

A view of the Franklin Mountains as seen from the roof of the County Courthouse

# **Annual Operating Budget For the Fiscal Year Beginning October 1, 1999**

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## **Commissioners Court Members**



**Dolores Briones, County Judge**



**Charles C. Hooten, County Commissioner  
Precinct Number 1**



**Carlos Aguilar III, County Commissioner  
Precinct Number 2**



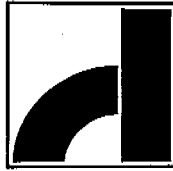
**Miguel A. Teran, County Commissioner  
Precinct Number 3**



**Daniel R. Haggerty, County Commissioner  
Precinct Number 4**

**Prepared by: Edward A. Dion  
El Paso County Courthouse Building  
500 East San Antonio Street, Room 406  
El Paso, Texas 79901-2407**

**Member of the Government Finance Officers Association**

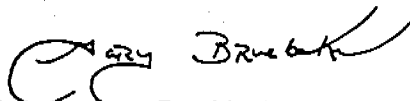


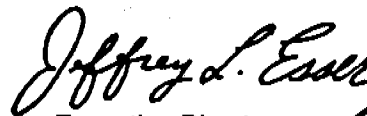
GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

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

**For the Fiscal Year Beginning  
October 1, 1998**

  
Cary Brubaker  
President

  
Jeffrey L. Esser  
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, 1998.

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 El Paso County, the structure and functions of county governments in the State of Texas. It also provides a brief overview of the duties of some of the primary officials.

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. The County was named in the early days for being a well-known pass through the Rocky Mountains. It 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 of America and the Republic of Mexico, and touches Doña Ana County in New Mexico. The County is a strategic crossroads for continental north-south and east-west traffic. The County spans a geographic area of about 1,058 square miles.

County government in Texas is, 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. As a result of State legislative changes over the years, 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 have only a very limited ordinance making authority, as specifically granted by the State legislature.

Counties in Texas have many comparable 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, the County Judge presides over commissioners court meetings.

There are numerous elected officials in most Texas counties. Some of those elected officials 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 judges, one

or more county court at law judges, one or more justice of the peace, and one or more constable. As has happened in a few other counties, several years ago, in a statewide election, the voters amended the constitution to abolish the office of the El Paso County Treasurer. After this abolishment, Commissioners Court formally instructed the county auditor, an apolitical and an appointed official, to perform all of the statutorily mandated treasury functions. The county auditor is appointed to a two-year term, by the state district judges in each County. In El Paso County, the county auditor, among other duties and responsibilities, serves as the County's chief financial 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 statutorily imposed duties and responsibilities, the five members of commissioners court have the exclusive responsibility and authority over a multitude of areas in the operation and in the affairs of county government. To name a few, the Commissioners Court is responsible for approval of the county's operating budget, budgetary amendments, setting ad valorem property tax rates, auditing 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". Duties of county auditors is 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.

