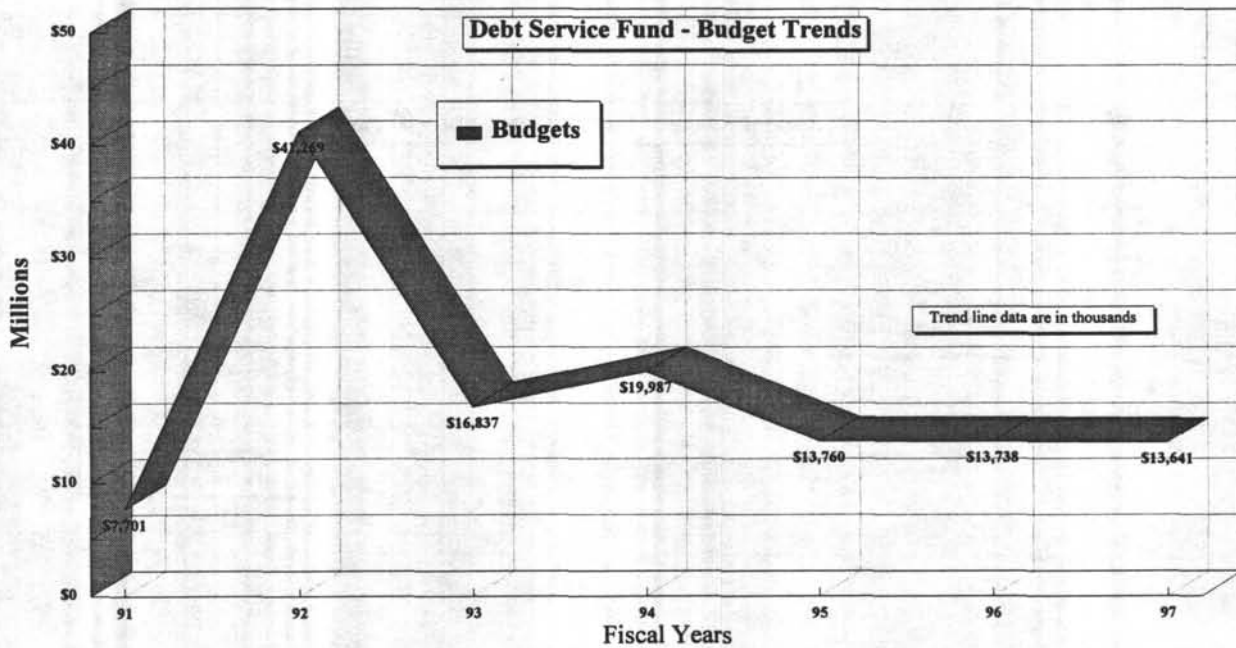
County of El Paso, Texas

Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)

Special Revenue Fund - Comparative Budget and Actual Trends

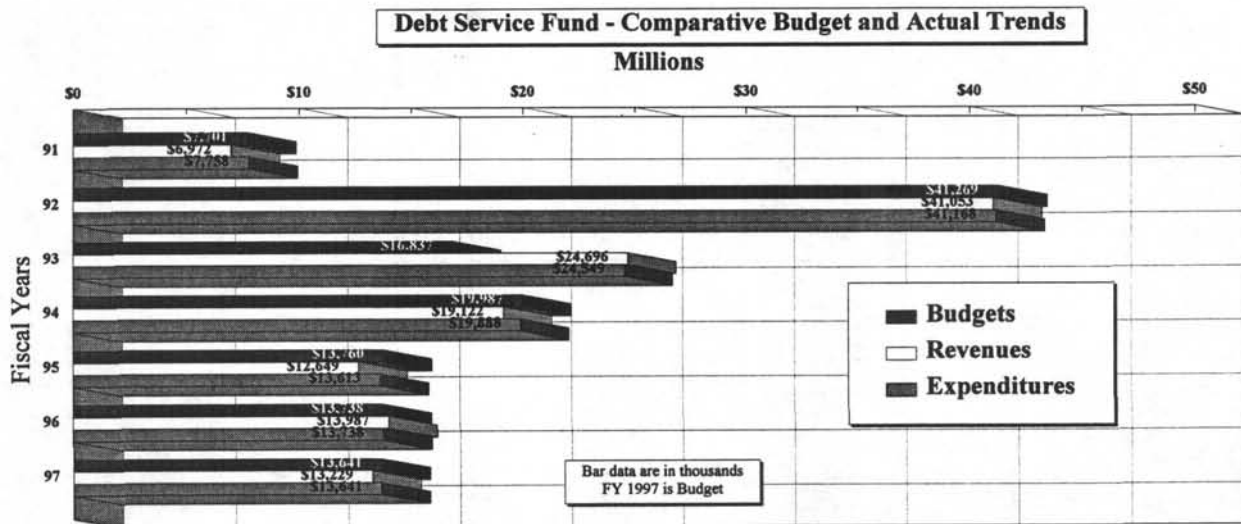
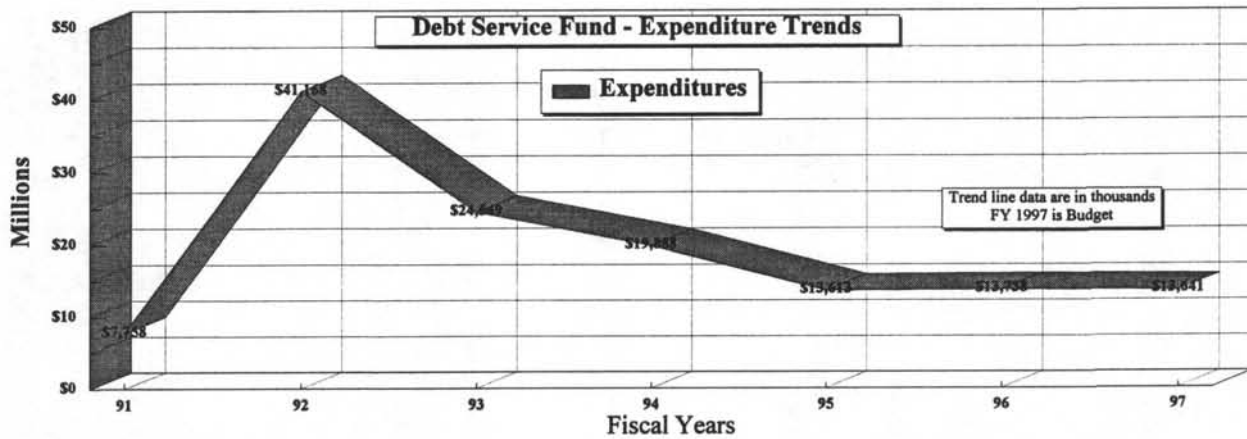
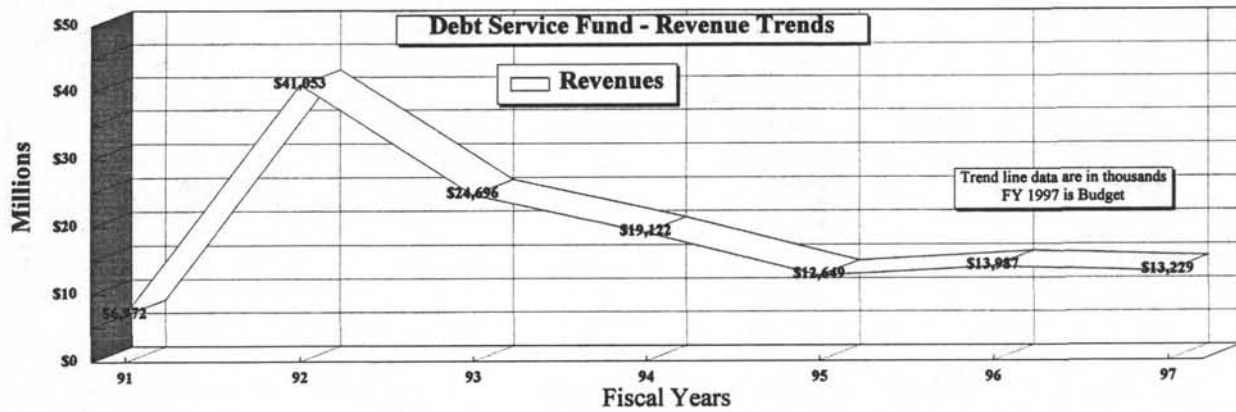


The Special Revenue Fund is utilized mainly for the Road and Bridge Fund which represents mostly costs of maintenance of the County's infrastructure. Infrastructure costs for the most part involve maintaining County roads and bridges such as patching, sealing, and the paving of roadways year around with paving projects usually in the warm months of the year. The major spending increase by this fund relates directly to the fact that the road and bridges budget was increased by utilizing fund equity in part to provide much needed replacement heavy duty vehicles and equipment and for efforts to expand road paving projects. This fund reflects sporadic spending levels from time to time due to the nature, timing and the number of projects in progress and future planned projects. The other factor causing erratic changes in spending levels is the fact that the County has no real long range plan to replace major capital equipment and history has shown that replacements occur from time to time rather than being planned and phased in based on a planned replacement plan. Other major expenditures of this fund are payments to the City of El Paso to operate the Convention Bureau and Civic Centers and the operations of the County Clerk Records Management and Preservation Department. Utilization of designated fund equity to cover increased expenditure levels is the main cause of the variation between budgets and actual revenues and expenditures of prior years within this fund.



County of El Paso, Texas

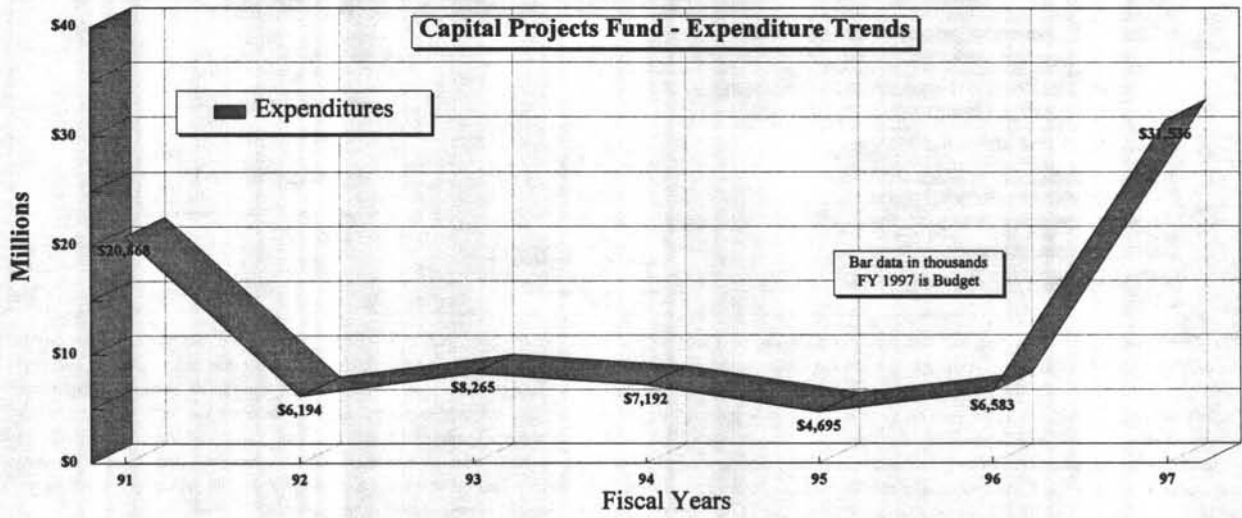
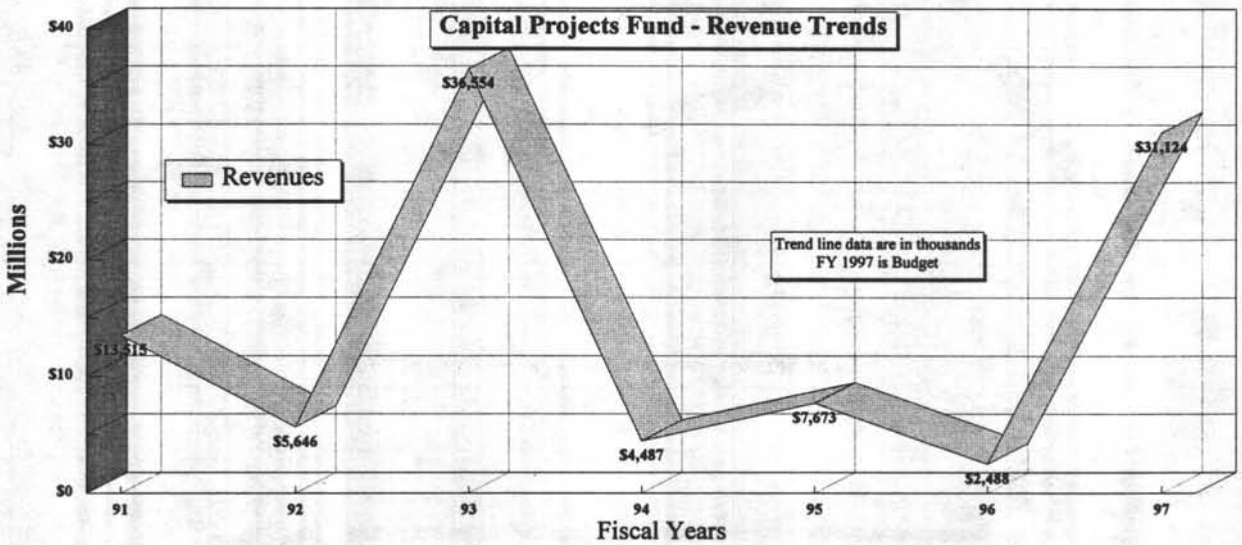
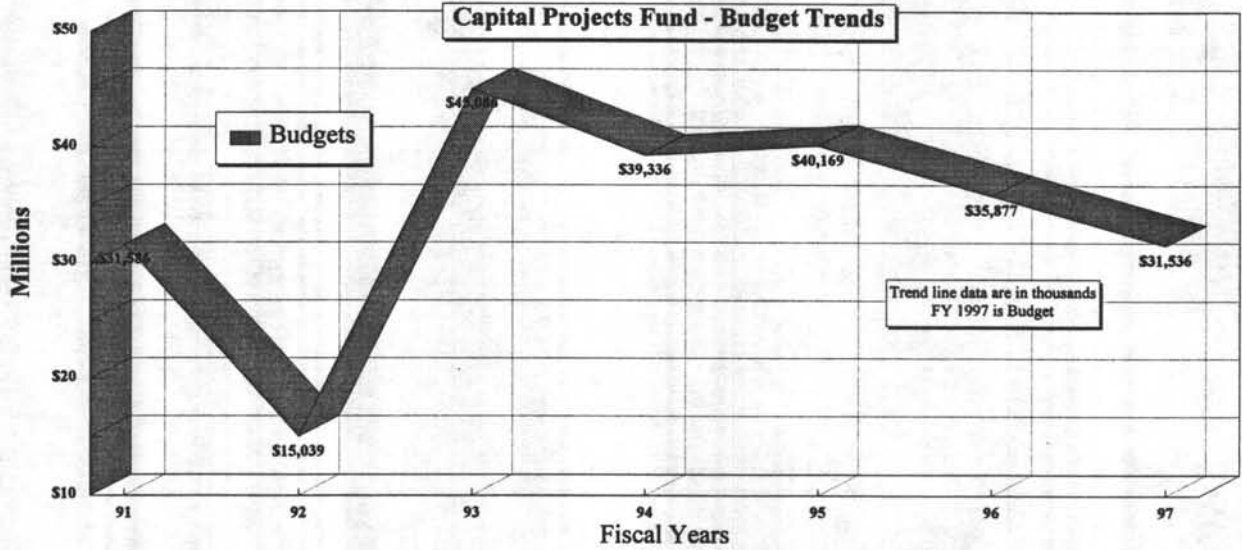
Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)



The Debt Service Fund is utilized for the accumulation of funds to meet the yearly principal and interest expenditure payments on long-term debt obligations of the County. Depending upon the characteristics of each bond issue and the period in which bond issue are made, interest and principal payments may vary from year to year due to different payment schedules or the repayment options the County may have chosen. Additional factors causing fluctuations from year to year relate to new indebtedness being budgeted subsequent to the original issue as set forth in amortization schedules or the effects of refunding of existing debt to take advantage of better economic conditions and better financing. 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. Furthermore, any excess funds or fund equity in the Debt Service Fund is restricted for payment of debt which is applied to the subsequent fiscal year and accordingly reduces the amount of ad valorem property taxes needed to repay future debt payments.

County of El Paso, Texas

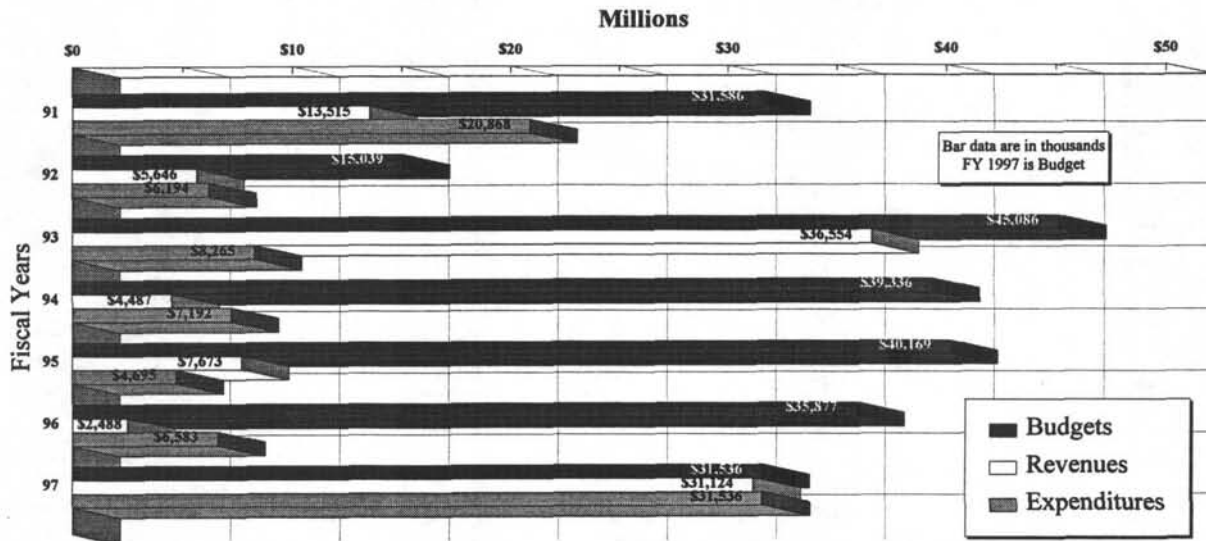
Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)



County of El Paso, Texas

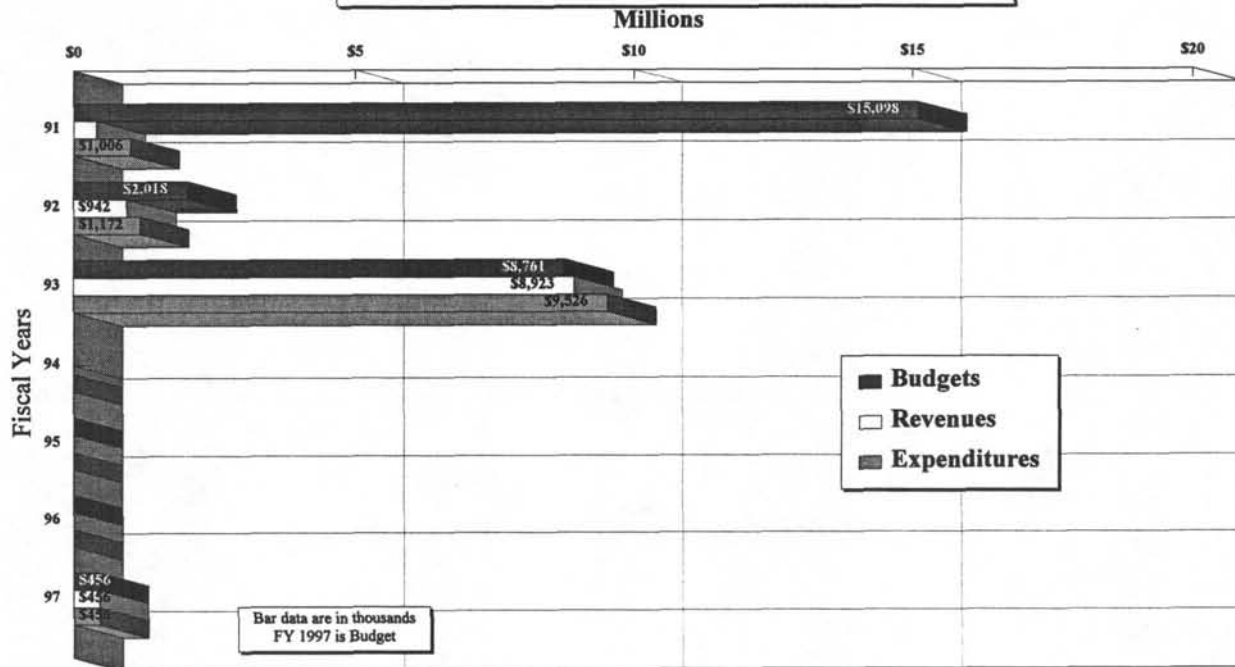
Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)

Capital Projects Fund - Comparative Budget and Actual Trends



The Capital Projects Fund is utilized to account for receipt of bond proceeds, interest revenue and other funding sources for major construction projects of the County. Budgets are prepared on a project basis at the inception of the bond issues and lapse forward from year to year until the specific construction project has been completed. Due to the nature of the Capital Projects Fund, sporadic fluctuations between budgets and actuals is a characteristic of this fund. The trends of the Capital Projects Fund reflect the County's commitments to new capital projects and increased expenditures reflect the actual expenditures incurred as progress is made on projects.

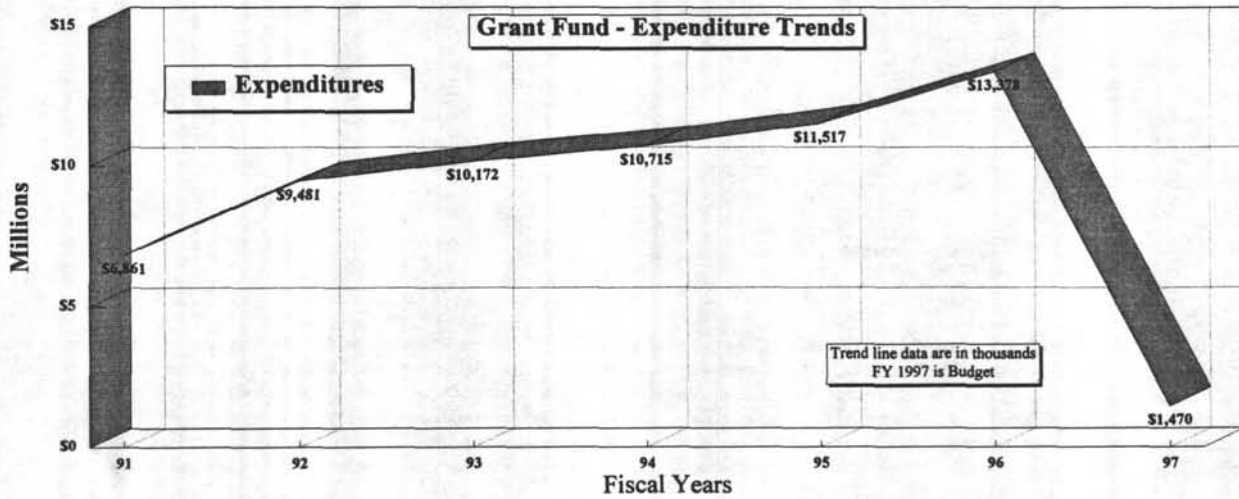
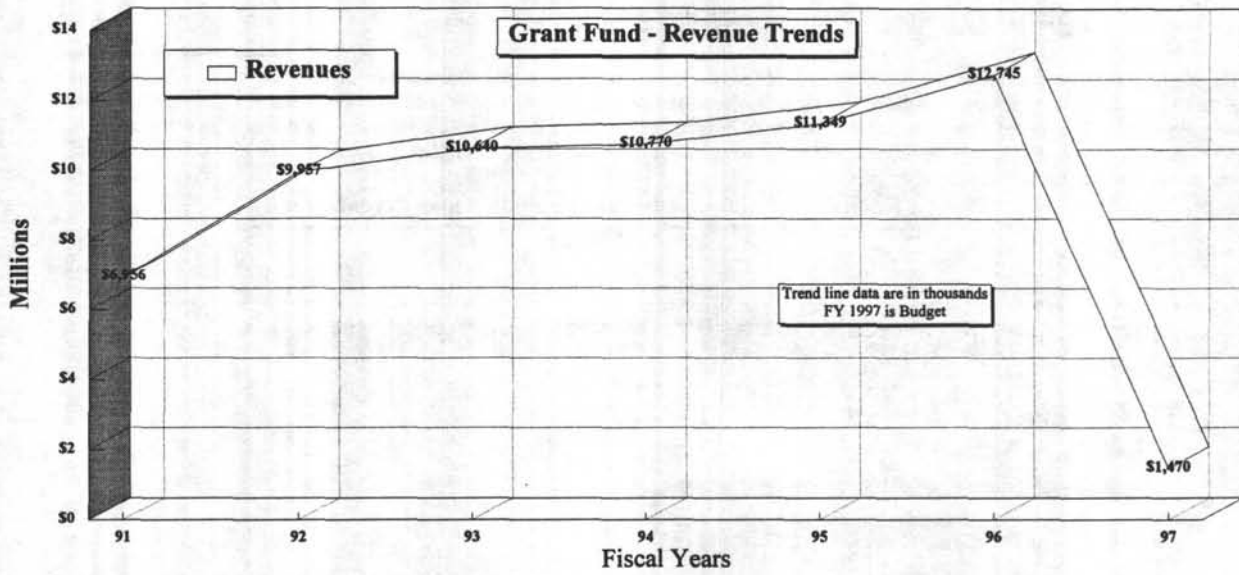
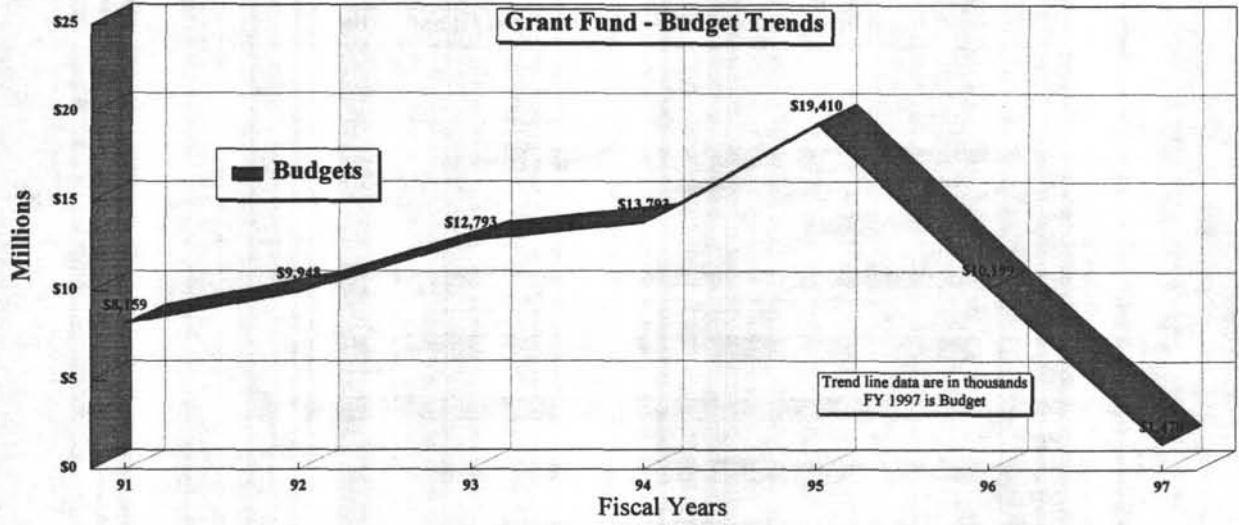
Enterprise Fund - Comparative Budget and Actual Trends



The Enterprise Fund is being utilized in fiscal year 1997 for the County's East Montana Water Project Fund. In prior years the Enterprise Fund was utilized for the County Parking Facility due to the fact that the facility was constructed with a revenue bond issue. These bonds were subsequently refunded and the operation became part of the County's general fund operating budget and the related debt was included within County's General Long-Term Debt Account Group to be repaid via ad valorem property taxes within the Debt Service Fund. The current budget reflects an operational budget by the County to contract out for the operation of numerous water utility companies located in an area referred to as the East Montana area of El Paso. This is in part the result of the County's efforts to assist local residents in obtaining direct connections to a permanent source of water for a fee. User fees will be collected and those funds will be used to repay the principal and interest on the debt.

County of El Paso, Texas

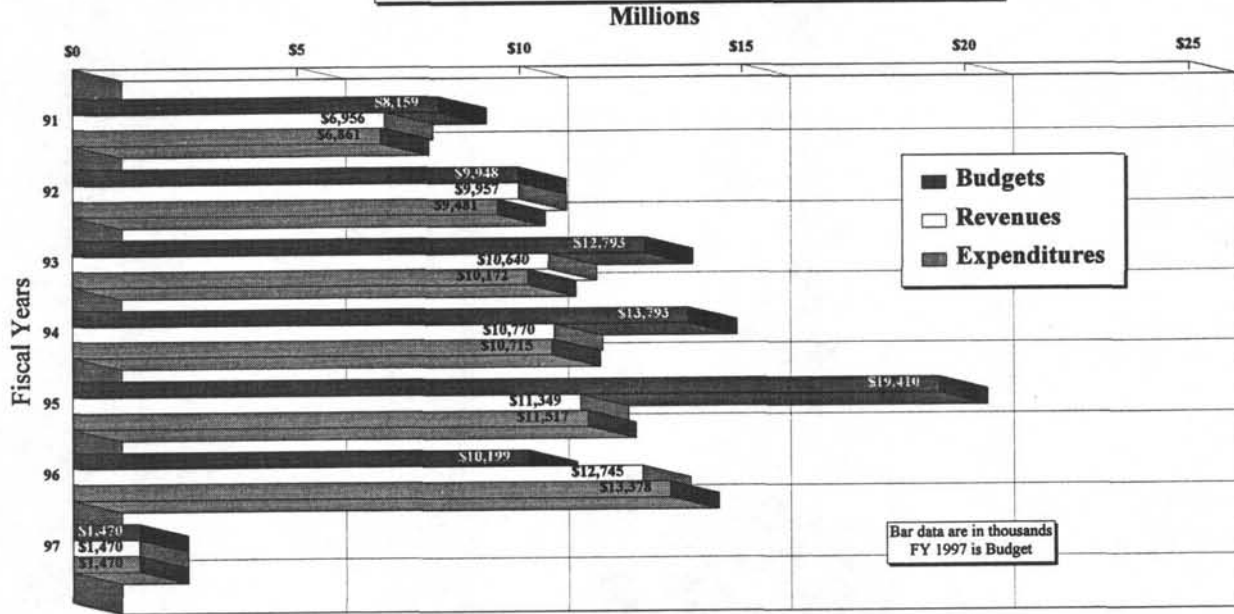
Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)



County of El Paso, Texas

Historical Budget Trends - Total Budget and by Fund (Amounts in thousands)

Grant Fund - Comparative Budget and Actual Trends



The Grant Fund is utilized by the County to account for programs involving Federal, State and local funding which is restricted for various purposes as set out in grant contracts. Over the years and as provided by State law, grants are added to the budget as they materialize, usually with differing fiscal years than the County of El Paso. Grant budgets may be annually, or for periods in excess of one year. Consequently, budgets usually exceed actuals for this reason. In fiscal year 1996, the County began treating grants somewhat differently than from prior year in that grants are now budgeted in full in the year that the grant is awarded. Partial budgeting of grant funding is no longer utilized and therefore, grants are budgeted on a project basis which explains the gap in between budget and actuals in prior fiscal years and fiscal year 1997 which reflects only grants beginning within the new fiscal year.





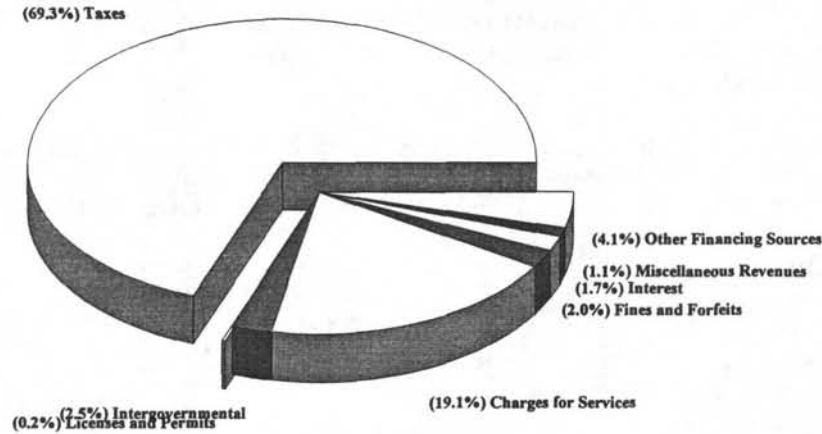
REVENUES

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - All Funds (Revenues) With comparative actuals and budget

Revenues (Sources):	Actual Revenues		Changes		Budgeted Revenues		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Taxes	\$63,077,165	\$64,589,220	\$1,512,055	2.40%	\$61,930,134	\$67,933,966	\$6,003,832	9.69%
Licenses and Permits	193,015	192,746	(269)	-0.14%	194,000	185,000	(9,000)	-4.64%
Intergovernmental	10,629,559	11,523,024	893,465	8.41%	11,867,809	2,487,445	(9,380,364)	-79.04%
Charges for Services	19,136,372	20,714,370	1,577,998	8.25%	17,773,420	18,769,727	996,307	5.61%
Fines and Forfeits	2,130,021	1,989,003	(141,018)	-6.62%	1,982,718	1,986,700	3,982	0.20%
Interest	4,176,545	3,857,384	(319,161)	-7.64%	1,563,000	1,623,540	60,540	3.87%
Miscellaneous Revenues	1,565,744	2,578,432	1,012,688	64.68%	1,287,517	1,038,252	(249,265)	-19.36%
Other Financing Sources	9,513,215	5,932,070	(3,581,145)	-37.64%	5,065,732	3,997,806	(1,067,926)	-21.08%
Total Revenues and Other Financing Sources	\$110,421,636	\$111,376,249	\$954,613	0.86%	\$101,664,330	\$98,022,436	(\$3,641,894)	-3.58%

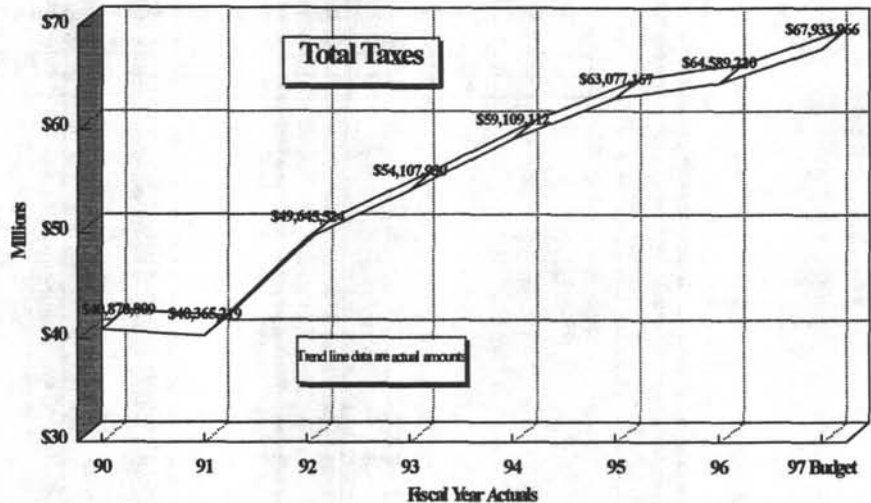
Fiscal Year 1997 Budget Revenues (Sources) - All Funds



County of El Paso, Texas

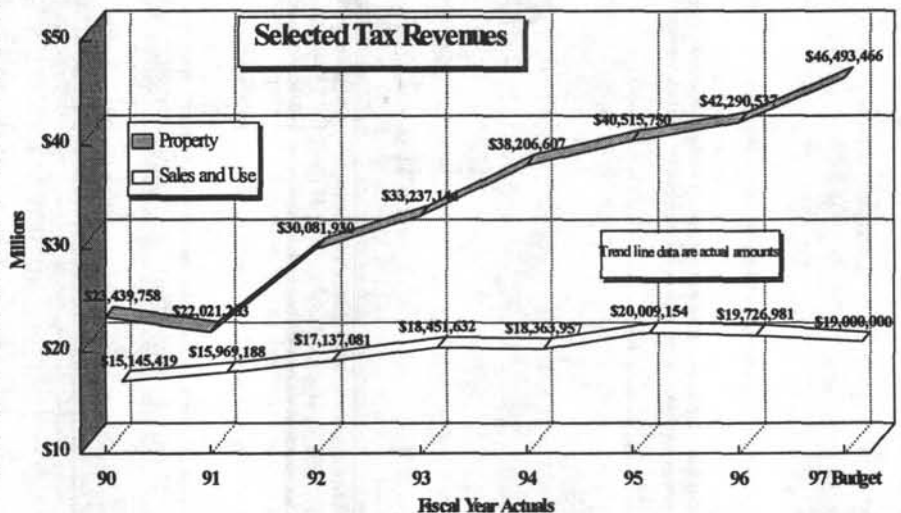
Summary of Revenues with Selected Definitions and Trends - All Funds

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 as 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.



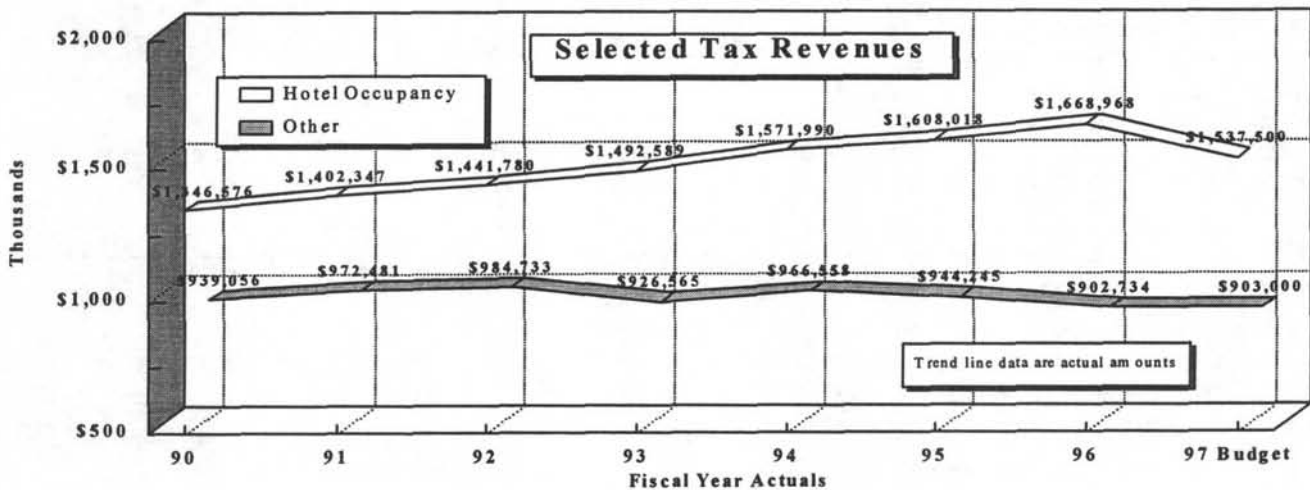
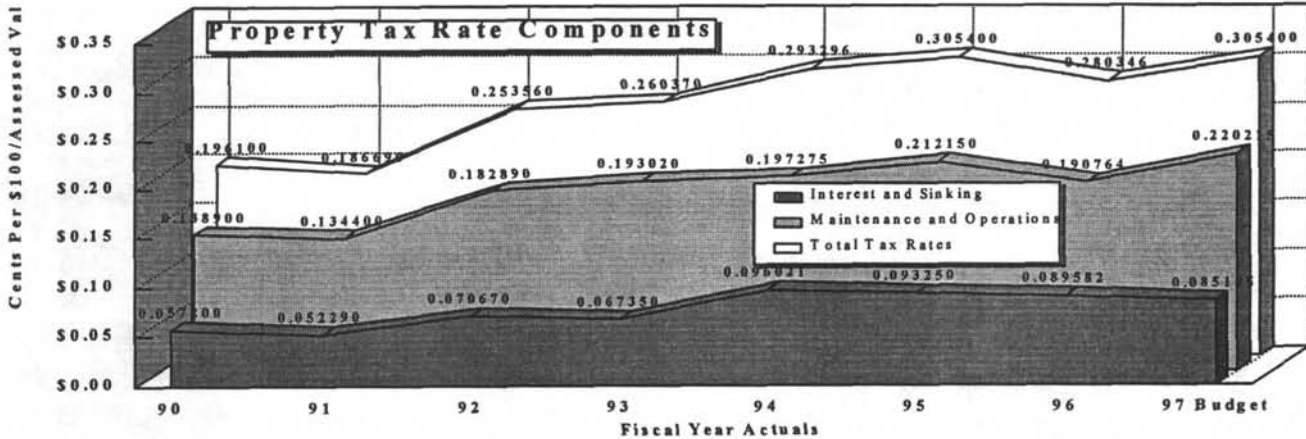
Taxes are a significant source of revenue of the County of El Paso and are comprised mainly of property and sales taxes. Property taxes are levied each fiscal year at a rate prescribed by the Commissioners Court. Tax rates are determined by utilizing Truth in Taxation Guidelines of the State of Texas 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 1997, this tax appears to be trending upwards but such fluctuations in the past have proven to be misleading. 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.

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County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds



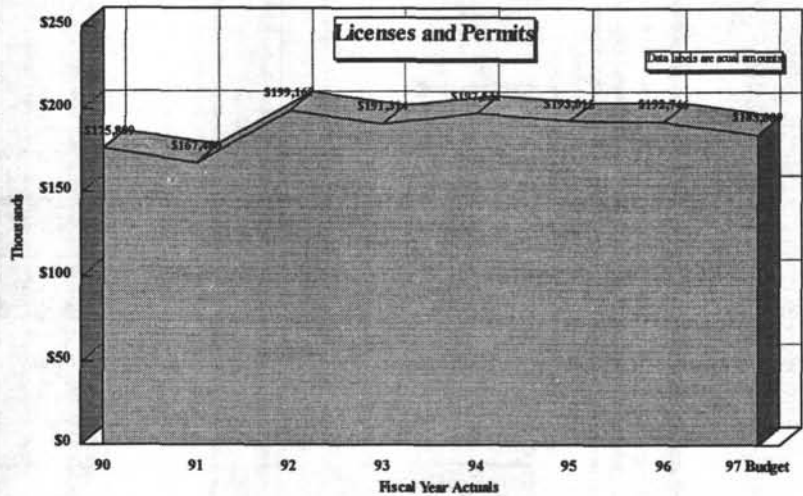
Hotel occupancy taxes represent a two and one-half percent tax imposed on rental of hotel and motel rooms to individuals who are not a permanent resident of the hotel or motel. This tax is collected by the County Tax Assessor Collector. Other taxes collected relate to Bingo and State Mixed Beverage taxes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

Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Taxes									
1	Current Taxes	\$38,676,368	\$40,387,262	\$1,710,894	4.42%	\$38,376,597	\$44,297,566	\$5,920,969	15.43%
2	Delinquent Taxes	1,263,807	1,293,669	29,862	2.36%	1,088,843	1,403,858	315,015	28.93%
3	Penalties And Interest	575,575	595,000	19,425	3.37%	554,694	792,042	237,348	42.79%
5	Sales And Use Tax	20,009,154	19,726,981	(282,173)	-1.41%	19,500,000	19,000,000	(500,000)	-2.56%
111	Hotel Occupancy Taxes-Coliseum .5%	577,848	712,587	134,739	23.32%	645,000	615,000	(30,000)	-4.65%
113	Hotel Occupancy Taxes-.5%	65,359		(65,359)	-100.00%				
117	Hotel Occupancy Taxes-1.25%	804,009	834,484	30,475	3.79%	750,000	768,750	18,750	2.50%
118	County Hotel Occupancy Taxes .25%	160,802	121,897	(38,905)	-24.19%	105,000	153,750	48,750	46.43%
320	Bingo	111,215	97,067	(14,148)	-12.72%	100,000	103,000	3,000	3.00%
324	State Mixed Beverage	833,030	805,667	(27,363)	-3.28%	810,000	800,000	(10,000)	-1.23%
	Totals	\$63,077,167	\$64,574,614	1,497,447		\$61,930,134	\$67,933,966	\$6,003,832	

County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

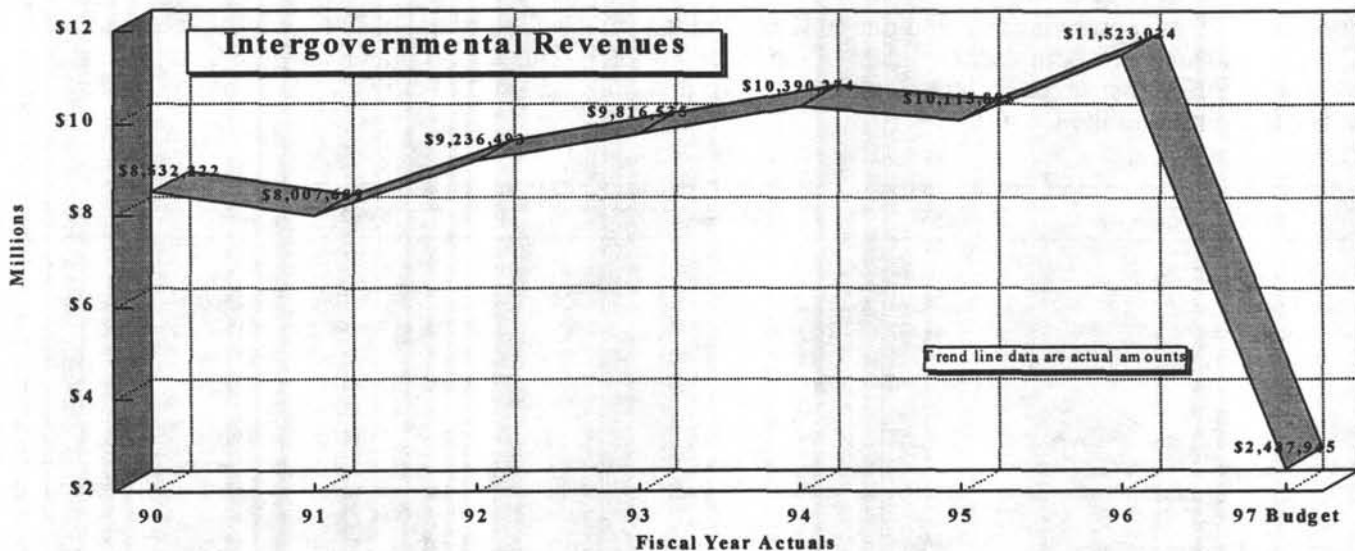
This revenue source relates to licenses and permits for businesses dealing with alcoholic beverages, occupational licenses for coin operated amusement machines within the County, and for bail bond permits. Occupational license fees are collected by the County Tax-Assessor Collector. Bail bond permits 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.



Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%

Licenses and Permits

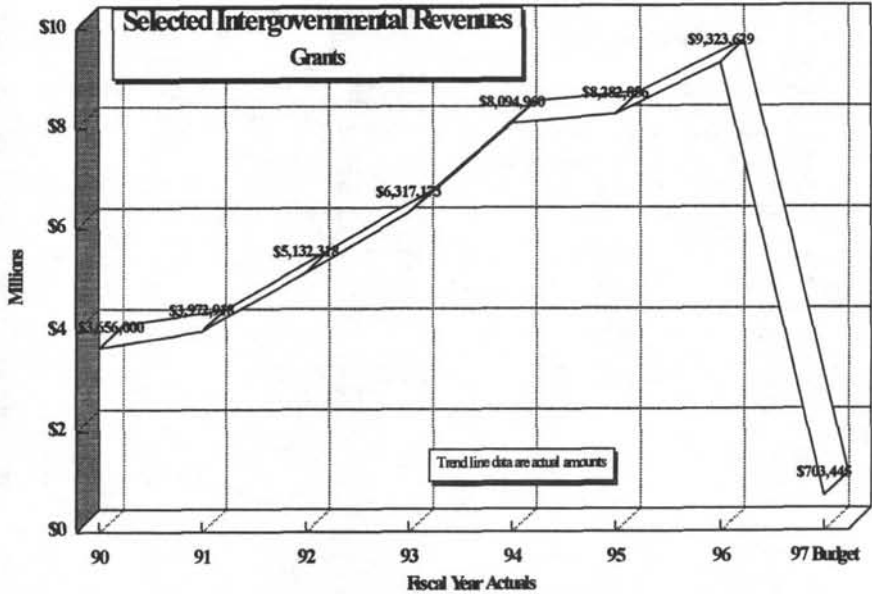
201	Alcoholic Beverages	\$146,186	\$157,354	\$11,168	7.64%	\$150,000	\$145,000	(\$5,000)	-3.33%
202	Occupational Licenses	40,329	29,892	(10,437)	-25.88%	40,000	35,000	(5,000)	-12.50%
203	Bail Bond Permits	6,500	5,500	(1,000)	-15.38%	4,000	5,000	1,000	25.00%
Totals		\$193,015	\$192,746	(\$269)		\$194,000	\$185,000	(\$9,000)	



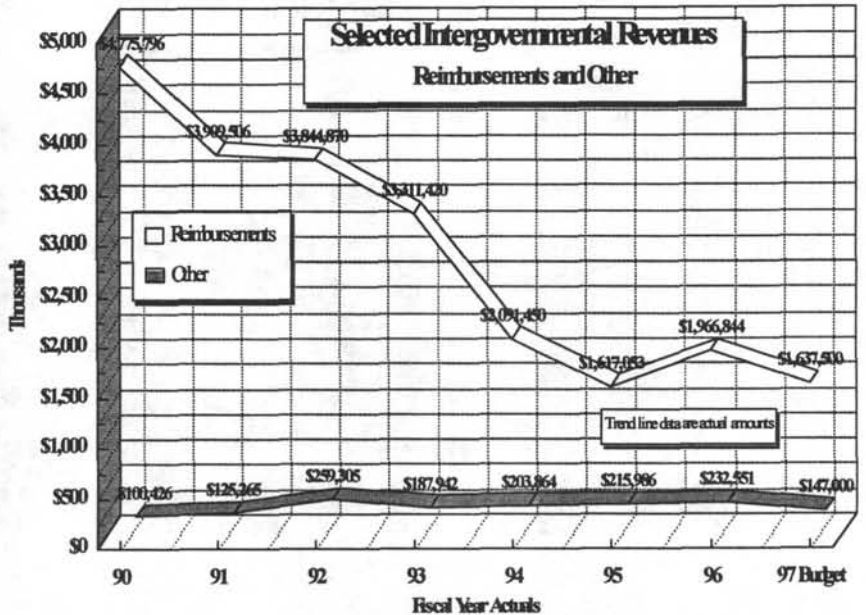
County of El Paso, Texas

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.



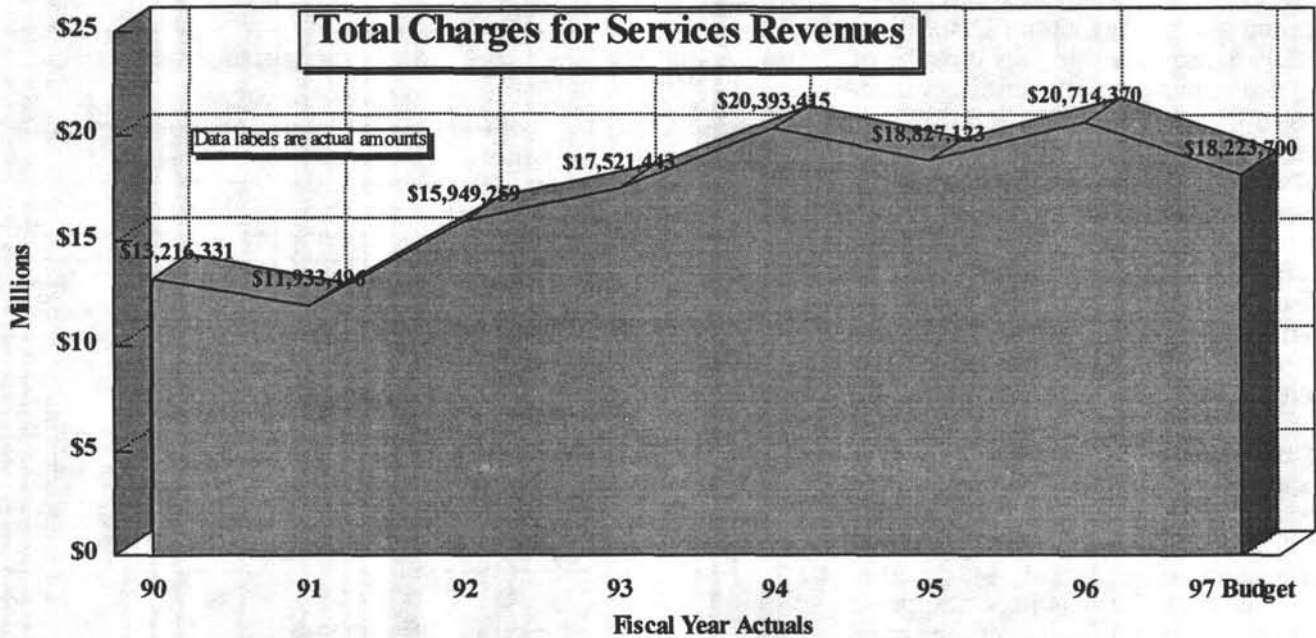
Additionally, reimbursement for election costs other than regular county funded elections was moved to a non-budgeted agency fund as prescribed by State law rather than being accounted for in the General Fund through fiscal year 1993. Also, bi-yearly elections caused much of the prior fluctuations. The other intergovernmental revenues relate to miscellaneous fees from other agencies not classified as grants or reimbursements. In fiscal year 1996, the County experienced a funding loss to the County Detoxification Program resulting in closure of that program as well as funding reductions to the Nutrition Program. It is possible that further reductions may be forth-coming with the balancing of the federal budget and therefore, intergovernmental revenues will see a slight decrease in the future which may be offset by minimal increases from other granting agencies. Note, the major decrease in the fiscal year 1997 intergovernmental budgeted revenues relates to accounting treatment of grants on a contract basis rather than on a fiscal year basis. Many grants which began in the last month of fiscal year 1996 were budgeted in fiscal year 1996 rather than being partially budgeted in fiscal year 1997. It is not anticipated that this change will impact the actual expenditure picture in the future. The sharp drop is only attributable to this one time change in the method of budgeting grants.



County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

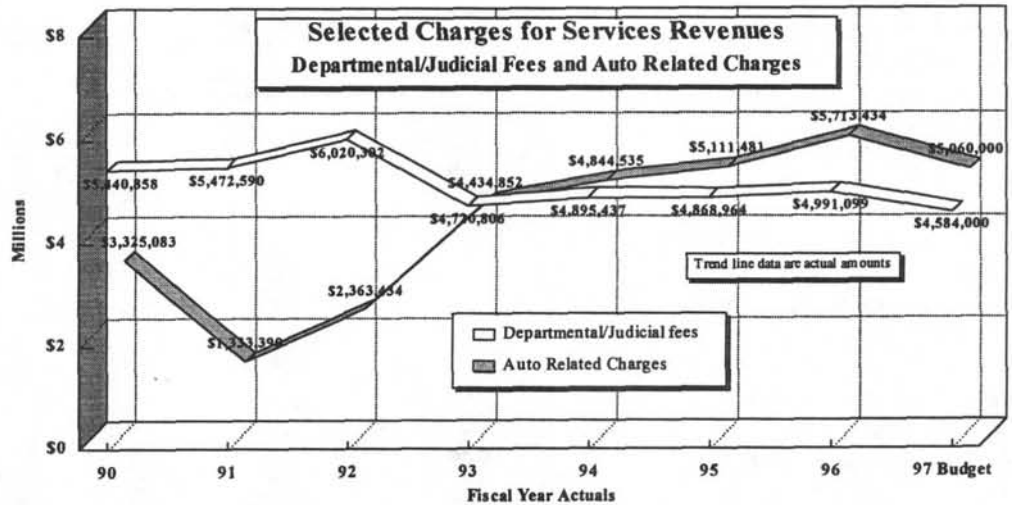
Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Intergovernmental									
302	Federal Grant Revenues	\$49,985	\$49,373	(\$612)	-1.22%	\$3,317,084		(\$3,317,084)	-100.00%
318	Probation Revenues	44,923	27,645	(17,278)	-38.46%	22,760		(22,760)	-100.00%
319	Public Inebriated Revenue	5,029	(3,625)	(8,654)	-172.08%	450		(450)	-100.00%
322	State Grant Revenues	6,520,491	6,461,971	(58,520)	-0.90%	4,050,032	\$186,901	(3,863,131)	-95.39%
331	State Agency Revenues	159,261	176,506	17,245	10.83%	175,134		(175,134)	-100.00%
336	Lateral Road Funds	31,171	31,257	86	0.28%	30,000	30,000		
338	Gross Weight And Axle Weight Fees	2,807	21,582	18,775	668.86%	500	500		
342	Judiciary Support Fee-Govt Code 51.702	87,800	117,154	29,354	33.43%	65,000	85,000	20,000	30.77%
365	Contribution-City	717,909	487,828	(230,081)	-32.05%	679,966	270,417	(409,549)	-60.23%
366	Contributions-Local	94,532	384,030	289,498	306.24%	527,437		(527,437)	-100.00%
707	Foster Care Support	14,147	3,522	(10,625)	-75.10%				
904	Reimbursement-State Witness Claims		100,912	100,912			80,000	80,000	
908	Detention Home Rental-El Paso Police Department	32,916	32,741	(175)	-0.53%	32,000	32,000		
910	Reimbursement-City Computer	1,298,433	1,307,443	9,010	0.69%	1,000,000	1,100,000	100,000	10.00%
911	Reimbursement-City Utilities	20,515	23,354	2,839	13.84%	18,500	18,500		
913	Reimbursement-Cad Computer	50,238	40,186	(10,052)	-20.01%	50,000	30,000	(20,000)	-40.00%
914	Reimbursement-Community Supervision and Corrections	80,004	44,065	(35,939)	-44.92%	45,000	50,000	5,000	11.11%
915	Reimbursement-Oil, Gas, Etc.	3,184		(3,184)	-100.00%	5,000		(5,000)	-100.00%
916	Reimbursement-City-Salaries		235,495	235,495			150,000	150,000	
918	Reimbursement-City- Archives Building Rental	85,208	81,007	(4,201)	-4.93%	80,000	80,000		
919	Miscellaneous Reimbursement	1,713	116,974	115,261	6728.60%		59,000	59,000	
924	Reimbursement Federal-TDHS School Lunch Program	77,758	96,014	18,256	23.48%	65,307	70,000	4,693	7.19%
925	Reimbursement-R. E. Thomson		157,674	157,674		172,245	245,627	73,382	42.60%
927	Transportation 3B	69,937	36,864	(33,073)	-47.29%	45,000		(45,000)	-100.00%
928	Congregate Meals	243,097	795,720	552,623	227.33%	898,084		(898,084)	-100.00%
929	Omnibus Hunger Act OHA	35,188		(35,188)	-100.00%				
948	Homebound Meals-Title III	202,117		(202,117)	-100.00%				
949	USDA Cash	187,532		(187,532)	-100.00%				
	Totals	\$10,115,895	\$10,825,692	\$709,797		\$11,279,499	\$2,487,945	(\$8,791,554)	



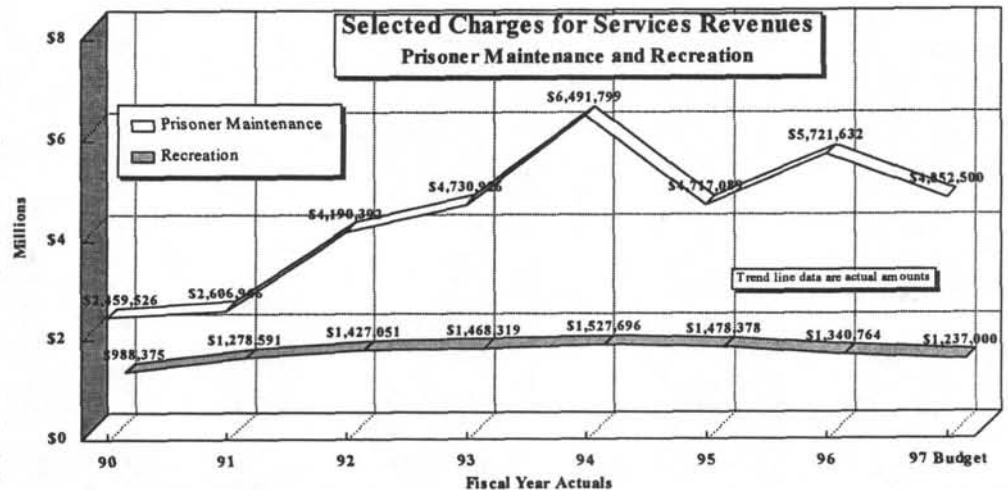
County of El Paso, Texas

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 and steadily increasing.



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.

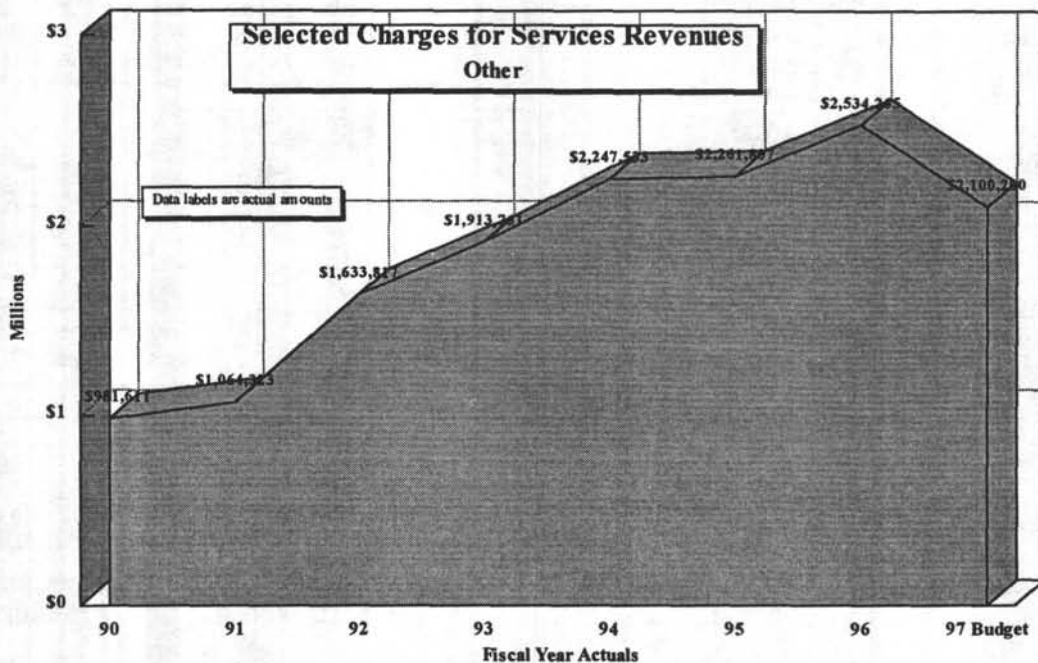


Recreational revenues are based on various fees charged at County facilities which include parks and pools and is based on established rates set by the Court as deemed appropriate. This revenue source has remained level as the Commissioners Court has put emphasis on keeping costs to the public at minimal 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. The slight downward trend can be attributed to lost revenues due to inactivity of the County Coliseum do to some difficulties relating to bringing professional Ice Hockey to El Paso and assignment of various revenues previously collected by the County.

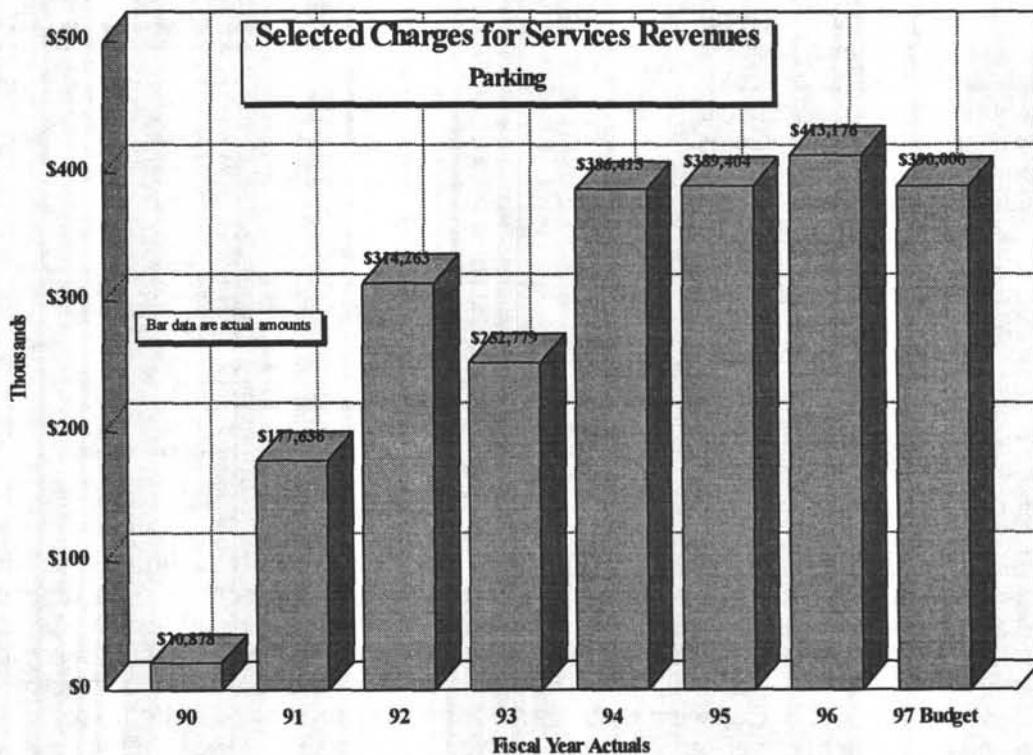
County of El Paso, Texas

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.



County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

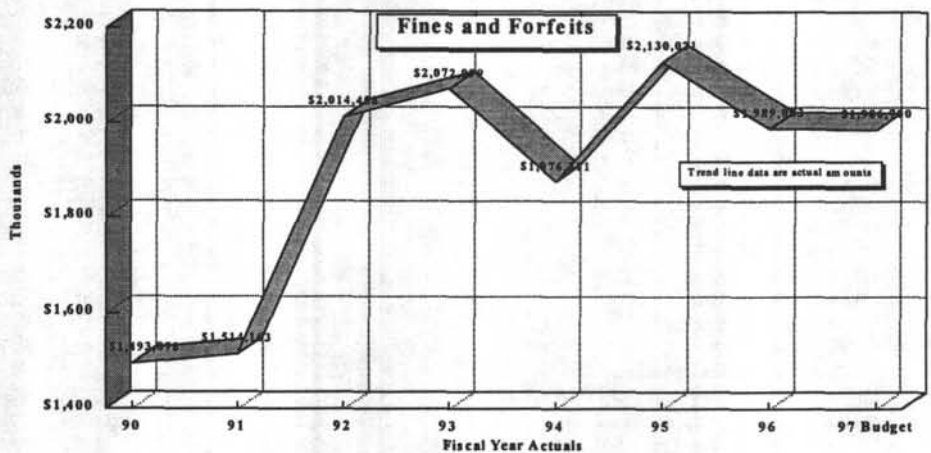
Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY 95	FY 96	Amounts	%	FY 96	FY 97	Amounts	%
Charges for Services									
304	Prisoner Maintenance - Federal	3,531,464	4,844,100	1,312,636	37.17%	3,300,000	3,950,000	650,000	19.70%
339	State A.G. Child Support Fees	239,964	462,999	223,035	92.95%	280,000	230,000	(50,000)	-17.86%
340	Paper Ready Inmates-State	64,840	77,210	12,370	19.08%				
357	Prisoner Maintenance - City	1,117,516	793,272	(324,244)	-29.01%	870,000	900,000	30,000	3.45%
361	Prisoner Maintenance-Extradition	2,628	4,650	2,022	76.94%	2,500	2,500		
362	Prisoner Maintenance-Weekenders	641		(641)	-100.00%	2,000		(2,000)	-100.00%
401	Criminal Prosecution Fee	55,878	62,647	6,769	12.11%	50,000	50,000		
402	County Tax Collector Fees	1,470,101	1,478,691	8,590	0.58%	1,350,000	1,380,000	30,000	2.22%
403	County Clerk Fees	1,535,333	1,651,058	115,725	7.54%	1,550,000	1,520,000	(30,000)	-1.94%
405	District Clerk Fees	765,797	823,797	58,000	7.57%	760,000	730,000	(30,000)	-3.95%
406	County Sheriff Fees	635,731	628,067	(7,664)	-1.21%	580,000	600,000	20,000	3.45%
407	El Paso Bar Attorney Exemption Fees	222,800	225,100	2,300	1.03%	210,000	215,000	5,000	2.38%
408	Pretrial Diversion Fees-Jail Magistrate	370,614	374,809	4,195	1.13%	275,000	320,000	45,000	16.36%
410	Protective Order Application Fee	9,578	11,378	1,800	18.79%	6,000	7,000	1,000	16.67%
411	Microfilm Fees	19,285	24,238	4,953	25.68%	23,000	20,000	(3,000)	-13.04%
412	Records Management Preservation Fees	569,688	568,608	(1,080)	-0.19%	550,000	560,000	10,000	1.82%
414	County Attorney Commissions	20,836	18,855	(1,981)	-9.51%	15,000	15,000		
430	Justice Of The Peace No. 1 Fees	9,772	11,295	1,523	15.59%	8,000	9,000	1,000	12.50%
431	Justice Of The Peace No. 2 Fees	15,685	16,925	1,240	7.91%	15,000	15,000		
432	Justice Of The Peace No. 3 Fees	17,126	19,282	2,156	12.59%	16,000	17,000	1,000	6.25%
433	Justice Of The Peace No. 4 Fees	14,385	13,925	(460)	-3.20%	14,000	10,000	(4,000)	-28.57%
434	Justice Of The Peace No. 5 Fees	12,795	11,510	(1,285)	-10.04%	13,000	11,000	(2,000)	-15.38%
435	Justice Of The Peace No. 6 Fees	19,396	25,234	5,838	30.10%	16,000	16,000		
436	Justice Of The Peace No. 7 Fees	5,423	6,238	815	15.03%	6,000	5,000	(1,000)	-16.67%
440	Constable No. 1 Fees	20,145	19,773	(372)	-1.85%	17,500	18,000	500	2.86%
441	Constable No. 2 Fees	34,060	33,290	(770)	-2.26%	33,000	33,000		
442	Constable No. 3 Fees	33,908	32,148	(1,760)	-5.19%	30,000	31,000	1,000	3.33%
443	Constable No. 4 Fees	30,289	31,301	1,012	3.34%	27,000	25,000	(2,000)	-7.41%
444	Constable No. 5 Fees	34,545	29,995	(4,550)	-13.17%	32,000	31,000	(1,000)	-3.13%
445	Constable No. 6 Fees	13,617	10,675	(2,942)	-21.61%	11,500	11,000	(500)	-4.35%
446	Constable No. 7 Fees	6,187	6,634	447	7.22%	5,000	6,000	1,000	20.00%
451	Sewage Inspection Fees	118,545	102,130	(16,415)	-13.85%	102,000	100,000	(2,000)	-1.96%
452	Jury Fees	22,524	55,725	33,201	147.40%	20,000	20,000		
454	County Tax Office Collections	143,423	82,298	(61,125)	-42.62%	62,000	70,000	8,000	12.90%
455	Law Library Filing Fees(County/District Court Cases)	212,722	207,449	(5,273)	-2.48%	200,000	200,000		
456	Alternative Dispute Resolution Fees	106,495	103,395	(3,100)	-2.91%	130,000	130,000		
458	County Probate Court Fees	7,063	7,633	570	8.07%	7,000	7,000		
461	Interpreter Fees	6,247	1,570	(4,677)	-74.87%	420	500	80	19.05%
462	Court Reporter Fees	132,681	127,924	(4,757)	-3.59%	131,000	121,000	(10,000)	-7.63%
463	Computer Aided Transcription System Fees	6,750	4,516	(2,234)	-33.10%	10,000	5,000	(5,000)	-50.00%
469	Special Probate Court Fees	4,062	3,984	(78)	-1.92%	4,000	4,000		
470	Parking Garage Fees-Daily	188,055	199,395	11,340	6.03%	190,000	190,000		
471	Parking Garage Fees-Monthly	201,349	217,161	15,812	7.85%	190,000	200,000	10,000	5.26%
475	Courthouse Security Fees	122,939	125,660	2,721	2.21%	110,000	115,000	5,000	4.55%
490	Extra Auto License Fees	3,049,740	3,632,417	582,677	19.11%	3,100,000	3,100,000		
492	Auto License Fees	360,000	360,000			360,000	360,000		
493	Auto Sales Tax	1,701,741	1,721,017	19,276	1.13%	1,400,000	1,600,000	200,000	14.29%

County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Charges for Services									
601	Green Fees	446,855	479,112	32,257	7.22%	495,000	465,000	(30,000)	-6.06%
603	Golf Car Revenues	195,974	189,233	(6,741)	-3.44%	186,000	187,000	1,000	0.54%
604	Golf Course Food Concession	13,166	24,167	11,001	83.56%	12,000	24,000	12,000	100.00%
621	Canutillo Swimming Pool	4,821	6,451	1,630	33.81%	6,000	4,000	(2,000)	-33.33%
623	Fabens Swimming Pool	4,244	4,662	418	9.85%	5,000	4,000	(1,000)	-20.00%
624	Ascarate Pool	32,813	34,942	2,129	6.49%	28,000	28,000		
630	Ascarate Park Traffic Control	153,027	134,267	(18,760)	-12.26%	140,000	140,000		
634	Western Playland	202,648	174,287	(28,361)	-14.00%	180,000	182,000	2,000	1.11%
635	Launching Fees	2,820	2,545	(275)	-9.75%	1,800	2,000	200	11.11%
640	Coliseum Food Concession	168,875	67,826	(101,049)	-59.84%	200,000	100,000	(100,000)	-50.00%
642	Coliseum Parking	49,562	47,325	(2,237)	-4.51%	55,000	20,000	(35,000)	-63.64%
644	Coliseum Security	19,875	28,822	8,947	45.02%	16,000	8,000	(8,000)	-50.00%
646	Coliseum Rental	143,902	118,653	(25,249)	-17.55%	140,000	50,000	(90,000)	-64.29%
652	Coliseum - Ticketmaster	36,491	18,247	(18,244)	-50.00%	38,000	20,000	(18,000)	-47.37%
660	Equestrian Center Rental Fees	3,305	3,780	475	14.37%	3,500	3,000	(500)	-14.29%
711	Courthouse Cafeteria Concession	19,882	19,271	(611)	-3.07%	20,000	20,000		
905	Landmark Building Rental	39,000	78,000	39,000	100.00%	156,000		(156,000)	-100.00%
906	Morgue Facility Rental	5,500	2,750	(2,750)	-50.00%	6,600	6,600		
907	Courthouse & Parking Facility Rental		29	29		100	100		
Totals		\$18,827,123	\$20,714,370	\$1,887,247		\$17,772,920	\$18,223,700	\$450,780	

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 stabilize and flatten. 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 as compared to fiscal year 1996.

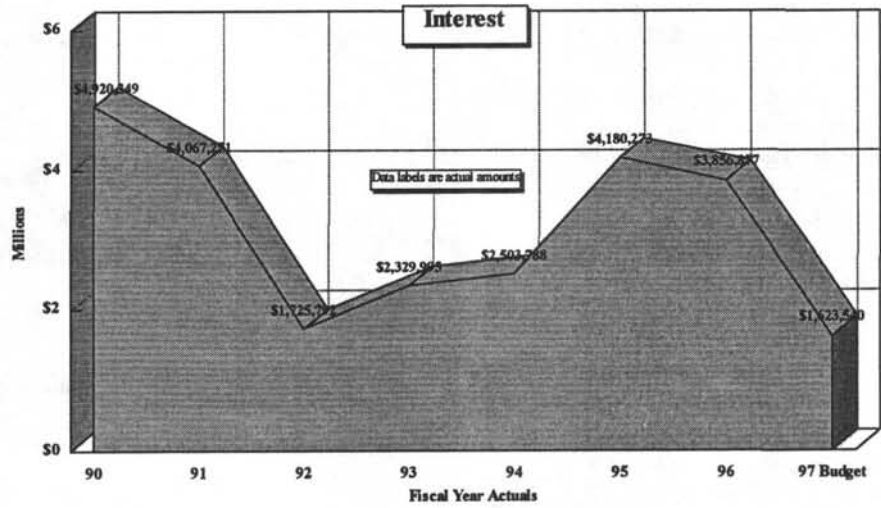


Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Fines and Forfeits									
473	Child Safety Fees	\$18,720	\$20,722	\$2,002	10.69%	\$18,000	\$18,000		
474	County Traffic Fees	18,478	22,466	3,988	21.58%	18,500	17,000	(\$1,500)	-8.11%
800	County Attorney Bond Forfeits		252,131	252,131		144,518	250,000	105,482	72.99%
801	Fines And Forfeits	2,090,861	1,689,887	(400,974)	-19.18%	1,800,000	1,700,000	(100,000)	-5.56%
802	Library Fines	1,962	2,360	398	20.29%	1,600	1,700	100	6.25%
805	Bail Bond Collateral Forfeits					100		(100)	-100.00%
Totals		\$2,130,021	\$1,987,566	(\$142,455)		\$1,982,718	\$1,986,700	\$3,982	

County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

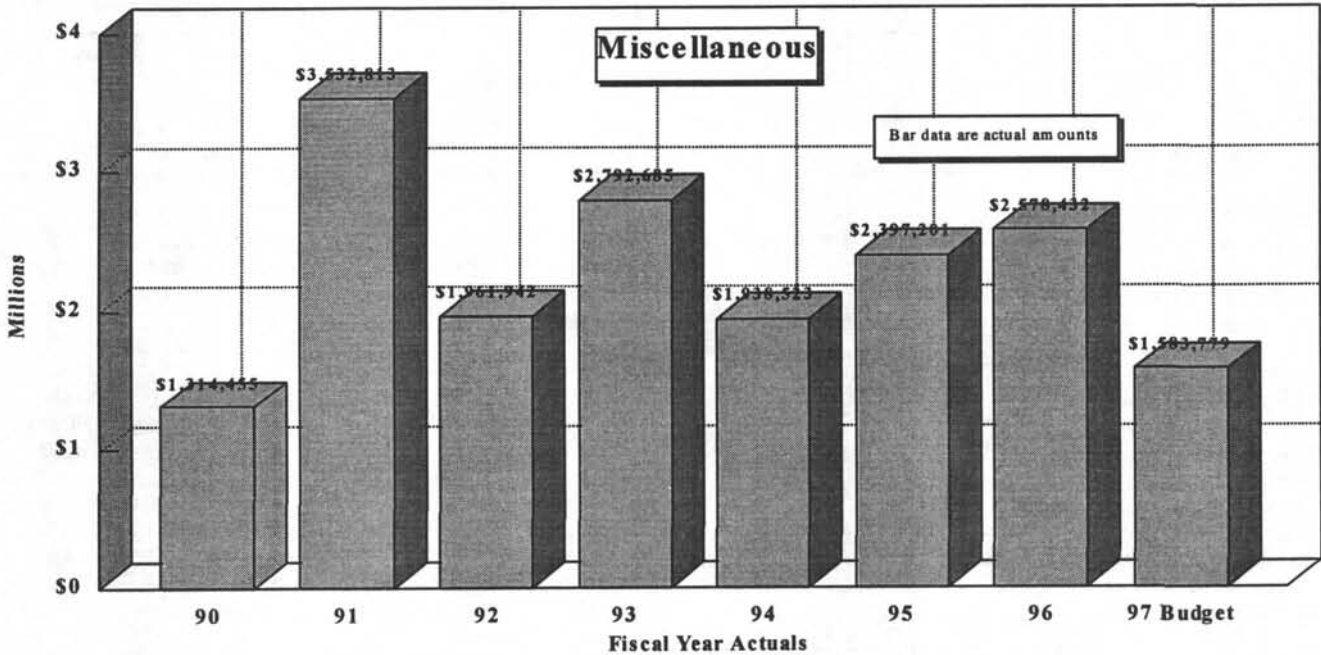
This revenue source is the result of aggressive investment of the County's public funds in a variety of investment options as authorized by law. As shown in the above graph, revenues have steadily trended down in direct relation to interest rates, and the amount of available investable funds. This revenue 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.



Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%

Interest

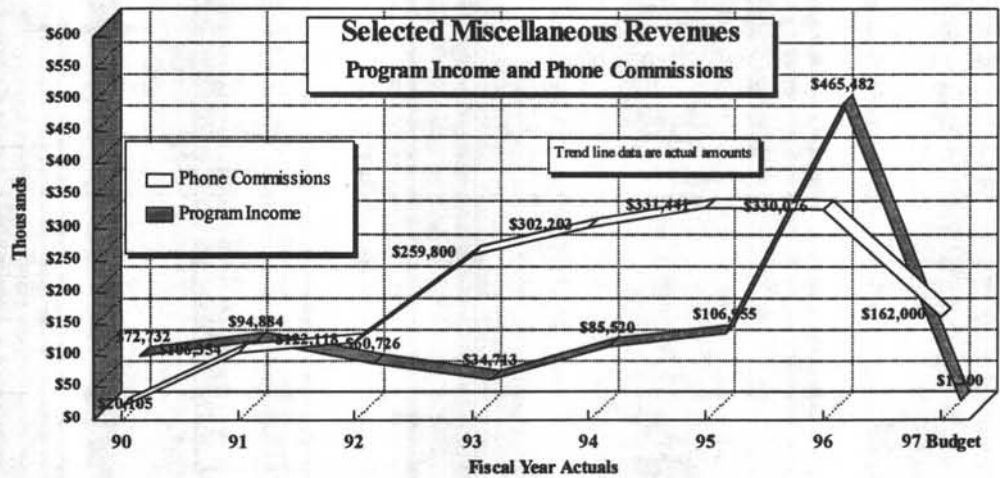
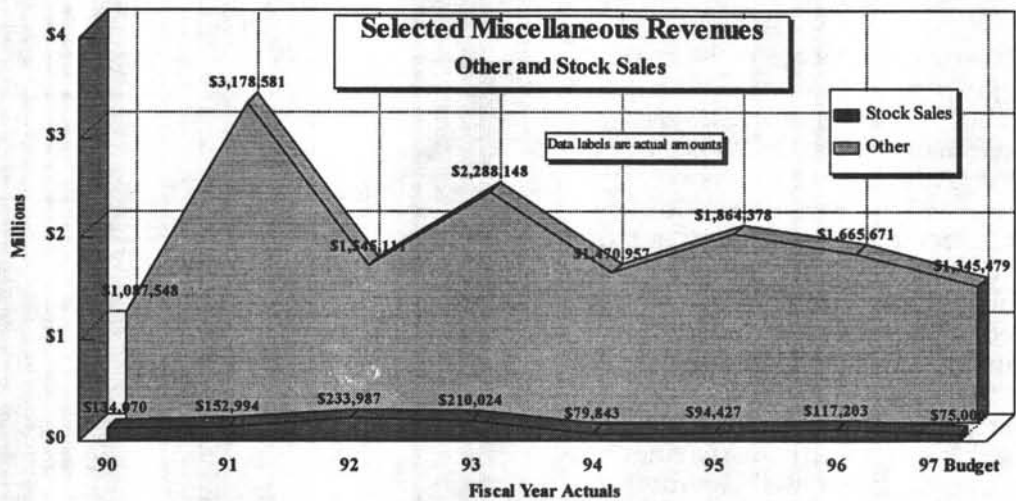
901 Interest Earnings-Investments	\$3,816,568	\$4,105,157	\$288,589	7.56%	\$1,482,300	\$1,446,540	(\$35,760)	-2.41%
902 Interest Earnings-N.O.W.	363,705	309,311	(\$4,394)	-14.96%	202,367	177,000	(25,367)	-12.54%
Totals	\$4,180,273	\$4,414,468	\$234,195		\$1,684,667	\$1,623,540	(\$61,127)	



County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

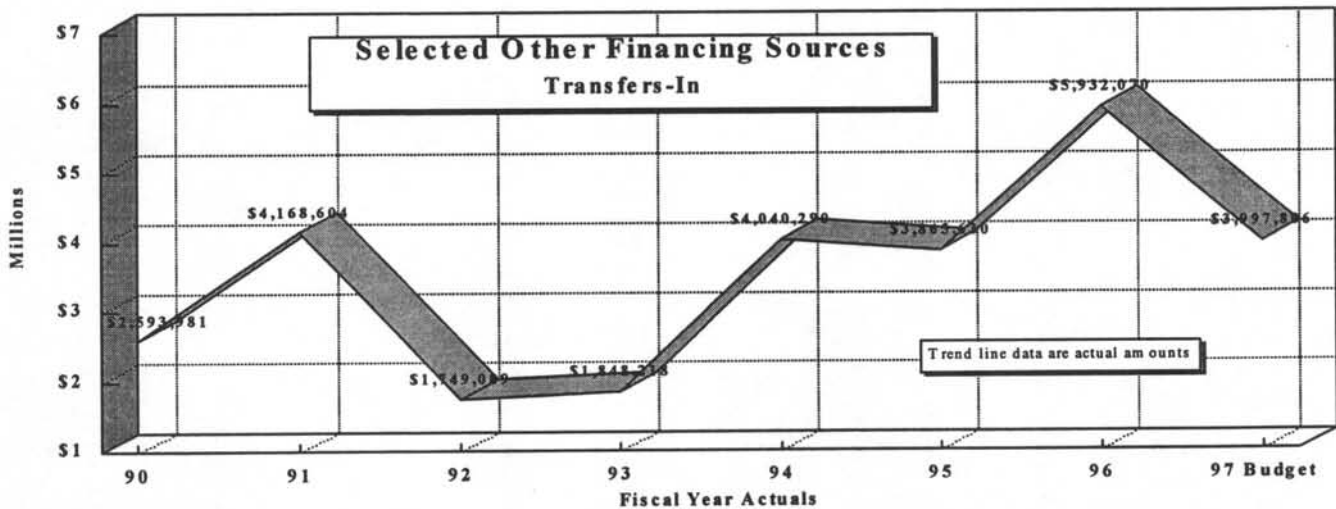
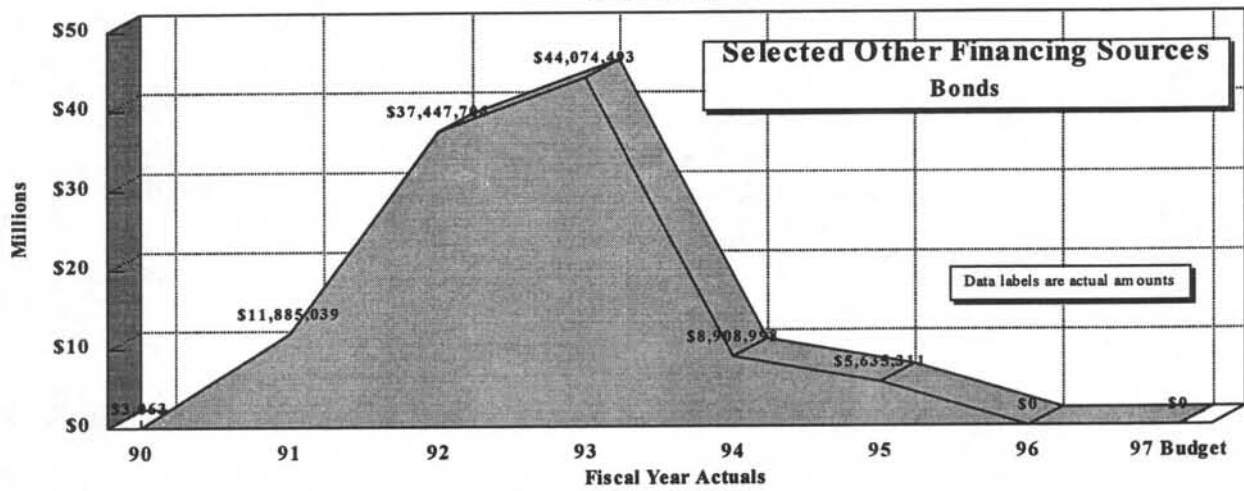
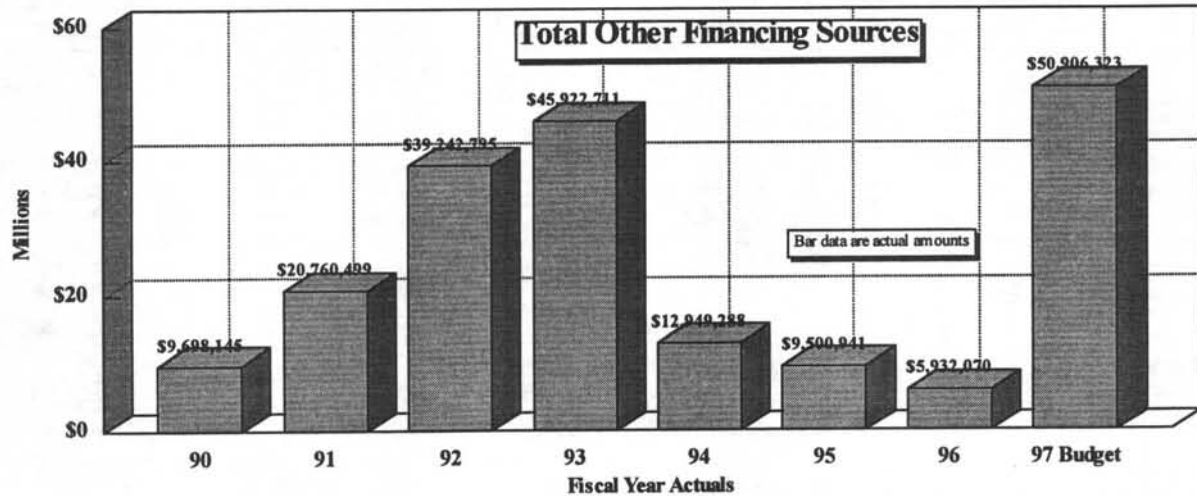
Miscellaneous revenues relate to those considered as non-recurring and not classified in any of the other major categories as defined. The major increase in fiscal year 1990 related to a one time sale of some property by the County. Miscellaneous revenues fluctuate from year to year mainly because this 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.



Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Miscellaneous									
303	Indirect Services	\$281,254	\$307,836	\$26,582	9.45%	\$301,377	\$482,227	\$180,850	60.01%
343	State Service Fees	90,364	91,018	654	0.72%	90,000	88,000	(2,000)	-2.22%
468	Consolidated Data Processing Fees	534	7,933	7,399	1385.58%	2,000	2,000		
702	Detention Facility - Commissary	60,000	55,000	(5,000)	-8.33%	60,000	60,000		
705	Purchasing-Stock Sales	94,427	117,203	22,776	24.12%	65,000	75,000	\$10,000	15.38%
709	Allright Parking	44,074	48,607	4,533	10.28%	42,000	42,000		
712	Phone Commissions-Local	271,441	255,487	(15,954)	-5.88%	246,000	102,000	(144,000)	-58.54%
713	Continuing Legal Education Fees	3,225	9,100	5,875	182.17%	15,000		(15,000)	-100.00%
714	Phone Commissions-Long Distance		130,401	130,401		20,000	50,000	30,000	150.00%
935	Contributions & Donations-General		3,579	3,579		3,579		(3,579)	-100.00%
939	Contributions-R.E. Thomson Hospital		170,000	170,000		170,000		(170,000)	-100.00%
945	Program Income	106,955	489,342	382,387	357.52%	109,458	1,300	(108,158)	-98.81%
946	Transportation-Program Income Received	1,389	8,524	7,135	513.68%	8,119	3,900	(4,219)	-51.96%
947	C-1 Program Income Received	97,046	107,986	10,940	11.27%	107,108	65,000	(42,108)	-39.31%
956	Contributions-Other		17,000	17,000		17,000		(17,000)	-100.00%
963	Property Sales	44,272	49,253	4,981	11.25%	1,100	1,500	400	36.36%
964	Unclassified Revenue	567,737	452,428	(115,309)	-20.31%	165,882	155,100	(10,782)	-6.50%
1026	Program Participants	734,483	174,347	(560,136)	-76.26%	368,752	455,752	87,000	23.59%
	Totals	\$2,397,201	\$2,495,044	\$97,843		\$1,790,375	\$1,583,779	(\$206,596)	

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 Road and Bridget Fund and excess grant match refunds.

County of El Paso, Texas

Summary of Revenues with Selected Definitions and Trends - All Funds

Acct. No.	Revenue Account Title	Actuals		Changes		Budgets		Changes	
		FY95	FY96	Amounts	%	FY96	FY97	Amounts	%
Other Financing Sources									
950	Proceeds Of Bonds Sold	\$5,600,000		(\$5,600,000)	-100.00%				
953	Accrued Interest - Certificates of Indebtedness	35,311		(35,311)	-100.00%				
1011	Designated Fund Equity					\$14,669,372	\$18,062,521	\$3,393,149	23.13%
1020	Transfers In	493,767	\$590,068	96,301	19.50%	580,068	\$324,089	(255,979)	-44.13%
1021	Transfers In-Grants	2,046,580	2,405,521	358,941	17.54%	2,787,748	942,717	(1,845,031)	-66.18%
1022	Transfers In-Court Reporter Fees		127,924	127,924		131,000	130,000	(1,000)	-0.76%
1023	Excess Grant Match	283	147,424	147,141	51993.29%	10,000	1,000	(9,000)	-90.00%
1038	Transfers In-Road and Bridges	1,325,000	1,425,000	100,000	7.55%	1,425,000	2,600,000	1,175,000	82.46%
	Totals	<u>\$9,500,941</u>	<u>\$4,695,937</u>	<u>(\$4,805,004)</u>		<u>\$19,603,188</u>	<u>\$22,060,327</u>	<u>\$2,457,139</u>	
Residual Equity Transfers-In									
1039	Residual Equity Transfer-In	\$11,415	\$146,014	\$134,599	1179.14%				
	Totals	<u>\$11,415</u>	<u>\$146,014</u>	<u>\$134,599</u>					
	Grand Totals	<u>\$110,433,051</u>	<u>\$111,521,756</u>	<u>\$1,088,705</u>	0.99%	<u>\$116,237,501</u>	<u>\$116,084,957</u>	<u>(\$152,544)</u>	-0.13%
	Designation for carryforward encumbrances					\$37,863,033	\$28,845,996	(\$9,017,037)	-23.81%
	Grand Totals and Encumbrance Designations					<u>\$154,100,534</u>	<u>\$144,930,953</u>	<u>(\$9,169,581)</u>	-5.95%

Comparison of fiscal year 1996 and 1997 include carry forward encumbrances and are segregated above. Encumbrances represent obligations of the County for goods and services relating to the fiscal year ended September 30, 1996 expected to be paid in the new fiscal year. The majority of encumbrances carried forward relate to Capital Projects Funds which totaled \$35,482,001 and \$24,569,184 at the end of fiscal years 1995 and 1996 respectively. Amounts included to balance the County's operating budget in fiscal years 1996 and 1997 respectively totaled \$14,669,372 and 18,062,521.



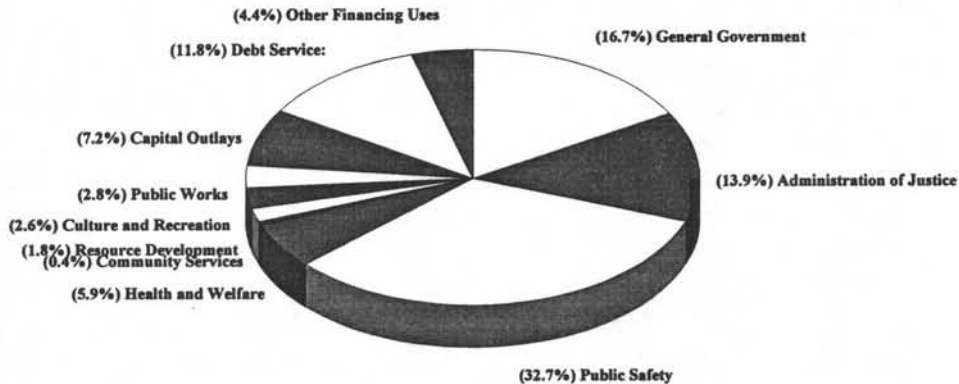
EXPENDITURES

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - All Funds (Expenditures) With comparative actuals and budget

	Actual Expenditures		Changes		Budgeted Appropriations		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Expenditures (Uses):								
General Government	\$15,468,224	\$16,097,567	\$629,343	4.07%	\$19,009,048	\$19,383,054	\$374,006	1.97%
Administration of Justice	16,119,099	18,441,168	2,322,069	14.41%	19,402,161	16,102,983	(3,299,178)	-17.00%
Public Safety	32,426,683	33,351,814	925,131	2.85%	34,888,508	37,955,159	3,066,651	8.79%
Health and Welfare	7,476,123	9,133,983	1,657,860	22.18%	10,338,107	6,818,326	(3,519,781)	-34.05%
Community Services	3,967,537	1,624,482	(2,343,055)	-59.06%	1,710,734	455,752	(1,254,982)	-73.36%
Resource Development	1,623,293	1,809,643	186,350	11.48%	1,894,783	2,040,429	145,646	7.69%
Culture and Recreation	2,379,265	2,203,349	(175,916)	-7.39%	2,671,890	3,072,405	400,515	14.99%
Public Works	2,460,906	2,948,350	487,444	19.81%	3,700,380	3,217,572	(482,808)	-13.05%
Capital Outlays	7,054,785	11,180,265	4,125,480	58.48%	41,814,195	8,310,808	(33,503,387)	-80.12%
Debt Service:								
Principal	6,965,000	5,927,671	(1,037,329)	-14.89%	5,927,672	6,383,074	455,402	7.68%
Interest	6,647,639	7,809,941	1,162,302	17.48%	7,809,951	7,257,740	(552,211)	-7.07%
Other Debt Related Costs								
Other Financing Uses	4,377,904	6,017,985	1,640,081	37.46%	4,952,208	5,087,655	135,447	2.74%
Total Expenditures and Other Financing Uses	\$106,966,458	\$116,546,218	\$9,579,760	8.96%	\$154,119,636	\$116,084,957	(\$38,034,679)	-24.68%

Fiscal Year 1997 Budget Appropriations (Uses) - All Funds

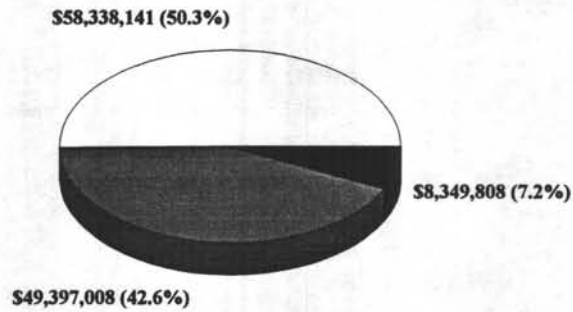
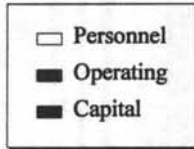


County of El Paso, Texas

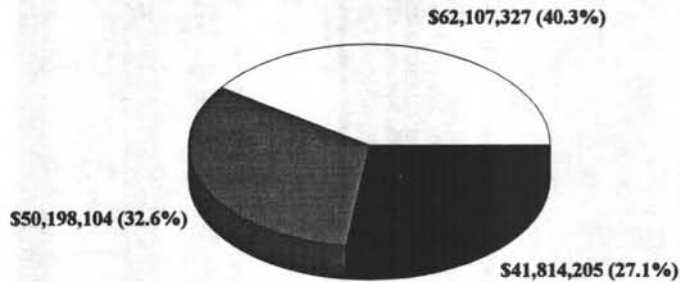
Budget Summary for Fiscal Year 1997 by Category - All Funds With Prior Year Expenditure Actuals

Category	Actuals		Changes		Adopted Budget		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Personnel	\$53,669,654	\$59,892,460	6,222,806	11.59%	\$62,107,327	\$58,338,141	(3,769,186)	-6.07%
Operating	47,313,850	45,473,493	(1,840,357)	-3.89%	50,198,104	49,397,008	(801,096)	-1.60%
Capital	5,982,954	11,180,265	5,197,311	86.87%	41,814,205	8,349,808	(33,464,397)	-80.03%
Totals	\$106,966,458	\$116,546,218	\$9,579,760	8.96%	\$154,119,636	\$116,084,957	(\$38,034,679)	-24.68%

Operating Budgets FY 97



FY 96



County of El Paso, Texas

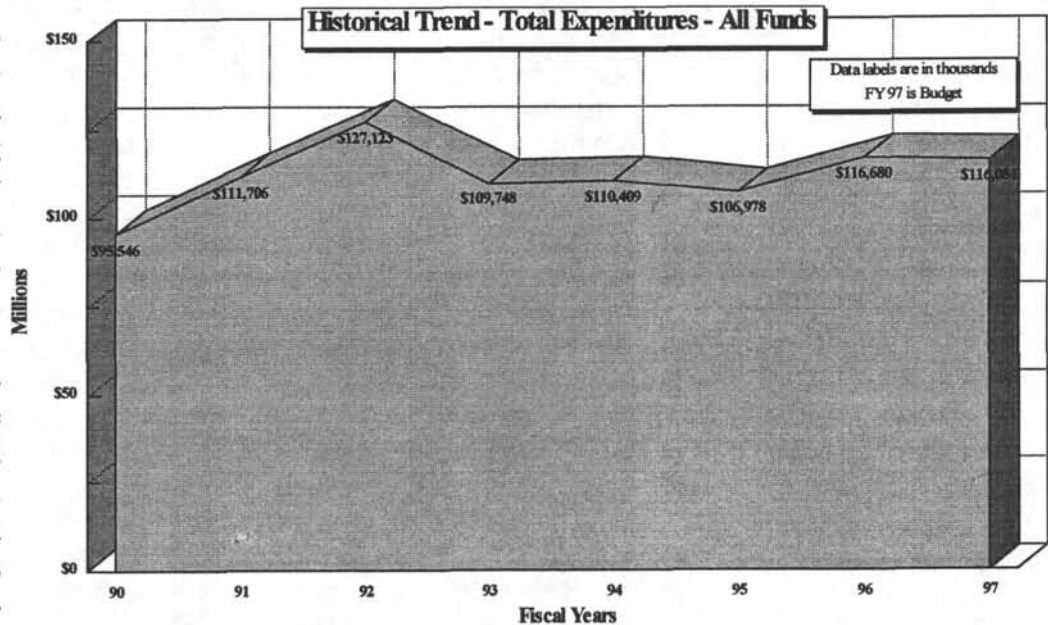
Historical Expenditure Trends - By Function

(Amounts in thousands)

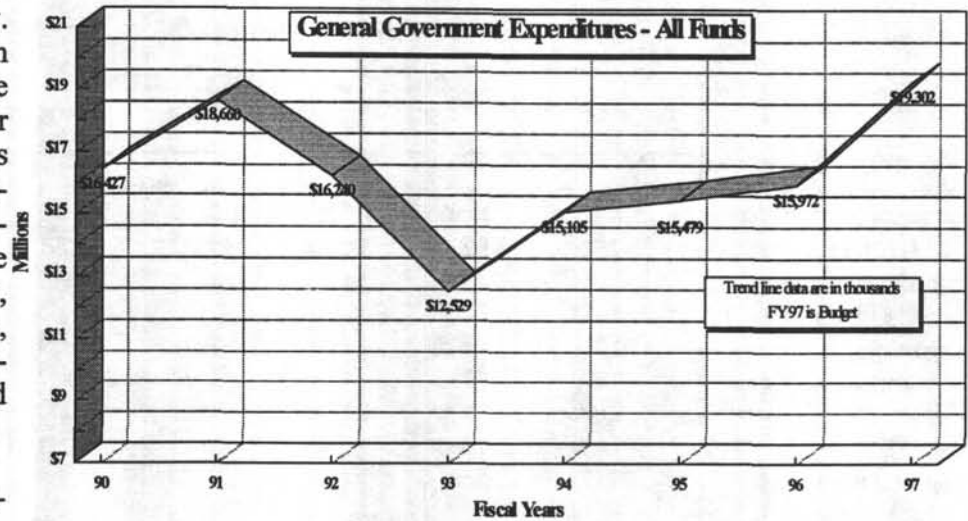
Fiscal Year Expenditures

Function	Actuals							Budget
	90	91	92	93	94	95	96	97
General Government	\$16,427	\$18,660	\$16,240	\$12,529	\$15,105	\$15,479	\$15,972	\$19,302
Administration of Justice	7,988	9,839	14,654	15,112	15,791	16,119	18,441	15,950
Public Safety	21,058	24,207	24,556	25,764	28,912	32,427	33,352	38,102
Health and Welfare	6,752	7,509	7,279	7,022	6,755	7,476	9,134	6,818
Community Services	1,211	1,808	2,536	3,111	3,889	3,968	1,624	474
Resource Development	3,299	3,756	3,390	3,114	1,897	1,596	1,810	1,269
Culture and Recreation	2,002	2,228	3,698	2,023	2,178	2,379	2,203	3,763
Public Works	1,679	1,330	1,515	1,929	2,233	2,461	2,948	3,309
Capital Outlays	23,171	25,503	7,418	9,520	8,609	7,082	11,180	8,307
Debt Service:								
Principal	2,635	2,940	6,120	4,000	6,000	6,965	5,928	6,383
Interest and other costs	4,705	4,496	6,560	5,144	8,466	6,648	7,810	7,258
Other Uses	4,619	9,430	33,157	20,480	10,574	4,378	6,278	5,149
Total Expenditures	\$95,546	\$111,706	\$127,123	\$109,748	\$110,409	\$106,978	\$116,680	\$116,084

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.



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.

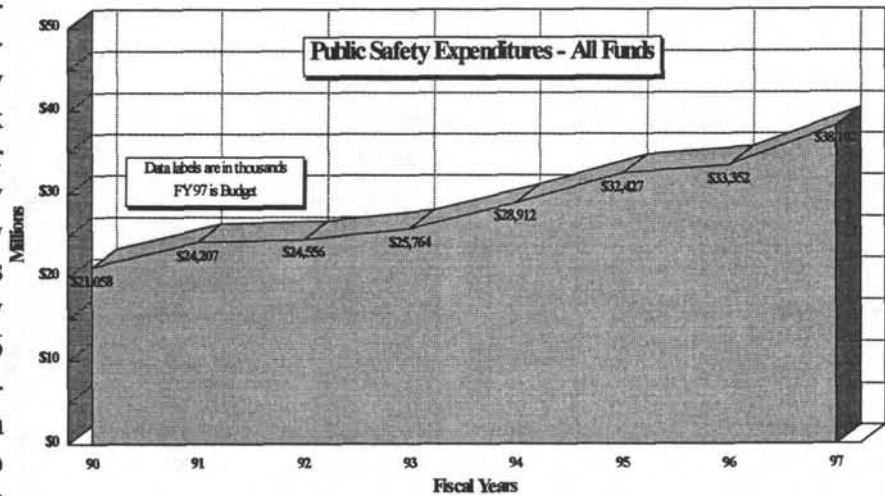
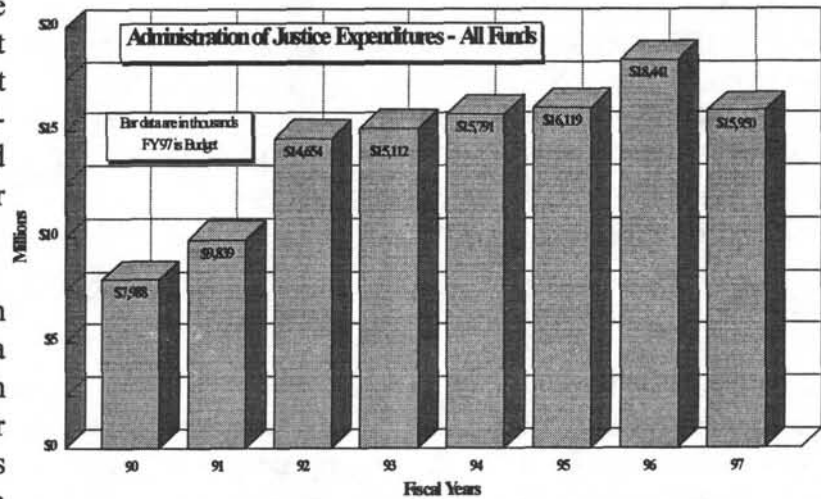


Overall, expenditures of departments within this classification reflect slight increases with the exceptions as follows. Some of the major fluctuations are related directly to three main areas which are County Purchasing, Elections and the General and Administrative departments. The County Purchasing 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 providing 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.

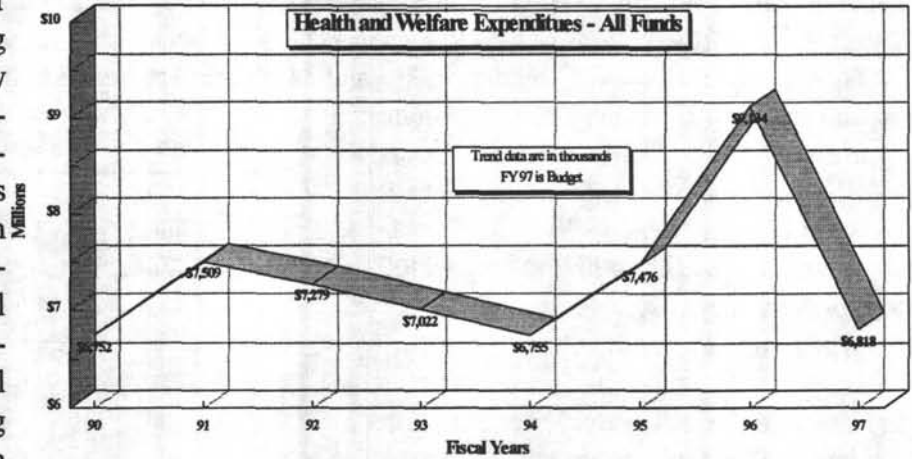
The general and administrative index of the general fund fluctuated over the years as it is used as a catch all account at the discretion of the Commissioners Court. This account is utilized for payments to other agencies for a variety of services from appraisals of property by the Central Appraisal 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 in fiscal year 1995 and back to \$1,000,000 in fiscal year 1997.

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, with the exception of legal fees of the Council of Judges Administration. The significant fluctuations related to increases in the judiciary such as new courts being funded in the early 90's and again in 1996 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. A significant increase in fiscal year 1996 was attributable to nearly \$1,000,000 that was added to cover indigent legal fee payments for court appointed attorneys.

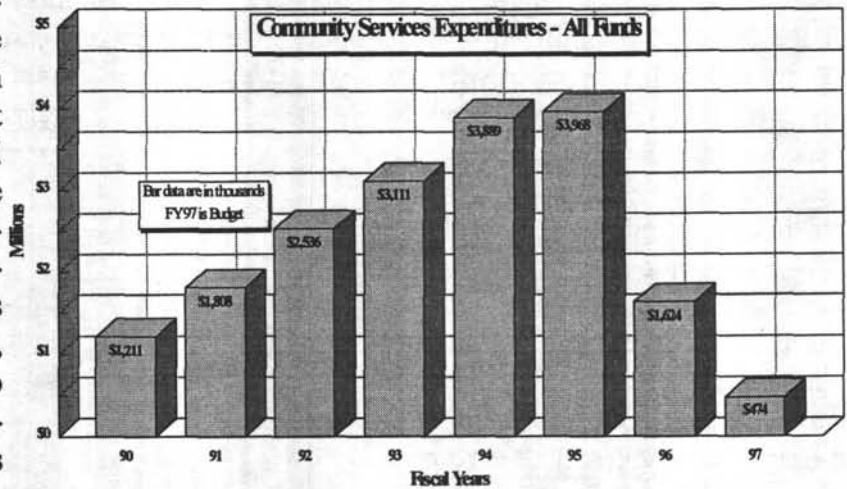
In regards to **Public Safety**, beginning in the late 1980's the County entered into a collective bargaining contract mainly with the El Paso County Sheriff deputies for salary and benefit compensation which is representative of the trend of increases in this area. Additionally, over the years, other 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. Expenditures relating to courthouse security amounted to \$385,993 and \$462,976 in fiscal years 1995 and 1996 respectively. 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 over capacity by approximately 300 inmates. Furthermore, future expenditures of the County Sheriff's Detention Facility are estimated to increase beginning in late fiscal year 1997 from anywhere between \$12,000,000 to \$16,000,000 per fiscal year upon completion of a new jail annex currently being constructed in East El Paso.



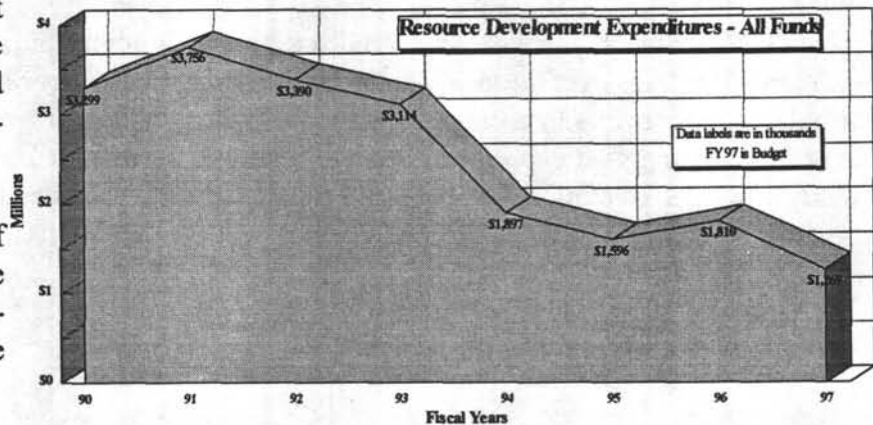
The bulk of the increase in **Health and Welfare** relates to the County's funding of health related agencies such as the City-County Health District, Animal Control and fluctuations within health related grant activities. Subsequent to fiscal year 1993, the County saw costs trending upwards upon completion 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 cut-backs at the State and Federal level to health and welfare related programs such as resulted with the El Paso County Alcohol and Drug Abuse Program (EPCADS) which was defunded in fiscal year 1996 as well as reductions to 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. In fiscal year 1996, the County experienced increases in mental health costs, its contribution for the Child Welfare Program and a decrease in funding to the City-County Health District budget.



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 and 1997 are reflected in the bar graph to the right depicts the fact that some of these grants provide funding up front and therefore, some grants were being closed out due to discontinuation of funding and or completion of the projects while new projects may be starting. In fiscal year 1997, funding mainly relates to the East Montana Water Project in East El Paso whereby the County is assisting residents in obtaining a permanent source of water through cooperative agreements with utility companies and State loans for improvements to existing water systems.

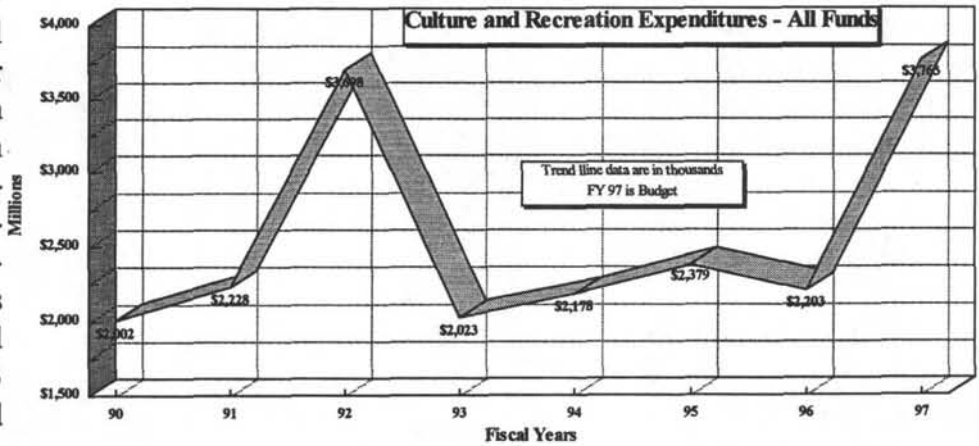


The downward slope in the area of **Resource Development** is mainly the result of an interlocal agreement between the City of El Paso and the

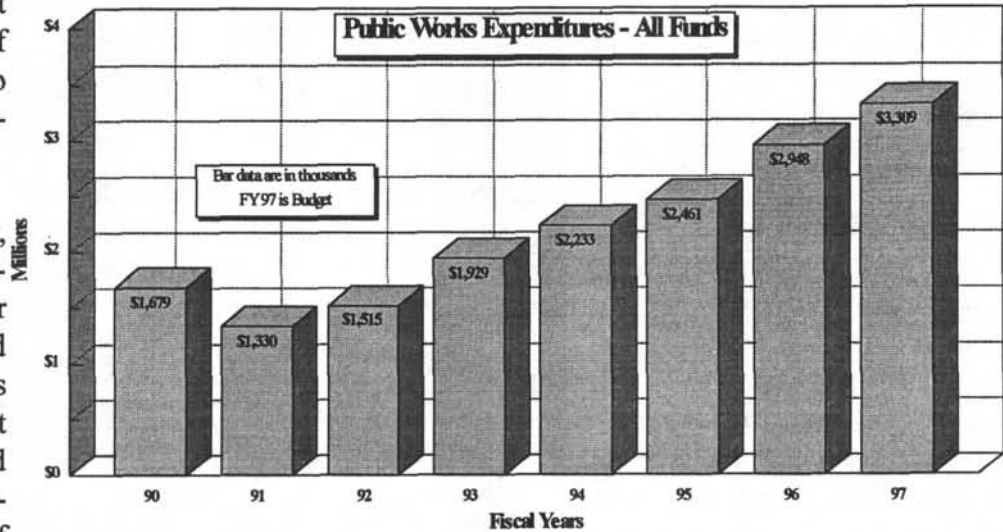


County of El Paso whereby the City took total operational control of the Tourist and Convention Bureau and Civic Center operations in the early 1990's. Personnel and all operating activities transferred to the City and the County in turn provides hotel occupancy funding to the City of El Paso on a monthly basis.

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 related to the Coliseum Tourist Promotion fund approximating \$200,000 and a budget increase in fiscal year 1997 of \$28,803. Other increases in fiscal year 1997 were \$113,205 for Ascarate Regional County Park for park improvements or possible matching funds for additional park improvement funding, funding of the Montana Vista and Sparks Community Centers at \$53,695 each for a total of \$107,390 and an increase to the County Tourist Promotion Fund of \$108,750.

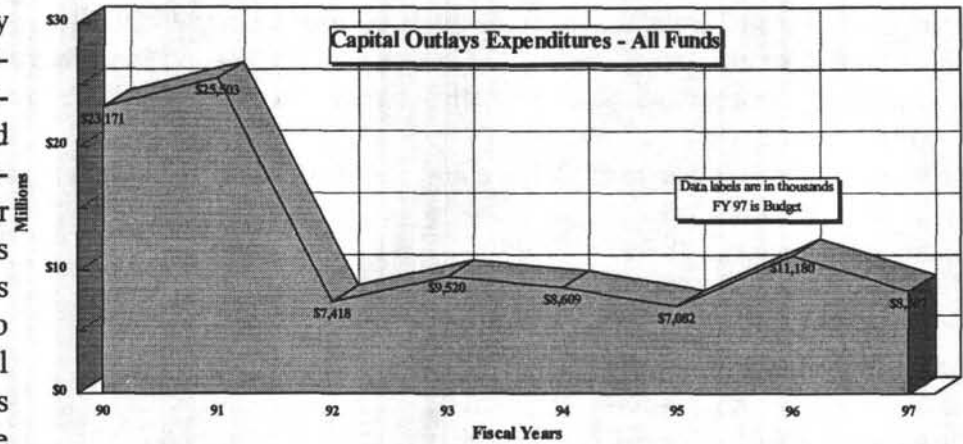


In the **Public Works** group, these are mainly infrastructure related expenditures for roads and bridges incurred by the Roads and Bridges Department. In recent years, the Roads and Bridges Department has focused on replacement of some of its heavy duty equipment and has put more emphasis on new roadways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

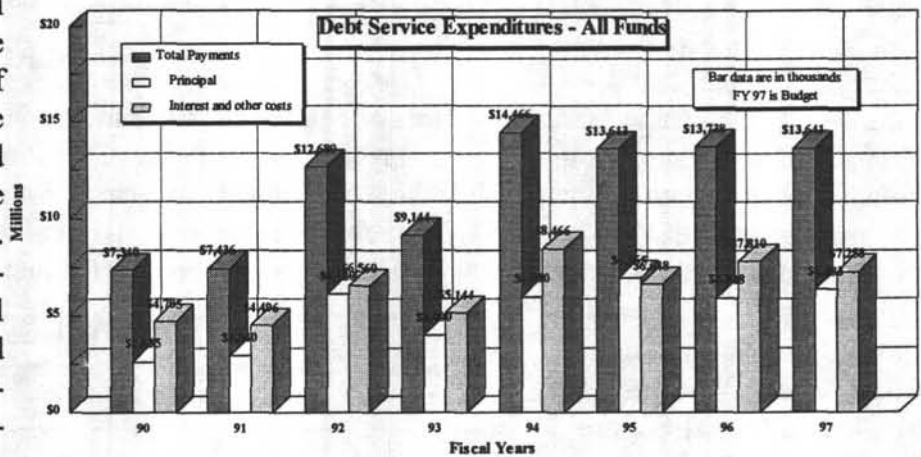


Capital Outlays mainly are the result of major capital projects. The main peak reflects the completion of a variety of county projects including the newly constructed County Courthouse Building followed by new projects such as the startup of the Jail Annex project currently in progress and expected to be completed by mid to late fiscal year 1997. 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

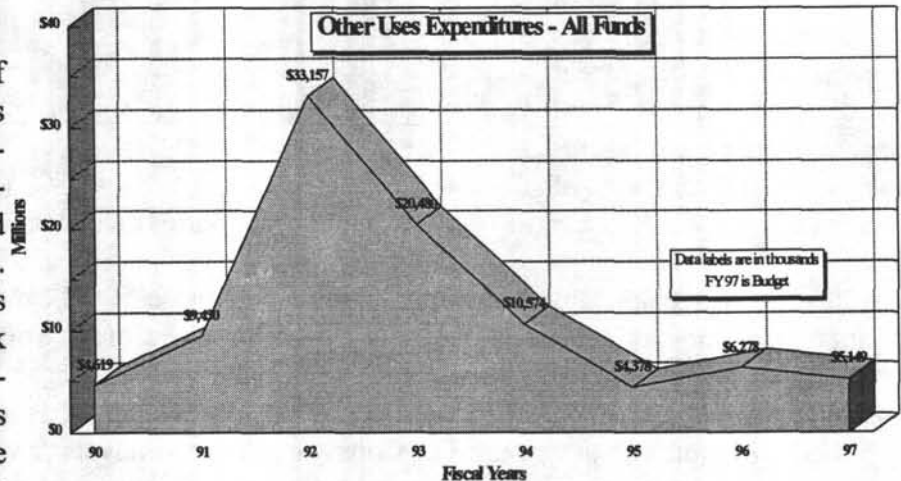
year 1994 when the County issued \$3,210,000 in Certificates of Obligation for the purpose of capital equipment and improvements at the departmental level. In fiscal year 1997, the main outlays as shown in the capital projects section of this report, relate to additional non-departmental capital projects and additions to the County Sheriff's vehicle fleet amounting to \$300,000 which is the same amount as in fiscal years 1995 and 1996.



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 may 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 advice, 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 1997 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 1997 budgeted revenues by sources and appropriations by function and category (Personnel, Operating and Capital).

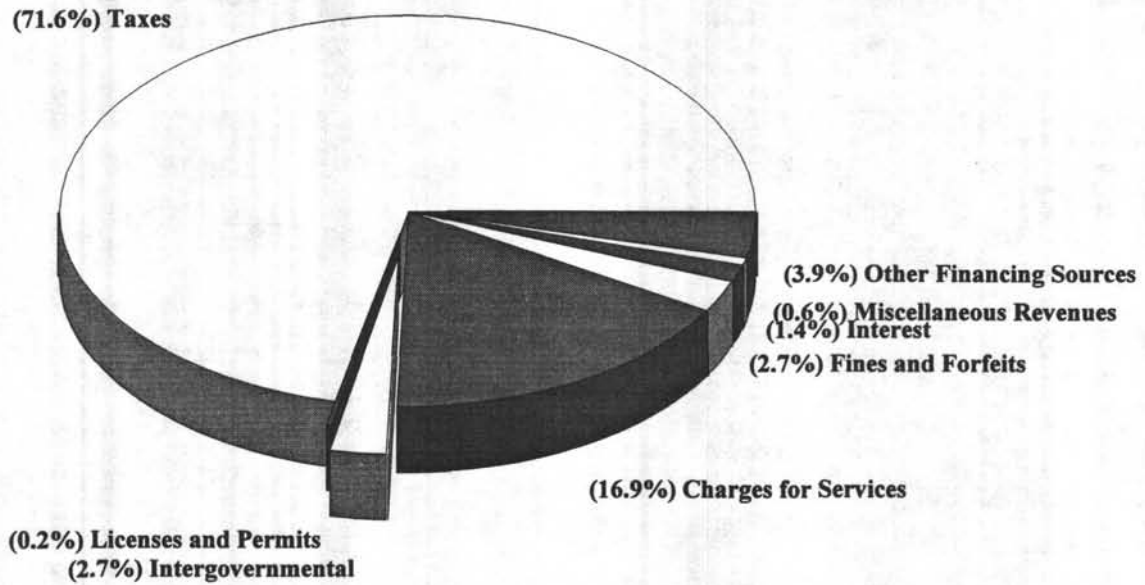
	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Taxes	\$49,328,115	\$49,922,018	\$593,903	1.20%	\$47,431,900	\$53,167,366	\$5,735,466	12.09%
Licenses and Permits	193,015	192,746	(269)	-0.14%	194,000	185,000	(9,000)	-4.64%
Intergovernmental	1,697,818	2,297,964	600,146	35.35%	1,527,745	1,991,127	463,382	30.33%
Charges for Services	12,983,124	13,848,941	865,817	6.67%	11,776,920	12,568,227	791,307	6.72%
Fines and Forfeits	2,130,021	1,989,003	(141,018)	-6.62%	1,982,718	1,986,700	3,982	0.20%
Interest	1,757,476	1,461,400	(296,076)	-16.85%	1,500,000	1,075,000	(425,000)	-28.33%
Miscellaneous Revenues	1,008,367	1,313,604	305,237	30.27%	925,477	447,200	(478,277)	-51.68%
Other Financing Sources	1,457,557	2,174,807	717,250	49.21%	1,682,068	2,866,000	1,183,932	70.39%
Total Revenues and Other Financing Sources	70,555,493	73,200,483	2,644,990	3.75%	67,020,828	74,286,620	7,265,792	10.84%
Residual Equity Transfers-In	11,415							
Beginning Fund Balances	14,741,302	15,316,141	574,839	3.90%	15,316,141	14,186,002	(1,130,139)	-7.38%
Total Available Resources	\$85,308,210	\$88,516,624	\$3,219,829	3.76%	\$82,336,969	\$88,472,622	\$6,135,653	7.45%
Expenditures (Uses):								
General Government	\$14,907,261	\$15,476,238	\$568,977	3.82%	\$17,821,675	\$18,467,930	\$646,255	3.63%
Administration of Justice	12,430,249	14,487,071	2,056,822	16.55%	15,216,205	15,944,498	728,293	4.79%
Public Safety	32,426,683	33,351,814	925,131	2.85%	34,888,508	37,955,159	3,066,651	8.79%
Health and Welfare	4,720,507	4,676,976	(43,531)	-0.92%	5,644,456	5,601,691	(42,765)	-0.76%
Resource Development	431,679	461,170	29,491	6.83%	485,529	481,553	(3,976)	-0.82%
Culture and Recreation	1,346,922	1,252,022	(94,900)	-7.05%	1,525,756	1,825,018	299,262	19.61%
Capital Outlays	805,731	1,080,698	274,967	34.13%	1,683,694	176,422	(1,507,272)	-89.52%
Other Financing Uses	2,920,630	3,544,633	624,003	21.37%	3,085,510	2,123,337	(962,173)	-31.18%
Total Expenditures and Other Financing Uses	69,989,662	74,330,622	4,340,960	6.20%	80,351,333	82,575,608	2,224,275	2.77%
Residual Equity Transfers-Out	2,407		(2,407)					
Encumbrances						3,408,218	3,408,218	
Ending Fund Balances	15,316,141	14,186,002	(1,130,139)	-7.38%	1,985,636	2,488,796	503,160	25.34%
Total Expenditures, Appropriations and Fund Balances	\$85,308,210	\$88,516,624	\$3,208,414	3.76%	\$82,336,969	\$88,472,622	\$6,135,653	7.45%

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 1996, the Court used an estimated fund balance of \$11,645,085 to balance the budget. Based on actuals for fiscal year 1996, 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 1996 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 1997 to the tune of \$8,288,988 leaving a residual projected fund balance of approximately \$2,383,105. Currently, the County is experiencing slightly increased sales tax revenues over previous declines which may not have much of an impact the general fund revenues for fiscal year 1997. 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 \$1,000,000 in general fund contingencies for unforeseen emergencies. Generally, expenditures increased only moderately with the exception of capital expenditures and other financing uses.