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# COUNTY OF EL PASO

OFFICE OF THE COUNTY AUDITOR

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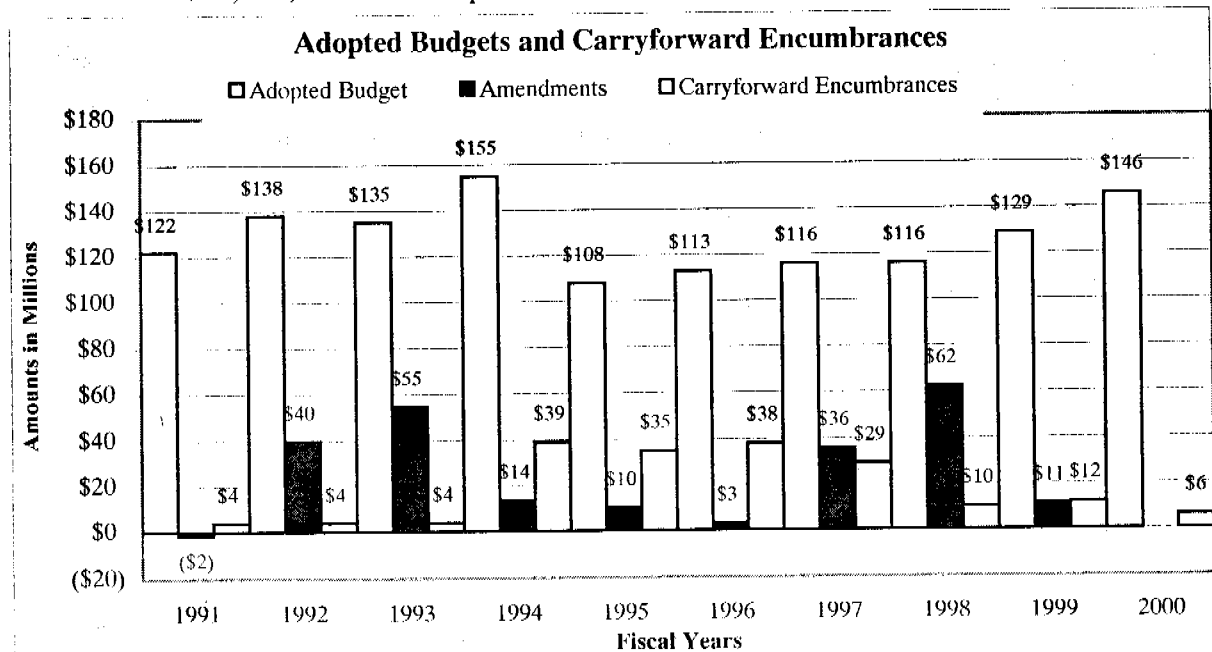
December 29, 1999

ROOM 406, COUNTY COURTHOUSE BUILDING  
500 EAST SAN ANTONIO STREET  
EL PASO, TEXAS 79901-2407  
(915) 546-2040  
(915) 546 8172 FAX

The Honorable Dolores Briones, County Judge,  
Honorable County Commissioners and Citizens of the County of El Paso  
County Courthouse Building, Suite 301  
500 East San Antonio Street  
El Paso, Texas 79901

Dear County Judge, County Commissioners  
and Citizens of the County of El Paso:

We are pleased to present the fiscal year 2000 published operating budget of the County of El Paso, Texas (County) for the period of October 1, 1999 through September 30, 2000. This document addresses County financial policies, managerial priorities of Commissioners Court and factors impacting this budget which gave direction in its preparation. A county operating budget is required to be prepared each year by the *Texas Local Government Code, Chapter 111, Sub chapter B*. This budget as presented supports the County's strategic goals, policies and plans as outlined throughout the budget document. The budget adopted by the County totaled \$145,980,953, an increase of \$17,247,768 or 13.40 percent over fiscal year 1999 as shown below.



On September 22, 1999 the Commissioners Court for the first time, adopted a Vision, Mission, and Goals and Objectives to be used by county government when planning and budgeting. These goals and objectives were subsequently incorporated into the County's financial policies and can be found in the fiscal overview. This accomplishment is a major achievement for El Paso County and is a significant step in the right direction towards development and implementation of performance based budgeting which became the focal point in fiscal year 2000 budget hearings. Departments, elected officials and agencies funded by the County were apprised of the County's intent to fund future budgetary requests based on development and presentation of meaningful and measurable performance indicators. Now that there is a basis from which to mold organizational goals and objectives, future budgets should exhibit greater continuity and funding recipients should be able to inter-relate their goals and objectives with those of the County. Over time changes to these goals and objectives will result as input is received from the public, departments and agencies and as the needs of community change.

The fiscal year 2000 budget emphasized four major goals such as:

- (1) Providing high quality services to customers and constituents by instituting recommendations of an operations audit performed by the State Comptroller of Texas and providing high quality public service in the Justice System by increasing appropriated funds for the judiciary that addressed state mandates and community growth and enhancement of daily pay for those empanelled for jury duty;
- (2) Improving the way county government does business by addressing effective and efficient management of government costs by focusing on performance based budgeting and providing high quality public service in Human Services by coordinating a study of health related functions of the City-County Health Department;
- (3) Improving the County's financial strength by stabilizing and enhancing the undesignated fund balance reserves of the general fund to an adequate level in order to improve the financial condition of the County and in turn maintain and upgrade its bond ratings. Another notable priority exhibited in this budget included assuring adequate funding of the County's self funded health benefits fund; and,
- (4) Investing in the work force through establishment of an employee salary step plan for county employees and providing quality public service in economic development.

In order to accomplish these goals and objectives, the Commissioners Court from time to time meets with department heads and elected officials to discuss its economic and financial concerns as well as to solicit feedback from within the organization. The Commissioners Court continually stresses to all county departments and officials the importance of being frugal with taxpayer dollars and reinforces continual efforts of increasing efficiencies of public services. Department goals and objectives are monitored for enhancement of operations in meeting the public need. Departments regularly give reports to the Commissioners Court regarding operations and

public service issues. The Court is presently pursuing a system to recognize exceptional individuals, departments or organizations that exhibit innovation and efficiencies in county government.

Although the County recently established its high level organizational goals, major departmental goals are continually being molded and will continue to be greatly pursued by the County as can be detected throughout this budget document. Development of performance based budgeting is an evolutionary process requiring thorough analysis and user training in order to accomplish the end result. The County is committed to developing such a system over the next two years. Over the past years, as a means of improving the way county government has done business, consolidations have occurred in various areas with other governmental agencies. Consolidation efforts at present include the following:

**General Government:** The Consolidated Data Processing Department is managed by the County and services the County, City of El Paso and the Central Appraisal District. The City of El Paso Tax Office collects property taxes as the managing partner for all local taxing entities in the County and charges each entity for actual collections made. The county contribution in the 2000 budget for tax collection services is set at \$185,000.

**Health and Welfare:** The City-County Health District is managed and operated by the City of El Paso. The County appropriated \$1,863,096 in fiscal year 2000 for public health, animal control and on-site sewage inspections. A major funding shift of \$1,000,000 was planned for the fiscal year 1999 budget. Ultimately, R. E. Thomason Hospital District actually reimbursed the Health District for \$791,000 representing qualifying indigent health care costs and the County funded an additional \$200,000. This was a first step in aligning County costs with state mandates. Currently, the County has embarked on an operational review of the City-County Health District due to legislative changes and other funding concerns relating to future funding of that District.

**Culture and Recreation:** The County and the City of El Paso put special emphasis on promoting tourism in El Paso. The Civic, Convention and Tourism Bureau is presently managed by the City of El Paso and the County contributes 1 ¼ percent of its 2 ½ percent hotel occupancy tax revenues estimated at \$850,000 in fiscal year 2000.

**Public Safety:** The County Sheriff currently administers incarceration of City and County prisoners including the booking process and charges the City a fee for services rendered. Furthermore, the County provides housing of prisoners in its facilities for various other governmental agencies such as the Federal Marshal Service, Immigration and Naturalization Service, the State and City whereby the County charges a daily fee. Additionally, the County contributes \$42,429 to the City managed Emergency Management Program.

From time to time, consolidation and privatization has been considered in other areas of county government such as the Ascarate Golf Course, the County Coliseum and the Olympic size Aquatic Swimming Pool at the Ascarate Regional Park. The main thrust of these efforts is perceived as an avenue to relieve the tax burden on the general public, increasing the quality of life, increase efficiencies, possible elimination of duplication in government, but most of all, giving the public the most for their tax dollars. The County is presently pursuing development of a master plan for its county parks, the Ascarate Golf Course and the County Coliseum as a means of revitalizing recreational facilities. Effective fiscal year 1999, the County established a park improvement fund whereby all related revenues were redirected into a special revenue fund and earmarked for recreational sites and facilities. This fund is now in its second year and has begun to enhance the ability of the County to obtain and thus maintain a flow of grant funding to further enhance recreation sites and centers. By reinvesting generated revenues into recreational facilities, the County expects to greatly increase the quality of public provided recreation.

In October 1998, the county auditor's office upgraded its accounting software called Financial Accounting Management Information System (FAMIS) along with the purchasing agent's financial software system upgrade for issuance of purchase requisitions and purchase orders called Advanced Purchasing Inventory Control System (ADPICS). These system upgrades increased efficiencies of both offices and the daily requisitioning and receiving process by county departments. A major goal for the County was to migrate off the existing computer hardware mainframe system in early 1999 to a network environment that supported the financial, payroll and justice system proprietary software. Subsequent technical delays pushed this target to December 1999. The financial system upgrade is deemed year 2000 compliant. These upgrades provide many advantages such as, more efficient payment processing, a more flexible and structured financial accounting systems allowing the Commissioners Court and other departments to obtain financial information as needed, but most of all, it has taken the County into a new technological era. In June 1998 the County of El Paso issued certificates of obligation bonds series 1998 for a countywide computer migration project for financial and judicial information. The judicial system has an integrated database allowing all judicial, ancillary support offices as well as law enforcement offices and agencies to work off the same system concurrently. This system will not only reduce duplication of effort but will provide valuable data all in one record. This process was expected to result in the County of El Paso discontinuing use of its bulky and expensive mainframe computer by early 1999 but has been pushed to late 1999. All offices have been connected to local area networks throughout county government whereby all proprietary systems are accessible. This process has been in progress for over 13 months and is estimated to cost \$9.3 million.