County of El Paso, Texas

Fiscal Year 1997 Budget

Revenues (Sources) - General Fund

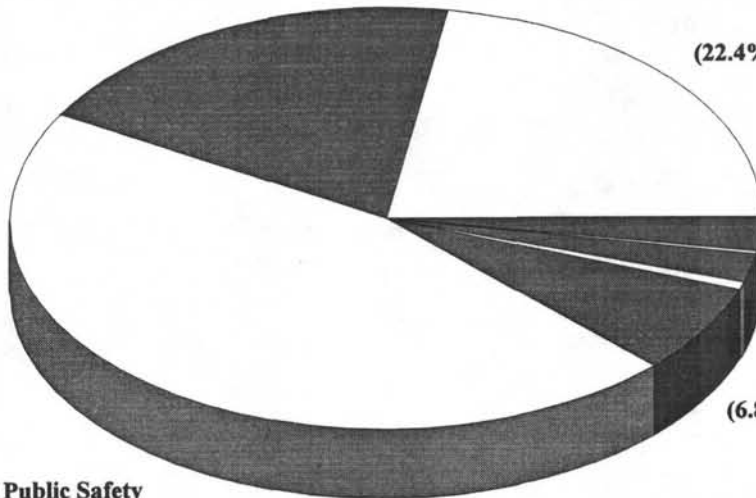


County of El Paso, Texas

Fiscal Year 1997 Budget Appropriations (Uses) - General Fund

(19.3%) Administration of Justice

(22.4%) General Government



(2.6%) Other Financing Uses
(0.2%) Capital Outlays
(2.2%) Culture and Recreation
(0.6%) Resource Development

(6.8%) Health and Welfare

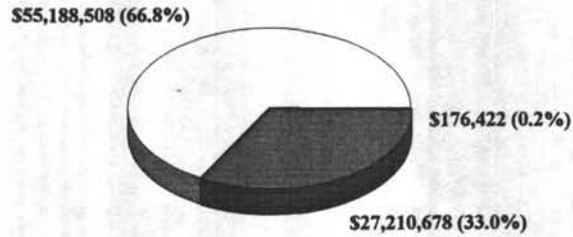
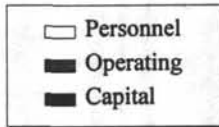
(46.0%) Public Safety

County of El Paso, Texas

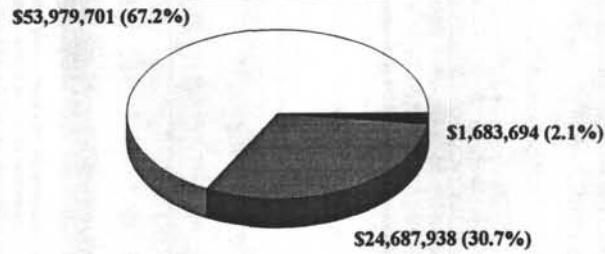
Budget Summary for Fiscal Year 1997 by Category - General Fund With Prior Year Expenditure Actuals

Category	Actuals		Changes		Adopted Budget		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Personnel	\$46,825,190	\$53,253,395	\$6,428,205	13.73%	\$53,979,701	\$55,188,508	\$1,208,807	2.24%
Operating	22,358,742	19,996,529	(2,362,213)	-10.57%	24,687,938	27,210,678	2,522,740	10.22%
Capital	805,730	1,080,698	274,968	34.13%	1,683,694	176,422	(1,507,272)	-89.52%
Totals	\$69,989,662	\$74,330,622	\$4,340,960	6.20%	\$80,351,333	\$82,575,608	\$2,224,275	2.77%

Operating Budgets FY 97



FY 96





GENERAL GOVERNMENT

COUNTY OF EL PASO, TEXAS

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

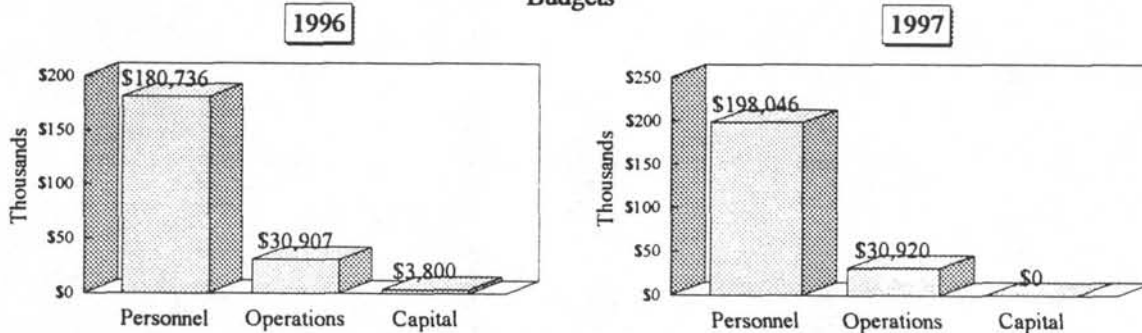
Department Description and Responsibilities

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

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$164,120	\$178,495	\$180,736	\$198,046	9.58%
Operations	15,998	15,707	30,907	30,920	0.04%
Capital	3,152	3,352	3,800		-100.00%
Totals	\$183,270	\$197,554	\$215,443	\$228,966	6.28%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	4	5
Part-time employees			
Totals	4	4	5

Authorized Position Detail

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

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

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

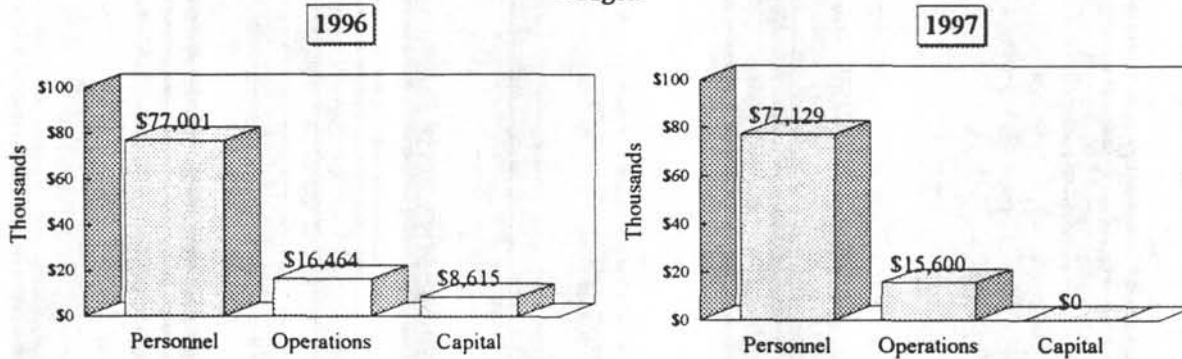
Department Description and Responsibilities

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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$73,032	\$76,462	\$77,001	\$77,129	0.17%
Operations	9,791	8,506	16,464	15,600	-5.25%
Capital		7,581	8,615		-100.00%
Totals	\$82,823	\$92,549	\$102,080	\$92,729	-9.16%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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

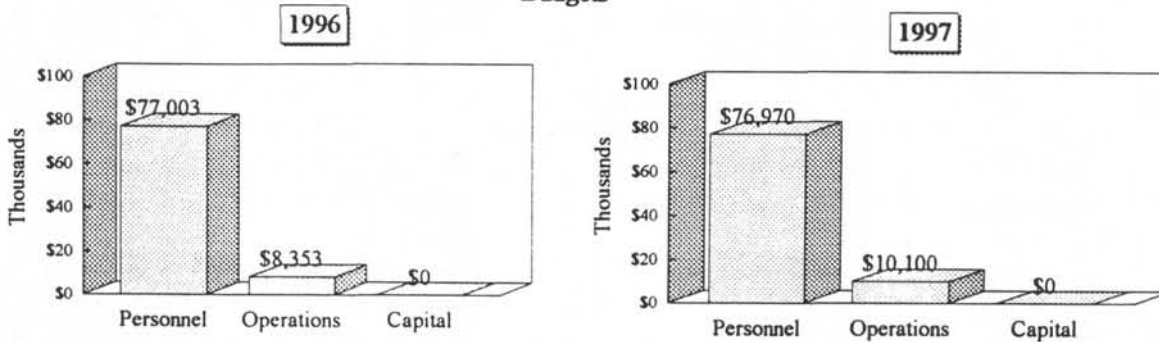
Department Description and Responsibilities

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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$70,646	\$76,635	\$77,003	\$76,970	-0.04%
Operations	5,385	5,943	8,353	10,100	20.91%
Capital	3,597				
Totals	\$79,628	\$82,578	\$85,356	\$87,070	2.01%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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

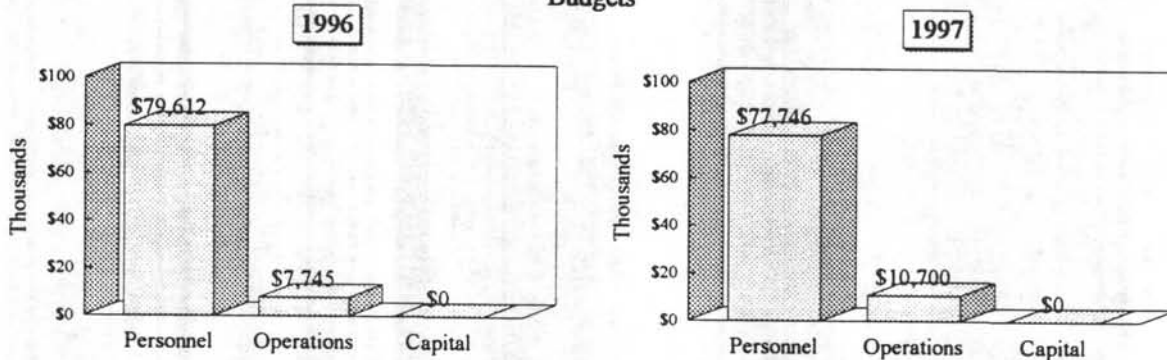
Department Description and Responsibilities

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$73,231	\$79,360	\$79,612	\$77,746	-2.34%
Operations	8,689	6,671	7,745	10,700	38.15%
Capital	632				
Totals	\$82,552	\$86,031	\$87,357	\$88,446	1.25%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 500066
 Precinct No. 4

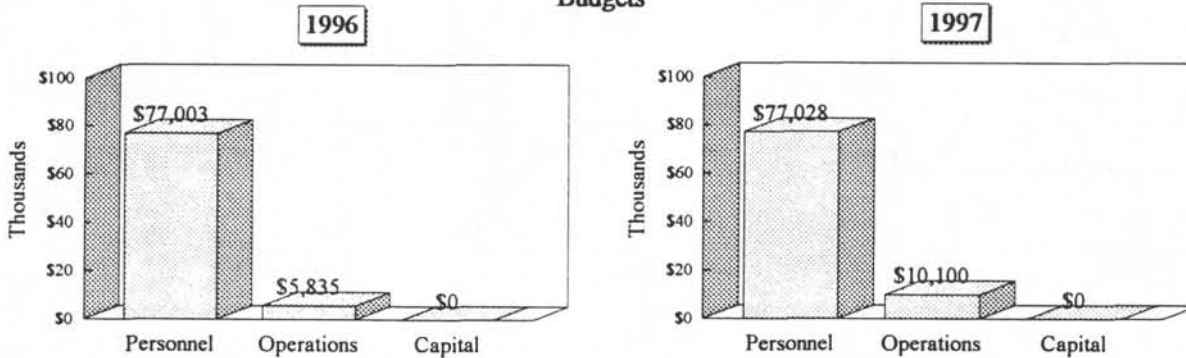
Department Description and Responsibilities

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$74,068	\$76,696	\$77,003	\$77,028	0.03%
Operations	5,310	4,562	5,835	10,100	73.09%
Capital	1,000				
Totals	\$80,378	\$81,258	\$82,838	\$87,128	5.18%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 thirteen 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, 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 upon 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: The new release 3.2 of Peat Marwick's Financial Accounting Management Information System (FAMIS) has been implemented thereby increasing 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 further reduced tasks currently done manually, for example, manual checks, thus reducing the duplication of efforts, and increasing operational efficiency and effectiveness.
- 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

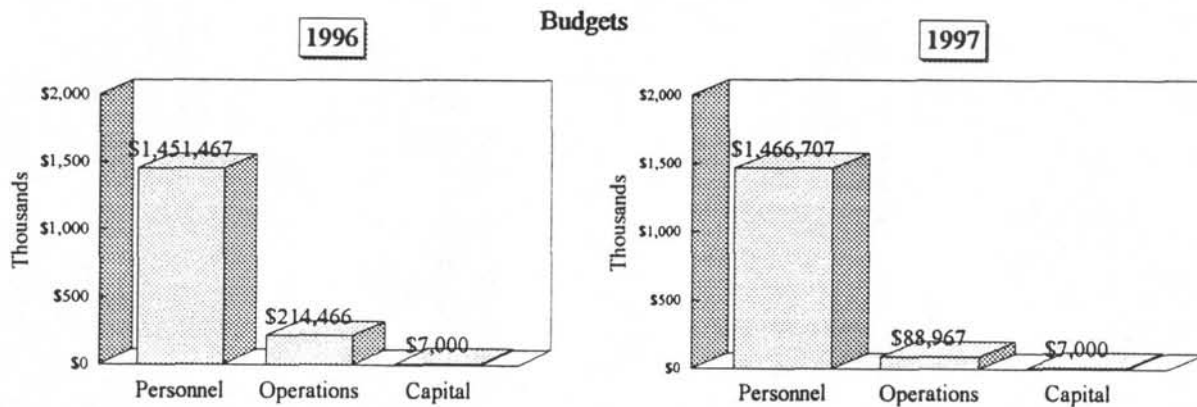
Department: County Auditor and Treasury - continued Fund No. 01 Index No. 500124

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 problem areas.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$1,322,764	\$1,410,868	\$1,451,467	\$1,466,707	1.05%
Operations	176,656	127,159	214,466	88,967	-58.52%
Capital	15,201	6,868	7,000	7,000	
Totals	\$1,514,621	\$1,544,895	\$1,672,933	\$1,562,674	-6.59%



Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Number of transactions:			
Payroll checks issued	54,643	54,886	55,000
Vendor payment transactions	82,032	107,681	110,000
Grants administered	47	55	60
Positions budgeted	1,640	1,617	1,640
Revenue transactions	13,477	13,015	14,500
Expenditure transactions	97,492	103,558	110,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	41	42	43
Part-time employees	4	4	4
Totals	45	46	47

COUNTY OF EL PASO, TEXAS

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

Authorized Position Detail

Accountant I	12	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 required specifications are awarded so that the highest quality services, materials and supplies are always procured at the best possible price.
- Goal 5: To ensure that the County of El Paso strictly adheres to all County laws and State Purchasing Statutes.
- Goal 6: To further upgrade the ADPICS software system, thus continue in our plan to maintain modernization.
- Goal 7: To continue positioning the Purchasing Department for the 21st century.
- 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 a third system upgrades for ADPICS.
- Objective 6: Maintain a fully-staffed department.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$393,395	\$434,680	\$440,430	\$436,772	-0.83%
Operations	239,844	201,943	384,605	277,765	-27.78%
Capital	439	475	975		-100.00%
Totals	\$633,678	\$637,098	\$826,010	\$714,537	-13.50%

COUNTY OF EL PASO, TEXAS

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

Work Program Trends

<u>Department Activity</u>	1995	1996	1997
	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>
Competitive bids and proposals processed	110	120	130
Vendors on file	19,800	19,900	23,400
Pieces of mail processed	730,666	733,666	770,350
Requisitions processed	18,100	19,200	21,050
Copies made by Copy Center	3,050,809	3,900,000	4,100,000
Direct payments processed	5,060	5,070	5,000
Persons trained on purchasing programs	90	377	400
Departments on line	80	95	95
Commodities managed by ADPICS	37,900	38,600	39,800

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees	15	15	15
Part-time employees			
Totals	15	15	15

Authorized Position Detail

Assistant Purchasing Agent	1	Central Warehouse Clerk	1
Bid Clerk	1	County Purchasing Agent	1
Buyer	5	Inventory Control Clerk	1
Central Supply Clerk	1	Print/Mail Equipment Operator	3
Secretary	1		

See Personnel Changes for this department in Appendix A

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.

Goals and Objectives

- Goal 1: To expand new employee orientation to one full day.
- Goal 2: To expand testing procedures for the various county jobs.
- Goal 3: To continue to coordinate efforts between the Personnel Department and the personnel function of the Sheriff's department with respect to employment procedures.
- Goal 4: To evaluate the performance evaluation forms with respect to job description requirements.
- Goal 5: To develop supervisory management training in the areas of interviewing techniques, performance evaluations, drug abuse in the workplace, non-discrimination factors, sexual harassment, etc.
- Goal 6: Develop and initiate procedures for terminating employees.
- Objective 1: Receive applications for all County departments.
- Objective 2: Process all new employees.
- Objective 3: Process all payroll changes through the payroll/personnel computer system.
- Objective 4: Coordinate new employee orientation.
- Objective 5: Coordinate all civil service activities.
- Objective 6: Coordinate all efforts with respect to the County affirmative action program.
- Objective 7: Process employees/candidates for employment subject to the drug screening program.
- Objective 8: Maintain official personnel file system for all County employees and officials.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$103,839	\$138,248	\$139,165	\$138,908	-0.18%
Operations	20,761	12,897	15,727	15,200	-3.35%
Capital		2,354	2,500		-100.00%
Totals	\$124,600	\$153,499	\$157,392	\$154,108	-2.09%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Applications received	2,807	4,000	4,795
New employees	407	450	508
Terminations	360	400	508
Turnover rate	18%	18.1%	22%
Promotions	72	80	125

COUNTY OF EL PASO, TEXAS

Department: Personnel Fund No. 01 Index No. 500439

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees	4	5	5
Part-time employees			
Totals	4	5	5

Authorized Position Detail

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

See Personnel Changes for this department in Appendix A

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. One more collection station is being considered for the Montana Vista area. The collection stations provide 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: To work towards providing more effective ways of disposing of solid waste throughout the county, thereby discouraging illegal dumping in the desert.

Objectives: To provide convenient and proper disposal of solid waste and to provide more collection stations for the residents of El Paso County.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$90,233	\$107,931	\$116,408	\$116,098	-0.27%
Operations	90,472	123,029	191,083	167,000	-12.60%
Capital		13,600	15,000		-100.00%
Totals	\$180,705	\$244,560	\$322,491	\$283,098	-12.22%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Cubic Yards of Solid Waste:			
Dumpsters		11,880	12,474
Trailers		16,128	16,934

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	6	6
Part-time employees			
Totals	4	6	6

Authorized Position Detail

Skilled Laborer	4
Truck Driver II	1
Truck Driver III	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:

- the meetings and business of Commissioners Court
- ownership of property within the County
- proceedings, dispositions and collections of monies relevant to cases in the County Courts at Law for both Civil and Criminal proceedings
- vital statistics
- the Probate proceedings of the County, including Will Probate (Intestate and Testate), guardianship and other Probate functions
- business ownership within the County, more specifically Assumed Names

The County Clerk's Office has the primary responsibility of filing and indexing documents for retrieval, transcribing the contents of each file, and safeguarding the information for use by the general public and other county departments.

Goals and Objectives

- Goal 1:** To handle documents filed with the County Clerk's Office in the most efficient and effective way.
- Objective 1:** To shorten the time necessary to file and transcribe deed records, in order to return the documents to the title companies or the general public as soon as possible by:
- A. identifying the document with a file or document number, and
 - B. indexing the document for recording and retrieval.
- Objective 2:** To streamline operations in vital statistics through the use of imaging systems which help to process the high volume of information requests in a fast and efficient manner.
- Objective 2:** To improve service to the Probate Judge by having a clerk from the County Clerk's Office present during hearings in order to assist the Probate Court in managing their caseload.
- Objective 3:** To continue the efficient and effective handling of Civil and Criminal cases through cooperation with the District Attorney's, County Attorney's, County Court at law Judges, Probation, Data Processing, and Criminal Justice Information System's offices.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$723,024	\$775,580	\$793,516	\$794,773	0.16%
Operations	62,552	68,641	71,942	70,853	-1.51%
Capital	970				
Totals	\$761,420	\$844,221	\$865,458	\$865,626	0.02%

COUNTY OF EL PASO, TEXAS

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

Work Program Trends

<u>Department Activity</u>	<u>1995 Actual</u>	<u>1996 Projected</u>	<u>1997 Projected</u>
<u>Filings for:</u>			
Deeds, Assumed Names, UCCs, and Financing Statements	93,630	97,000	105,000
Vital Statistics	28,605	29,000	29,500
<u>Probate:</u>			
Filings	1,350	1,500	1,650
Mental Health Filings	545	600	650
<u>Criminal:</u>			
Filings	15,793	17,293	18,043
Dispositions	13,175	14,175	14,675
<u>Civil:</u>			
Filings(Bond Forfeitures/JP)	583	600	600
Dispositions	463	500	600

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</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	10
County Clerk	1	Supervisor - Cashier	1
Deeds/Records Supervisor	1	Vital Statistics Supervisor	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

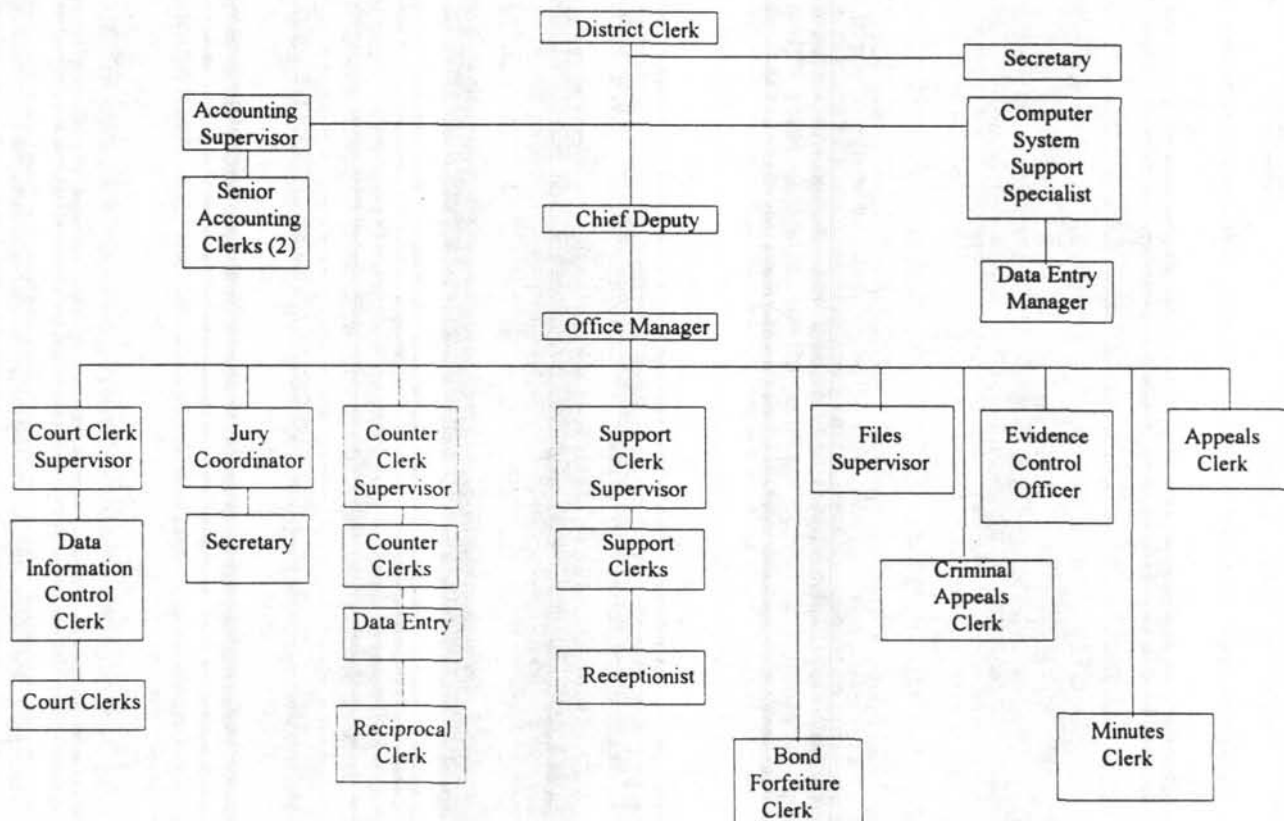
Department: District Clerk Fund No. 01 Index No. 500728

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 a jury support system to improve the service to prospective jurors and the courts by installing a voice mail system to provide information about jury reporting, times and places.
- Objective 2: To obtain additional equipment necessary to maintain the efficient use of existing staff.
- Objective 3: To purchase a tabquick system to reduce the cost of manual labor to produce file jackets for civil and criminal cases.



COUNTY OF EL PASO, TEXAS

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

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$1,126,290	\$1,207,686	\$1,211,012	\$1,294,183	6.87%
Operations	484,478	553,247	603,934	571,468	-5.38%
Capital	7,354				
Totals	\$1,618,122	\$1,760,933	\$1,814,946	\$1,865,651	2.79%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Filings for:			
Criminal cases	4,941	4,596	5,000
Criminal cases reactivated	1,331	1,616	2,050
Subpoenas	3,029	4,435	4,882
Civil:			
Civil cases	14,892	15,708	16,600
Citations processed	16,190	17,100	18,000
Bond Forfeitures	411	663	700
Bond Forfeitures Collected	\$383,319	\$400,000	\$500,000
Protective Orders	616	700	850
Abstracts and executions	723	906	1,100
Child support:			
New cases filed	3,536	4,000	4,500
Child support transactions	225,544	250,000	275,000
Attorney General cases filed	2,722	4,460	4,800
Jury:			
Jury summons mailed	160,000	170,000	180,000
Criminal and Civil cases disposed by Jury on 16 courts	162	356	375

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	56	58	60
Part-time employees	6	6	6
Totals	62	64	66

Authorized Position Detail

Accounting Supervisor	1	District Clerk	1
Appeals Clerk	1	Evidence Control Officer	1
Bond Forfeiture Clerk	1	Files Supervisor	2
Chief Deputy	1	Jury Coordinator	1
Clerk	4	Minutes Clerk	1
Clerk, Part-time	2	Office Manager	1
Counter Clerk	13	Receptionist	1
Counter Clerk, Part-time	4	Secretary	2
Counter Clerk Supervisor	1	Senior Accounting Clerk	2
Court Clerk	16	Support Clerk	3
Court Clerk Supervisor	1	Support Supervisor	1
Criminal Appeals Clerk	1	System Support Specialist	1
Data Entry	1	Data Information Control	1
Data Entry Manager	1		

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

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

Department Description and Responsibilities

Consolidated Data Processing (CDP) was established in 1983 by an interlocal agreement between El Paso County, the City of El Paso and the Central Appraisal District (CAD), with the objective to control and share the costs for data processing. The costs of CDP are budgeted as 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, the criminal justice information system, and traffic warrants.

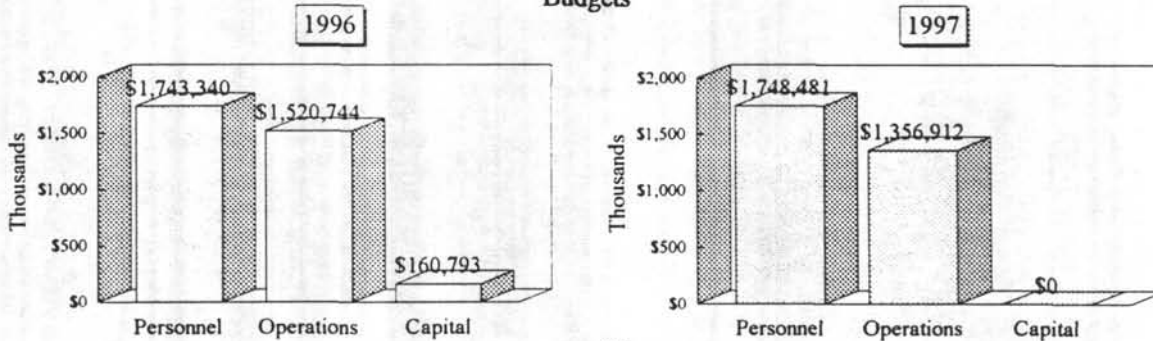
Goals and Objectives

- 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, County Clerk, District Clerk, Court Administration, Adult Probation and Police Departments to improve the arresting, charging and booking of criminals. A live scan finger print system and a photo mugshot system is 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$1,577,433	\$1,651,925	\$1,743,340	\$1,748,481	0.29%
Operations	1,419,054	1,398,532	1,520,744	1,356,912	-10.77%
Capital	120,396	116,563	160,793		-100.00%
Totals	\$3,116,883	\$3,167,020	\$3,424,877	\$3,105,393	-9.33%

Budgets



COUNTY OF EL PASO, TEXAS

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

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Projected	Projected
Help desk calls	7,738	10,500	11,000
Application support	729	680	750
Customer service support	304	450	500
Documentation support	7	35	35
PC Applications support	95	180	250
Network/Installation support	219	250	275
Delivery trips	520	520	520
PC training (students)	404	700	500
Pages printed	19,812,508	18,000,000	16,800,000
Disk Storage space (in Gigabytes)	150	184	210
Batch jobs processed	280,000	280,000	300,000
Transactions	58,770,000	67,000,000	70,000,000
Remote AS/400	3	3	3
UNIX processor	5	6	7
Local area networks	41	46	60
Communication controllers	73	80	100
Terminal addresses	1,400	1,700	1,700

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	45	51	45
Part-time employees	3	3	3
Totals	48	54	48

Authorized Position Detail

Administrative Assistant	1	Executive Director	1
Administrative Secretary/Coordinator	1	Information Center Coordinator	1
Applications Program Manager	1	Information System Analyst	1
Communication Technician II	2	Network Manager	1
Computer Operator I, Part-time	2	Program Analyst I	2
Computer Operator I	1	Program Analyst II	1
Computer Operator II	4	Program Analyst III	9
Computer Operator Manager/Supervisor	1	Programmer II	4
Customer Service Representative II	1	Programmer III	1
Data Entry	1	Shift Supervisor I	1
Data Entry Analyst I	1	System Analyst I	1
Distribution Clerk, Part-time	1	System Analyst II	1
Document Training Specialist	1	System Program II	1
Document Supervisor	1	System Program III	2
Data Processing Shift Supervisor I	2		

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 main responsibility of the Elections Department 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:

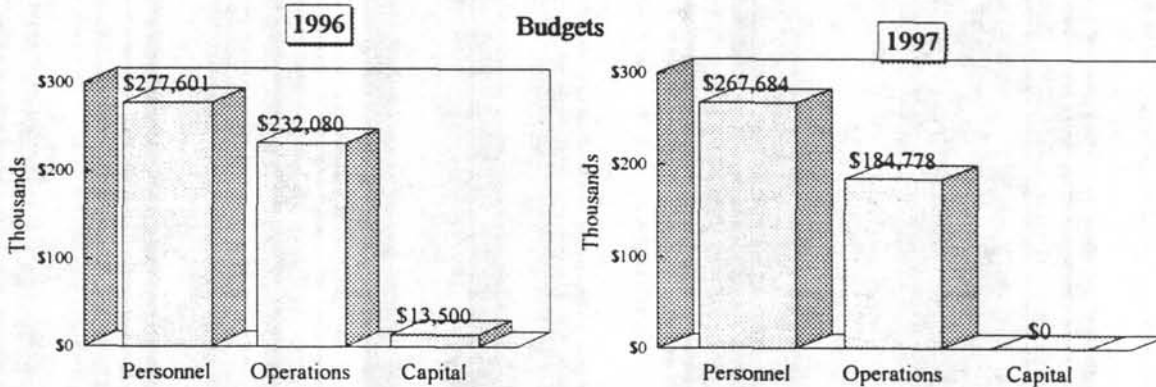
- magnetic tape of registered voters.
- magnetic tape of voters who voted in specific elections.
- lists of registered voters for each precinct by either name or street.
- voter history for each precinct by either name or street.
- statistics for each election.
- address labels of either all registered voters or voters who voted in specific elections.
- results of past elections.
- 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 main goal of the Election's department 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 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$258,740	\$272,837	\$277,601	\$267,684	-3.57%
Operations	130,555	210,683	232,080	184,778	-20.38%
Capital	7,500		13,500		-100.00%
Totals	\$396,795	\$483,520	\$523,181	\$452,462	-13.52%



COUNTY OF EL PASO, TEXAS

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

Work Program Trends

Department Activity	1995 Projected	1996 Actual	1997 Projected
Elections conducted	6	10	7
Registered Voters	256,848	281,606	315,000
Material Sales	\$9,884	\$50,284	\$15,000
Contract Services	\$171,583	\$277,689	\$175,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 Building, 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 1: To improve efficiency through increased training and productivity.
- Objective 1: 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.
- Objective 2: To continue training on safety issues and updates on maintenance procedures.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$539,424	\$618,960	\$639,356	\$666,174	4.19%
Operations	879,838	892,041	939,451	925,465	-1.49%
Capital		1,417	1,500		-100.00%
Totals	\$1,419,262	\$1,512,418	\$1,580,307	\$1,591,639	0.72%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Buildings/Satellite Offices Served	Courthouse Tax Office Parking Garage Archives Bldg Zaragosa Tax Office Rushfair Tax Office	Courthouse Tax Office Parking Garage Archives Bldg Zaragosa Tax Office Rushfair Tax Office Landmark Bldg	Courthouse Tax Office Parking Garage Archives Bldg Zaragosa Tax Office Rushfair Tax Office Landmark Bldg Sparks Community Center Montana Vista Community Ctr
Total Square Footage of Facilities Served	70,000	1,000,000	1,100,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	34	31	31
Part-time employees			
Totals	34	31	31

COUNTY OF EL PASO, TEXAS

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

Authorized Position Detail

Assistant Maintenance Supervisor	1	Facilities Manager	1
Custodian	18	Maintenance Mechanic I	4
Custodian Supervisor	1	Maintenance Mechanic II	2
Electronic Specialist	1	Maintenance Supervisor	2
Executive Secretary	1		

See Personnel Changes for this department in Appendix A

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$54,093	\$133,922	\$245,304	\$67,364	-72.54%
Capital					
Totals	<u>\$54,093</u>	<u>\$133,922</u>	<u>\$245,304</u>	<u>\$67,364</u>	<u>-72.54%</u>

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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, for example, assisting Consolidated Data Processing with their communication lines, and remaining on 24 hour call for the County Detention Center.

Goals and Objectives

- Goal 1: To expand operations to include all County owned telephone systems and provide maintenance and support for these systems.
- Goal 2: To expand its work force to provide better service and be able to keep up with the demands of the County and the community.
- Objective 1: To improve service to the County by using the Meridian Mail as an auto attendant.
- Objective 2: To provide training to employees to improve skills.
- Objective 3: To expand the department to meet the County's growth and increased service demand.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$92,653	\$90,529	\$98,101	\$115,725	17.97%
Operations	24,812	16,765	23,360	21,971	-5.95%
Capital					
Totals	\$117,465	\$107,294	\$121,461	\$137,696	13.37%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Telephones on main switch	900	1,100	1,200
Trunks on main switch	100	100	120
Jail annex switch			1
Station on jail annex switch			110

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	3	3	4
Part-time employees			
Totals	3	3	4

Authorized Position Detail

Communication Technician Assistant	1
Communication Technician	2
Switchboard Operator and Billings Coordinator	1

See Personnel Changes for this department in Appendix A

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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$28,378	\$58,543	\$423,513	\$1,317,500	211.09%
Operations	3,096,631	2,438,038	4,186,139	4,107,794	-1.87%
Capital	3,000		50,000		-100.00%
Totals	\$3,128,009	\$2,496,581	\$4,659,652	\$5,425,294	16.43%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

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

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$1,242,004	\$1,761,438	\$1,808,349	\$1,478,618	-18.23%
Capital					
Totals	<u>\$1,242,004</u>	<u>\$1,761,438</u>	<u>\$1,808,349</u>	<u>\$1,478,618</u>	-18.23%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

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, collects property taxes, 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.
- 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	1995	1996	1996	1997	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$1,197,411	\$1,200,342	\$1,322,587	\$1,324,821	0.17%
Operations	157,177	144,233	278,815	169,423	-39.23%
Capital	20,299	5,090	10,182		-100.00%
Totals	\$1,374,887	\$1,349,665	\$1,611,584	\$1,494,244	-7.28%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Actual	Projected
Vehicle registrations	381,197	406,877	435,358
Replacement License Plates	23,046	41,503	58,934
Title transfers	117,276	127,803	134,193

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	62	62	62
Part-time employees	5	5	5
Totals	67	67	67

Authorized Position Detail

Accounting Clerk	3	Data Processing Liaison	1
Administrative Assistant	1	Inventory Control Clerk	1
Assistant Supervisor-Main Office	7	Satellite Office Manager	3
Auto Department Director	1	Senior Clerk	1
Auto Title Clerk I	23	Senior Accounting Clerk	3
Auto Title Clerk I, Part-time	5	Tax Assessor/Collector	1
Auto Title Clerk II	16	Chief Deputy	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

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

Department Description and Responsibilities

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:
- proper techniques for lifting and moving heavy objects.
 - Ergonomics to prevent repetitive motion injuries.
 - a driver safety program to include defensive driving when applicable, and driver qualification guidelines and monitoring.
 - general safety either in the office or in the field.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$84,004	\$125,887	\$150,034	\$153,447	2.27%
Operations	9,476	9,803	11,315	10,140	-10.38%
Capital	3185				
Totals	\$96,665	\$135,690	\$161,349	\$163,587	1.39%

Work Program Trends

Department Activity	1995 Projected	1996 Projected	1997 Projected
Safety committee meetings	10	10	10
Training presentations	100	75	70
Safety inspections and recommendations	100	100	100
Training and safety distributions	25	25	25
Insurance claims managed	350	375	350
Insurance claim reports monitored	75	125	125
MVR checks on county drivers	100	100	100
Implement safety programs	8	5	3
Coordinate insurance policies and bids	7	6	7
Workers compensation hearings	36	36	45
Meetings with insurance company representatives	25	25	25
Coordinate requests for notary bonding	100	100	100
Meetings with Commissioner's Court			
Civil Service Commission, Risk Pool, Building Committee, El Paso Claims Association, etc.	100	100	100
Accident investigations	35	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 - continued Fund No. 01 Index No. 500447

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	2	3	3
Part-time employees	1		
Totals	3	3	3

Authorized Position Detail

Clerk	1
Director of Risk Management	1
Insurance Benefit Coordinator	1

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, Diversified Parking.

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$117,172	\$116,955	\$127,007	\$108,218	-14.79%
Capital		8,179	8,179		-100.00%
Totals	\$117,172	\$125,134	\$135,186	\$108,218	-19.95%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

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

Department Description and Responsibilities

The Risk Pool Board for the County has the responsibility of making recommendations regarding the administration of the Risk Pool funds which consists of health, life, and dental contributions, as well as worker's compensation. These recommendations are presented to Commissioners Court and the funds budgeted for this department are used for the operating expenses of the Board, such as an actuarial and legal study.

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations		\$549	\$35,000	\$15,000	-57.14%
Capital					
Totals		\$549	\$35,000	\$15,000	-57.14%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

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 Clerks Records Management and Preservation Department in the Special Revenue Fund.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$76,582				
Operations	\$34,561	\$198	\$984		-100.00%
Capital					
Totals	\$111,143	\$198	\$984		-100.00%

Work Program Trends

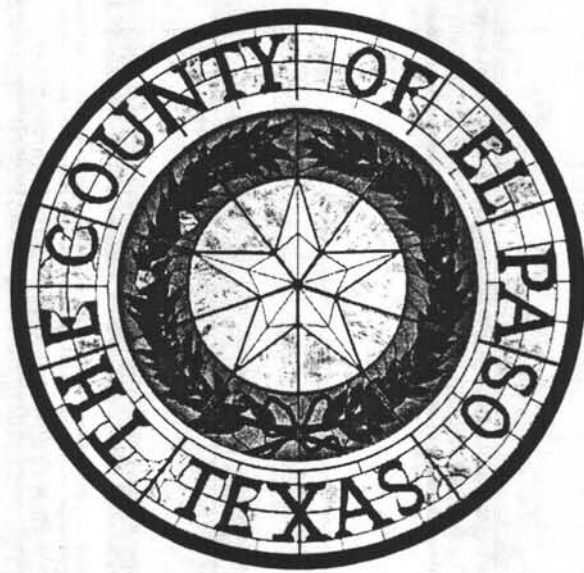
Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$123,981	\$127,492	\$129,262	\$130,480	0.94%
Operations	4,539	8,047	10,737	10,553	-1.71%
Capital	2,147				
Totals	\$130,667	\$135,539	\$139,999	\$141,033	0.74%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$122,785	\$130,137	\$132,005	\$131,843	-0.12%
Operations	6,541	6,113	10,144	10,553	4.03%
Capital		648	2,668		-100.00%
Totals	\$129,326	\$136,898	\$144,817	\$142,396	-1.67%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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. The court is headed by a State District Judge who is elected to a four-year term by the voters of El Paso County. In addition, the 65th District Court is the only district court that handles Department of Human Services cases.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$122,605	\$191,149	\$214,162	\$130,480	-39.07%
Operations	40,691	12,924	18,998	10,553	-44.45%
Capital	5,710				
Totals	\$169,006	\$204,073	\$233,160	\$141,033	-39.51%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	3	6	3
Part-time employees			
Totals	3	6	3

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$155,026	\$161,141	\$164,115	\$165,122	0.61%
Operations	9,831	6,495	10,810	10,553	-2.38%
Capital	327				
Totals	\$165,184	\$167,636	\$174,925	\$175,675	0.43%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

Authorized Position Detail

Bailiff	1	Court Coordinator	1
Certified Court Reporter	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, arraignments, 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 general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$121,939	\$127,395	\$129,045	\$130,480	1.11%
Operations	9,644	8,163	10,005	10,553	5.48%
Capital	627	3,868	4,402		-100.00%
Totals	\$132,210	\$139,426	\$143,452	\$141,033	-1.69%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$122,612	\$129,025	\$129,979	\$130,480	0.39%
Operations	6,181	6,587	9,894	10,553	6.66%
Capital	2,407	565	765		-100.00%
Totals	\$131,200	\$136,177	\$140,638	\$141,033	0.28%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	Financial Trends				Percentage Change in Budget
	1995 Actual	1996 Actual	1996 Budget	1997 Budget	
Personnel	\$122,218	\$125,181	\$126,469	\$130,480	3.17%
Operations	8,123	8,027	13,107	10,553	-19.49%
Capital	4,921		900		-100.00%
Totals	\$135,262	\$133,208	\$140,476	\$141,033	0.40%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$122,498	\$133,481	\$135,179	\$130,480	-3.48%
Operations	5,775	8,397	10,308	10,553	2.38%
Capital		1,695	1,695		-100.00%
Totals	\$128,273	\$143,573	\$147,182	\$141,033	-4.18%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$133,324	\$127,902	\$129,262	\$130,480	0.94%
Operations	6,927	6,844	10,779	10,553	-2.10%
Capital	1,976				
Totals	\$142,227	\$134,746	\$140,041	\$141,033	0.71%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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. In addition to handling criminal and civil cases, the 327th District Court is the only court that handles 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 general public more efficiently 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	1996				Percentage Change in Budget
	1995 Actual	Actual	Budget	1997 Budget	
Personnel	\$286,394	\$301,614	\$316,858	\$350,080	10.48%
Operations	32,149	22,399	30,793	32,093	4.22%
Capital	18,188	8,063	8,910		-100.00%
Totals	\$336,731	\$332,076	\$356,561	\$382,173	7.18%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	7	8	7
Part-time employees			
Totals	7	8	7

Authorized Position Detail

Bailiff	2	Juvenile Court Referee	1
Certified Court Reporter	2	Legal Secretary	1
Court Coordinator	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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage
					Change in Budget
Personnel	\$125,099	\$127,758	\$129,956	\$130,480	0.40%
Operations	6,417	7,436	10,125	10,553	4.23%
Capital	4,015		1,200		-100.00%
Totals	\$135,531	\$135,194	\$141,281	\$141,033	-0.18%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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: 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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel		\$110,524	\$117,047	\$130,480	11.48%
Operations		5,112	10,356	10,553	1.90%
Capital		17,505	18,477		-100.00%
Totals		\$133,141	\$145,880	\$141,033	-3.32%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		3	3
Part-time employees			
Totals		3	3

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

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, arraignments, 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel		\$109,794	\$117,046	\$130,480	11.48%
Operations		7,655	10,356	10,553	1.90%
Capital		14,043	20,419		-100.00%
Totals		\$131,492	\$147,821	\$141,033	-4.59%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		3	3
Part-time employees			
Totals		3	3

Authorized Position Detail

Bailiff	1
Certified Court Reporter	1
Court Coordinator	1

COUNTY OF EL PASO, TEXAS

Department: Child Abuse Master Fund No. 01 Index No. 520650

Department Description and Responsibilities

The Child Abuse Master department was established by Commissioner's Court in 1996. The magistrate is appointed by the Council of Judges and presides over child welfare cases.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel		\$108,308	\$109,088	\$222,064	103.56%
Operations		4,238	6,843	10,553	54.22%
Capital		1,510	10,863		-100.00%
Totals		\$114,056	\$126,794	\$232,617	83.46%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		3	4
Part-time employees			
Totals		3	4

Authorized Position Detail

Bailiff	1	Court Reporter	1
Court Coordinator	1	Court Master	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Capital Murder Cases Fund No. 01 Index No. Various

Department Description and Responsibilities

This index was established to process legal claims relating to capital murder cases.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations			210,000		-100.00%
Capital					
Totals			\$210,000		-100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

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 thirteen district courts, five county courts at law, one probate court, a jail magistrate, a criminal law magistrate, a child abuse master, 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 to aid in reducing the docket caseload for the courts.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$360,514	\$335,282	\$341,196	\$422,961	23.96%
Operations	1,459,294	2,556,578	2,621,807	2,899,406	10.59%
Capital	1,487		10,335		-100.00%
Totals	\$1,821,295	\$2,891,860	\$2,973,338	\$3,322,367	11.74%

Work Program Trends

Department Activity *	1995 Actual	1996 Projected	1997 Projected
District Courts			
Civil Docket			
Cases on Docket	39,029	40,980	43,029
Dispositions	15,491	16,266	17,079
Total Pending	23,538	24,714	25,950
Criminal Docket			
Cases on Docket	12,129	11,705	12,291
Dispositions			
Convictions	1,091	770	809
Acquittals	19	20	21
Dismissals	1,494	1,467	1,540
Other	2,311	2,427	2,548
Total Pending	7,214	7,021	7,373
Juvenile Docket			
Cases on Docket	1,844	1,936	2,033
Dispositions	1,765	1,853	1,946
Total Pending	79	83	87

(Continued on next page)

COUNTY OF EL PASO, TEXAS

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

Work Program Trends - continued

<u>Department Activity *</u>	<u>1995 Actual</u>	<u>1996 Projected</u>	<u>1997 Projected</u>
County Courts			
Civil Docket			
Cases on Docket	2,659	2,792	2,932
Dispositions	537	416	437
Total Pending	2,122	2,376	2,495
Criminal Docket			
Cases on Docket	42,457	44,580	46,809
Dispositions			
Convictions	5,357	5,625	5,906
Acquittals	49	51	54
Dismissals	4,677	4,588	4,817
Other	1,452	1,525	1,601
Total Pending	30,922	32,791	34,431
Probate and Mental Health Docket			
Probate			
Cases Filed	1,483	1,557	1,635
Hearings Held	1,877	1,971	2,069
Mental Health			
Cases Filed	556	407	427
Hearings Held	1,700	1,785	1,874

* Source Texas Judicial System Annual Report

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees	13	12	13
Part-time employees			
Totals	13	12	13

Authorized Position Detail

Assistant Administrator	1	Executive Director	1
Assistant Administrator Director of Council of Judges Administration	1	First Assistant Administrator	1
Caseworker	4	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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$89,951	\$104,482	\$107,661	\$113,248	5.19%
Operations					
Capital					
Totals	\$89,951	\$104,482	\$107,661	\$113,248	5.19%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	11	13	13
Part-time employees			
Totals	11	13	13

Authorized Position Detail

District Judge 13

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 ensuring 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.