Cooperative efforts continue between the Consolidated Data Processing Department, District Attorney, El Paso Police Department, and the Sheriff's Department in maintaining the DIMS project (District Attorney Intake Management System). This system streamlines the process of accepting or declining cases which results in time savings for law enforcement officials, increased availability of jail space and savings to the City of El Paso through reduced overtime costs.

Current priorities include building out of the unfinished fifth and seventh floors, renovating the Coliseum and park improvements. Other issues include continually encouraging departments

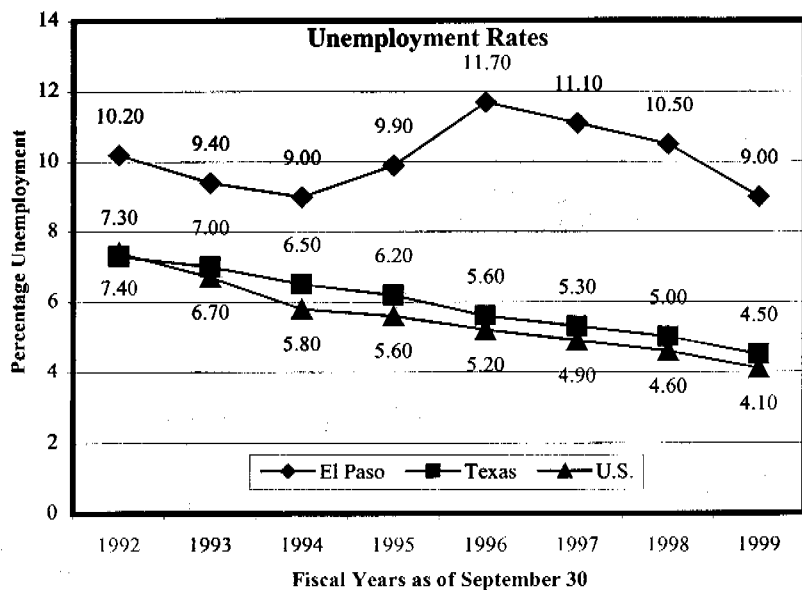
and officials to streamline functions to improve operational efficiencies, minimize costs, control spending habits, consolidate duplicate activities and save tax dollars wherever possible. In turn, unspent appropriations at year-end would reduce the tax burden required to provide future services. The County has a continual goal of evaluating its various functions, activities and the ever-changing needs of its constituents.

## ECONOMIC CONDITIONS AND OUTLOOK

The County enjoys fairly sound economic diversification. Being that El Paso is in the heart of the Southwest, many businesses are attracted to the El Paso/Juarez region. As of January 1, 1999 local City planning officials estimated the County population at 705,393. The City of El Paso, the County seat, is estimated also as having a population of 617,215. El Paso is the largest City in the United States that borders Mexico. El Paso is the fourth largest City in the State of Texas, the seventeenth largest City and the third fastest growing metropolitan area in the nation. Only the Rio Grande River separates El Paso County from its neighboring Ciudad Juarez, Mexico. According to estimation by local officials, the population of Ciudad Juarez is 1,122,410. Geographic location of El Paso encourages enterprising businesses a unique versatility of being internationally known while remaining in the United States. With Interstate 10 running east to west through El Paso and its proximity to Interstate 25 and Mexico's Pan American Highway, this area represents a trade corridor with accessibility to rail lines and six international ports of entry with Mexico. Over a number of years, the County has been actively involved in the creation of a new port of entry in Fabens. Funding is presently minimal as negotiations between the United States and Mexican government continues. It is anticipated that this bridge may be realized within the next few years as the process continues. The map above is provided to give the reader a better idea of the exact location of El Paso, Texas.



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The El Paso region is seeing positive movement in the economy. Mexico's economy continues improving and the border retail activity is gaining momentum which is ultimately feeding job growth. Additionally, El Paso County has seen moderate improvement since the 1994 peso devaluation. Government remains vital to the economy as well as the University of Texas at El Paso (UTEP) and Fort Bliss Military Base. Being that the El Paso area serves as a vital retail trade center for far West Texas and Northern Mexico, the County's economy is bolstered by a variety of sectors.

This regions economy is predominately comprised of manufacturing, military establishments, ore smelting, refining, food processing, educational facilities including the UTEP and El Paso Community College (EPCC), 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 El Paso County.

According to the Texas Workforce Commission's September 1999 issue of Texas Labor Market Review, unemployment statewide was 4.5 percent in September. When compared to the same time last year, this unemployment rate was four-tenths of a percentage lower. As reflected in the graph on the previous page, El Paso's unemployment rate for September was 9.0 percent, a

**El Paso MSA Employment by Industry**

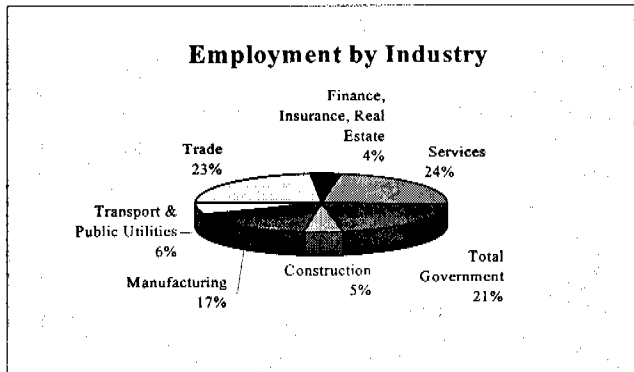
Amounts in Thousands

ELPaso Metropolitan Statistical Area Profile obtained from the Texas Workforce Commission

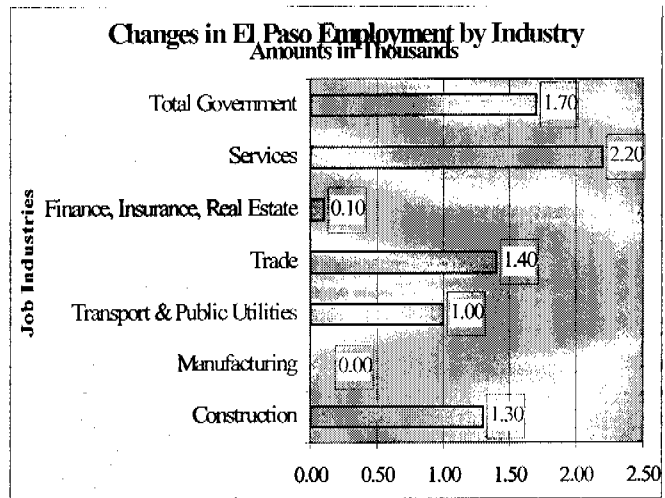
Industry Types	September 1998	Amount Change	Percentage Change	September 1999	Percent of Total
Construction	11.60	1.30	11.21%	12.90	5.07%
Manufacturing	42.40	0.00	0.00%	42.40	16.67%
Transport & Public Utilities	14.00	1.00	7.14%	15.00	5.90%
Trade	58.80	1.40	2.38%	60.20	23.67%
Finance, Insurance, Real Estate	9.70	0.10	1.03%	9.80	3.85%
Services	58.40	2.20	3.77%	60.60	23.83%
Total Government	51.70	1.70	3.29%	53.40	21.00%

significantly reduction in comparison to 10.50 in September 1998. Summaries of job gains are reflected in the table above. It is encouraging to note that no job losses were reported as of September 30, 1999. Based on data obtained from the Texas Workforce Commission for the El Paso Metropolitan Statistical Area, El Paso saw a net gain of 7,700 jobs or 3.12 percent through September 1999 when compared to the same time in 1998 as seen in the chart above.