Goals and Objectives

- Goals:** To ensure judicial efficiency and due process for the residents of the region.
- Objectives:** In order to ensure efficiency, the 6th Administrative Judicial Region hopes to respond quickly to requests for support from elected Judges of the region, promptly complete pay vouchers, assure compliance with state mandated meetings, continuing education requirements and with Title IVE standards.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	19967 Budget	Percentage Change in Budget
Personnel					
Operations	\$32,732	\$43,570	\$44,350	\$44,350	
Capital					
Totals	\$32,732	\$43,570	\$44,350	\$44,350	

Work Program Trends

Department Activity*	1995 Actual	1996 Projected	1997 Projected
District Courts (17)			
Civil and Juvenile Cases			
Cases pending from prior year	27,399	28,769	30,207
Cases added	24,243	25,455	26,728
Cases disposed	22,253	23,366	24,534
Cases pending year end	29,389	30,858	32,401
Criminal Cases			
Cases pending from prior year	10,401	10,921	10,921
Cases added	7,111	6,046	6,348
Cases disposed	7,480	7,448	7,821
Cases pending year end	10,032	9,685	10,170
County Courts (32)			
Civil and Juvenile Cases			
Cases pending from prior year	3,648	3,830	4,022
Cases added	2,205	2,315	2,431
Cases disposed	1,864	1,957	2,055
Cases pending year end	3,989	4,188	4,398
Criminal Cases			
Cases pending from prior year	36,071	37,875	39,768
Cases added	24,781	26,020	27,321
Cases disposed	20,421	21,442	22,514
Cases pending year end	40,431	42,453	44,575

*Source Texas Judicial System Annual Report 121

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Court Master I Fund No. 01 Index No. 521179

Department Description and Responsibilities

Court Masters, or associate judges, handle divorce and child support cases and other family matters.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$416,853	\$435,506	\$443,541	\$224,648	-49.35%
Operations	12,668	11,325	18,929	10,553	-44.25%
Capital	7,451	4,418	15,389		-100.00%
Totals	\$436,972	\$451,249	\$477,859	\$235,201	-50.78%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	7	8	4
Part-time employees			
Totals	7	8	4

Authorized Position Detail

Bailiff	1	Certified Court Reporter	1
Court Coordinator	1	Master	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Court Master II Fund No. 01 Index No. 521203

Department Description and Responsibilities

Court Masters, or associate judges, handle divorce and child support cases and other family matters.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel				\$222,062	100.00%
Operations				10,553	100.00%
Capital					
Totals				\$232,615	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees			4
Part-time employees			
Totals			4

Authorized Position Detail

Bailiff	1	Certified Court Reporter	1
Court Coordinator	1	Master	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Criminal Law Magistrate I 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 an 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 thirteen District Courts.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$181,680	\$343,794	\$346,506	\$184,960	-46.62%
Operations	3,658	8,335	18,652	10,553	-43.42%
Capital		14,049	19,877		-100.00%
Totals	\$185,338	\$366,178	\$385,035	\$195,513	-49.22%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	7	3
Part-time employees			
Totals	4	7	3

Authorized Position Detail

Court Reporter	1
Court Administration Assistant	1
Criminal Law Magistrate	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Criminal Law Magistrate II Fund No. 01 Index No. 521195

Department Description and Responsibilities

The second Criminal Law Magistrate was established by the Commissioner's Court in 1996. The Magistrate is appointed by the Council of Judges and serves as an auxilliary to the Council of Judges with jurisdiction limited to being empowed to accepting uncontested pleas conducting examining trials, and special hearings dealing with felony district court cases for the thirteen District Courts.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel				\$222,065	100.00%
Operations				10,553	100.00%
Capital					
Totals				\$232,618	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees			4
Part-time employees			
Totals			4

Authorized Position Detail

Bailiff	1	Court Coordinator	1
Court Reporter	1	Criminal Law Magistrate	1

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 to 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$169,215	\$187,988	\$189,521	\$238,999	26.11%
Operations	7,518	7,356	11,986	12,339	2.95%
Capital	2,355				
Totals	\$179,088	\$195,344	\$201,507	\$251,338	24.73%

Work Program Trends

Department Activity*	1995 Actual	1996 Projected	1997 Projected
Civil Docket			
Cases on docket	2,659	2,792	2,932
Dispositions	537	416	437
Total pending	2,122	2,376	2,495
Criminal Docket			
Cases on docket	42,457	44,580	46,809
Dispositions			
Convictions	5,357	5,625	5,906
Acquittals	49	51	54
Dismissals	4,677	4,588	4,817
Other	1,452	1,525	1,601
Total pending	30,922	32,791	34,431

*Source-Texas Judicial System Annual Report

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	6	7	10
Part-time employees			
Totals	6	7	10

Authorized Position Detail

Assistant County Court Administrator	1	Docket Coordinator II	1
County Court Administrator	1	Legal Secretary	1
Data Entry	3	Office Coordinator	1
Docket Coordinator I	1	Receptionist	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

Department Description and Responsibilities

Each County Court at Law hears 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 general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$125,072	\$125,641	\$127,862	\$130,480	2.05%
Operations	6,610	8,949	11,963	10,553	-11.79%
Capital			8,796		-100.00%
Totals	\$131,682	\$134,590	\$148,621	\$141,033	-5.11%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 2 Fund No. 01 Index No. 520833

Department Description and Responsibilities

Each County Court at Law hears 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 general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$122,443	\$121,503	\$129,262	\$130,480	0.94%
Operations	10,573	10,395	12,047	10,553	-12.40%
Capital	2,275	914	1,506		-100.00%
Totals	<u>\$135,291</u>	<u>\$132,812</u>	<u>\$142,815</u>	<u>\$141,033</u>	-1.25%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	3	3	3
Part-time employees			
Totals	<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. 3 Fund No. 01 Index No. 520841

Department Description and Responsibilities

Each County Court at Law hears 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 general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$132,866	\$124,475	\$129,262	\$130,480	0.94%
Operations	7,068	7,567	10,359	10,553	1.87%
Capital	2,498	5,132	5,941		-100.00%
Totals	\$142,432	\$137,174	\$145,562	\$141,033	-3.11%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 520858
 No. 4

Department Description and Responsibilities

Each County Court at Law hears 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 general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$120,262	\$127,639	\$129,262	\$130,480	0.94%
Operations	8,570	8,998	11,256	10,553	-6.25%
Capital	2,431	2,853	3,074		-100.00%
Totals	\$131,263	\$139,490	\$143,592	\$141,033	-1.78%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Actual	Projected
Work program trends are shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 520866
 No. 5

Department Description and Responsibilities

Each County Court at Law hears 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 general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$124,447	\$134,445	\$136,220	\$130,480	-4.21%
Operations	8,406	5,938	10,214	10,553	3.32%
Capital	968				
Totals	\$133,821	\$140,383	\$146,434	\$141,033	-3.69%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	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, administration of a decedent's estate, 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 is also responsible for the Child Welfare Docket which includes child abuse and/or neglect cases brought by the Texas Department of Human Services involving approximately 300 children in foster care.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the general public more efficiently 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$318,173	\$331,536	\$333,919	\$353,478	5.86%
Operations	15,083	17,077	23,022	26,661	15.81%
Capital	8,502	4,462	16,074		-100.00%
Totals	\$341,758	\$353,075	\$373,015	\$380,139	1.91%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the Council of Judges Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	6	6	7
Part-time employees			
Totals	6	6	7

Authorized Position Detail

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

See Personnel Changes for this department in Appendix A

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$540,351	\$539,152	\$545,615	\$543,422	-0.40%
Operations					
Capital					
Totals	\$540,351	\$539,152	\$545,615	\$543,422	-0.40%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Work program trends are shown under the County Court at Law Administration.			

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	5	5	5
Part-time employees			
Totals	5	5	5

Authorized Position Detail

County Court at Law Judge 5

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, court masters, and the Probate Court. The primary function of this department 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 quality of the defense and counsel services provided to indigent defendants by providing continuing legal education for attorney's and reducing the number of indigent cases referred to court-appointed attorneys.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$813,462	\$883,256	\$912,121	\$1,001,319	9.78%
Operations	29,575	27,297	43,053	39,325	-8.66%
Capital					
Totals	\$843,037	\$910,553	\$955,174	\$1,040,644	8.95%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Indigent Clients Served	2,240	2,294	2,344

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	22	23	23
Part-time employees	1		3
Totals	23	23	26

Authorized Position Detail

Appellate Attorney	1	Legal Secretary	1
Appellate Secretary	1	Office Manager	1
Chief Investigator	1	Part-time Clerk	1
Data Entry	1	Public Defender	1
Executive Secretary	1	Receptionist Part time	2
First Assistant Public Defender	1	Senior Trial Attorney	2
Investigation Administrator	1	Trial Attorney	5
Investigator	2	Trial Chief	3
Legal Secretary	1		
See Personnel Changes for this department in Appendix A			

COUNTY OF EL PASO, TEXAS

Department: Justice of the Peace No. 1 Fund No. 01 Index No. 521211

Department Description and Responsibilities

Each Justice of the Peace Court has original jurisdiction in criminal cases 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 warrants, conduct preliminary hearings, perform marriages, and is elected for a term of four years.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$75,416	\$76,867	\$79,873	\$76,137	-4.68%
Operations	18,143	19,891	20,945	20,673	-1.30%
Capital	224				
Totals	\$93,783	\$96,758	\$100,818	\$96,810	-3.98%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Cases Filed			
Traffic	74	445	463
Non-Traffic	543	530	250
Small Claims Suits	194	216	262
Forcible Entry and Detainer	284	359	410
Other Civil Suits	65	52	15
Cases Disposed			
Traffic	32	315	338
Non-Traffic	374	217	148
Small Claims Suits	47	85	105
Forcible Entry and Detainer	154	214	294
Other Civil Suits	6	12	18

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

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. 521328
 No. 4

Department Description and Responsibilities

Each Justice of the Peace Court has original jurisdiction in criminal cases 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 warrants, conduct preliminary hearings, perform marriages, and is elected for a term of four years.

Goals and Objectives

Goals: To serve the State of Texas, the County of El Paso and the general public more efficiently 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$89,719	\$96,139	\$96,742	\$96,709	-0.03%
Operations	17,816	19,243	20,788	19,000	-8.60%
Capital	4,429		24		-100.00%
Totals	\$111,964	\$115,382	\$117,554	\$115,709	-1.57%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Cases Filed			
Traffic	1,168	542	569
Non-Traffic	741	1,448	1,520
Small Claims Suits	224	309	324
Forcible Entry and Detainer	537	657	690
Other Civil Suits	92	116	122
Cases Disposed			
Traffic	814	354	372
Non-Traffic	553	1,043	1,095
Small Claims Suits	102	173	182
Forcible Entry and Detainer	343	436	458
Other Civil Suits	21	45	47

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

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 9. 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 on these cases.

Goals and Objectives

Goal: The Eighth Court of Appeals is continually attempting to improve the quality of service it renders to El Paso County, the other counties in its judicial district, and the citizens of the State of Texas.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$15,136	\$15,000	\$15,003	\$15,000	-0.02%
Operations	1,014				
Capital	1,112				
Totals	\$17,262	\$15,000	\$15,003	\$15,000	-0.02%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Cases Filed:			
El Paso County	192	191	198
21 Other Counties	257	251	255

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

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 the 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, 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: By implementing the District Attorney's Information Management System (DIMS), the District Attorney's Office is able to make decisions on which cases to prosecute and follow cases from booking to final disposition. In addition, by maintaining two victim assistance programs, one for felony crime victims, and the other for victims of misdemeanor and juvenile crime, information may be provided at a quicker rate to victims and witnesses of crimes.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$2,647,331	\$2,974,301	\$2,981,231	\$3,147,649	5.58%
Operations	412,783	282,830	298,363	293,376	-1.67%
Capital	34,668	34,536	42,303		-100.00%
Totals	\$3,094,782	\$3,291,667	\$3,321,897	\$3,441,025	3.59%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Projected	Projected
Felony Cases			
Filed	5,232	5,332	5,599
Disposed	4,921	5,167	5,425
Misdemeanor Cases			
Filed	13,771	14,459	15,182
Disposed	11,998	12,597	13,227

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	74	78	84
Part-time employees			
Totals	74	78	84

COUNTY OF EL PASO, TEXAS

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

Authorized Position Detail

Administrative Assistant	2	Legal Secretary	9
Assistant Program Coordinator	2	Office Manager	1
Clerk	10	Receptionist	1
District Attorney	1	Staff Attorney	34
DWI Program Coordinator	1	Team Chief Attorney	3
First Assistant	1	Unit Chief Attorney	2
Intake Attorney	1	Victim Assistant I	1
Intake Attorney	1	Victim Assistant II	1
Investigator	11	Word Processor	2

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. In addition, this office collects delinquent hotel/motel taxes, provides formal written opinions to members of commissioners court and other county governmental officials, and 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. As of 1993, all criminal cases are now handled by the District Attorney.

Goals and Objectives

- Goals: To serve the County of El Paso and the general public in the most efficient manner.
- Objective 1: To obtain final bond forfeiture judgment and collect on such judgments, to collect all delinquent taxes, and prosecute promptly for the collection of Hot Checks for face amount plus fines and distribute check amounts to the merchants.
- Objective 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.
- Objective 3: To investigate, file, and prosecute all cases in a timely manner.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,422,685	\$1,385,824	\$1,491,483	\$1,521,661	2.02%
Operations	89,662	96,636	114,897	79,500	-30.81%
Capital	7,848	18,893	27,159		-100.00%
Totals	\$1,520,195	\$1,501,353	\$1,633,539	\$1,601,161	-1.98%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Hot Checks			
Checks Processed	8,193	8,500	8,500
Dollar Value of Checks Processed	\$1,195,533	\$1,200,000	1,200,000
Collections	\$435,790	\$650,000	800,000
Expunctions- Cases Received	63	85	85
Expunctions- Hearings	182	200	200

COUNTY OF EL PASO, TEXAS

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

Work Program Trends - continued

Department Activity	1995 Projected	1996 Projected	1997 Projected
General Counsel			
Contract reviews	367	400	440
Opinions requested	147	165	180
Civil Litigation			
Defense Litigation			
Claims	166	200	225
Lawsuits	61	90	100
Grievances	36	36	45
EEOC Claims	11	11	15
Plaintiff Litigation			
Revenue Collected	\$15,344	\$100,000	\$100,000
Claims Reviewed	86	100	125
Lawsuits	8	15	20
Subdivision Regulations/Certificates of Compliance			
Illegal Subdivisions/Splits	50		
Subdivision Applications	5		
Road Dedications	3		
Environmental Assistance	37		
Inquiries- Certificates of Compliance		450	400
Inquiries- House Bill 1001		100	60
Certificates of Determination/Variations		15	20
Illegal Subdivision Enforcement Cases		10	8
Title Workout/Subdivision Land			
Improvements/Purchases		15	15
Subdivision Reviews		6	3
House Bill 1001 Enforcement Cases		4	5
Revision of Subdivision -Rules/Regulation		4	2
Criminal Prosecution			
Illegal Dumping Court Appearances	172	350	400
Deceptive Business Complaints Received	342	450	450
Deceptive Business Prosecutions	153	250	250
Juvenile Prosecution			
Total Referrals	3,117	3,100	3,300
Petitions Filed	1,529	1,600	1,700
Detention Hearings	839	850	900
Certifications	10	15	20
Domestic Services			
Child Protective Services			
Petitions Filed	79	80	85
Hearings	2,597	2,500	2,750
Family Violence Protective Orders			
Protective Orders Screened	1,186	1,200	1,300
Applications Filed	667	700	800
Protective Orders Obtained	391	450	600
Mental Illness/Chemical Dependency			
Mental Illness Detention Warrants	173	200	250
Mental Illness Protective Custody Orders	393	400	450
Chemical Dependency Detention Warrants	53	55	60
Chemical Dependency Protective Orders	10	15	20
Psychoactive Medication Petitions	54	60	70
Mental Retardation Petitions	7	10	13

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	44	44	44
Part-time employees			
Totals	44	44	44

Authorized Position Detail

Administrative Assistant	1	Juvenile Court Clerk	1
Attorney	1	Juvenile Prosecutor	1
Civil Attorney I	3	Legal Assistant	3
Civil Attorney II	4	Legal Secretary	5
Clerk	7	Office Manager	1
Collections Supervisor	1	Para-Legal	2
County Attorney	1	Receptionist	1
Court Prosecutor	1	Secretary	2
Criminal Court Coordinator	1	Secretary I	1
First Assistant County Attorney	2	Supervising Attorney	3
Investigator	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 on forfeitures for 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel		\$114,615	\$124,518	\$124,430	-0.07%
Operations					
Capital		\$19,861	20,000		-100.00%
Totals		\$134,476	\$144,518	\$124,430	-13.90%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Bond Forfeitures			
Forfeiture Judgments Obtained	\$1,216,388	\$1,200,000	\$1,500,000
Collections	\$446,479	\$650,000	\$700,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		3	3
Part-time employees			
Totals		3	3

Authorized Position Detail

Attorney	2
Collections Coordinator	1

COUNTY OF EL PASO, TEXAS

Department: County Attorney RETGH Legal Fund No. 01 Index No. 521500

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 basis on legal issues which arise at the Hospital.

Goals and Objectives

Goal: To provide legal representation to the Hospital District on legal claims, EEOC claims, employee grievances, collection matters and administrative actions which may give rise to County liability, and to retain and monitor outside counsel to represent the Hospital District in lawsuits.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel		\$127,913	\$133,795	\$206,032	53.99%
Operations		\$7,283	14,845	29,595	99.36%
Capital		22,652	25,400	10,000	-60.63%
Totals		\$157,848	\$174,040	\$245,627	41.13%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Hospital District Legal Unit			
Contracts Reviewed	28	200	200
Monthly Attorney Hours Attending Board and Committee Meetings	43	50	50
Opinions Requests	46	185	185
Legal Claims - Defense	3	60	60
Legal Claims - Plaintiffs		6	6
Lawsuits Reviewed & Monitored-Defense	4	60	60
Lawsuits Reviewed & Monitored-Plaintiffs		4	4
Collections	\$9,000	\$500,000	\$500,000
Employee Grievances	1	10	10
Subpoenas Reviewed	1	20	20

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		3	4
Part-time employees			
Totals		3	4

Authorized Position Detail

Attorney	1	Legal Secretary	1
Collection Attorney	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 Special Probate Court has primary jurisdiction in mental illness and child welfare cases. This court also handles cases involving will 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

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$3,636	\$3,502	\$4,118	\$4,000	-2.87%
Capital					
Totals	\$3,636	\$3,502	\$4,118	\$4,000	-2.87%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

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 such as providing adequate staff to meet jail standards, board committee requirements of manning the jail, and providing food, clothing, and medical care to inmates.

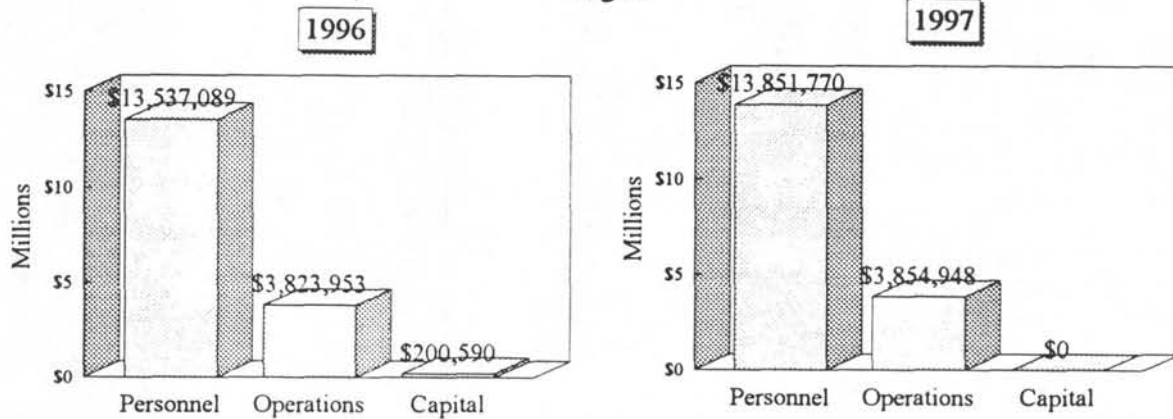
Goals and Objectives

- 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$12,647,937	\$13,205,954	\$13,537,089	\$13,851,770	2.32%
Operations	3,651,565	3,337,576	3,823,953	3,854,948	0.81%
Capital	53,023	164,082	200,590		-100.00%
Totals	\$16,352,525	\$16,707,612	\$17,561,632	\$17,706,718	0.83%

Budgets



COUNTY OF EL PASO, TEXAS

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

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Prisoner days:			
City of El Paso	16,745	9,995	10,000
State and County	400,030	358,446	360,000
Federal Agencies	77,903	96,785	120,000
Other	50	93	150

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	360	384	384
Part-time employees	25		
Totals	385	384	384

Authorized Position Detail

Accountant Supervisor	1	Food Services Specialist II	1
Auditing Clerk	1	Food Specialist III	1
Board Bill Secretary	1	Jail Maintenance Foreman	1
Bookkeeper	2	Licensed Vocational Nurse	8
Captain L-1	1	Lieutenant-Jail	1
Cashier	8	Lieutenant IV	3
Clerk	3	Maintenance Technician I	8
Data Entry Clerk (CJIS)	5	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 Service Leader	1	Sergeant	7
Food Services Specialist I	6		

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 such as jail administration, identification and records, booking, warrants, civil, medical, patrol, dispatch, maintenance, auditing, crime prevention, drug education motorcycle patrol, and motor pool.

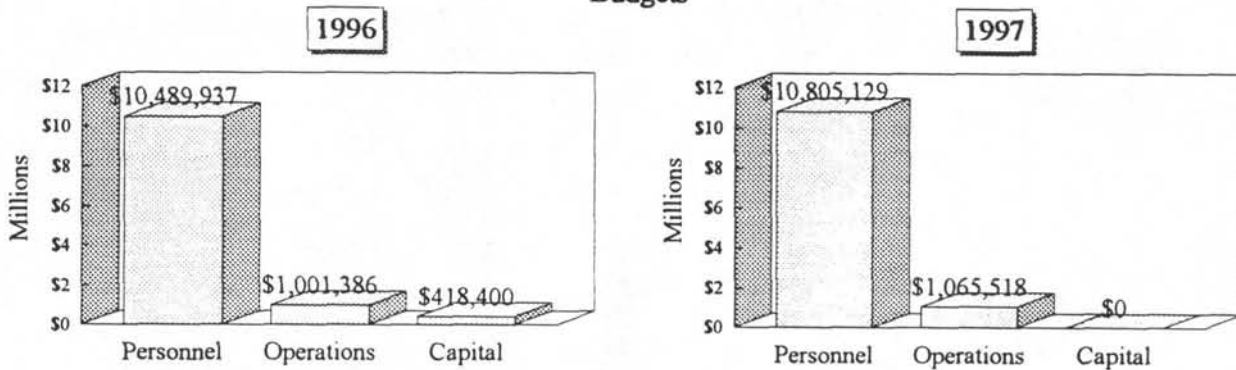
Goals and Objectives

- Goals:** To deter crime 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$9,743,524	\$10,245,284	\$10,489,937	\$10,805,129	3.00%
Operations	1,082,366	853,631	1,001,386	1,065,518	6.40%
Capital	300,187	363,642	418,400		-100.00%
Totals	\$11,126,077	\$11,462,557	\$11,909,723	\$11,870,647	-0.33%

Budgets



COUNTY OF EL PASO, TEXAS

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

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Executions			
Writ of Execution	581	647	650
Writ of Possession	265	204	200
Tax Warrant	10	16	20
Other	141	156	160
Citations Unit			
Citation/District	5,225	6,235	6,300
Citation/County	9	473	475
Child Support	4,441	7,034	7,000
Paupers and Criminals	134	143	150
Other	166	172	181
Subpoenas/Summons			
County Criminal	10,972	13,054	13,100
District Criminal	8,481	11,145	11,200
District Civil	214	533	530
Juvenile	3,709	4,044	4,000
Other	100	282	250
Local Citations			
District	3,643	4,329	4,545
Attorney General	1,622	1,680	1,764
By Publication	539	577	606
County Probate	103	104	109
Probation Posting	1,482	1,547	1,624
Other	39	49	51

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	219	224	225
Part-time employees	1	1	
Totals	220	225	225

Authorized Position Detail

Accounting Clerk	1	Crime Scene Technician	4
Accounts Payable Clerk	3	Detective	44
Auto Mechanic I	3	Human Resource Assistant	1
Auto Mechanic III	1	Human Resources Director	1
Bail Bond Administrator	1	Legal Advisor	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 L-3	1	Property Inventory\Supply Specialist	1

(Continued on next page)

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	12
Civil Communications Specialist	9	Sergeant	13
Clerk	9	Sheriff	1
Computer Analyst	1	Supervisor Clerk	1
Auto Mechanic I	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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$376,922	\$461,257	\$475,835	\$469,144	-1.41%
Operations	9071	1719	1,805	36,000	1894.46%
Capital	49219	418	1,500		-100.00%
Totals	\$435,212	\$463,394	\$479,140	\$505,144	5.43%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Actual	Projected
First floor courthouse users-per day	5400	6381	6500
Skywalk courthouse users-per day	2500	3180	3300

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	13	13	13
Part-time employees			
Totals	13	13	13

Authorized Position Detail

Patrol Officers	4
Security Officers	8
Sergeant	1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: County Sheriff-Jail Annex Fund No. 01 Index No. 530089

Department Description and Responsibilities

The County Sheriff Jail Annex is scheduled to open in the last quarter of fiscal year 1997. This facility will have the responsibility of housing federal, state and local prisoners. This budget includes start-up costs of operating and maintaining the detention facility annex in a manner that will meet the Jail Standard Board's requirements.

Goals and Objectives

Goals: To open the jail annex and conduct operations in compliance with jail standards, while providing for the safety and needs of the prisoners and detention officers.

Objective 1: To construct and complete the jail annex.

Financial Trends

	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel				\$1,579,932	100.00%
Operations				420,068	100.00%
Capital					
Totals				\$2,000,000	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
		Not Applicable	

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$323,840	\$353,280	\$353,280	\$353,280	
Capital					
Totals	\$323,840	\$353,280	\$353,280	\$353,280	

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Number of Stations	5	5	5
Number of 24 Hour Units	5	5	5
Average Response Times:			
Upper Valley	5 min.	5 min./less	5 min./less
Lower Valley	8 min.	8 min./less	8 min./less
Level of Service Provided *	ALS & Para	Paramedic	Paramedic
Number of Calls	5,000	5,500	5,500
Cost Per Call	\$70.66	\$64.23	\$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>1995</u>	<u>1996</u>	<u>1997</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 to promote 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 so that offenders are able to mesh more productively into their community.
- 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 so as to increase awareness of the responsibilities of other agencies and to further the need for cooperation.
- 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$360,627	\$358,705	\$387,677	\$410,589	5.91%
Capital		5,108	10,196	2,358	-76.87%
Totals	\$360,627	\$363,813	\$397,873	\$412,947	3.79%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Number of probationers and pre-trial			
Cases under supervision	15,975	16,600	17,430
Felony cases	9,075	9,200	9,660
Misdemeanor cases	6,900	7,400	7,770
Number of probations revoked	463	500	525
Felony cases	254	250	263
Misdemeanor cases	209	250	263
Number of PR bond releases	2,931	3,200	3,360
Felony cases	1,575	1,700	1,785
Misdemeanor cases	1,356	1,500	1,575
Number of PR bond revocations	654	675	709
Felony cases	418	425	446
Misdemeanor cases	236	250	263
Number of PR bond successful closures	1,707	1,900	1,995
Felony cases	1,045	1,200	1,260
Misdemeanor cases	662	700	735

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 continually strives 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. 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 are also detained. 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. This department also provides an Exito Program which helps juveniles reintegrate back into the community as productive citizens. The Juvenile Probation Department 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

- Goal 1 : To provide juvenile offenders with alternatives to gangs and violence, to improve community involvement in youth programs and educate the community on juvenile needs to prevent juvenile crime.

- Goal 2 : To expand the Exito Program to provide more services for those juveniles that finish the Challenge Program, in order to reduce recidivism among juvenile offenders.

- Objective 1: To deter conflicts between juveniles and destruction of county property by educating juveniles that there are alternatives to inappropriately acting out behavior such as expressing themselves in a creative pro social manner.

- Objective 2: To upgrade medical services in the preventive medical service area.

- Objective 3: To be proactive in determining the long term needs of the County growth in juvenile population.

- Objective 4: To apply for and receive federal funding whenever possible to offset County expenses.

- Objective 5: To increase utilization of community volunteers to assist probation officers with non-violent first time probation cases.

- Objective 6: To 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 7: To 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$3,283,603	\$3,464,605	\$3,642,596	\$3,843,331	5.51%
Operations	636,283	1,013,957	1,087,614	1,260,306	15.88%
Capital	85,155	24,224	34,544	118,064	241.78%
Totals	\$4,005,041	\$4,502,786	\$4,764,754	\$5,221,701	9.59%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Offense per Referral			
Felonies:			
Murder	11	12	12
Criminal attempted murder	11	12	12
Sexual assault	35	37	39
Robbery	84	88	93
Aggravated assault	157	165	173
Burglary	181	190	200
Theft	42	44	46
Motor vehicle theft	43	45	47
Drug offenses	50	53	55
Other	124	130	137
Class A and B Misdemeanors:			
Weapons violations	38	40	42
Assault	475	499	524
Theft	626	657	690
Drug offenses	219	230	241
Other	437	459	482
Violation of court order	68	71	75
Juvenile warrant	115	121	127
Children in need of supervision.	4	4	4

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	98	98	98
Part-time employees	20	20	21
Totals	118	118	119

(Continued on next page)

COUNTY OF EL PASO, TEXAS

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

Authorized Position Detail

Accounting Clerk I	4	Director of Special Projects	1
Accounting Supervisor	1	Juvenile Correction Officer-Shift Leader	7
Activity Coordinator	1	Juvenile Correction Off. Shift Leader -Part tim	1
Administrative Secretary	1	Juvenile Correction Team Leader	1
Aftercare Tracker	2	Juvenile Correction Team Leader-Part time	1
Assistant Chief Juvenile Probation Officer	1	Juvenile Detention Officer	16
Assistant Counselor-Part time	1	Juvenile Detention Officer Part Time	7
Building Engineer	1	Juvenile Detention Shift Leader	1
Chief Juvenile Probation Officer	1	Legal Advisor	1
Community Coordinator	1	Maintenance Assistant	4
Cook I	3	Probation Officer	1
Cook III	1	Probation Officer II	20
Cook I-Part Time	3	Probation Officer II-Part time	1
Corrections Counselor	1	Process Server-Part time	2
Corrections Officer	10	Secretary I	4
Corrections Officer-Part Time	4	Senior Corrections Officer	1
Court Support Officer	1	Senior Juvenile Detention Officer	1
Data Entry	1	Senior Probation Officer II	2
Director Clerical Services	1	Shift Leader	1
Director Detention And Support Services	1	Title IV-E Coordinator	1
Director Intake	1	Training/Research Coordinator	1
Director of Court Services	1	Transportation Officer	1
Director of Grants and Research	1		

See Personnel Changes for this department in Appendix A

See next page for Departmental Organization

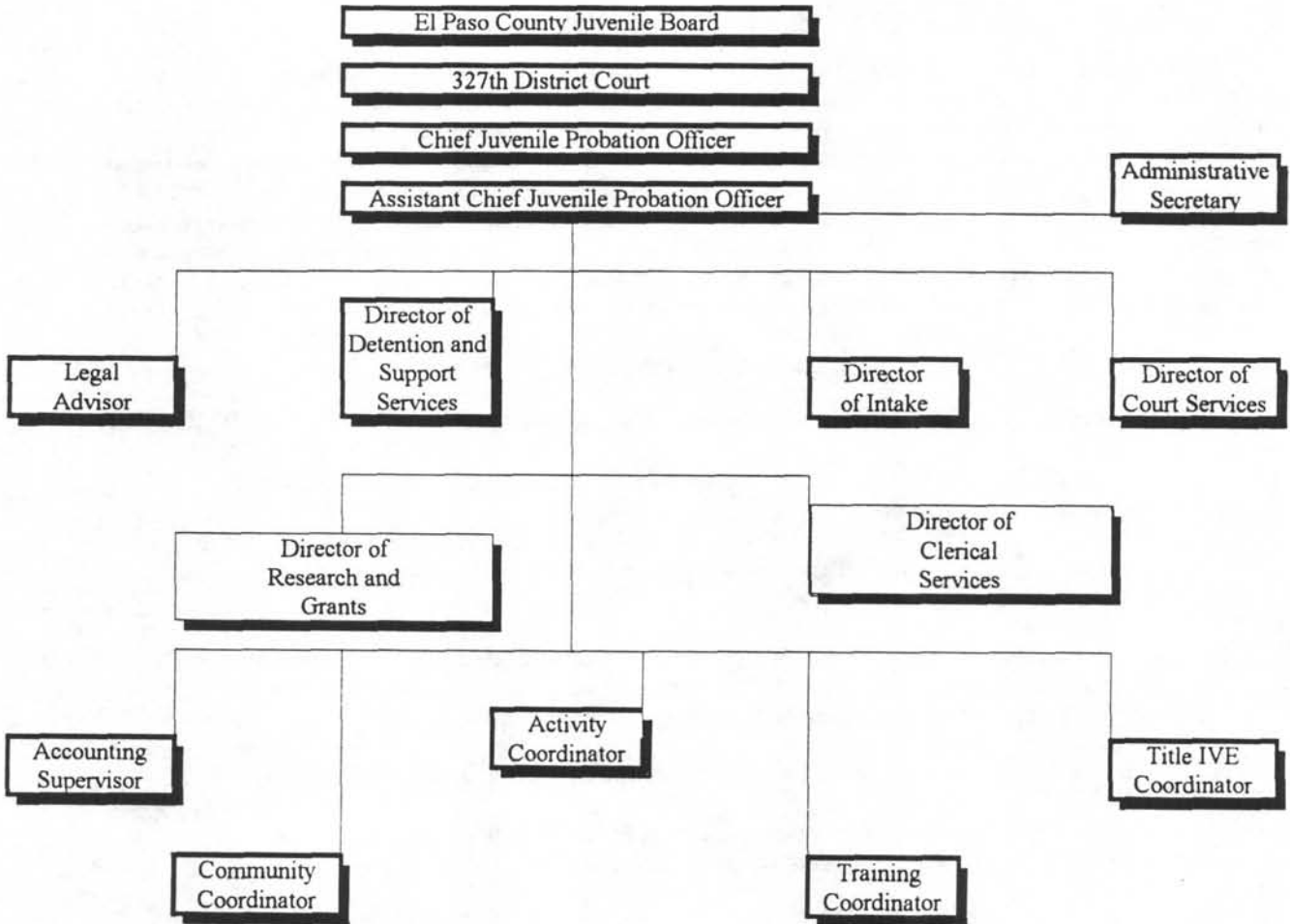
COUNTY OF EL PASO, TEXAS

Department: Juvenile Probation
continued

Fund No. 01

Index No. 530618

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 may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each 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. 530113
 No. 1 - continued

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$27,196	\$28,374	\$28,719	\$28,728	0.03%
Operations	4,187	4,152	4,593	4,625	0.70%
Capital		349	745		-100.00%
Totals	<u>\$31,383</u>	<u>\$32,875</u>	<u>\$34,057</u>	<u>\$33,353</u>	-2.07%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Projected	Projected
Forcible Entry and Detainer	243	255	268
Small Claims	197	207	217
Justice Court	30	32	33
Summons	49	51	54
Criminal Subpoenas	1	1	1
Writs of Garnishment	2	2	2
Foreign Civil Service	38	40	42
Community Service Hours	500	525	551

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 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 may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each 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. 530212
 No. 3 - continued

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$26,770	\$28,446	\$28,727	\$28,735	0.03%
Operations	5,675	5,525	5,567	5,400	-3.00%
Capital					
Totals	<u>\$32,445</u>	<u>\$33,971</u>	<u>\$34,294</u>	<u>\$34,135</u>	-0.46%

Work Program Trends

Department Activity	1995 Projected	1996 Projected	1997 Projected
Citations	115	121	127
Writs of Possession	70	74	77
Warrants	50	53	55
Summons	790	830	871
Foreign Civil Service	40	42	44
FED's Evictions	600	630	662
Bailiff Hours	780	819	860
Community Service Hours	200	210	220

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$26,736	\$28,033	\$28,224	\$28,269	0.16%
Operations	3,144	2,838	5,520	3,300	-40.22%
Capital					
Totals	\$29,880	\$30,871	\$33,744	\$31,569	-6.45%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Citations	275	289	303
Writs of Possession	45	47	50
Warrants	55	58	61
Summons	22	23	24
Foreign Civil Service	13	14	14
FED's Evictions	310	326	342
Bailiff Hours	233	245	257
Community Service Hours	328	344	362

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	1	1	1
Part-time employees			
Totals	1	1	1

Authorized Position Detail

Constable 1

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 may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each 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.
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COUNTY OF EL PASO, TEXAS

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

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$26,859	\$28,001	\$28,224	\$28,234	0.04%
Operations	4,414	3,826	5,520	4,000	-27.54%
Capital					
Totals	<u>\$31,273</u>	<u>\$31,827</u>	<u>\$33,744</u>	<u>\$32,234</u>	-4.47%

Work Program Trends

Department Activity	1995	1996	1997
	Projected	Projected	Projected
Citations	286	300	315
Subpoenas	10	11	11
Foreign Civil Service			
FED's Evictions	500	525	551
Bailiff Hours	16	17	18
Community Service Hours	46	48	51

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. 530329
No. 6

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 may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each 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 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. 530329
 No. 6 - continued

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$26,840	\$28,517	\$28,727	\$28,735	0.03%
Operations	3,788	4,250	5,210	4,100	-21.31%
Capital		299	310		-100.00%
Totals	\$30,628	\$33,066	\$34,247	\$32,835	-4.12%

Work Program Trends

Department Activity	1995 Projected	1996 Projected	1997 Projected
Citations	123	129	136
Subpoenas	107	112	118
Summons	66	69	73
Foreign Civil Service			
FED's Evictions	79	83	87
Bailiff Hours	525	551	579
Community Service Hours	194	204	214

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	1	1	1
Part-time employees			
Totals	1	1	1

Authorized Position Detail

Constable 1

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 for minimizing the effects of a 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

- Goal 1: To provide the County of El Paso with an emergency plan that will provide both the citizens and local businesses with a safe and well prepared plan of action in the event of a disaster.
- Goal 2: To mitigate the effects of a disaster or hazard.
- Goal 3: To prepare measures to be taken which will preserve life and minimize damage.
- Goal 4: To establish a recovery system in order to return the community to its normal state of affairs.
- Objective 1: To coordinate Federal, State, County and City personnel in disaster exercises, training and the responsibilities that each has during a disaster.
- Objective 2: To ensure required personnel completes specific academic training requirements.
- Objective 3: 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.
- Objective 4: Attend meetings of local interested organizations to pass along information concerning programs.
- Objective 5: To provide training to agencies in jurisdiction to accomplish goals.

Financial Trends

<u>Category</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$43,702	\$39,517	\$41,193	\$41,193	
Capital					
Totals	\$43,702	\$39,517	\$41,193	\$41,193	

(Continued on next page)

COUNTY OF EL PASO, TEXAS

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

Work Program Trends

<u>Department Activity</u>	<u>1995 Actual</u>	<u>1996 Projected</u>	<u>1997 Projected</u>
Committee meetings	125	140	140
Exercises and drills	7	10	10
Conferences	12	9	9
Presentations on emergency management	7	15	15
Individuals participating in conferences	2470	2000	2000
Annexes reviewed	14	14	14
Annexes updated	6	6	6
Copies of changes distribution	200	200	200
Training Classes	28	25	25
Emergencies & potential disasters	67	100	100
Recertify DEM 147	1	1	1

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</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 7 city-county 2 city, 1 county and over 30 grant programs and manages 10 state employees assigned to Tuberculosis and Sexually Transmitted Disease Control. The unit is responsible for preventive medicine and regulatory community health for over 650,000 residents, and interaction with adjacent New Mexico and the large metropolitan population of Ciudad Juarez, Mexico. The Health Employees of the Health Unit 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, the administration and management of the City/County Health Unit, and to serve as public liaison between the community and other governmental entities. The division provides consolidated purchasing, supply, personnel, budgeting, inventory, maintenance, distribution, serves as an intra/interagency liaison, and provides grant writing and administrative support for all Health Unit programs. The City/County Health Unit works especially close with the Texas Department of Health, Center for Disease Control and other federal agencies.

Goals and Objectives

- Goal 1: To initiate a reclassification study to evaluate total personnel needs of the 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 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 the most maximum efficient level.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$2,482,386	\$2,175,981	\$2,870,144	\$2,417,526	-15.77%
Capital					
Totals	<u>\$2,482,386</u>	<u>\$2,175,981</u>	<u>\$2,870,144</u>	<u>\$2,417,526</u>	-15.77%

COUNTY OF EL PASO, TEXAS

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

Work Program Trends

<u>Department Activity</u>	1995 Actual	1996 Projected	1997 Projected
		Not available	

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: County Child Welfare Fund No. 01 Index No. 540195

Department Description and Responsibilities

The Child Welfare department, with the assistance of the Texas Department of Protective and Regulatory Services, provides protection to abused and neglected children. The services provided include, but are not limited to, temporary foster care placement, counseling, and permanent placement of children in foster homes.

Financial Trends

<u>Category</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations				\$10,800	100.00%
Capital				420,176	100.00%
Totals				<u>\$430,976</u>	100.00%

Work Program Trends

<u>Department Activity</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1997 Projected</u>
			Not Available

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: On-site Sewage-Inspectors Fund No. 01 Index No. 541193

Department Description and Responsibilities

This department provides public services to the residents of El Paso County by performing on site sewage inspections. The main responsibility of the inspectors is to supervise the program in order to effectively cover all areas where public sewer facilities are not available and provide technical review and guidance of all sewage system installations.

Goals and Objectives

- Goals:** Supervise the on-site sewage facility program in order to cover all areas where public sewer is not available, and to provide technical review and guidance of all sewage system installations.
- Objective 1:** To review all proposed subdivisions to determine if on-site sewage systems are in compliance with rules and regulations in the development of sewage disposal plans.
- Objective 2:** To conduct subdivision surveys for legal and illegal sewage system installations.
- Objective 3:** To review new innovative and alternative sewage systems.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$158,452	\$127,886	\$143,321	\$241,410	68.44%
Capital					
Totals	\$158,452	\$127,886	\$143,321	\$241,410	68.44%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

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 of assistance such as 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, and help these individuals become self-sufficient.

- Goal 2: 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: To solicit the resources of general assistance and other service providers such as Project Bravo, Lulac Amistad, the Peyton Foundation, the Housing Authority and the Department of Human Services.

- Objective 2: To explore any and every possibility where services could be provided to legal resident families and provide a temporary means of assistance.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$230,099	\$240,973	\$242,171	\$242,245	0.03%
Operations	543,358	456,822	510,569	549,133	7.55%
Capital	350	1,774	1,795		-100.00%
Totals	\$773,807	\$699,569	\$754,535	\$791,378	4.88%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Actual	Projected
Applications for assistance	9,837	9,620	10,000
Participants assisted	6,625	5,674	6,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	10	10	10
Part-time employees			
Totals	10	10	10

COUNTY OF EL PASO, TEXAS

Department: General Assistance

Fund No. 01

Index No. 540229

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: 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

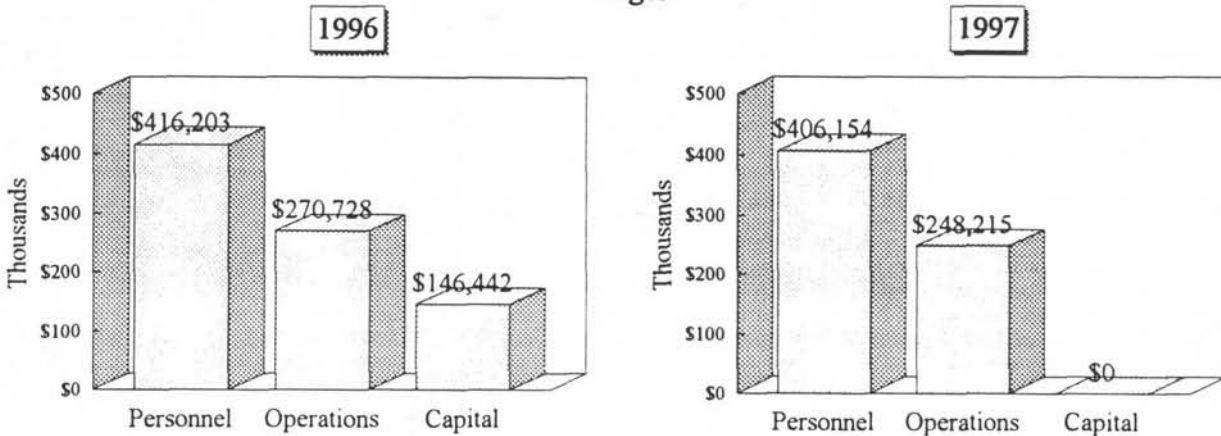
Goals: Improve efficiency and effectiveness in performing autopsies and investigations.

Objectives: To increase efficiency and potential with a laboratory equipped to handle ballistics, histology, serology and ultimately DNA testing.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$370,547	\$404,416	\$416,203	\$406,154	-2.41%
Operations	144,985	181,045	270,728	248,215	-8.32%
Capital		981	146,442		-100.00%
Totals	\$515,532	\$586,442	\$833,373	\$654,369	-21.48%

Budgets



Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Death investigations	1,881	2,050	2,234
Autopsies	313	341	371

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	10	10	10
Part-time employees	3	3	3
Totals	13	13	13

Authorized Position Detail

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

See Personnel Changes for this department in Appendix A

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$836,382	\$852,418	\$880,976	\$475,000	-46.08%
Capital					
Totals	\$836,382	\$852,418	\$880,976	\$475,000	-46.08%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Available

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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. The Life Management Center strives to serve consumers whose characteristics are representative of the El Paso County population as a whole, and recognizes that it will continue to serve a disproportionate number of persons.

Goals and Objectives

- Goal 1: 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 2: 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: To ensure that consumers receive local services that are instrumental in meeting their needs to enable an acceptable level of community functioning.
- Objective 2: To allow adequate administrative supports 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

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$256,142	\$257,789	\$257,789	\$200,000	-22.42%
Capital					
Total	\$256,142	\$257,789	\$257,789	\$200,000	-22.42%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Clients Assisted	5,489	4,305	5,396

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
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 by the County for this program for indigent services such as pauper burials, and emergency financial assistance for individuals needing clothing and transportation.