The pie chart on the right reflects a high level summary of the El Paso job market as of September 1999 while the next table



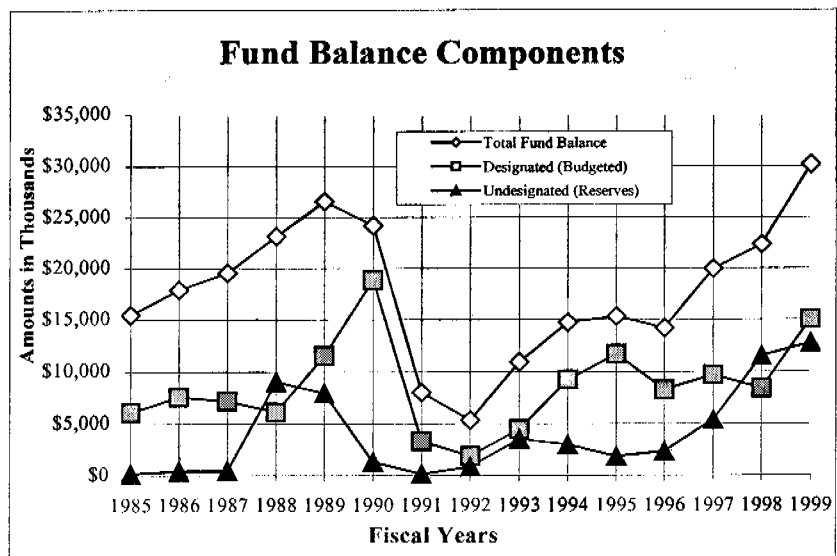
reflects the employment industry components. Of this one-year increase, construction comprises 5.07 percent of the labor force and added 1,300 jobs, an increase of 11.21 percent, while during the same period manufacturing remained unchanged. Other changes include addition of 1,000 jobs in transportation and public utilities, an increase of 7.14 percent, 1,400 or 2.38 percent in trade, mainly retail, 100 or 1.03 percent in finance, insurance, and real estate, 2,200 or 3.77 percent in services, and an additional 1,700 or 3.29 percent in government jobs as depicted on the bar chart to the right. El Paso's unemployment rate remains double that of Texas as well as that of the United States, although it has trended favorably downward in 1999 when compared to past years and tends to react similar to the rest of Texas.



El Paso evolved from an agricultural economy to what it is today, an international center of trade and manufacturing with an increasing population. Its cultural and business ties as a border region with Mexico drive the El Paso economy. This part of the State ranks as one of the top growth areas in the southwestern region of the United States. The renewed attraction of El Paso County as a favorable business environment, coupled with fairly low interest rates, continues to stimulate local construction activity. Despite the sluggish employment growth in the region in the past, overall economic conditions and job growth are exhibiting positive indications and are expected to remain upbeat.

The graph below depicts the general fund balances over the past fifteen years. This graph reflects that the County's fund balance grew in the mid 1980's through 1990 and then dwindled through fiscal year 1993 whereby significant amounts were utilized in balancing the general fund operating budget.

Since fiscal year 1993, the County struggled but has made strides in rebuilding fund balance reserves. Fund balance reserves were virtually nonexistent in fiscal year 1992 and grew in fiscal year 1994. Emphasis by the Court on improving the County's financial position focused on building adequate undesignated fund balance



reserves during fiscal years 1997, 1998 and again in 1999. This was the notable reason for significant improvement in the general fund reserves since the late 1980's. The County anticipates remaining financially sound and stable through, at least, and probably beyond the fiscal year ending September 30, 2005 as reflected in the strategic plan section of this document.

The County of El Paso maintained a bond rating from Moody's Investors Service of A2 and a rating from Standards & Poor's of AA through fiscal year 1992. Beginning with fiscal year 1993, both rating companies downgraded the County's bond ratings to A and AA- respectively. In June 1997 Moody's Investors Service upgraded the County's rating to A1.

In June 1998, in conjunction with the issuance of General Obligation Bonds, the County of El Paso again received a bond rating of A1 by Moody's Investors Service. Some factors relating to the County's rating included El Paso's strong regional economy, encouraging growth of the County's tax base and taxable values along with improved financial position, evidence of a trend to restore adequate general fund balance reserve levels; and the County having a manageable debt position. During this same time period, the County also maintained its rating of AA- from Standards & Poor's. Overall, both ratings reflect the County's current stable credit position which depends upon adequate operating margins and fund balance reserves in order to maintain and improve the County's current credit quality. It is believed that the County's fiscal 2000 budget along with the enhancement of general fund reserves as shown on the exhibit, enhances the County's credit worthiness and reflects a commitment in attaining set goals and objectives.