Financial Trends

<u>Category</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$23,628	\$50,600	\$65,600	\$60,000	-8.54%
Capital					
Totals	\$23,628	\$50,600	\$65,600	\$60,000	-8.54%

Work Program Trends

<u>Department Activity</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1997 Projected</u>
Pauper Burials	77	110	110

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

Department: Mental Health

Fund No. 01

Index No. 540211

Department Description and Responsibilities

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

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$123,020	\$238,024	\$252,628	\$336,000	33.00%
Capital					
Totals	\$123,020	\$238,024	\$252,628	\$336,000	33.00%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Number of Individuals Services Provided for			
Professional Services	12	13	13
Legal Services	279	293	308

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
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 15 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 also 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 most qualified interpreters 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$24,999	\$24,999	\$25,000	\$25,000	
Capital					
Totals	\$24,999	\$24,999	\$25,000	\$25,000	

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Hours of Sign Language Interpreting:			
Regular	396.00	462.25	476.00
Trilingual	25.75	12.00	26.00
Emergency	39.50	32.00	26.00
Emergency -Trilingual	9.75		6.00

COUNTY OF EL PASO, TEXAS

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

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
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 abusers. 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 abusers in a twenty session program, which is available in English or Spanish. In counseling the primary focus is on learning the cycles of violent behavior and abuse, and gaining the personal skills necessary for clients to effectively control their own behavior. When other problems such as drug and alcohol abuse coexist with the family violence, 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, so that the victim becomes a more self-sufficient, independent survivor.
- 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$45,340	\$45,341	\$45,341	\$45,341	
Capital					
Totals	\$45,340	\$45,341	\$45,341	\$45,341	

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Batterers Program clients	1026	1130	1254
Victim Advocate clients	419	460	506

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

Authorized Position Detail

Not Applicable

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, such as 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 13 years and provides volunteer opportunities throughout the county from Faben's to Canutillo. Volunteers have served in the county departments and agencies, including the Sheriff's Department, the El Paso City-County Health and Environmental District, the 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 15 people in the county.
- Objective 2: Provide 135,480 volunteer hours, which calculated at the minimum wage is worth \$575,790 annually.
- Objective 3: Develop at least one new volunteer station.
- Objective 4: Expand volunteer services for environmental and intergenerational projects.
- Objective 5: Expand volunteer activities with the El Paso Immunization Action Coalition.
- Objective 6: Expand volunteer activities monitoring drinking water in the Colonias.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$34,500		\$17,250	\$17,250	
Capital					
Totals	\$34,500		\$17,250	\$17,250	

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Volunteers	559	571	586
Volunteer Sites	25	26	27
Volunteer Services Hours	131,887	133,680	135,480

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>1995</u>	<u>1996</u>	<u>1997</u>
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 in preparing, submitting and presenting any claim against the U.S. or any state, for compensation, hospitalization, insurance, pension, education or other benefits to which they may be entitled.

Objectives: 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	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$60,032	\$49,284	\$49,356	\$45,961	-6.88%
Operations	978	681	2,464	2,350	-4.63%
Capital					
Totals	\$61,010	\$49,965	\$51,820	\$48,311	-6.77%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Projected	Projected
Clients served monthly	1,900	2200-2700	2400-2800
Monetary benefits paid to veterans, their dependents and survivors	\$100,000,000	\$102,000,000	\$102,000,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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
Veteran Affairs Advisor	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 services 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, manage local and federal funds, as well as budget, and maintain required records. Foster grandparents have been serving in the County since 1984. They serve in the county facilities of the Juvenile Probation Detention Facility, Project Crossroads, Head Start programs in Anthony, Canutillo, and Socorro, as well as in an elementary and high school in Socorro, Tx.

Goals and Objectives

- Goals: To provide 12,528 hours of service by having 12 Foster Grandparent volunteers, each serving two children or youth with special or exceptional needs at four different volunteer sites in El Paso County.
- Objective 1: To provide 12 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 12,528 hours of service and each will serve twenty hours a week as they volunteer for those who have special needs or at-risk children.
- Objective 2: To provide annual income review on each active Foster Grandparent volunteer, prepare medical histories of 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 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 program 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations			\$5,000	\$5,000	
Capital					
Totals			\$5,000	\$5,000	

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Volunteer service hours provided	10,440	12,528	12,528
Number of Foster Grandparents	10	12	12
Number of Volunteer sites	3	4	4

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 six 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. The mission of Keep El Paso Beautiful 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, and provide a public awareness campaign in both English and Spanish.
- Objective 1: To enforce cooperation between Keep El Paso Beautiful and the Texas General Land Office to promote Desert Sweep, a program designed to combat illegal desert dumping.
- Objective 2: To educate more individuals on the institute "Adopt - A- Desert" to promote on-going desert cleanups and reduce illegal dumping.
- Objective 3: To remain as a resource to ensure the success and growth of the County Department Volunteer Recycling Program to benefit the community by reducing landfill space and preserve natural resources.
- Objective 4: To promote the Youth Leadership/Clean Campus Program in all area schools. 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 5: To continue the development of Speaker's Bureau to area schools, organizations and corporations throughout the County. This program includes and extensive awareness and outreach campaign.
- Objective 6: To continue to provide a public awareness campaign in both English and Spanish.
- Objective 7: Keep El Paso Beautiful continues to take an active role in the continuance of the County's Environmental Crime Unit.
- Objective 8: To publicize and coordinate the Christmas Tree recycling program in the future since composting is an important solid waste management option.
- Objective 9: To continue to partner with County agencies to promote litter abatement, solid waste management and beautification projects to the El Paso community.

COUNTY OF EL PASO, TEXAS

Department: Keep El Paso Beautiful Fund No. 01 Index No. 540641

Financial Trends

<u>Category</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations		10,000	\$10,000	\$10,000	
Capital					
Totals		<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	

Work Program Trends

<u>Department Activity</u>	<u>1995 Projected</u>	<u>1996 Actual</u>	<u>1997 Projected</u>
Volunteers:			
City Sweep		8,100	8,505
Earth Day		5,000	5,250
Christmas Trees Recycled		37,500	39,375

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</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 Fund No. 01 Index No. 560029
 Extension

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, strengthening of family relationships, 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, efficient and economic water use in agriculture, industry, homes, and landscapes and on the proper use of chemicals in the environment.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$234,812	\$241,256	\$258,656	\$265,935	2.81%
Operations	117,973	139,914	146,873	135,618	-7.66%
Capital	1,700	12,979	18,578		-100.00%
Totals	\$354,485	\$394,149	\$424,107	\$401,553	-5.32%

COUNTY OF EL PASO, TEXAS

Department: Industrial Development Division Fund No. 01 Index No. 560219

Department Description and Responsibilities

The Economic Development Division (EDD) is an operating division of the Greater El Paso Chamber of Commerce. Their mission is to create jobs in the El Paso/Juarez region by recruiting industry from outside the region and assisting in the expansion of local industry.

Goals and Objectives

- Goals:** To recruit new industry into the community and retain and expand the existing industrial base.
- Objectives:** This mission is carried out through the use of National Sales Campaign teams which travel monthly to selected geographic regions, selling the benefits of relocation to targeted industry sectors and through the use of the Industry Retention and Expansion Initiative committed to identify and address the concerns of local industry. Since 1990, the division has worked with more than 281 corporate and relocation and expansion clients, creating over 15,000 jobs.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$80,000	\$80,000	\$80,000	\$80,000	
Capital					
Totals	\$80,000	\$80,000	\$80,000	\$80,000	

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
New Companies	15	18	19
Companies Expanding	15	18	19

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable





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. In addition, commissioner's court mandated a new provision for Ascarate Park on July 1, 1996 stating that all automobile entrance fees will be \$1.00 no matter if in-state or out-of-state.

Goals and Objectives

- Goals:** Develop and maintain outstanding facilities designed to meet the needs of the community.
- Objective 1:** Maintain high standards of personnel efficiency and expertise to guarantee performance.
- Objective 2:** Develop a park master plan for park improvements to guide and direct the department to meet the needs of the community. This would require a continuous evaluation of the recreational needs.
- Objective 3:** To provide a safe and clean family oriented regional park with more park facilities, family picnic shelters, vegetation, grills, benches, jogging/walking trail, a special event area with portable/demountable canopy and tent structures, and playground areas.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$229,406	\$218,973	\$226,035	\$276,674	22.40%
Operations	278,919	220,797	292,371	418,890	43.27%
Capital	3,000	62,167	98,215	20,000	-79.64%
Totals	\$511,325	\$501,937	\$616,621	\$715,564	16.05%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Tickets:			
Automobile	130,980	124,650	135,000
Out of State	8,396	4,941	
Boat	534	543	558

COUNTY OF EL PASO, TEXAS

Department: Ascarate Regional County Fund No. 01 Index No. 570127
 Park-continued

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	14	10	11
Part-time employees			1
Totals	14	10	12

Authorized Position Detail

Utility Worker-part time	1	Parks/Recreation Director	1
Maintenance Plumber	1	Utility Worker II	6
Lake Attendant	1	Utility Worker III	2

See Personnel Changes for this department in Appendix A

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 accessible to all residents and visitors of El Paso County.
- Objective 1:** To utilize funds and manpower to maintain the best possible playing conditions, constantly striving for improvements in all areas of the golf course facility, and expanding the range of services provided.
- Objective 2:** To meet and exceed the challenges of increased competition from other golf facilities in the area, promoting an atmosphere conducive to the proper development of golf as a lifetime sport attractive to individuals of all ages.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$363,645	\$369,122	\$400,179	\$374,500	-6.42%
Operations	166,071	153,393	190,039	182,513	-3.96%
Capital		79,920	80,000	19,000	-76.25%
Totals	\$529,716	\$602,435	\$670,218	\$576,013	-14.06%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
Green fees	\$452,541	\$495,835	\$465,000
Golf cart revenues	\$232,023	\$214,620	\$210,000
Food concessions	\$10,000	\$24,167	\$24,000
Gate fees	\$15,679	\$9,850	
Number of rounds of golf recorded	69,690	65,232	68,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	18	18	18
Part-time employees			
Totals	18	18	18

COUNTY OF EL PASO, TEXAS

Department: Ascarate Golf Course continued Fund No. 01 Index No. 570218

Authorized Position Detail

Assist Golf Pro	2	Greens Supervisor	1
Cashier	1	Greens Supervisor	1
Golf Car Mechanic	1	Maintenance Worker	11
Golf Pro	1		

COUNTY OF EL PASO, TEXAS

Department: Swimming Pools Fund No. 01 Index No. 570226

Department Description and Responsibilities

The County of El Paso maintains three public swimming pools located at Fabens, Gallegos Park, and Ascarate Park. The swimming pool at Ascarate Park is an open outdoor Olympic size pool which provides a recreational area to the general public at a minimal fee.

Goals and Objectives

Goal : To provide a clean and safe environment for recreational needs of the residents of El Paso County.

Objective : Maintain safety and cleanliness at each of the three swimming pools by enforcing standards among employees to better serve the residents of El Paso County.

Financial Trends

Category	1995	1996	1996	1997	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$90,892	\$88,711	\$93,510	\$104,072	11.30%
Operations	82,213	75,019	143,760	105,000	-26.96%
Capital					
Totals	<u>\$173,105</u>	<u>\$163,730</u>	<u>\$237,270</u>	<u>\$209,072</u>	-11.88%

Work Program Trends

Department Activity	1995	1996	1997
	Actual	Actual	Projected
Total number of people using pools			
Ascarate	32,813	34,942	35,500
Canutillo	4,821	6,451	6,750
Fabens	4,244	4,662	4,800

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		1	1
Part-time employees	17		
Totals	<u>17</u>	<u>1</u>	<u>1</u>

Authorized Position Detail

Electromechanic Maintenance Technician 1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Montana Vista Fund No. 01 Index No. 570044
 Community Center

Department Description and Responsibilities

This is a multi-use community resource center built with funds appropriated to Texas A&M University by the State Legislature on County land. This facility provides a variety of services to help improve the self-sufficiency and health and well-being of those residents in the Colonia known as the Montana Vista Community Center.

Goals and Objectives

- Goal : To enhance the quality of life in the Colonias.
- Objective 1: To facilitate the delivery of education, health and human services programs.
- Objective 2: To facilitate the interaction between Colonia residents and program providers.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel				\$29,695	100.00%
Operations				\$24,000	100.00%
Capital					
Totals				\$53,695	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees			1
Part-time employees			
Totals			1

Authorized Position Detail

Community Center Director 1

See Personnel Changes for this department in Appendix A

COUNTY OF EL PASO, TEXAS

Department: Sparks Community Center Fund No. 01 Index No. 570143

Department Description and Responsibilities

This is a multi-use community resource center built with funds appropriated to Texas A&M University by the State Legislature on County land. This facility provides a variety of services to help improve the self-sufficiency and health and well-being of those residents in the Colonia known as the Sparks Community Center.

Goals and Objectives

- Goal : To enhance the quality of life in the Colonias.
- Objective 1: To facilitate the delivery of education, health and human services programs.
- Objective 2: To facilitate the interaction between Colonia residents and program providers.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel				\$29,695	100.00%
Operations				\$24,000	100.00%
Capital					
Totals				\$53,695	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees			1
Part-time employees			
Totals			1

Authorized Position Detail

Community Center Director 1

See Personnel Changes for this department in Appendix A

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 :** To provide more adequate educational and recreational materials for the residents of Fabens and Canutillo to use in furthering their knowledge and maintain an environment in which all residents of the community can comfortably meet to exchange ideas and gain a better understanding of the information available.
- Objectives:** To increase library automation, commencement of adult literacy programs, and classes on English as a Second Language, on-line database computer services, and grants for expansion of the main library branch.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$79,005	\$88,561	\$123,367	\$137,418	11.39%
Operations	16,415	19,111	28,165	24,950	-11.41%
Capital	3,452				
Totals	\$98,872	\$107,672	\$151,532	\$162,368	7.15%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Library materials available to public	77,300	78,000	79,500
Registered borrowers	4,000	4,900	5,100
Reference transactions	3,113	4,000	4,300
Items cataloged and processed	4,200	4,900	5,100
Items discarded	600	700	
Students on literacy program	90	100	125
Circulation Statistics			
Fabens	34,569	35,500	36,000
Patrons using library	29,800	30,100	32,000
Patrons attending classes	1,042	1,500	1,800
Story hour	2,000	2,200	2,400
Summer reading	480	600	800
Canutillo	3,000	3,400	3,700
Patrons using library	2,334	2,500	2,800
Interlibrary loan	240	340	450
Patrons attending classes	841	900	950

COUNTY OF EL PASO, TEXAS

Department: Library continued Fund No. 01 Index No. 570028

Work Program Trends - continued

<u>Department Activity</u>	1995 Projected	1996 Projected	1997 Projected
		Not Available	

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	1995	1996	1997
Full-time employees	4	4	5
Part-time employees	2	2	2
Totals	6	6	7

Authorized Position Detail

Library Director	1	Clerk-Part Time	2
Assistant Librarian	1	Clerk	3

See Personnel Changes for this department in Appendix A



SPECIAL REVENUE FUNDS

County of El Paso, Texas

Fiscal Year 1997 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 capital projects) that are legally restricted to expenditures for specific purposes. Some graphs depicting budgeted revenues and appropriations follow this page.

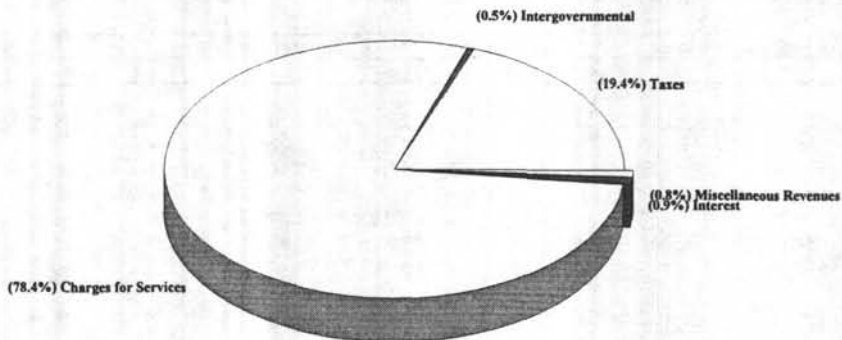
	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Taxes	\$1,542,661	\$1,668,968	\$126,307	8.19%	\$1,500,000	\$1,537,500	\$37,500	2.50%
Intergovernmental	33,979	63,628	29,649	87.26%	35,000	39,000	4,000	11.43%
Charges for Services	6,153,248	6,865,429	712,181	11.57%	5,996,500	6,201,500	205,000	3.42%
Fines and Forfeits								
Interest	197,909	284,327	86,418	43.67%	63,000	69,000	6,000	9.52%
Miscellaneous Revenues	102,057	208,764	106,707	104.56%	180,000	65,100	(114,900)	-63.83%
Other Financing Sources	165,720		(165,720)	-100.00%		189,089	189,089	
Total Revenues and Other Financing Sources	8,195,574	9,091,116	895,542	10.93%	7,774,500	8,101,189	326,689	4.20%
Residual Equity Transfers-In								
Beginning Fund Balances	2,980,497	4,014,900	1,034,403	34.71%	4,014,900	4,454,037	439,137	10.94%
Total Available Resources	\$11,176,071	\$13,106,016	1,929,945	17.27%	\$11,789,400	\$12,555,226	765,826	6.50%
Expenditures (Uses):								
General Government	\$560,963	\$621,328	60,365	10.76%	\$1,187,373	\$915,124	(272,249)	-22.93%
Administration of Justice	110,014	118,715	8,701	7.91%	146,935	33,375	(113,560)	-77.29%
Resource Development	1,191,614	1,348,473	156,859	13.16%	1,409,254	1,558,876	149,622	10.62%
Culture and Recreation	1,032,343	951,327	(81,016)	-7.85%	1,146,134	1,247,387	101,253	8.83%
Public Works	2,460,906	2,948,350	487,444	19.81%	3,700,380	3,217,572	(482,808)	-13.05%
Capital Outlays	360,331	800,164	439,833	122.06%	1,231,717	1,038,742	(192,975)	-15.67%
Other Financing Uses	1,445,000	1,863,622	418,622	28.97%	1,866,698	2,964,318	1,097,620	58.80%
Total Expenditures and Other Financing Uses	7,161,171	8,651,979	1,490,808	20.82%	10,688,491	10,975,394	286,903	2.68%
Residual Equity Transfers-Out								
Encumbrances						868,594	868,594	
Ending Fund Balances	4,014,900	4,454,037	439,137	10.94%	1,100,909	711,238	(389,671)	-35.40%
Total Expenditures, Appropriations and Fund Balances	\$11,176,071	\$13,106,016	\$1,929,945	17.27%	\$11,789,400	\$12,555,226	\$765,826	6.50%

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 1996, the Special Revenue Fund utilized \$2,178,146 to balance appropriations as compared to \$2,870,205 in fiscal year 1997. Based on actuals for fiscal year 1996, 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 \$1,867,000 for the purpose of road paving projects and some heavy duty equipment purchases.

County of El Paso, Texas

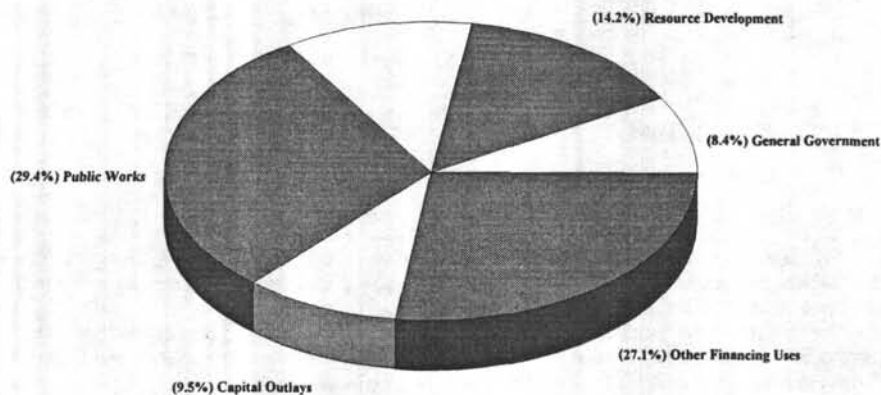
Fiscal Year 1997 Budget

Revenues (Sources) - Special Revenue Fund



Fiscal Year 1997 Budget

Appropriations (Uses) - Special Revenue Fund

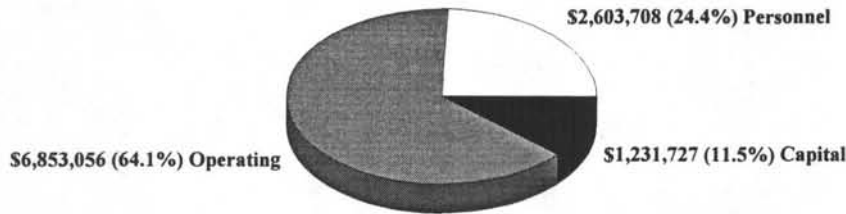
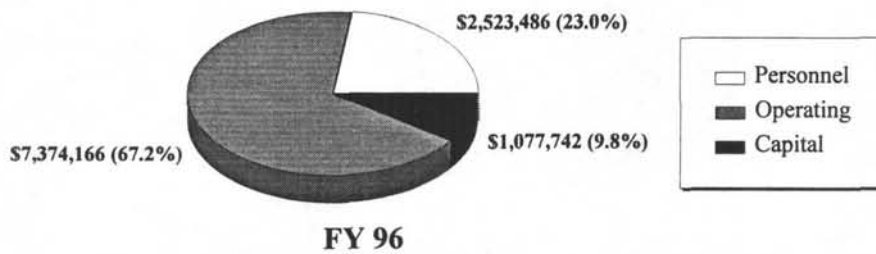


County of El Paso, Texas

Budget Summary for Fiscal Year 1997 by Category - Special Revenue Fund With Prior Year Expenditure Actuals

Category	Actuals		Changes		Adopted Budget		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Personnel	\$2,157,928	\$2,329,971	\$172,043	8%	\$2,603,708	\$2,523,486	(\$80,222)	-3%
Operating	4,615,925	5,521,844	905,919	20%	6,853,056	7,374,166	521,110	8%
Capital	387,318	800,164	412,846	107%	1,231,727	1,077,742	(153,985)	-13%
Totals	\$7,161,171	\$8,651,979	\$1,490,808	21%	\$10,688,491	\$10,975,394	\$286,903	3%

Operating Budgets FY 97



County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning Fund Balance	\$1,716,022	\$2,619,376	\$2,619,376	\$3,139,964	19.87%
Revenue:					
Auto sales tax	1,906,110	1,721,017	1,400,000	1,600,000	14.29%
Auto registration fees	360,000	360,000	360,000	360,000	
Extra auto license fees	2,845,371	3,632,417	3,100,000	3,100,000	
Other	207,397	392,301	98,500	99,500	1.02%
Total revenue	5,318,878	6,105,735	4,958,500	5,159,500	4.05%
Other financing sources:					
Residual Equity Transfers-in					
Total revenue and transfers	5,318,878	6,105,735	4,958,500	5,159,500	4.05%
Expenditures:	3,090,524	4,010,147	5,023,750	4,731,640	-5.81%
Other financing uses:					
Transfers out	1,325,000	1,575,000	1,575,000	2,600,000	65.08%
Total expenditures and transfers	4,415,524	5,585,147	6,598,750	7,331,640	11.11%
Encumbrances			450,632	602,759	
Ending fund balance	\$2,619,376	\$3,139,964	\$528,494	\$365,065	-30.92%

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:** To reassign 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:** To reassign personnel and assign new work responsibilities to the personnel based on their qualifications and changing demands of the Roads and Bridges department.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$237,403	\$264,697	\$274,123	\$298,663	8.95%
Operations	286,111	466,106	998,369	525,361	-47.38%
Capital	31,203	3,838	3,903		-100.00%
Totals	\$554,717	\$734,641	\$1,276,395	\$824,024	-35.44%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
New Road Dedications (miles)		1	
Road Preparation CMAQ (miles)			
Road Surfacing			
CMAQ (new paving in miles)		26	
New paving (miles)		8.5	15
Resurfacing (miles)		35	25
Road Resurfacing Fabens Project			2.5
Road Reconstruction San Elizario Project			
Resurfacing (miles)		1.5	
Lateral Road Crossing			
Collector Roads Overlayed with 1 & 1/2 " HMAc			12

COUNTY OF EL PASO, TEXAS

Department: Roads and Bridges Fund No. 10 Index No. 501023
 Administration - continued

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees	6	6	7
Part-time employees			
<u>Totals</u>	<u>6</u>	<u>6</u>	<u>7</u>

Authorized Position Detail

Assistant Roads And Bridges Administrator	1	Public Works Director/Road Engineer	1
Civil Engineer	1	Subdivision Coordinator	1
Drafter II	1	Zoning Inspector	1
Executive Secretary	1		

See Personnel Changes for this department in Appendix A

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 where 60 percent of a subdivision has dwellings.
- Objective 2:** To have paved access roads into those areas containing less developed subdivisions.
- Objective 3:** To improve the roadway standards and provide better drainage in the completely developed subdivisions.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,278,817	\$1,272,045	\$1,457,246	\$1,381,073	-5.23%
Operations	2,507,089	3,101,305	3,668,134	4,436,499	20.95%
Capital	74,901	477,156	647,606	690,044	6.55%
Totals	\$3,860,807	\$4,850,506	\$5,772,986	\$6,507,616	12.73%

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	1995	1996	1997
Full-time employees	55	55	54
Part-time employees			
Totals	55	55	54

Authorized Position Detail

Auto Mechanic II	3	Mechanic Helper	1
Auto Mechanic III	2	Office Manager	1
Construction Foreman	1	Road Superintendent	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	10
Heavy Equipment Operator III	10	Truck Driver II	8
Maintenance Foreman	3	Truck Driver III	5
Maintenance Welder	1		

See Personnel Changes for this department in Appendix A

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$113,713	\$85,260	\$85,260	\$109,744	28.72%
Revenue:					
Hotel occupancy taxes	804,010	834,484	750,000	768,750	2.50%
Other					
Total revenue	804,010	834,484	750,000	768,750	2.50%
Other financing sources:					
Transfers in				38,089	100.00%
Total revenue and transfers	804,010	834,484	750,000	806,839	7.58%
Expenditures:	718,750	810,000	810,000	806,839	-0.39%
Other financing uses:					
Transfers out	113,713			80,000	100.00%
Total expenditures and transfers	832,463	810,000	\$810,000	886,839	9.49%
Ending fund balance	\$85,260	\$109,744	\$25,260	\$29,744	17.75%

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$43,141	\$37,525	\$37,525	\$57,985	54.52%
Revenue:					
Taxes:					
Hotel occupancy taxes	160,802	121,897	105,000	153,750	46.43%
Other	717	3563			
Total revenue	161,519	125,460	105,000	153,750	46.43%
Other financing sources:					
Transfers in					
Total revenue and transfers	161,519	125,460	105,000	153,750	46.43%
Expenditures:	167,135	105,000	105,000	115,661	10.15%
Other financing uses:					
Transfers out				94,089	100.00%
Total expenditures and transfers	167,135	105,000	105,000	209,750	99.76%
Ending fund balance	\$37,525	\$57,985	\$37,525	\$1,985	-94.71%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$167,135	\$105,000	\$105,000	\$209,750	99.76%
Capital					
Totals	\$167,135	\$105,000	\$105,000	\$209,750	99.76%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
	Not Available		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals		Not Applicable	

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$269,005	\$272,692	\$272,692	\$333,968	22.47%
Revenue:					
Hotel occupancy taxes	577,849	712,587	645,000	615,000	-4.65%
Other	11,804	18,828			
Total revenue	589,653	731,415	645,000	615,000	-4.65%
Other financing sources:					
Transfers in				60,000	100.00%
Total revenue and transfers	589,653	731,415	645,000	675,000	4.65%
Expenditures:	585,966	670,139	776,387	805,190	3.71%
Other financing uses:					
Transfers out					
Total expenditures and transfers	585,966	670,139	776,387	805,190	3.71%
Residual equity transfer in					
Encumbrances			20,817	80,484	
Ending fund balance	\$272,692	\$333,968	\$120,488	\$123,294	2.33%

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 a 7,500 seat multi-purpose arena, a modern 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 Motor-Cross, and the Circus.

Goals and Objectives

- Goals:** To increase the efficiency and effectiveness of Coliseum operations.
- Objective 1:** To upgrade concession stands to improve appearance and increase efficiency.
- Objective 2:** To improve ticket sales through increased operational hours and new equipment.
- Objective 3:** To utilize more vendors in the arena providing more concessions to the patron.

Financial Trends

Category	1995	1996	1996	1997	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$338,944	\$342,917	\$359,092	\$350,664	-2.35%
Operations	243,147	263,427	352,788	394,526	11.83%
Capital	3,875	63,795	85,442	60,000	100.00%
Totals	\$585,966	\$670,139	\$797,322	\$805,190	0.99%

Work Program Trends

Department Activity	1995	1996	1997
	Projected	Projected	Projected
Event Attendance	255,000	230,000	365,000
Number of events	140	120	150
Parking fees	\$60,500	\$55,000	\$40,000
Ticket Revenue	\$30,000	\$30,000	\$40,000

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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		
See Personnel Changes for this department in Appendix A			

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$140,407	\$163,451	\$163,451	\$178,646	9.30%
Revenue:					
Detention facility-commissary	60,000	55,000	60,000	60,000	
Other	2,855	7,433			
Total revenue	62,855	62,433	60,000	60,000	
Other financing sources:					
Transfers in					
Total revenue and transfers	62,855	62,433	60,000	60,000	
Expenditures:	39,811	47,238	83,214	147,730	77.53%
Other financing uses:					
Transfers out					
Total expenditures and transfers	39,811	47,238	83,214	147,730	77.53%
Encumbrances			45,818	48,031	
Ending fund balance	\$163,451	\$178,646	\$94,419	\$42,885	-54.58%

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 receipts and disbursements 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$37,449	\$40,525	\$64,882	\$73,865	13.85%
Capital	2,362	6,713	64,150	73,865	15.14%
Totals	<u>\$39,811</u>	<u>\$47,238</u>	<u>\$129,032</u>	<u>\$147,730</u>	14.49%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$258,840	\$411,060	\$411,060	\$250,942	-38.95%
Revenue:					
Records management and preservation fee	507,180	502,898	500,000	500,000	
Other	12,879	17,378			
Total revenue	520,059	520,276	500,000	500,000	
Other financing sources:					
Transfers in	165,720				
Total revenue and transfers	685,779	520,276	500,000	500,000	
Expenditures:	533,559	680,394	651,206	609,700	-6.37%
Other financing uses:					
Transfers out					
Total expenditures and transfers	533,559	680,394	651,206	609,700	-6.37%
Encumbrances			156,446	82,679	
Ending fund balance	\$411,060	\$250,942	\$103,408	\$58,563	-43.37%

COUNTY OF EL PASO, TEXAS

Department: County Clerk Records Management and Preservation Fund No. 10 Index No. 560037

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:

- develop and administer an efficient and effective records management program.
- maintain and file a records control schedule with the Texas State Library.
- prepare requests for authorization to destroy records or to store data on electronic media.
- identify, catalog and preserve records of permanent value and essential records.
- ensure that all records management activities are done in accordance the Local Government Code and the Texas Administrative Code.
- microfilm and store on electronic media source documents filed in the County Clerk's Office.

Goals and Objectives

- Goal 1: To ensure the safe and efficient handling of documents for both the general public and other county departments.
- Goal 2: To implement a comprehensive records management program.
- Goal 3: To develop and implement a disaster recovery plan for the records center.
- Goal 4: To use available technology to automate the processing and control of documents.
- Objective 1: To reduce storage and implement technology to improve efficiency, reduce long-term costs and streamline records management operations.
- Objective 2: To monitor retention schedules and administrative rules issued by the Texas State Library to determine if the records management program is in compliance with state regulations.
- Objective 3: To plan, formulate, and prescribe records disposition policies, systems, standards, and procedures
- Objective 4: To provide information and records management advice and assistance to all county departments.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage in Budget
Personnel	\$223,938	\$359,477	\$399,423	\$383,534	-3.98%
Operations	103,412	174,373	184,832	150,503	-18.57%
Capital	206,209	146,544	223,397	75,663	-66.13%
Totals	\$533,559	\$680,394	\$807,652	\$609,700	-24.51%

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>1995 Actual</u>	<u>1996 Projected</u>	<u>1997 Projected</u>
<u>Documents Scanned</u>			
Deeds, Assumed Names, UCCs, and Financing Statements	92,384	100,526	102,000
Vital Statistics	28,640	31,000	32,000
<u>Documents Microfilmed</u>			
Probate	1,780,800	1,357,440	1,569,000
Criminal/civil	190,400	114,240	152,320
Deeds	2,926,000	1,065,120	1,900,000
Vitals	56,000	57,120	56,560

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees	7	21	21
Part-time employees	2	2	2
Totals	9	23	23

Authorized Position Detail

Director/Records Management Preservation	1 Records Management Technician	1
Deputy Clerk	16 Senior Clerk	2
Deputy Clerks, Part-time	2 Supervisor	1

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$37,243	\$9,440	\$9,440	\$11,041	16.96%
Revenue:					
Program income		8,166	100,000		-100.00%
Other	207	1,601			
Total revenue	207	9,767	100,000		-100.00%
Other financing sources:					
Transfers in					
Total revenue and transfers	207	9,767	100,000		-100.00%
Expenditures:	28,010	8,166	100,000	11,005	-89.00%
Other financing uses:					
Transfers out					
Total expenditures and transfers	28,010	8,166	100,000	11,005	-89.00%
Ending fund balance	\$9,440	\$11,041	\$9,440	\$36	-99.62%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel Operations				\$11,005	100.00%
Capital	\$28,010	\$8,166	\$100,000		-100.00%
Totals	\$28,010	\$8,166	\$100,000	\$11,005	-89.00%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Number of Vehicles Auctioned	377	395	415

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$58,675	\$92,962	\$92,962	\$93,977	1.09%
Revenue:					
Records management and preservation fee	62,549	65,710	50,000	60,000	20.00%
Other	1,476	3,902			
Total revenue	64,025	69,612	50,000	60,000	20.00%
Other financing sources:					
Transfers in					
Total revenue and transfers	64,025	69,612	50,000	60,000	20.00%
Expenditures:	29,738	68,597	73,078	120,000	64.21%
Other financing uses:					
Transfers out					
Total expenditures and transfers	29,738	68,597	73,078	120,000	64.21%
Reserved for Encumbrances				4,128	
Ending fund balance	\$92,962	\$93,977	\$69,884	\$29,849	-57.29%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$1,889				
Operations	865				
Capital	26,984	68,597	\$73,078	\$120,000	64.21%
Totals	\$29,738	\$68,597	\$73,078	\$120,000	64.21%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Microfilm:			
Processing	2,643	2,400	2,400
Duplicating	5,534	5,100	5,100
Records Center Retrievals:			
Files	9,375	9,845	10,350
Boxes	297	315	330

(Continued on next page)

Department:	Records Management and Preservation - continued	Fund No.	10	Index No.	560052
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Work Program Trends - continued

Department Activity	1995 Actual	1996 Projected	1997 Projected
Storage:			
Boxes	15,164	16,680	17,840
Shucks	20,944	21,350	21,790
Books	5,744	5,750	5,760
Microfilm Rolls (Silver)	13,133	15,500	16,750
Refiles:	22,000	23,100	24,250

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$26,068	\$30,040	\$30,040	\$32,575	8.44%
Revenue:					
Courthouse security fees	122,910	125,660	110,000	115,000	4.55%
Other	1,062	2,943			
Total revenue	123,972	128,603	110,000	115,000	4.55%
Other financing sources:					
Transfers in					
Total revenue and transfers	123,972	128,603	110,000	115,000	4.55%
Expenditures:					
Other financing uses:					
Transfers out	120,000	126,068	126,068	135,000	7.09%
Total expenditures and transfers	120,000	126,068	126,068	135,000	7.09%
Ending fund balance	\$30,040	\$32,575	\$13,972	\$12,575	-10.00%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$120,000	\$126,068	\$126,068	\$135,000	7.09%
Capital					
Totals	\$120,000	\$126,068	\$126,068	\$135,000	7.09%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$21,389	\$27,838	\$27,838	\$20,488	-26.40%
Revenue:					
Commissions	20,836	18,854	15,000	15,000	
Total revenue	20,836	18,854	15,000	15,000	
Other financing sources:					
Transfers in					
Total revenue and transfers	20,836	18,854	15,000	15,000	
Expenditures:	14,387	26,204	27,822	24,170	-13.13%
Other financing uses:					
Transfers out					
Total expenditures and transfers	14,387	26,204	27,822	24,170	-13.13%
Encumbrances			299	1,379	
Ending fund balance	\$27,838	\$20,488	\$14,717	\$9,939	-32.47%

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 from the settlement of pending litigation, as provided by law by the County Attorney's Department.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$3,519	\$6,576	\$6,700	\$10,000	49.25%
Capital	10,868	19,628	21,421	14,170	-33.85%
Totals	<u>\$14,387</u>	<u>\$26,204</u>	<u>\$28,121</u>	<u>\$24,170</u>	-14.05%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals		Not Applicable	

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance					
Revenue:					
Alternative dispute resolution fees	\$106,495	\$103,395	\$130,000	\$130,000	
Total revenue	106,495	103,395	130,000	130,000	
Other financing sources:					
Transfers in					
Total revenue and transfers	106,495	103,395	130,000	130,000	
Expenditures:	106,495	103,395	130,000	130,000	
Other financing uses:					
Transfers out					
Total expenditures and transfers	\$106,495	\$103,395	\$130,000	\$130,000	
Ending fund balance					

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$34,630	\$35,235	\$35,235	\$1,233	-96.50%
Revenue:					
State drug forfeiture					
Other	605	628			
Total revenue	605	628			
Other financing sources:					
Transfers in					
Total revenue and transfers	605	628			
Expenditures:					
Other financing uses:					
Transfers out		34,630	34,630	1,229	-96.45%
Total expenditures and transfers		34,630	34,630	1,229	-96.45%
Ending fund balance	\$35,235	\$1,233	\$605	\$4	-99.34%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations		\$34,630	\$34,630	\$1,229	-96.45%
Capital					
Totals		\$34,630	\$34,630	\$1,229	-96.45%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$3,323	\$4,554	\$4,554	\$9,412	106.68%
Revenue:					
Continuing legal education fee	3,225	9,100	15,000		-100.00%
Other	69	381			
Total revenue	3,294	9,481	15,000		-100.00%
Other financing sources:					
Transfers in					
Total revenue and transfers	3,294	9,481	15,000		-100.00%
Expenditures:	2,063	4,623	15,000	8,000	-46.67%
Other financing uses:					
Transfers out					
Total expenditures and transfers	2,063	4,623	15,000	8,000	-46.67%
Ending fund balance	\$4,554	\$9,412	\$4,554	\$1,412	-68.99%

COUNTY OF EL PASO, TEXAS

Department: Continuing Legal Fund No. 10 Index No. 560078
 Education Fund

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$2,063	\$4,623	\$15,000	\$8,000	-46.67%
Capital					
Totals	\$2,063	\$4,623	\$15,000	\$8,000	-46.67%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance	\$258,041	\$206,157	\$206,157	\$192,477	-6.64%
Revenue:					
Law library filing fees	212,722	207,449	200,000	200,000	
Other	21,414	24,581	5,000	5,000	
Total revenue	234,136	232,030	205,000	205,000	
Other financing sources:					
Transfers in					
Total revenue and transfers	234,136	232,030	205,000	205,000	
Expenditures:	286,020	245,710	320,506	308,671	-3.69%
Other financing uses:					
Transfers out					
Total expenditures and transfers	286,020	245,710	320,506	308,671	-3.69%
Residual equity transfer in					
Encumbrances			21,599	49,134	
Ending fund balance	\$206,157	\$192,477	\$69,052	\$39,672	-42.55%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$76,941	\$90,837	\$113,824	\$109,552	-3.75%
Operations	206,176	149,146	215,550	194,119	-9.94%
Capital	2,903	5,727	12,730	5,000	-60.72%
Totals	\$286,020	\$245,710	\$342,104	\$308,671	-9.77%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

Authorized Position Detail

Assistant Librarian	1	Library Assistant I	1
Law Librarian	1	Library Assistant Director	1

See Personnel Changes for this department in Appendix A

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 96	
Beginning balance		\$10,235	\$10,235	\$1,623	-84.14%
Revenue:					
State agency revenue		\$132			
Other	\$10,235				
Total revenue	10,235	132			
Other financing sources:					
Transfers in					
Total revenue and transfers	10,235	132			
Expenditures:		8,744	10,235	1,623	-84.14%
Other financing uses:					
Transfers out					
Total expenditures and transfers		8,744	\$10,235	\$1,623	-84.14%
Residual equity transfer in					
Ending fund balance	\$10,235	\$1,623			

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations		\$8,744	\$10,235	\$1,623	-84.14%
Capital					
Totals		\$8,744	\$10,235	\$1,623	-84.14%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 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 95	FY 96	FY 96	FY 97	
Beginning balance		\$9,075	\$9,075	\$9,180	1.16%
Revenue:					
Court Reporter Fees	\$9,075	\$128,029	131,000	121,000	-7.63%
Total revenue	9,075	128,029	131,000	121,000	-7.63%
Other financing sources:					
Transfers in					
Total revenue and transfers	9,075	128,029	131,000	121,000	-7.63%
Expenditures:					
Other financing uses:					
Transfers out		127,924	131,000	130,000	-0.76%
Total expenditures and transfers		127,924	131,000	130,000	-0.76%
Residual equity transfer in					
Ending fund balance	\$9,075	\$9,180	\$9,075	\$180	-98.02%

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations		127,924	\$131,000	\$130,000	-0.76%
Capital					
Totals		<u>\$127,924</u>	<u>\$131,000</u>	<u>\$130,000</u>	-0.76%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - Special Revenue Ascarate Park Improvements With comparative actuals and budget

This fund was established to account for fees received for the use of County park land on which to place a cellular phone tower. The expenditure of the fund is intended solely for the improvement of Ascarate Park and its facilities.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 95	FY 96	FY 96	FY 97	
Beginning balance					
Revenue:					
Other				\$9,000	100.00%
Total revenue				9,000	100.00%
Other financing sources:					
Transfers in					
Total revenue and transfers				9,000	100.00%
Expenditures:				9,000	100.00%
Other financing uses:					
Transfers out					
Total expenditures and transfers				\$9,000	100.00%
Residual equity transfer in					
Ending fund balance					

COUNTY OF EL PASO, TEXAS

Department: Ascarate Park Improvements Fund No. 10 Index No. 570325

Department Description and Responsibilities

This department was established by Commissioner's Court during the fiscal year 1997 budget hearings. This department is funded by rental fees charged by Ascarate Park for the location of a cellular phone tower on the Park premises. The proceeds will be used to make improvements to Ascarate Park.

Goals and Objectives

Goals: To make improvements to Ascarate Park through the upgrading of facilities to be used by the citizens of El Paso County.

Objective 1: To identify those areas of need in the park which are in the most need of upgrade or repair.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel Operations				\$9,000	100.00%
Capital					
Totals				\$9,000	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - Special Revenue Fabens Airport Fund With comparative actuals and budget

This fund is used to account for the operational costs related to the Fabens Airport. The expenditures from this fund consists of utility costs associated with the runway lights.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 95	FY 96	FY 96	FY 97	
Beginning balance					
Revenue:					
Other				\$100	100.00%
Total revenue				100	100.00%
Other financing sources:					
Transfers in				91,000	100.00%
Total revenue and transfers				91,100	100.00%
Expenditures:				91,100	100.00%
Other financing uses:					
Transfers out					
Total expenditures and transfers				\$91,100	100.00%
Residual equity transfer in					
Ending fund balance					

COUNTY OF EL PASO, TEXAS

Department: Fabens Airport Fund No. 10 Index No. 581025

Department Description and Responsibilities

The County owns and subcontracts the operation of a County public airport. The area of the Fabens Airport covers 270 acres. This budget consists of the operational costs to operate runway lights. In addition, \$86,000 is budgeted for local cash match for an Aviation Capital Improvement Program which will resurface the current runway.

Goals and Objectives

Goal: To provide public access to the County Airport and continue providing support to the agricultural community in the immediate area by maintaining this facility to accommodate aviation needs.

Objective 1: To work closely with the Texas Department of Transportation in order to implement an Aviation Capital Improvement Program.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations				\$91,100	100.00%
Capital					
Totals				\$91,100	100.00%

Work Program Trends

Department Activity	1994 Actual	1995 Actual	1996 Projected
			Not Applicable

Staffing Trends

Authorized Positions	1995	1996	1997
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - Special Revenue Sheriff's Leose Fund With comparative actuals and budget

This fund is utilized to account for receipt of funds from the Commission of Law Enforcement Standards and Education. It is also used to account for the disbursement of funds for training and education expenditures.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 95	FY 96	FY 96	FY 97	
Beginning balance				\$10,782	100.00%
Revenue:					
State agency revenues		\$10,656			
Other		126			
Total revenue		10,782			
Other financing sources:					
Transfers in					
Total revenue and transfers		10,782			
Expenditures:				\$10,747	100.00%
Other financing uses:					
Transfers out					
Total expenditures and transfers				10,747	100.00%
Residual equity transfer in					
Ending fund balance		\$10,782		\$35	100.00%

COUNTY OF EL PASO, TEXAS

Department: Sheriff's Leose Fund Fund No. 10 Index No. 560086

Department Description and Responsibilities

This department was established in accordance with provisions provided by the Commission on Law Enforcement Officers Standards and Education. The expenditures in this department are restricted to be used for the Sheriff's department employee training.