Moody's Investors Service defines bonds rated with an "A" as possessing many favorable attributes and are to be considered as upper medium grade obligations. Factors giving security to principal and interest are considered adequate, but elements may be present suggesting susceptibility to impairment some time in the future. The County's "A1" designation indicates that the security meets all of Moody's criteria for a single "A" rating and that it ranks at the high end of that generic rating category. According to rating definitions from Standards and Poor's, an obligation of "AA" differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.

## **OTHER INFORMATION**

On October 7, 1998 the Commissioners Court members adopted an operating budget for the twelve-month period ending September 30, 1999 totaling \$128,867,827. The Commissioners Court increased this budget by a net amount of \$10,607,597 during fiscal year 1999 with forty-two amendments. Many of these budgetary amendments were to: (1) adjust capital construction projects, (2) adjust budgetary provisions for different grants, (3) adjust for inter-local agreements, and (4) transfer appropriations that were determined by commissioners court to be in excess of current needs to various activities that were deemed as inadequately funded. After commissioners court approval of these forty-two budget amendments, the operating budget totaled \$139,475,424. For comparative purposes, on October 6, 1999 the Commissioners Court approved and adopted an annual operating budget aggregating \$145,980,953 for the fiscal year beginning October 1, 1999.

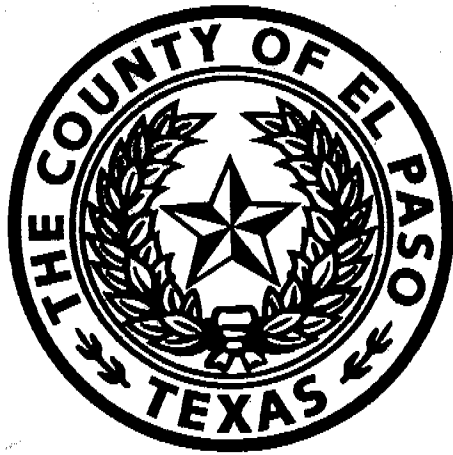
**Acknowledgments:** I sincerely thank the citizens, county judge, county commissioners, and other elected and appointed officials and county employees for their roles and support in developing this annual operating budget in a remarkably responsible and professional manner. A special thanks to the county auditor staff for the preparation of this document which would not have been possible without their dedication and meticulous hard work and professionalism.

Very truly yours,

A handwritten signature in black ink, appearing to read "Edward A. Dion". The signature is fluid and cursive, with a long horizontal stroke at the end.

Edward A. Dion  
County Auditor

EAD:ya



# EXECUTIVE AND BUDGET SUMMARY

## SHORT-TERM STRATEGIES

### *Fund Balances*

The County operates under a balanced budget as required by law. 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 un-designated fund balances to balance the appropriations. As a sound financial management practice, members of the Commissioners Court consistently attempt to maintain sufficient un-designated 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 of paramount concern.

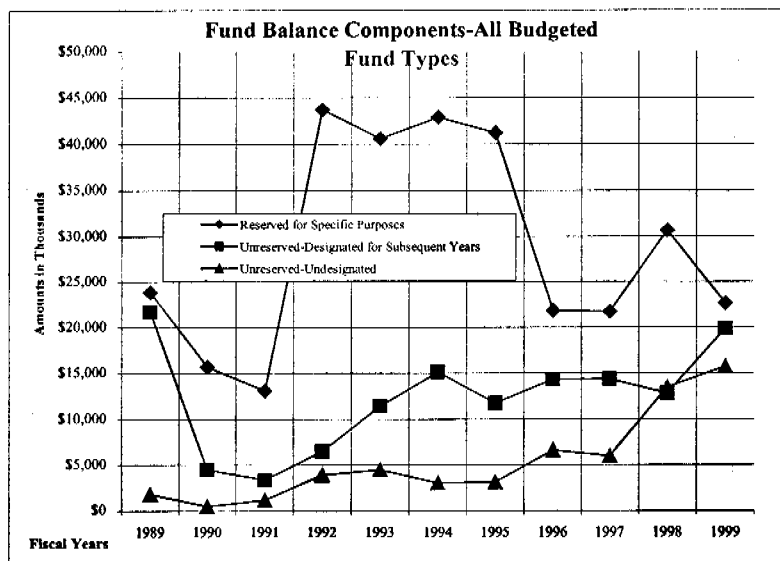
A more significant purpose of the fund balances is to offset unexpected increases in costs and unanticipated dips in revenues. Fund balances serve as buffers absorbing the bumps from unanticipated and adverse short-term financial fluctuations. As the graph to the right reflects, the commissioners court members frequently decide to utilize the