Goals and Objectives

Goals: To enhance the training and law enforcement knowledge of the Sheriff's department employees.

Objective 1: To provide additional funding for training of the Sheriff's department employees.

Financial Trends

Category	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations				\$10,747	100.00%
Capital					
Totals				\$10,747	100.00%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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 1997 Operating Budget Summary - Debt Service Fund With comparative actuals and budget

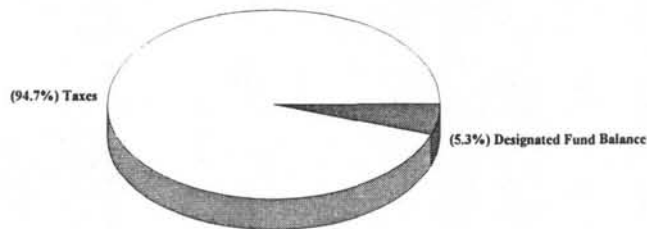
Debt Service funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal and interest. Following this page are graphs of the 1997 budget.

	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Taxes	\$12,206,389	\$12,998,234	\$791,845	6.49%	\$12,998,234	\$13,229,100	\$230,866	1.78%
Intergovernmental	30,541		(30,541)	-100.00%				
Interest	168,881	177,182	8,301	4.92%				
Other Financing Sources	243,358	811,534	568,176	233.47%				
Total Revenues and Other Financing Sources	12,649,169	13,986,950	1,337,781	10.58%	12,998,234	13,229,100	230,866	1.78%
Residual Equity Transfers-In		11,157	11,157					
Beginning Fund Balances	1,807,917	844,447	(963,470)	-53.29%	844,447	1,093,785	249,338	29.53%
Total Available Resources	\$14,457,086	\$14,842,554	\$385,468	2.67%	\$13,842,681	\$14,322,885	\$480,204	3.47%
Expenditures (Uses):								
Principal	\$6,965,000	\$5,927,671	(\$1,037,329)	-14.89%	\$5,927,672	\$6,383,074	\$455,402	7.68%
Interest	6,647,639	7,809,941	1,162,302	17.48%	7,809,951	7,257,740	(552,211)	-7.07%
Other Debt Related Costs								
Other Financing Uses								
Total Expenditures and Other Financing Uses	13,612,639	13,737,612	124,973	0.92%	13,737,623	13,640,814	(96,809)	-0.70%
Residual Equity Transfers-Out		11,157	11,157					
Ending Fund Balances	844,447	1,093,785	249,338	29.53%	105,058	682,071	577,013	549.23%
Total Expenditures, Appropriations and Fund Balances	\$14,457,086	\$14,842,554	\$385,468	2.67%	\$13,842,681	\$14,322,885	\$480,204	3.47%

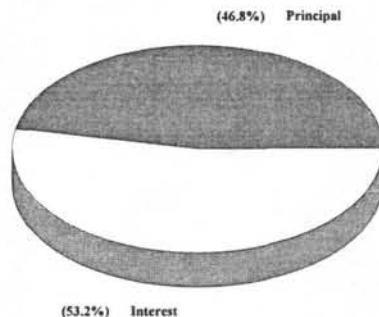
The fund balance of debt service is budgeted, if any, each year for the payment of principal and interest of the ensuing fiscal year. Normally, the County budgets estimated ad valorem property tax revenues less any known fund balance amounts at the time of calculating the tax rate and preparing the budget 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.

Fiscal Year 1997 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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations	\$13,612,649	\$13,748,612	\$13,737,623	\$13,640,814	-0.70%
Capital					
Totals	<u>\$13,612,649</u>	<u>\$13,748,612</u>	<u>\$13,737,623</u>	<u>\$13,640,814</u>	-0.70%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
Bonds Issued	2		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
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, 1996

Limited Tax Bonds

General Obligation Bonds:

General Obligation Refunding Series 1985	\$2,380,699
General Obligation Series 1988	4,655,000
General Obligation Refunding Series 1992	2,860,000
General Obligation Refunding Series 1992B	28,925,000
General Obligation Series 1993A	31,825,000
General Obligation Refunding Series 1993B	13,725,000
General Obligation Refunding Series 1993C	5,110,000
	<u>89,480,699</u>

Certificates of Obligation:

Certificate of Obligation Series 1990	2,000,000
Certificate of Obligation Series 1992A	4,535,000
Certificate of Obligation Series 1993	2,605,000
Certificate of Obligation Series 1994A	5,550,000
	<u>14,690,000</u>

Total Limited Tax Bonds	<u>\$104,170,699</u>
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Limited Tax Maintenance Bonds

Public Property Finance Contractual Obligations:

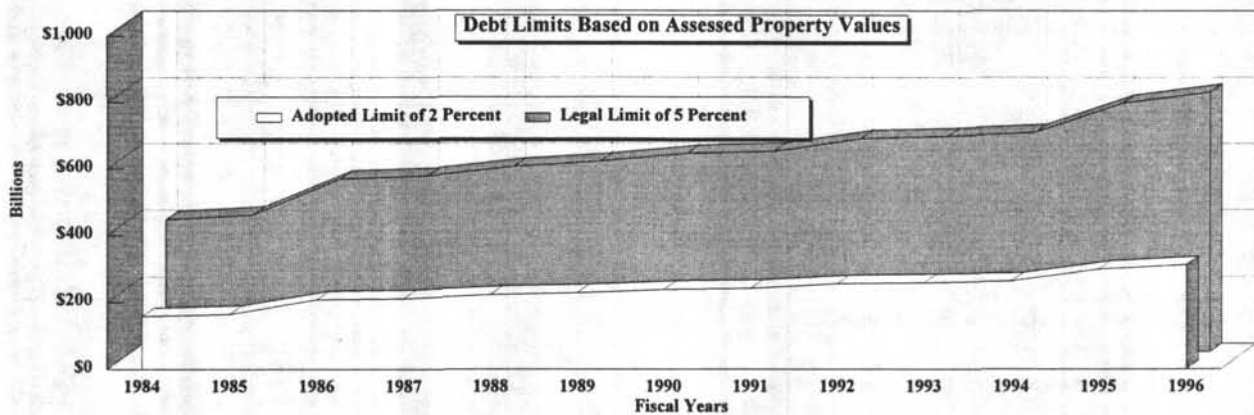
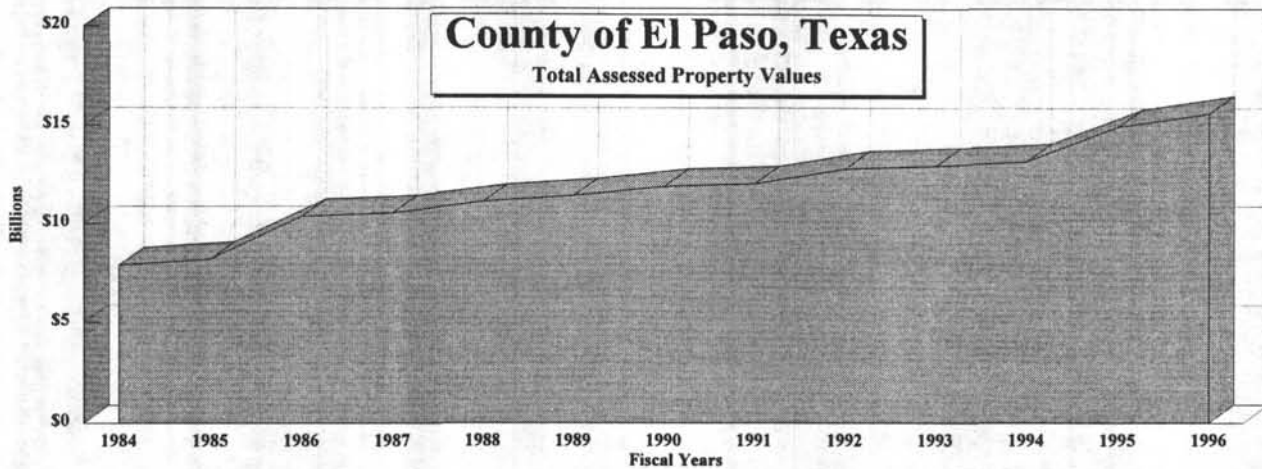
P.P.F. Contractual Obligation 1990A	2,125,000
Total Limited Tax Maintenance Bonds	<u>2,125,000</u>

Total Limited Tax and Limited Tax Maintenance Bonds	<u>\$106,295,699</u>
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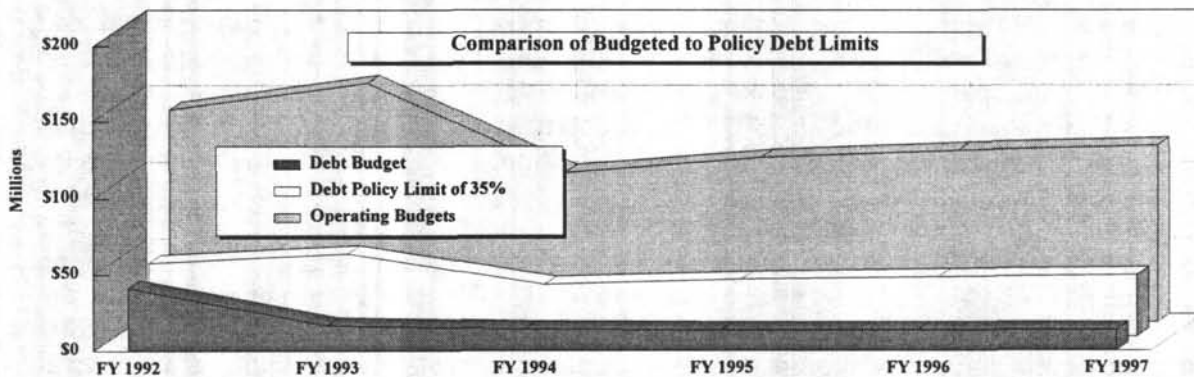
During fiscal year 1996 the County made payments of \$5,927,671 on principal and \$7,809,941 for interest totalling \$13,737,612 on existing debt. No new issues were made during fiscal year 1996. At September 30, 1996 the County had \$106,295,699 in principal outstanding on debt issues. These issues include \$36,480,000 in property tax bonds, \$50,000,699 in Refunding Bonds, \$14,690,000 in Property Tax Certificates of Obligation, and \$2,125,000 in Public Property Finance Contractual Obligations.

As of September 30, 1996 the County had net bonded debt amounting to \$105,732,351, an assessed value ratio of .68% and a debt per capita ratio of \$158.39. 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, 1996, the County's net general obligation bonded debt of \$105,732,351 was well below the legal limit of \$780,589,842.

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.



The County's total debt may not exceed 5 percent of its net assessed property values.

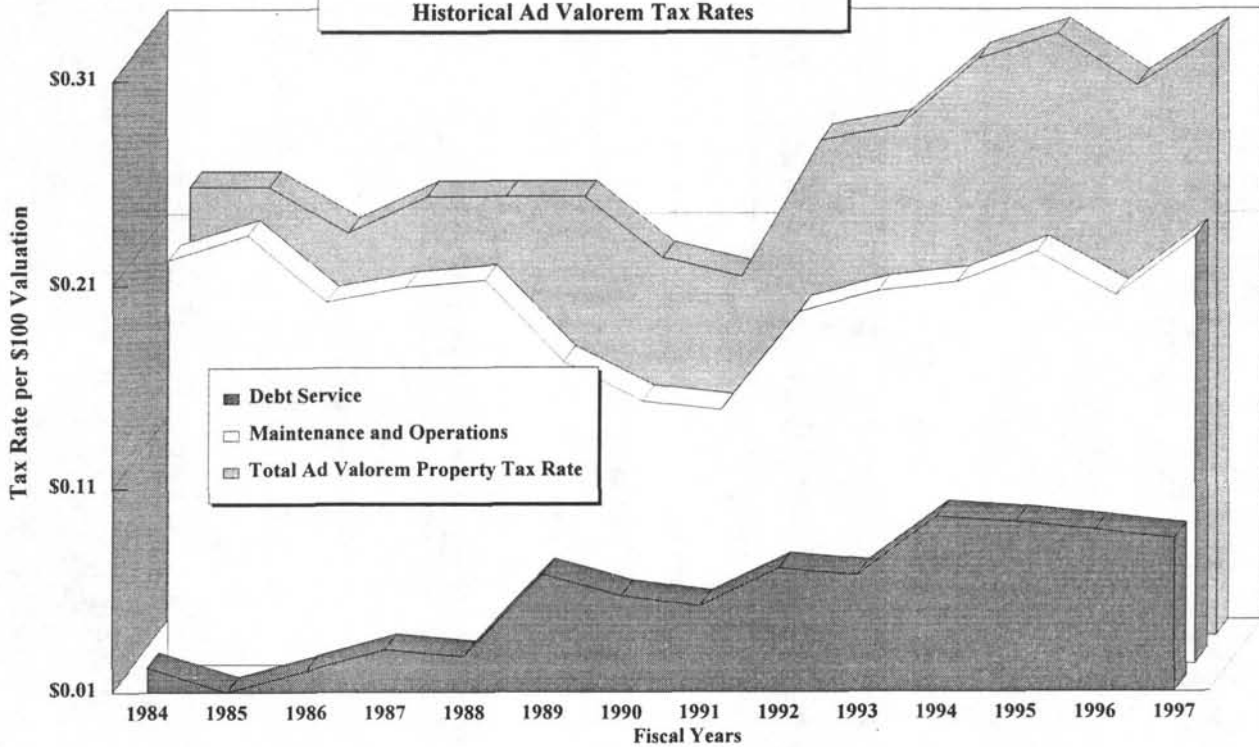


During fiscal years 1992 and 1993 various debt was refunded in whole or in part which caused the increase to debt payments in those years. The County has set a limit that it may budget for repayment of debt at a maximum of 35 percent of the annual operating budget.

Debt Limits	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997
Operating Budgets	\$139,222	\$156,897	\$98,468	\$108,330	\$112,991	\$116,085
Debt Policy Limit of 35% of the Budget	48,728	54,914	34,464	37,916	39,547	40,630
Debt Service Budgeted	41,269	16,837	14,349	13,759	13,738	13,738
Debt Service as a Percentage of the Budget	29.64%	10.73%	14.57%	12.70%	12.16%	11.83%

County of El Paso, Texas

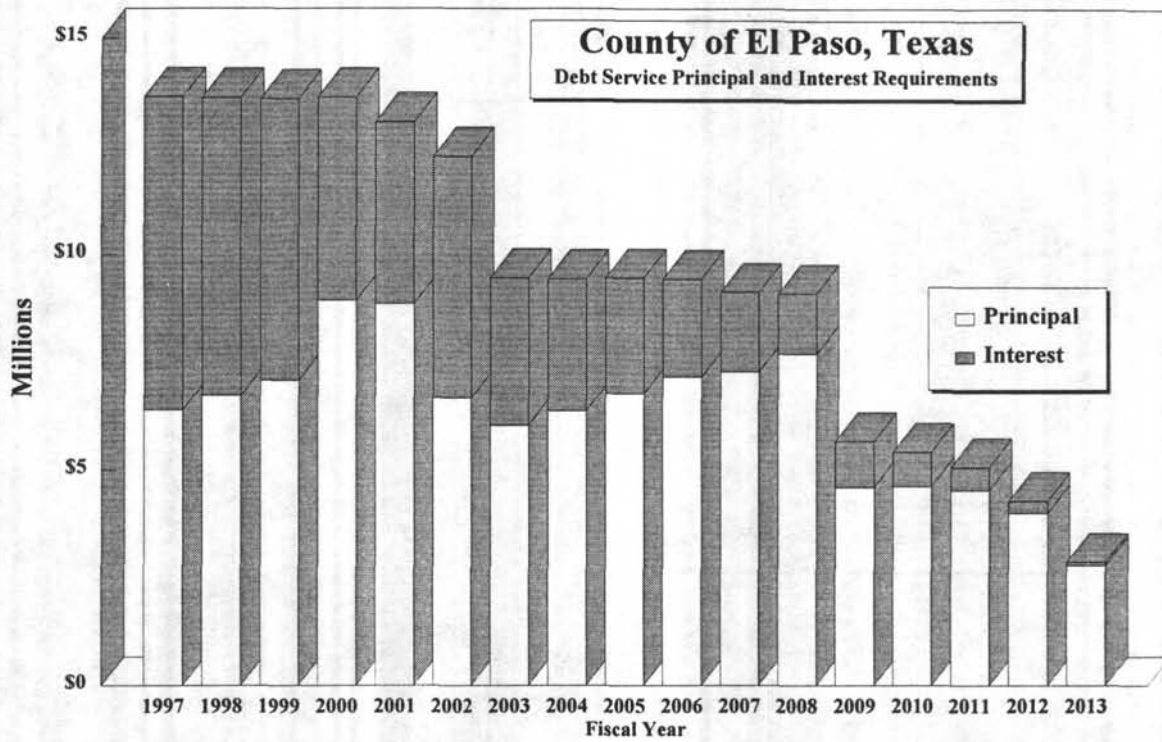
Historical Ad Valorem Tax Rates



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 Operations	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	15,611,797	0.190764	0.089582	0.280346	780,590	312,236
1997	Not available	0.220215	0.085185	0.305400		



Debt Service Principal and Interest Requirements
For Fiscal Years 1996 - 2013

Fiscal Year	Principal	Interest	Total
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
	<u>\$106,295,699</u>	<u>\$52,714,988</u>	<u>\$159,010,687</u>

County of El Paso, Texas
Description of Indebtedness
October 1, 1996

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, 1996

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 1997 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		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Interest	\$2,048,562	\$1,928,404	(\$120,158)	-5.87%		\$479,540	\$479,540	
Intergovernmental								
Miscellaneous	24,195		(24,195)	-100.00%				
Other Financing Sources	5,600,000	425,000	(5,175,000)	-92.41%	\$425,000		(425,000)	-100.00%
Total Revenues and Other Financing Sources	<u>7,672,757</u>	<u>2,353,404</u>	<u>(5,319,353)</u>	<u>-69.33%</u>	<u>425,000</u>	<u>479,540</u>	<u>54,540</u>	<u>12.83%</u>
Residual Equity Transfers-In		134,945	134,945					
Beginning Fund Balances	34,660,917	37,638,324	2,977,407	8.59%	37,638,324	33,543,315	(4,095,009)	-10.88%
Total Available Resources	<u>\$42,333,674</u>	<u>\$40,126,673</u>	<u>(\$2,207,001)</u>	<u>-5.21%</u>	<u>\$38,063,324</u>	<u>\$34,022,855</u>	<u>(\$4,040,469)</u>	<u>-10.62%</u>
Expenditures (Uses):								
Capital Outlays	\$4,686,342	\$6,448,413	\$1,762,071	37.60%	\$35,896,421	\$6,967,154	(\$28,929,267)	-80.59%
Total Expenditures and Other Financing Uses	<u>4,686,342</u>	<u>6,448,413</u>	<u>1,762,071</u>	<u>37.60%</u>	<u>35,896,421</u>	<u>6,967,154</u>	<u>(28,929,267)</u>	<u>-80.59%</u>
Residual Equity Transfers-Out	9,008	134,945	125,937	1398.06%				
Encumbrances					35,482,001	24,569,184	(10,912,817)	
Ending Fund Balances	37,638,324	33,543,315	(4,095,009)	-10.88%	2,166,903	2,486,517	319,614	14.75%
Total Expenditures, Appropriations and Fund Balances	<u>\$42,333,674</u>	<u>\$40,126,673</u>	<u>(\$2,207,001)</u>	<u>-5.21%</u>	<u>\$38,063,324</u>	<u>\$34,022,855</u>	<u>(\$4,040,469)</u>	<u>-10.62%</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 which is now on track and is expected to be completed by mid or late 1997.

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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel					
Operations		\$134,945			
Capital	\$4,686,345	6,448,413	\$35,877,302	\$6,967,154	-80.58%
Totals	\$4,686,345	\$6,583,358	\$35,877,302	\$6,967,154	-80.58%

Work Program Trends

Department Activity	1995 Actual	1996 Actual	1997 Projected
			Not Applicable

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees			Not Applicable
Part-time employees			Not Applicable
Totals			

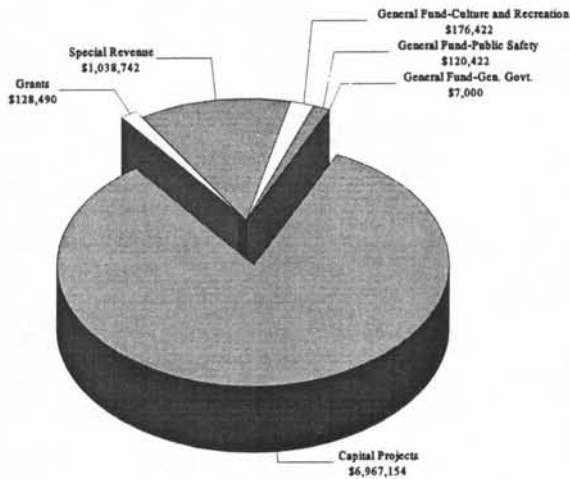
Authorized Position Detail

Not Applicable

Capital Project Planning

The County of El Paso adopted its fiscal year 1996-97 operating budget which included only minimal capital outlay appropriations at the departmental level. Three 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.

1997 Capital Budgeting (Excluding Carryover)



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, 1996 approximately \$24,569,184 of appropriations carried forward with

regards to capital projects in progress, and \$4,276,812 in other funds. Of the County's total fiscal year 1997 budget, \$6,967,154 represented new capital project budgets by the County as reflected in the above pie chart. Capital expenditures projected for fiscal year 1996-97 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 Auditor and Treasury	\$7,000	Equipment
	<u>Administration of Justice</u>		
	County Attorney (RETGH Legal)	\$10,000	Computer Equipment
	<u>Public Safety</u>		
	Community Supervision and Corrections	\$2,358	Computer Equipment
	Juvenile Probation	118,064	Computer Equipment
	<u>Culture and Recreation</u>		
	Ascarate Regional County Park	20,000	Miscellaneous Equipment
	Ascarate Golf Course	19,000	Golf Carts
Sub-Total General Fund		<u>\$176,422</u>	

<u>Fund</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
	Carryover capital outlay appropriations:		
	Capital Improvements		
	Tax Office Renovations	<u>100,000</u>	Office Expansion
	Total General Fund	<u>\$276,422</u>	
Special Revenue	General Government		
	County Attorney Commissions	\$14,170	Equipment
	Culture and Recreation		
	Commissary Inmate Profit	73,865	Equipment
	County Law Library	5,000	Equipment
	Coliseum Tourist Promotion	60,000	Equipment
	Resource Development		
	County Clerk Records Management and Preservation	75,663	Equipment
	Records Management and Preservation	120,000	Equipment
	Roads and Bridges	<u>690,044</u>	Heavy Equipment
	Total Special Revenue	<u>\$1,038,742</u>	
Grants	Various	<u>\$128,490</u>	Equipment
Capital Projects	New appropriations-Jail Improvements	\$202,833	Misc. Jail Improvements
	New appropriations-Capital Outlays	87,564	Supplemental Funding
	New appropriations-Eastlake and Old Hueco Tanks	65,000	Supplemental Funding
	New appropriations-Lankmark Building	30,912	Supplemental Funding
	New appropriations-County Courthouse 1995	312,236	Supplemental Funding
	New appropriations-Road and Bridge Warehouse	23,169	This relates to renovation for the nutrition center and the County Library in Fabens
	New appropriations-Jail Annex	<u>6,245,440</u>	Supplemental Funding
	Total Budgeted Capital Projects	<u>\$6,967,154</u>	
	Carryover appropriation projects:	2,326	Miscellaneous
	Courthouse Furnishings	45,856	Miscellaneous Furnishings
	Jail Improvements	22,872,493	Meeting jail standards on existing jail
	Jail Annex	15,370	New jail detention facility in East El Paso
	Capital Outlays	1,604,658	Renovation of 11th floor of County Courthouse for new courts
	Courthouse 95	12,320	Building Purchase and renovation
	Landmark Building	<u>16,161</u>	Purchase and renovation of a multi-purpose warehouse
	Road and Bridge Central Warehouse	<u>24,569,184</u>	
	Total Capital Projects Carryover		
	Total County Capital Expenditures Budgeted	<u>\$32,879,992</u>	

Impact of Capital Projects on the Operating Budget

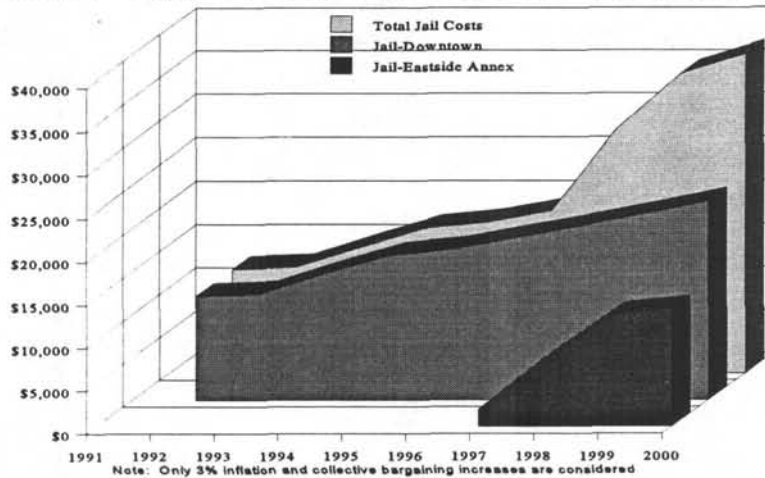
- Jail Improvements:** This project relates to improvements to the existing County Sheriff's Detention Facility located downtown to bring the facility into compliance with jail standards of the State of Texas, approximating \$3,100,000. Some of the major deficiencies included backup power sources and adequate emergency air ventilation on each floor of the eleven story facility with a housing capacity of 1,024 inmates. Currently, renovations are complete and the Sheriff is assessing further additional improvements.

Cost to Date: \$3,087,919
 Fund: General Fund
 Operating Budget Impact:
 Personnel: None
 Operating: None
 Capital: None
 Department: County Sheriff

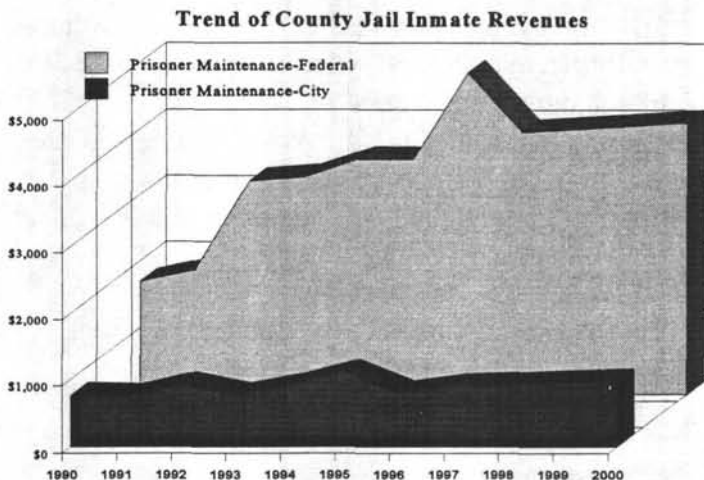
- Jail Annex:**

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 started in fiscal year 1996 and is anticipated to be completed by the July or August of 1997. Early on, the project experienced difficulties getting off to a start due to differences regarding location of the jail site, jail design, jail consultants, and the development of a county wage scale for construction projects. After completion, The financial impact of this project on the County's budget will be materially significant, approximating between fourteen to sixteen million dollars

Actual/Projected Trend of Costs of Jail Operations



annually based on current budgeted costs of the existing downtown detention facility. The fiscal year 1997 includes \$2,000,000 representing partial funding of starting up the new Jail Annex late in the fiscal year. 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 graphic depiction to the right 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 with the exception of partial funding in fiscal year 1997. 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 below is an estimate of the impact of 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 commissioners 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 the County of El Paso, and the reality of having a new jail facility with insufficient funding to operate it.

Cost to Date: \$11,857,524
Fund: General Fund
Operating Budget Impact:
 Personnel: \$9,000,000 - \$13,000,000
 Operating: \$3,000,000
 Capital: None
Department: County Sheriff

3. **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: \$2,710,533
Fund: Capital Projects Fund
Operating Budget Impact:
 Personnel: None
 Operating: None
 Capital: None
Department: Various

4. **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 approved by the State legislature. Additionally, some of these funds were utilized to make an elevator addition and open the 5th and 7th floors to provide elevator access.

Cost to Date: \$990,274
Fund: Capital Projects Fund
Operating Budget Impact:
 Personnel: \$483,025
 Operating: \$31,659
Department: 383rd and 384th District Courts, and
 Criminal Law Magistrate

5. **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

6. **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:	\$777,811
Fund:	Capital Projects Fund
Operating Budget Impact:	
Personnel:	None
Operating:	245,304
Capital:	None
Department:	Facilities Management

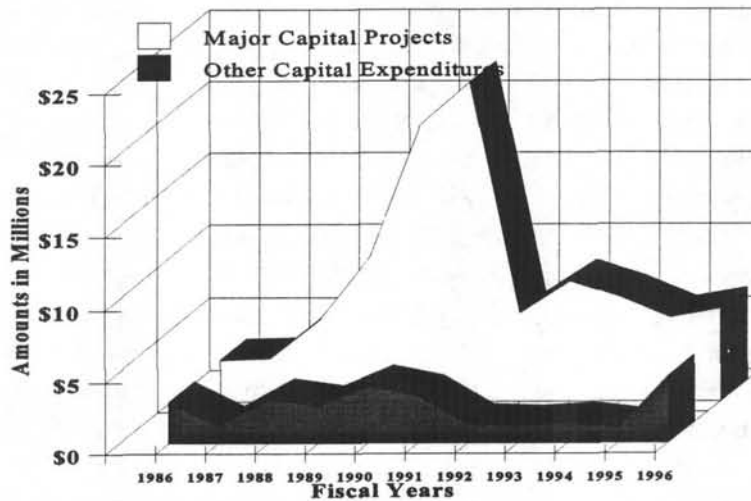
7. **Road and Bridge Central Warehouse:** This relates to a variety of capital expenditures for various departments and projects such as purchase and renovation of a warehouse approximating \$1,000,000 and renovations of a nutrition center and the Fabens library for approximately \$200,000 and \$75,000 respectively.

Cost to Date:	\$1,136,367
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

County Capital Expenditures For the Last Ten Fiscal Years



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 back on track, and the County Courthouse 95 construction project expanding out the vacant 11th 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 seven capital projects which are all expected to be completed in fiscal year 1997. 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 and again in fiscal year 1996. Currently, the fiscal year 1997 Road and Bridges department reflects \$690,044 for equipment purchases. Current year paving is estimated at \$1,177,412 which is down \$80,334 from the prior fiscal year expenditures. The District Attorney, in coordination with the Data Processing department has 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 the 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, 1996

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.

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 of El Paso, Texas
Description of Capital Projects
October 1, 1996**

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 1997 Operating Budget Summary - Grant Funds With comparative actuals and budget

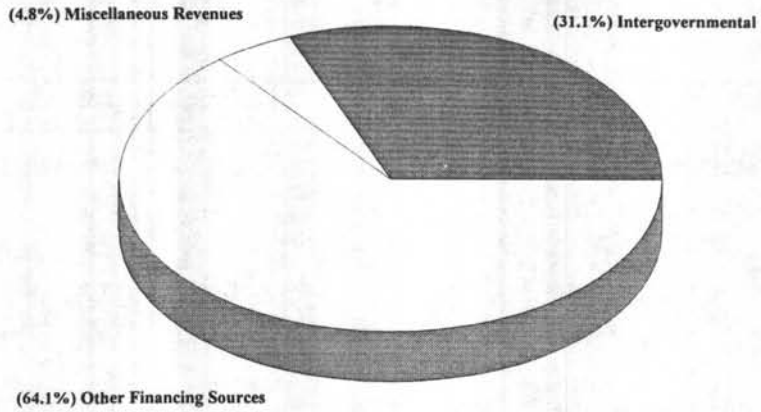
Grant funds are used to account for specific grant revenue sources (other than general fund or special revenue funds) that are legally restricted to expenditure for specific purposes by federal, state, or local contracts requiring strict compliance with applicable laws and regulations. Grants for the 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 1997 budget for grants.

	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Intergovernmental	\$8,867,221	\$9,161,432	\$294,211	3.32%	\$10,305,064	\$457,318	(\$9,847,746)	-95.56%
Interest	3,717	6,071	2,354	63.33%				
Miscellaneous Revenues	431,125	1,056,064	624,939	144.96%	182,040	70,200	(111,840)	-61.44%
Other Financing Sources	2,046,580	2,520,729	474,149	23.17%	2,958,664	942,717	(2,015,947)	-68.14%
Total Revenues and Other Financing Sources	11,348,643	12,744,296	1,395,653	12.30%	13,445,768	1,470,235	(11,975,533)	-89.07%
Beginning Fund Balances	1,424,515	1,256,514	(168,001)	-11.79%	1,256,514	623,219	(633,295)	-50.40%
Total Available Resources	\$12,773,158	\$14,000,810	\$1,227,652	9.61%	\$14,702,282	\$2,093,454	(\$12,608,828)	-85.76%
Expenditures (Uses):								
Administration of Justice	\$3,578,836	\$3,835,382	\$256,546	7.17%	\$4,039,021	\$125,110	(\$3,913,911)	-96.90%
Health and Welfare	2,755,616	4,457,007	1,701,391	61.74%	4,693,651	1,216,635	(3,477,016)	-74.08%
Community Services	3,967,537	1,624,482	(2,343,055)	-59.06%	1,710,734		(1,710,734)	-100.00%
Capital Outlays	1,202,381	2,850,990	1,648,609	137.11%	3,002,363	128,490	(2,873,873)	-95.72%
Other Financing Uses	12,274	609,730	597,456	4867.66%				
Total Expenditures and Other Financing Uses	11,516,644	13,377,591	1,860,947	16.16%	13,445,768	1,470,235	(11,975,533)	-89.07%
Residual Equity Transfers-Out								
Ending Fund Balances	1,256,514	623,219	(633,295)	-50.40%	1,256,514	623,219	(633,295)	-50.40%
Total Expenditures, Appropriations and Fund Balances	\$12,773,158	\$14,000,810	\$1,227,652	9.61%	\$14,702,282	\$2,093,454	(\$12,608,828)	-85.76%

County of El Paso, Texas

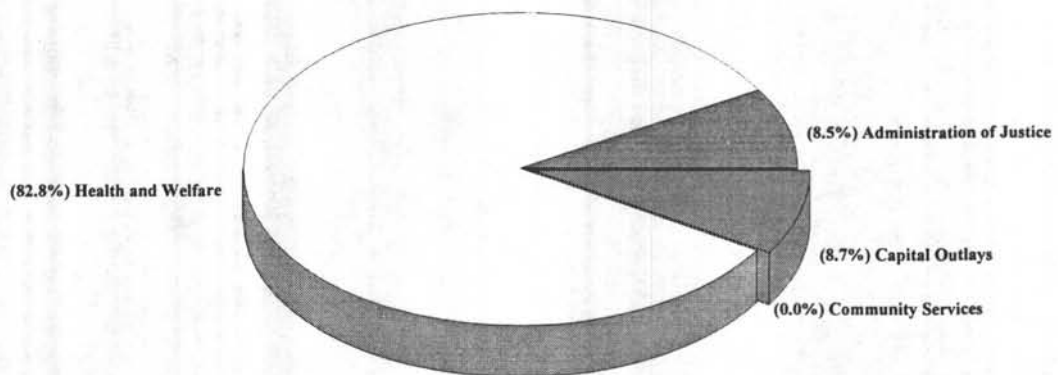
Fiscal Year 1997 Budget

Revenues (Sources) - Grant Funds



Fiscal Year 1997 Budget

Appropriations (Uses) - Grant Funds

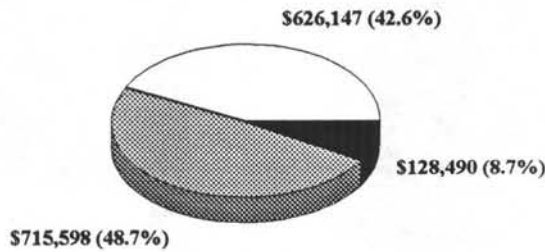
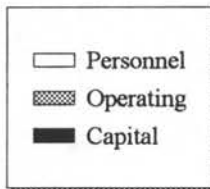


County of El Paso, Texas

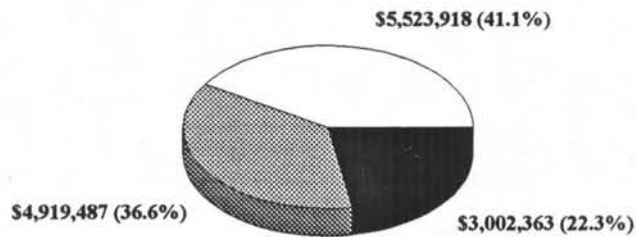
Budget Summary for Fiscal Year 1997 by Category - Grant Funds With Prior Year Expenditure Actuals

Category	Actuals		Changes		Adopted Budget		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Personnel	\$4,686,536	\$4,309,094	(\$377,442)	-8.05%	\$5,523,918	\$626,147	(\$4,897,771)	-88.66%
Operating	6,726,544	6,217,507	(509,037)	-7.57%	4,919,487	715,598	(4,203,889)	-85.45%
Capital	103,564	2,850,990	2,747,426	2652.88%	3,002,363	128,490	(2,873,873)	-95.72%
Totals	\$11,516,644	\$13,377,591	\$1,860,947		\$13,445,768	\$1,470,235	(\$11,975,533)	

Operating Budgets FY 97



FY 96



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	1995 Actual	1996 Actual	1996 Budget	1997 Budget	Percentage Change in Budget
Personnel	\$4,686,536	\$4,309,094	\$7,487,614	\$626,147	-91.64%
Operations	6,726,544	6,217,507	10,318,873	715,598	-93.07%
Capital	103,564	2,850,990	2,501,010	128,490	-94.86%
Totals	<u>\$11,516,644</u>	<u>\$13,377,591</u>	<u>\$20,307,497</u>	<u>\$1,470,235</u>	-92.76%

Work Program Trends

Department Activity	1995 Actual	1996 Projected	1997 Projected
	Not Applicable		

Staffing Trends

Authorized Positions	Fiscal Year		
	1995	1996	1997
Full-time employees	130	131	65
Part-time employees	24	24	2
Totals	<u>154</u>	<u>155</u>	<u>67</u>

Authorized Position Detail

Accounting Clerk	1	Detective	17
Accounting Supervisor	1	Education Coordinator	1
Administrative Assistant	1	Evidence Custodian	1
Administrative Assistant Finc. Off.Task	1	Gang Violence Prosecutor	1
Administrative Secretary	2	Homebound Supervisor	1
Assistant Program Coordinator	1	Instructor	2
Captain	1	Legal Secretary	1
Certified Court Reporter	1	Lieutenant	2
Civilian Training Director	1	Local Area Network Technician	1
Clerk	5	Nutrition Center Director	5
Clerk- Part time	1	Orientation Instructor	1
Court Coordinator	1	Patrolman	2
Crim. Intelligence Analyst	1	Pre-Employ/Wrk Mat.Skl.Int	1
Data Entry	1	Project Manager	1
Deputy Assistant Project Director-Part time	1	Secretary	1

(Continued on next page)

COUNTY OF EL PASO, TEXAS

Department: Grants Fund No. 15 Index No. Various
continued

Authorized Position Detail-Continued

Sergeant	1 Tactical Secretary	1
Service Coordinator I	1 Task Force Prosecutor	3
Service Coordinator II	2 Victim Assistant Coordinator	1

See Personnel Changes for this department in Appendix A

County of El Paso, Texas

Fiscal Year 1997 Operating Budget Summary - Enterprise Funds With comparative actuals and budget

The enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the costs of providing services to the general public will be financed or recovered through user charges on a continuing basis.

	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 95	FY 96	Amounts	Percentages	FY 96	FY 97	Amounts	Percentages
Revenues (Sources):								
Miscellaneous Revenues						\$455,752	\$455,752	100.00%
Other Financing Sources								
Total Revenues and Other								
Financing Sources						455,752	455,752	100.00%
Beginning Fund Balances								
Total Available Resources						<u>\$455,752</u>	<u>455,752</u>	100.00%
Expenditures (Uses):								
Community Services						\$455,752	\$455,752	100.00%
Other Financing Uses								
Total Expenditures and Other								
Financing Uses						455,752	455,752	100.00%
Residual Equity Transfers-Out								
Ending Fund Balances								
Total Expenditures, Appropriations and Fund Balances						<u>\$455,752</u>	<u>\$455,752</u>	100.00%

COUNTY OF EL PASO, TEXAS

Department: Enterprise Fund No. 30 Index No. 700013

Department Description and Responsibilities

The fund is used to account for the receipt and disbursement activities of the East Montana Water Project. This project has been planned to begin during fiscal year 97.

Financial Trends

<u>Category</u>	<u>1995 Actual</u>	<u>1996 Actual</u>	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations				\$455,752	100.00%
Capital					
Totals				\$455,752	100.00%

Work Program Trends

<u>Department Activity</u>	<u>1995 Actual</u>	<u>1996 Projected</u>	<u>1997 Projected</u>
	Not Applicable		

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1995</u>	<u>1996</u>	<u>1997</u>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals			

Authorized Position Detail

Not Applicable





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		
		1995	1996	1997

General Fund

General Government:

500025	County Judge	4.00	4.00	5.00
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	44.00	45.00
500512	County Purchasing	15.00	15.00	15.00
500439	Personnel	4.00	5.00	5.00
500223	County Clerk	38.50	38.50	38.50
500116	Bail Bond Administration	4.00		
500728	District Clerk	59.00	61.00	63.00
500710	Consolidated Data Processing	46.50	52.50	46.50
500413	Elections	10.00	10.00	10.00
500371	Facilities Management	31.00	31.00	31.00
500389	Communications Center	3.00	3.00	4.00
500520	County Tax Office	64.50	64.50	64.50
500744	Records Management County	10.00		
500447	Risk Management	2.50	3.00	3.00
500256	County Solid Waste	4.00	6.00	6.00
Total General Government		347.00	345.50	344.50

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	6.00	3.00
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	7.00	8.00	7.00
520627	346th District Court	3.00	3.00	3.00
520635	383rd District Court		3.00	3.00
520643	384th District Court		3.00	3.00
519561	Council Of Judges Administration	13.00	12.00	13.00
520023	District Judges Salary Supplement	11.00	13.00	13.00

County of El Paso, Texas

Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1995	1996	1997

General Fund - continued

Administration of Justice:-Continued

521179	Court Master I	7.00	8.00	4.00
521203	Court Master II			4.00
520650	Child Abuse Master			4.00
521187	Criminal Law Magistrate I	4.00	7.00	3.00
521195	Criminal Law Magistrate II			4.00
523860	County Court at Law Judges	5.00	5.00	5.00
524165	County Court At Law Administration	6.00	7.00	10.00
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	6.00	6.00	7.00
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	74.00	78.00	84.00
521476	County Attorney	44.00	44.00	44.00
520064	Eighth Court of Appeals	4.00	4.00	4.00
521526	Criminal Justice Information System	7.00		
521716	Public Defender	22.00	23.00	24.50
521484	County Attorney Bond Forfeitures		3.00	3.00
521492	County Attorney RETGH Legal		3.00	4.00
Total Administration of Justice		286.00	306.00	319.50

Public Safety:

530022	County Sheriff-Detention Facility	372.50	384.00	384.00
530055	County Sheriff-Law Enforcement	219.50	224.50	225.00
530063	County Sheriff-Courthouse Security	11.00	13.00	13.00
530618	Juvenile Probation	108.00	108.00	108.50
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		
		1995	1996	1997

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
Total Public Safety		718.00	736.50	737.50

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
Total Health and Welfare		23.50	23.50	23.50

Resource Development:

560029	Agricultural Co-Op Extension	15.00	15.00	15.00
Total Resource Development		15.00	15.00	15.00

Culture and Recreation:

570127	Ascarate Park	10.00	10.00	11.50
570218	Ascarate Golf Course	18.00	18.00	18.00
570028	County Library	5.00	5.00	6.00
570044	Montana Vista Community Center			1.00
570333	Rural Parks			4.00
570143	Sparks Community Center			1.00
570226	Swimming Pools	8.50	1.00	1.00
Total Culture and Recreation		41.50	34.00	42.50

Total General Fund

	1,431.00	1,460.50	1,482.50
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Special Revenue Fund

General Government:

560037	County Clerk Records Mgmt. and Preservation	9.00	22.00	22.00
Total General Government		9.00	22.00	22.00

County of El Paso, Texas

Authorized Full-Time Equivalent Position Listing

Index	Department	Fiscal Years		
		1995	1996	1997

Special Revenue Fund - continued

Resource Development:

570408	Coliseum Tourist Promotion	14.00	14.00	14.00
Total Resource Development		14.00	14.00	14.00

Culture and Recreation:

570036	County Law Library	4.00	4.00	4.00
Total Culture and Recreation		4.00	4.00	4.00

Roads and Bridges:

501023	General Administration-Roads and Bridges	6.00	6.00	7.00
580027	Road and Bridges	55.00	55.00	54.00
Total Roads and Bridges		61.00	61.00	61.00

Total Special Revenue

88.00	101.00	101.00
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Grant Fund

Various	Grants	142.00	143.00	66.00
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Grand Total-All Funds

1,661.00	1,704.50	1,649.50
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County of El Paso, Texas

Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
500025	County Judge	Receptionist This is a newly created position approved during budgetary hearings to add a receptionist.	<u>1</u>	October 1, 1996
500124	County Auditor	Accountant I This is a newly created position approved during the budget year for the support in the grants and budget division.	<u>1</u>	Restructuring during FY96
500512	Purchasing	Secretary Identificarion and Records Clerk Total	1 <u>(1)</u> <u> </u>	Restructuring during FY96 Restructuring during FY96
500223	County Clerk	Vitals Stats Supervisor Senior Clerk	1 <u>(1)</u> <u> </u>	Restructuring during FY96 Restructuring during FY96
500728	District Clerk	Appeals Clerk Bond Forfeiture Clerk Clerk Counter Clerk Criminal Appeals Clerk Mintutes Clerk Recipro Clerk Support Clerk Total	(1) 1 1 1 1 1 (1) (1) <u> </u> <u>2</u>	Restructuring during FY96 October 1, 1996 October 1, 1996 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96
The above resulted from approved restructuring throughout the year and adding of two new positions during budget hearings.				
500710	Consolidated Data Processing	Computer Operator I Cust. Serv. Representative I Data Entry Data Entry Anaylst I Data Entry Anaylst II Distribution Clerk Document Training Specialist Information System Analyst Network Manager Program Analyst I Program Analyst II Program Analyst III Programmer I Programmer II Tech Support Manager User/Pers Support Manager Total	1 (1) 1 (1) (1) (1) 1 1 1 (1) (2) (1) (2) 1 (1) (1) <u> </u> <u>(6)</u>	October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996
The above resulted from approved restructuring within this department approved by Commissioners Court during budget hearings.				
500371	Facilities Management	Custodian Electronics Specialist Total	1 <u>(1)</u> <u> </u>	Restructuring during FY96 Restructuring during FY96
The above resulted from approved restructuring throughout the year.				
500389	Communications Center	Communications Technician Total	<u>1</u> <u>1</u> <u> </u>	October 1, 1996
This is a newly created position approved during budgetary hearings.				
500520	Tax Office	Administrative Assistant Assistant Supervisor - Main Office Auto Registration Clerk Clerk I Auto Registration Clerk Clerk I - Part time Auto Title Clerk I Auto Clerk I - Part time Auto Title Clerk II Senior Clerk Total	1 1 (1) (1) 5 1 (5) (1) <u> </u> <u> </u>	Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96
The above resulted from approved restructuring throughout the year.				

County of El Paso, Texas

Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
520619	327th District Court	Secretary Total	<u>(1)</u> <u>(1)</u>	Restructuring during FY96
The above resulted from approved restructuring throughout the year.				
520650	Child Abuse Master	Bailiff Certified Court Reporter Court Master Court Coordinator Total	1 1 1 1 <u>4</u>	Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96
The above resulted from approved restructuring throughout the year.				
519561	Council of Judges Administration	Executive Director Total	<u>1</u> <u>1</u>	October 1, 1996
This is a newly created position approved during budgetary hearings.				
521179	Court Master I	Bailiff Court Coordinator Certified Court Reporter Master Total	(1) (1) (1) (1) <u>(4)</u>	October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996
The above resulted from approved restructuring during budgetary hearings.				
521203	Court Master II	Bailiff Court Coordinator Certified Court Reporter Master Total	1 1 1 1 <u>4</u>	October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996
The above resulted from approved restructuring during budgetary hearings.				
521187	Criminal Law Magistrate I	Court Reporter Court Administration Assistant Bailiff Criminal Law Magistrate Total	(1) (1) (1) (1) <u>(4)</u>	October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996
The above resulted from approved restructuring during budgetary hearings.				
521195	Criminal Law Magistrate II	Court Reporter Court Administration Assistant Bailiff Criminal Law Magistrate Total	1 1 1 1 <u>4</u>	October 1, 1996 October 1, 1996 October 1, 1996 October 1, 1996
The above resulted from approved restructuring during budgetary hearings.				
524165	County Court at Law Administration	Assistant Court Administrator Data Entry Receptionist Office Coordinator Total	(1) 2 1 1 <u>3</u>	Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96
The above resulted from approved restructuring throughout the year.				
520908	County Probate Court	Court Clerk Total	<u>1</u> <u>1</u>	October 1, 1996
This is a newly created position approved during budgetary hearings.				
521716	Public Defender	Chief Investigator Data Maintenance Specialist Data Entry Family Felony Attorney Intake Attorney Investigator Investigator/Administrator Juvenile Attorney Receptionist Senior Trial Attorney Trial Attorney Trial Attorney I Trial Attorney II	1 (1) 1 (1) (1) (1) 1 (1) 1 2 (1) (1) (1)	Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 October 1, 1996 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96 Restructuring during FY96

County of El Paso, Texas

Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
521716	Public Defender - continued	Trial Chief	3	Restructuring during FY96
		Clerk Part time	1	Restructuring during FY96
		Total	<u>2</u>	
		The above resulted from approved restructuring throughout the year and adding of one new position during budget hearings.		
521427	Justice of the Peace No. 6	Accounting Clerk	(1)	Restructuring during FY96
		Senior Clerk	1	Restructuring during FY96
		Total	<u>0</u>	
The above resulted from approved restructuring throughout the year.				
521351	District Attorney	Administrative Assistant	1	October 1, 1996
		Assistant Program Coordinator	2	October 1, 1996
		DWI Program Coordinator	1	Restructuring during FY96
		Executive Secretary	(1)	Restructuring during FY96
		Intake Attorney	1	Restructuring during FY96
		Investigator	1	Restructuring during FY96
		Legal Secretary	(1)	Restructuring during FY96
		Staff Attorney	4	Restructuring during FY96
		Team Chief Attorney	(4)	Restructuring during FY96
		Unit Chief Attorney	(2)	Restructuring during FY96
		Victim Assistant I	1	October 1, 1996
		Victim Assistant II	1	October 1, 1996
		Wordprocessor	2	Restructuring during FY96
		Total	<u>6</u>	
The above resulted from approved restructuring throughout the year and adding of six new positions during budget hearings.				
521476	County Attorney	Attorney	1	October 1, 1996
		Civil Attorney I	1	Restructuring during FY96
		Civil Attorney II	(2)	Restructuring during FY96
		Clerk	1	Restructuring during FY96
		Criminal Court Coordinator	1	Restructuring during FY96
		Legal Advisor	(1)	Restructuring during FY96
		Legal Secretary	1	October 1, 1996
		Juvenile Prosecutor	(1)	Restructuring during FY96
		Para Legal	(1)	Restructuring during FY96
		Secretary	(1)	Restructuring during FY96
		Supervising Attorney	1	Restructuring during FY96
		Total	<u>0</u>	
		The above resulted from approved restructuring throughout the year and adding of two new positions during budget hearings.		
521492	County Attorney RETGH legal	Collections Attorney	1	October 1, 1996
		Total	<u>1</u>	
This is a newly created position approved during budgetary hearings.				
530022	County Sheriff - Detention Facility	Clerk	2	Restructuring during FY96
		Data Entry Clerk	(1)	Restructuring during FY96
		Data Entry Clerk (CJIS)	1	Restructuring during FY96
		Data Entry Specialist	(1)	Restructuring during FY96
		Food Service Director	(1)	Restructuring during FY96
		Lieutenant	(1)	Restructuring during FY96
		Lieutenant - Jail	1	Restructuring during FY96
		Maintenance Technician I	2	Restructuring during FY96
		Maintenance Technician I	(2)	Restructuring during FY96
		Total	<u>0</u>	
		The above resulted from approved restructuring throughout the year.		
530055	County Sheriff - Law Enforcement	Accounting Clerk	(1)	Restructuring during FY96
		Accounts Payable Clerk	1	Restructuring during FY96
		Auto Mechanic I	1	Restructuring during FY96
		Auto Mechanic II	(1)	Restructuring during FY96
		Civil Communications Specialist	1	Restructuring during FY96
		Clerk	1	Restructuring during FY96
		Legal Advisor	1	Restructuring during FY96

County of El Paso, Texas

Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
530055	County Sheriff - Law Enforcement - continued	Executive Secretary	(1)	Restructuring during FY96
		Senior Clerk	(1)	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
530618	Juvenile Probation	Aftercare Tracker	2	Restructuring during FY96
		Assistant Counselor - part time	1	Restructuring during FY96
		Building Engineer	1	Restructuring during FY96
		Cook I Part time	1	Restructuring during FY96
		Corrections Officer	(11)	Restructuring during FY96
		Corrections Officers Part-Time	(4)	Restructuring during FY96
		Court Support Officer	1	Restructuring during FY96
		Crossroads Project Director	(1)	Restructuring during FY96
		Director of Court Services	(1)	Restructuring during FY96
		Director Grants/Research	1	Restructuring during FY96
		Director Special Projects	1	Restructuring during FY96
		ISSP - Activity Coordinator	1	Restructuring during FY96
		Juvenile Detention Officer-Part-Time	(3)	Restructuring during FY96
		Juvenile Detention Shift Leader	1	Restructuring during FY96
		Juvenile Correction Off. - Shift Leader	7	Restructuring during FY96
		Juvenile Correction Off. - Shift Leader - part time	1	Restructuring during FY96
		Juvenile Correction Off. - Team Leader	1	Restructuring during FY96
		Juvenile Correction Off. - Team Leader part ime	1	Restructuring during FY96
		Maintenance Supervisor	(1)	Restructuring during FY96
		Probation Officer II - part time	1	Restructuring during FY96
		Probation Officer - part time	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
540310	Medical Examiner	Coordinator	(1)	Restructuring during FY96
		Interim Investigator	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
560029	Agricultural Co-op Extension	Administrative Secretary	(1)	Restructuring during FY96
		Administrative Assist. Horticulturist	1	Restructuring during FY96
		Comminacations	1	Restructuring during FY96
		Horticulturist	(1)	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
570127	Ascarte Regional Park	Inventory Control Clerk	(1)	Restructuring during FY96
		Lake Attendant	1	Restructuring during FY96
		Utility Worker - part time	1	Restructuring during FY96
		Utility Worker III	1	Restructuring during FY96
		Total	<u>2</u>	
		The above resulted from approved restructuring throughout the year.		
570026	Swimming Pools	Pool Manager	(1)	Restructuring during FY96
		Electromechanic Maintenance Technician	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
570333	Rural Parks	Utility Worker	4	October 1, 1996
		Total	<u>4</u>	
		This is a newly created position approved during budgetary hearings.		
570143	Sparks Community Center	Community Center Director	1	October 1, 1996
		Total	<u>1</u>	
		This is a newly created position approved during budgetary hearings.		
570044	Montana Vista Community Center	Community Center Director	1	October 1, 1996
		Total	<u>1</u>	
		This is a newly created position approved during budgetary hearings.		
570028	Library	Clerk	1	
		Total	<u>1</u>	October 1, 1996
		This is a newly created position approved during budgetary hearings.		

County of El Paso, Texas

Listing of Changes in Authorized Positions

Index	Department	Position Title	Position Changes	Effective Date
501023	General Administration - Roads and Bridges	Zoning Inspector	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
580027	Roads and Bridges	Assistant Precinct Foreman	(2)	Restructuring during FY96
		Auto Mechanic II	1	Restructuring during FY96
		Auto Mechanic III	(1)	Restructuring during FY96
		Maintenance Foreman	3	Restructuring during FY96
		Maintenance Welder	(1)	Restructuring during FY96
		Precinct Foreman	(1)	Restructuring during FY96
		Truck Driver I	(1)	Restructuring during FY96
		Truck Driver III	1	Restructuring during FY96
		Total	<u>(1)</u>	
		The above resulted from approved restructuring throughout the year.		
570408	Coliseum Tourist Promotion	Assistant Foreman	(1)	Restructuring during FY96
		Maintenance Plumber	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
570036	County Law Library	Assistant Librarian	(1)	Restructuring during FY96
		Library Assistant Director	1	Restructuring during FY96
		Total	<u>1</u>	
		The above resulted from approved restructuring throughout the year.		
Grants		Accountant	(1)	Restructuring during FY96
Grants		Administrative Secretary	2	Restructuring during FY96
Grants		Administrative Assistant	(1)	Restructuring during FY96
Grants		Assistant Program Coordinator	1	Restructuring during FY96
Grants		Adult Residential Clinic Director	(1)	Restructuring during FY96
Grants		Alcohol Drug Abuse Counselor Cadat	(2)	Restructuring during FY96
Grants		Assistant Project Director Impact Court	(1)	Restructuring during FY96
Grants		Auto Task Force Secretary (DA)	(1)	Restructuring during FY96
Grants		Billing Clerk	(1)	Restructuring during FY96
Grants		Bookkeeper	(1)	Restructuring during FY96
Grants		Captain	1	Restructuring during FY96
Grants		Civilian Firearms Instructor	(1)	Restructuring during FY96
Grants		Clerk	1	Restructuring during FY96
Grants		Clerk - part time	1	Restructuring during FY96
Grants		Clinical Director	(1)	Restructuring during FY96
Grants		Cook I	(3)	Restructuring during FY96
Grants		Counselor	(2)	Restructuring during FY96
Grants		Counselor - intern	(1)	Restructuring during FY96
Grants		Counselor in training I	(6)	Restructuring during FY96
Grants		Counselor in training II	(1)	Restructuring during FY96
Grants		Court Coordinator	(1)	Restructuring during FY96
Grants		Deputy Asst. Project Director	1	Restructuring during FY96
Grants		Detective	1	Restructuring during FY96
Grants		Director - Detox Nursing	(1)	Restructuring during FY96
Grants		Executive Director (CADAT)	(1)	Restructuring during FY96
Grants		Evidence Custodian	1	Restructuring during FY96
Grants		Facilities Operations Supervisor	(1)	Restructuring during FY96
Grants		Facilities Operations Foreman	(2)	Restructuring during FY96
Grants		Fitness/Self Defense Instructor	(1)	Restructuring during FY96
Grants		Cang Violence Prosecutor	1	Restructuring during FY96
Grants		General Office Clerk	(1)	Restructuring during FY96
Grants		HIDTA Coordinator	(1)	Restructuring during FY96
Grants		Instructor	2	Restructuring during FY96
Grants		Kitchen Aide	(2)	Restructuring during FY96
Grants		Kitchen Aide - part time	(2)	Restructuring during FY96
Grants		Legal Advisor	(1)	Restructuring during FY96
Grants		Legal Secretary	(2)	Restructuring during FY96
Grants		License Vocational Nurse	(2)	Restructuring during FY96
Grants		Local Area Network Tech.	1	Restructuring during FY96
Grants		Maintenance Worker (Housekeeper)	(5)	Restructuring during FY96
Grants		Maintenance Worker - part time	(2)	Restructuring during FY96
Grants		Network Technician	(1)	Restructuring during FY96
Grants		Nurse - part time	(1)	Restructuring during FY96

County of El Paso, Texas

Listing of Changes in Authorized Positions

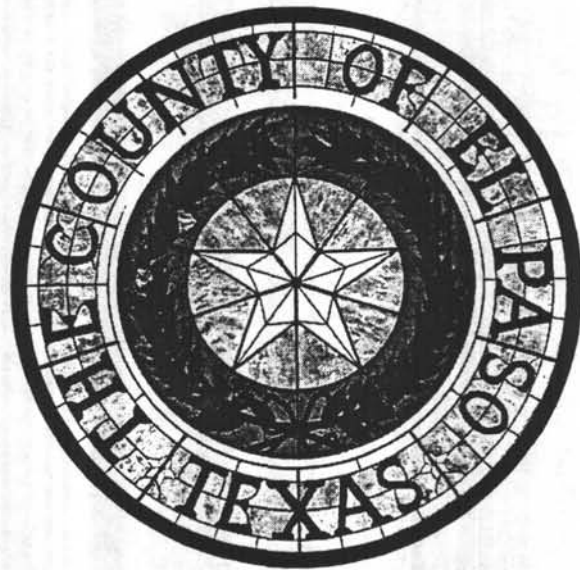
Index	Department	Position Title	Position Changes	Effective Date
	Grants - continued			
Grants		Program Tech I	(13)	Restructuring during FY96
Grants		Program Tech II	(4)	Restructuring during FY96
Grants		Program Tech III	(1)	Restructuring during FY96
Grants		Program Tech - part time	(10)	Restructuring during FY96
Grants		Prosecutor	(1)	Restructuring during FY96
Grants		Registered Nurse	(2)	Restructuring during FY96
Grants		Recreation Coordinator	(1)	Restructuring during FY96
Grants		Secretary	(2)	Restructuring during FY96
Grants		Security Guard	(5)	Restructuring during FY96
Grants		Senior Clerk	(3)	Restructuring during FY96
Grants		Senior D.P.O.	(3)	Restructuring during FY96
Grants		Sergeant	1	Restructuring during FY96
Grants		Service Coordinator I	1	Restructuring during FY96
Grants		Service Coordinator II	2	Restructuring during FY96
Grants		Social Services Coordinator	(2)	Restructuring during FY96
Grants		Task Force Director	(1)	Restructuring during FY96
Grants		Unit Supervisor	(2)	Restructuring during FY96
Grants		Victim Assistant II	(2)	Restructuring during FY96
Grants		Victim Assistant Clerk	(2)	Restructuring during FY96
Grants		Total	(88)	
		These departments had various reclassifications.		
	Total Changes		(61)	

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 1997
OCTOBER 1, 1996 - SEPTEMBER 30, 1997

Proposed Dates

Proposed Actions

February 20, 1996

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, 1996 | 2. | The county payroll division will develop a payroll report showing projected salary costs by department for the budgetary period October 1, 1996 through September 30, 1997. 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, 1996. |
| March 1-4, 1996 | 3. | The budget officer will prepare tentative departmental budgetary request forms. The target date for the completion is March 10, 1996. |
| March 6-10, 1996 | 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. |
| April 1, 1996 | 5. | The budget officer will distribute the tentative budgetary request forms to departments with instructions including input, if any, from the Commissioners Court members. |
| April 15, 1996
April 30, 1996 | 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 1996-1997, 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, 1996. |
| May 31, 1996 | 7. | The budget officer plans to present the preliminary budgetary proposal to Commissioners Court. |
| June 6-23, 1996 | 8. | Commissioners Court will approve a schedule for public departmental budgetary hearings. Commissioners Court will conduct public hearings and make adjustments. |
| September 6, 1996 | 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

- | | | |
|----------------------|-----|--|
| September 6, 1996 | 10. | Pursuant to the <i>Texas Local Government Code</i> , § 152.013, 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 6-20, 1996 | 11. | 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 6, 1996 | 12. | Pursuant to the <i>Texas Local Government Code</i> , § 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. |
| September 16, 1996 | 13. | 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. |
| September 19, 1996 | 14. | Pursuant to the <i>Texas Local Government Code</i> , § 111.038, Commissioners Court will publish a notice of a public hearing on the 1996-97 operating budget once in both major local newspapers, stating the date, time and location of the hearing. |
| September 30, 1996 | 15. | 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. |
| October 2, 1996 | 16. | The budget officer will present the final proposed budget to Commissioners Court. |
| October 2, 1996 | 17. | Pursuant to the <i>Texas Local Government Code</i> , § 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. |

Proposed Dates

Proposed Actions

October 7, 1996

18. Pursuant to the *Texas Local Government Code*, § 152.013, 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.

October 7, 1996

19. 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, 1996

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

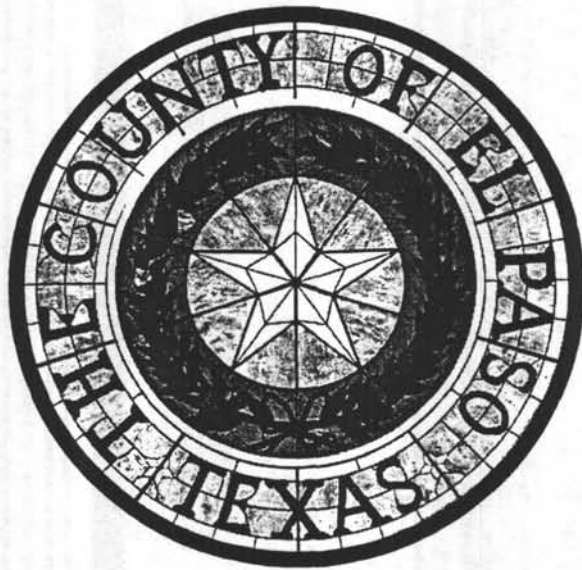


County of El Paso, Texas

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*.



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 1996 tax year, the commissioners court levied an overall rate of \$0.305400 per \$100 assessed valuation. Of this overall levy, a rate of \$0.220215 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$0.085185 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.



MONDAY, SEPTEMBER 30, 1996
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 III,
ROGELIO SANCHEZ,
DANIEL R. HAGGERTY,

COUNTY JUDGE, PRESIDING
COMMISSIONER, PCT. # 1
COMMISSIONER, PCT. # 2
COMMISSIONER, PCT. # 3
COMMISSIONER, PCT. # 4

SUE ANNE CHRISTY, DEPUTY CLERK

APPROVED - ADOPT PROPERTY TAX RATE FOR COUNTY OF EL PASO OF
\$0.305400 PER \$100 ASSESSED VALUATION FOR 1996 TAX YEAR

SEPTEMBER 30, 1996

MOTION # 15 (Item # 50)

On this day, on motion of Commissioner Hooten, seconded by Commissioner Aguilar, it is the order of the Court to adopt a Property Tax Rate for the County of El Paso of \$0.305400 per \$100 assessed valuation for the 1996 tax year; a rate of \$0.220215 per \$100 assessed valuation is for the purpose of maintenance and operations, and a rate of \$0.085185 per \$100 assessed valuation is for the payment of principal and interest on the debt of this County. Further, the Tax Assessor-Collector is authorized to assess and collect these taxes for the County of El Paso on October 1, 1996.

VOTE: YES - Judge Mattox, Hooten, Aguilar, Sanchez

NO - Haggerty

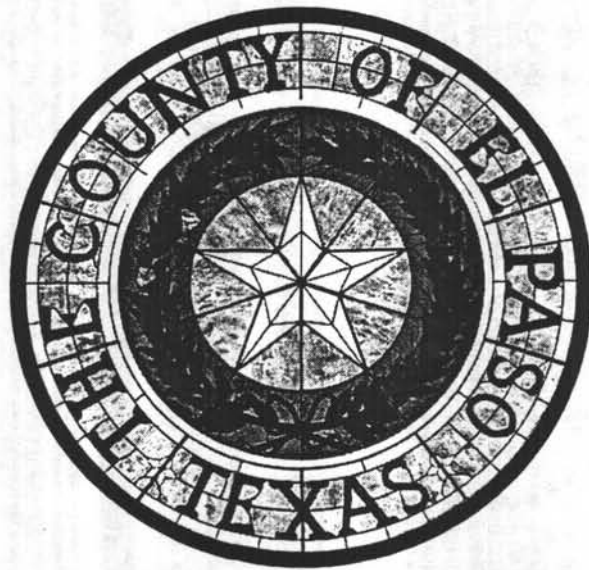
THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

KNOW ALL CITIZENS BY THESE PRESENTS:
December 5, 1996

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 30, 1996.

HECTOR ENRIQUEZ, JR. COUNTY CLERK
EL PASO COUNTY, TEXAS


SUE ANNÉ WARREN, DEPUTY



County of El Paso, Texas

Appendix E

**Commissioners Court Order Approving the
Operating Budget for the Fiscal Year
Beginning October 1, 1996**



MONDAY, OCTOBER 7, 1996
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 III,
ROGELIO SANCHEZ,
DANIEL R. HAGGERTY,

COUNTY JUDGE, PRESIDING
COMMISSIONER, PCT. # 1
COMMISSIONER, PCT. # 2
COMMISSIONER, PCT. # 3
COMMISSIONER, PCT. # 4

AURORA GONZALEZ, DEPUTY CLERK

APPROVED AND ADOPTED - COUNTY OF EL PASO ANNUAL OPERATING
BUDGET FOR FISCAL YEAR 1996-1997, AS AMENDED

OCTOBER 7, 1996

MOTION # 30 (Item # 31)

On this day, on motion of County Judge Mattox, seconded by Commissioner Sanchez, 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, 1996 and ending September 30, 1997.

VOTE: YES - Judge Mattox, Aguilar, Sanchez

NO - Hooten, Haggerty

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

KNOW ALL CITIZENS BY THESE PRESENTS:

December 5, 1996

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 7, 1996.

HECTOR ENRIQUEZ, JR. COUNTY CLERK

EL PASO COUNTY, TEXAS


SUE ANNE WARREN, DEPUTY



County of El Paso, Texas

Appendix F

Statistical Information



Table 1

County of El Paso, Texas
Property Tax Rates (1)
Direct and Overlapping Governments
Last Ten Calendar Years
(Unaudited)

Name of Government	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996
Anthony Ind. School District	\$.92450	\$.73800	\$.86500	\$1.04000	\$.33000	\$.33000	\$1.28500	\$1.37446	\$1.36500	\$1.38500
Canutillo Ind. School District	.72670	.72256	.83300	1.01250	.41400	.49400	1.47000	1.51103	1.57399	1.67000
City of Anthony	.24161	.23796	.21005	.23664	.23590	.24089	.24934	.24062	.23448	.24473
City of El Paso	.49533	.49542	.51616	.56024	.60746	.60746	.62145	.64379	.65322	.63592
City of Horizon				.12547	.12547	.14955	.16955	.16955	.16955	.16955
City of Socorro	.33000	.33000	.33000	.28000	.29811	.29811	.36839	.37529	.37529	.38355
Clint Ind. School District	1.26000	1.29000	1.63000	1.70000	.61200	.52640	1.53000	1.65000	1.53677	1.56042
County of El Paso	.22610	.22610	.19610	.18669	.25356	.26038	.29329	.30540	.28034	.30540
El Paso Community College	.06731	.09833	.09375	.09696	.09894	.09961	.09932	.10056	.10028	.10507
El Paso County Education District (3)					.83600	.93600				
EPCO Rural Fire Prev. Dist. No. 1	.03000	.03000	.02967	.03000	.03000	.03000	.02952			
EPCO Rural Fire Prev. Dist. No. 2	.30000	.03000	.03000	.03000	.03000	.03000	.03000	.03000		
EPCO Emergency Service District No. 1 (4)								.10000	.07992	.08033
EPCO Emergency Service District No. 2 (5)									.07000	.07500
EPCO Tornillo Water Improvement Dist.		1.00000	.09720	.08415	.08690	.08785	.08816	.08700	.07576	.07744
EPCO Water Authority (Horizon)	.53250	.50000	.49500	.50000	.45523	.45523	.44856	.44755	.45960	.46195
El Paso Ind. School District	.73493	.77309	1.00390	1.00390	.36451	.36451	1.30051	1.53970	1.52468	1.51498
Fabens Ind. School District	1.15000	1.15000	1.15000	1.15000	.35400	.25400	1.31000	1.31000	1.23000	1.31332
Hacienda Del Norte Water Imp. Dist.	.19386	.19828	.14848	.14583	.14437	.14431	.14181	.13966	.13033	.12772
Homestead Municipal Util. Dist. (2)				1.32635	1.32635	1.06868	1.21570	1.14000	.91000	.75265
Homestead Municipal Util. Dist. No. 1 (2)	1.17396	1.18612	1.32635							
Homestead Municipal Util. Dist. No. 2 (2)		.50000	1.50000							
Lower Valley Water Authority	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000
R. E. Thomason General Hospital	.14920	.18701	.18804	.28230	.21468	.20532	.20532	.21724	.19374	.19374
San Elizario Ind. School District	1.27469	1.01848	.98263	1.67148	1.00941	.82755	1.68222	1.62199	1.17212	1.50000
Socorro Ind. School District	1.04258	1.03000	1.19960	1.38680	.51736	.55000	1.48000	1.48000	1.47000	1.47000
Tornillo Ind. School District	1.05070	1.06583	1.05936	1.49000	.50456	.52462	1.35000	1.46970	1.33000	1.3608
Town of Clint	.24430	.24430	.24430	.23962	.24497	.23731	.24100	.36000	.35000	.35929
Westway Water Imp. District	.62134	.56000	.81748	1.04398	1.01852	.75823	.71183	.56334	.42060	.33464
Ysleta Ind. School District	.80207	.80207	1.00022	.99784	.42000	.46248	1.44000	1.65000	1.60597	1.64952

- (1) These property tax rates are expressed in dollars per \$100 assessed valuation.
- (2) The Homestead Municipal Utility District No. 1 and the Homestead Municipal Utility District No. 2 were consolidated into the Homestead Municipal Utility District in January 1990.
- (3) Senate Bill 7 abolished the El Paso County Education District.
- (4) The EPCO Rural Fire Prevention District No. 1 was changed to a new taxing entity called the El Paso County Emergency Service District No. 1 i March 1994.
- (4) The EPCO Rural Fire Prevention District No. 2 was changed to a new taxing entity called the El Paso County Emergency Service District No. 2 i July 1995.

Table 2

County of El Paso, Texas
Principal Taxpayers
September 30, 1996
(Unaudited)
(Amounts Expressed in Thousands)

Taxpayer	Type of Business	1996 Assessed Valuation	Percentage of Total Assessed Valuation
Southwestern Bell Telephone	Telephone communications	\$185,912	1.19%
El Paso Electric Company	Electric utility	167,937	1.08%
Refinery Holding Co. L.P.	Oil refinery	117,803	0.75%
Chevron U.S.A., Inc.	Oil refinery	112,013	0.72%
Phelps-Dodge Refining Corp.	Copper refinery	91,572	0.59%
ASARCO, Inc.	Smelting and refining	73,784	0.47%
El Paso Natural Gas Company	Natural gas pipeline supplier	72,313	0.46%
Property Trust of America	Real estate management	66,526	0.43%
Simon Property Group L.P.	Real estate development	49,839	0.32%
Southern Union Gas Company	Natural gas utility	42,617	0.27%
Totals		<u>\$980,316</u>	<u>6.28%</u>

Table 3

County of El Paso, Texas
 Computation of Direct and Overlapping Bonded Debt
 General Obligation Bonds
 September 30, 1996
 (Unaudited)
 (Amounts Expressed in Thousands)

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to County of El Paso	Amount Applicable to County of El Paso
Direct:			
County of El Paso	\$106,296	100%	\$106,296
Overlapping:			
Anthony Independent School District	1,515	100	1,515
Canutillo Independent School District	31,672	100	31,672
City of Anthony	485	100	485
City of El Paso	254,255	100	254,255
City of Socorro	2,733	100	2,733
Clint Independent School District	19,990	100	19,990
El Paso County Water Authority (Horizon)	8,865	100	8,865
El Paso Independent School District	226,569	100	226,569
Fabens Independent School District	1,099	100	1,099
Homestead Municipal Utility District	2,168	100	2,168
R. E. Thomason General Hospital	32,981	100	32,981
San Elizario Independent School District	11,780	100	11,780
Socorro Independent School District	130,071	100	130,071
Tornillo Independent School District	3,565	100	3,565
Westway Water Improvement District	538	100	538
Ysleta Independent School District	140,043	100	140,043
TOTAL	\$974,625	100%	\$974,625

Table 4

**County of El Paso, Texas
Demographic Statistics
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Population(1)	Per Capita Income(1)(3)	Median Age(1)(3)	Education Level		Unemployment Rate (2)
				In Years of Formal Schooling(1)(3)	Schools Enrollment(1)(3)	
1987	570,659	\$9,244	27.0	12.4	130,189	12.2%
1988	598,853	9,244	26.0	11.0	133,740	11.1
1989	595,360	9,647	26.4	12.1	131,317	9.7
1990	606,783	10,168	27.5	11.9	141,124	10.7
1991	604,202	10,987	27.0	12.3	160,774	10.8
1992	621,000	11,508	27.0	12.3	163,185	10.7
1993	619,286	11,615	27.9	12.2	184,179	9.4
1994	635,800	12,497	28.0	12.0	185,413	9.0
1995	652,225	12,790	28.7	12.0	199,118	9.9
1996	667,532	12,790	28.7	12.0	199,118	11.7

SOURCES:

- (1) City Planning Department, City of El Paso, Texas.
- (2) Texas Employment Commission.
- (3) Latest figures from the 1990 census.

Table 5

County of El Paso, Texas
Property Value, Construction and Bank Deposits
Last Ten Fiscal Years
(Unaudited)

Fiscal Year	Property Value (1)				Commercial Construction (2)		Residential Construction (2)		Bank Deposits(1)(3)
	Commercial	Residential	Exemptions	Total	Number of Units	Value(1)	Number of Units	Value(1)	
1987	\$5,011,554	\$6,643,223	\$1,091,752	\$10,563,025	423	\$82,663	2,290	\$116,513	\$3,892,899
1988	5,046,736	7,262,375	1,172,446	11,136,665	271	52,958	2,847	186,193	3,448,898
1989	4,895,723	7,657,413	1,119,699	11,433,437	472	67,420	1,351	192,980	3,552,365
1990	5,091,422	7,963,507	1,145,710	11,909,219	420	100,768	1,655	91,152	10,835,653
1991	5,318,168	8,318,159	1,589,151	12,047,176	205	85,777	1,341	74,077	6,824,250
1992	5,618,612	8,788,085	1,601,185	12,805,513	435	87,557	2,162	118,675	8,881,500
1993	5,627,607	9,027,517	1,681,031	12,974,093	388	54,146	2,088	117,043	8,225,851
1994	5,778,709	9,286,128	1,805,031	13,259,806	483	70,881	2,053	137,808	8,347,266
1995	6,597,863	11,014,179	2,672,480	14,939,562	560	81,646	2,242	124,295	(4)
1996	6,908,089	11,571,308	2,867,600	15,611,797	549	115,772	2,175	134,538	(4)

(1) Amounts expressed in thousands.

(2) Source: Public Inspection Department, City of El Paso, Texas.

(3) Source: Federal Reserve Bank of Dallas.

(4) Not available.

Table 6

County of El Paso, Texas
Employee Retirement Plan
Analysis of Funding Progress
Last Ten Calendar Years
(Unaudited)
(Amounts Expressed in Millions)

Calendar Year	Net Assets Available For Benefits	Pension Benefit Obligation	Percentage Funded	(Unfunded) or Assets in Excess of Pension Benefit Obligation	Annual Covered Payroll	(Unfunded) or Assets in Excess of Pension Benefit Obligation as a Percentage of Covered Payroll
1986	\$17.9	\$17.5	102.3%	\$0.4	\$21.0	1.9 %
1987	20.8	20.3	102.5	0.5	23.2	2.1
1988	24.7	24.1	102.5	0.6	25.9	2.3
1989	29.3	29.0	101.0	0.3	32.6	0.9
1990	35.5	31.0	114.5	4.5	37.7	11.9
1991	42.8	37.3	114.7	5.5	38.6	14.2
1992	49.8	43.3	115.1	6.5	39.4	16.5
1993	58.0	53.0	109.4	5.0	42.5	11.7
1994	66.9	68.6	97.5	(1.7)	45.2	(3.7)
1995	75.3	76.4	98.6	(1.0)	48.3	(2.1)

Table 7

County of El Paso, Texas
Miscellaneous Statistics
September 30, 1996
(Unaudited)

<u>History</u>	El Paso County was created from Bexar District in 1849, organized in 1850, and incorporated in 1871. Parts of El Paso County were taken to form Culberson County in 1911 and Hudspeth County in 1915.			
<u>Form of Government</u>	The County is a public corporation and a political subdivision of the State of Texas.			
<u>Geography</u>	The County of El Paso, with about 1,058 square miles of land area, is located in the far west portion of the State of Texas, bordered on the west by the Rio Grande river and on the north by the State of New Mexico.			
<u>Climatic Conditions</u>	Altitudes in the County range from approximately 3,500 to 7,200 feet. The mean annual rainfall is 8.65 inches. Daytime high temperatures range from the 90's into the low 100's during the summer months. Summer nighttime temperatures average 70 degrees. The average daily high temperature in January is 57 degrees. Winter nighttime lows are generally in the 30's and 20's, dipping occasionally into the teens.			
<u>Population</u>	1960	314,070		
	1970	359,291		
	1980	479,899		
	1990	606,783		
	1991	604,202		
	1992	621,000		
	1993	619,286		
	1994	635,800		
	1995	652,225		
	1996	667,532		
<u>Employment</u>				<u>Unemployment Rate</u>
	<u>Year</u>	<u>Work Force</u>	<u>Employed</u>	
	1960	102,075	97,150	4.8%
	1970	114,300	107,700	5.8%
	1980	173,450	157,300	9.3%
	1990	256,700	229,300	10.7%
	1991	259,900	231,800	10.8%
	1992	258,000	230,500	10.7%
	1993	267,100	242,000	9.4%
	1994	276,439	251,482	9.0%
	1995	287,100	258,800	9.9%
	1996	284,892	251,554	11.7%
<u>Road and Highways</u>	There are about 630 maintained miles of roads in the County.			
<u>Employees</u>	The County employs 2,046 people, including those people employed by the Sheriff's department.			

(Continued)

Table 7

**County of El Paso, Texas
Miscellaneous Statistics
September 30, 1996
(Unaudited)**

Recreation The County Coliseum provides space and facilities for shows, concerts, circuses, rodeos and ice hockey. There are 131 parks, 15 swimming pools and 3 golf courses located within the County.

Educational Facilities University of Texas at El Paso enrollment - 15,386 students
El Paso Community College enrollment - 19,696 students
High schools - 30
Middle schools - 31
Intermediate and elementary schools - 114
Private schools - elementary and high schools - 38
Business and vocational schools - 25

Medical Facilities Thirteen hospitals provide 2,191 beds.
County ratios:
Doctors to population, 1 to 825
Dentists to population, 1 to 3,550
Hospital beds to population, 1 to 304

William Beaumont Army Medical Center serving active and retired military personnel, has 330 beds not included in the above figures.

Finance Federal and state chartered banks - 10 with 36 branch locations.
Credit Unions - 17 with 12 branch locations.

<u>Retail Sales</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>
	\$4,384,258,	\$4,630,282,072	\$5,051,961,687	\$4,987,281,378

<u>Cultural</u>	Churches	431
	Major newspapers	2
	Radio stations	23
	Local television stations	13
	Cable TV is available	

(Concluded)



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

AAA	This refers to the Area Agency on Aging that is associated with the Nutrition Program.
Account Group	This is a self-balancing set of accounts, but not a fiscal entity, therefore, it is not a fund.
Accounting Period	A period of time at the end of which, and for which, financial statements are prepared.
Accounting Procedure	The arrangement of all processes which discover, record and summarize financial information to produce financial statements and reports and to provide internal control.
Accounting System	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.
Accrual Basis	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.
Ad Valorem	In proportion to value. A basis for levying of taxes upon property.
ADPICS	An acronym for Advanced Purchasing Inventory Control System.
Allocation	A part of a lump-sum appropriation which is designated for expenditure by specific organizational units and/or special purposes, activities or objects.

Annualize	Taking changes that occurred for only part of a year and projecting their costs for a full year for budgetary purposes.
Appropriation	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.
Appropriation Budget	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.
Assessed Valuation	A valuation set upon real estate or other property by a government as a basis for levying taxes.
Assets	Financial representations of economic resources owned by an organization or individual.
Attrition	This is a reduction of employees caused by resignations, retirements, deaths and reassignments. Attrition does not result from layoffs.
Authorized Positions	These are authorized employee positions in the adopted budget that may be filled during the year.
Base Budget	Costs associated with continuing the existing level of services in the current budget year.
Bond	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.
Bonded Debt	That portion of indebtedness represented by outstanding bonds.
Bond Refinancing	This occurs when bonds are redeemed and reissued to obtain more favorable interest rates and/or terms.

Budget	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.
Budget Adjustment	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.
Budget Calendar	A schedule of target dates for preparing and adopting the County's budget.
Budget Document	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.
Budget Message	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.
Budget Policy	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.
Budgetary Accounts	Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts.
Budgetary Control	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.

CAD	This refers to the El Paso Central Appraisal District.
CAFR	This is an acronym for the Comprehensive Annual Financial Report.
Capital Budget	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.
Capital Improvement Program (CIP)	A plan for capital outlays to meet the County's long-term capital needs.
Capital Outlays	Expenditures from general or special revenue funds which result in the acquisition of or addition to fixed assets.
Capital Projects Fund	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.
CJIS	The computerized Criminal Justice Information System is commonly referred to as "CJIS".
Continuing Appropriations	An appropriation which, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.
Cost-of-Living Adjustments (COLA)	An increase of wages and salaries to offset all or part of inflationary impacts.
Current	A term which, applied to budgetary and accounting, designates the operations of the present fiscal period as opposed to past or future periods.
Current Budget	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.
Debt	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.
Debt Limit	The maximum amount of gross or net debt which is legally permitted.

Debt Service Fund	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.
Debt Service Fund Requirements	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.
Deficiency	A general term indicating the amount by which anything falls short of some requirement or expectation. The term should not be used without qualification.
Deficit	(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.
Direct Expenses	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.
Disbursements	Payments in cash.
Encumbrances	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.
Entry	The record of a financial transaction in its appropriate book of accounts.
EPCAD	The El Paso County Alcohol and Drug Abuse Program is also known as "EPCAD".
Estimated Revenue	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.

Expenditures

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.

Expenses

Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Face Value

As applied to securities, this term designates the amount of liability stated in the security document.

FAMIS

An acronym for Financial Accounting Management Information System.

Fiscal Period

Any period at the end of which a governmental unit determines its financial position and the results of its operations.

Fiscal Year (FY)

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.

Fund

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.

Fund Accounts

All accounts necessary to set forth the financial operations and financial position of a fund.

Fund Balance

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.

GAAP	This is an acronym for Generally Accepted Accounting Principals.
GASB	This is an acronym for Governmental Accounting Standards Board.
General Fixed Assets	Those fixed assets of a governmental unit which are not accounted for by a proprietary or fiduciary fund.
General Fixed Assets Account Group	A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.
General Fund	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.
GFOA	This acronym stands for Government Finance Officers Association of the United States and Canada.
Governmental Accounting	The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.
Grant	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.
Historical Cost	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.
Interfund Loans	Loans made by one fund to another.
Interfund Transfers	Amounts transferred from one fund to another.
Intergovernmental Revenues	Revenue from other governments. Grants, shared revenues, and entitlements are types of intergovernmental revenues.
Interim Statement	A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date.

Internal Control	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.
Inventory	A detailed list showing quantities, descriptions, and values of property and frequently also units of measure and unit prices.
Investments	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.
Levy	(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.
Line Item Budget	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.
Long-Term Debt	Debt with a maturity of more than one year after the date of issuance.
Modified Accrual Basis	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.
Municipal	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.
Net Bonded Debt	Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Object	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.
Object Classification	A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies, and equipment.
Obligations	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.
Operating Budget	A budget which applies to all outlays other than capital outlays.
Order	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.
Program Budget	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.
Project	A plan of work, job, assignment, or task. Also used to refer to a job or task.
Receipts	This term, unless otherwise qualified, means cash received.
Refund	(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.
Reimbursement	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.
Requisition	A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserve	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.
Reserve for Encumbrances	A reserve representing the segregation of fund equity in the amount of encumbrances outstanding.
Resolution	A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.
Revenue	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.
Securities	Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.
Short-Term Debt	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.
Special Revenue Fund	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.
Statute	A written law enacted by a duly organized and constituted legislative body.
Tax Rate	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.
Tax Roll	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.

Taxes	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.
TCDRS	This acronym stands for the Texas County and District Retirement System.
User Charge	A charge levied against users of a service or purchasers of a product of an enterprise fund or an internal service fund.
Unit Cost	The cost associated with producing a unit of service or specific product.
Value	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.
Vested Benefits	Accrued vacation and sick leave hours which are an employee benefit with rates being determined based on length of time in service. Vacation hours are paid to employees upon leaving employment with the County with sick leave being utilized only for legitimate sickness during regular employment. An exception to this general rule exist for County Sheriff Deputies under collective bargaining which requires that sick leave hours be paid upon terminating or retiring from the County. Over the years, this has resulted in large payments to individuals which retired from the County and received payment via vested benefit payments. No other employees receive vested benefit payments within the County.
Work Program	A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.
Yield	The rate of interest earned on an investment or paid on a debt.
Zero-Based Budget	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 bird's eye view of the El Paso County Courthouse with the County Sheriff's Detention Facility to the left in downtown El Paso. The thirteen story County Courthouse was constructed between 1988 and 1991 and houses county administrative and judiciary offices. The eleven story Sheriff's Detention Facility was constructed during the early 1980's and completed in 1984 with the capacity to house approximately 1,024 inmates.

We hope this document has provided some insight about this County's government and its budget for fiscal year 1997.