County's fund balance to prevent or reduce property tax increases in a given fiscal year. For instance, when costs are on the rise, and no new increases in revenues are identified, fund balance reserves may be utilized to make up this shortfall. In fiscal year 2000, the Court significantly increased its use of fund balance in the budget while simultaneously maintaining stability of fund balance reserves. Ordinarily, however, such decisions do nothing more than postpone an inevitable tax rate increase in a subsequent year. Those types of decisions can also result in the lowering of the County's bond ratings. The County will cautiously evaluate use of its fund balance reserves in future budgets.

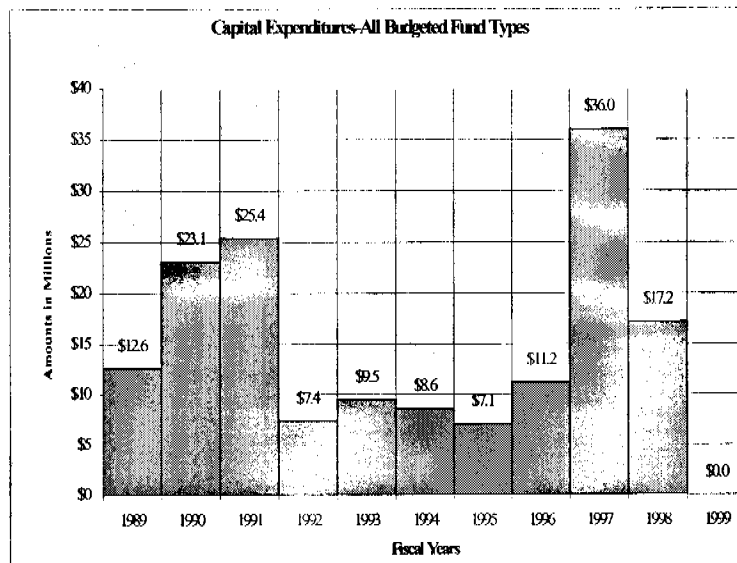
### *Operating Capital*

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. The County has initiated steps in developing a perpetual ongoing capital plan whereby the County of El Paso on an annual basis reevaluates present and future needs for planning budgetary impacts and forecast future needs, usually the next five years. The chart above reflects the actual expenditure trends related to capital expenditures the past ten years for all funds.



The chart above reflects the actual expenditure trends related to capital expenditures the past ten years for all funds.

The Court established an equipment committee whereby all departments must present and justify capital needs to the committee. This committee meets regularly as capital related matters arise in addition to the annual budgetary planning process. In June 1998, the County issued certificates of obligation, series 1998 for a variety of capital needs. Some of those needs included a computer migration project approximating \$9.3 million converting the County to a network environment and doing away with the expensive mainframe computer system. In addition to saving on operating and maintenance costs, the County was able to address the year 2000 issue for all software and hardware. Other needs included approximately \$5.1 million for countywide capital needs and \$6.5 million for the build out of the 5<sup>th</sup> and 7<sup>th</sup> floors of the County Courthouse as well as renovations of county facilities.

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, roving bailiffs to assist the courts with overflow needs, 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 subsequent 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 and to obtain desired fund balance reserves.

### **2. *Increase Capital Budget***

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 Reserves***

As a rule of thumb, since the general fund is the County's main operating fund, the County should maintain a general fund balance of, at least, 5 percent of the annual general fund budget, with emphasis on reaching a 15 percent target. At the present level, this means that the County should strive to maintain a minimum undesignated general fund balance of at least \$5,566,253 with an ideal balance of \$16,698,759 based on the fiscal year 2000 general fund budget. By maintaining a low fund balance, the County remains vulnerable to receiving lower bond ratings. Lower bond ratings ultimately mean more costly future borrowing mainly because interest expense is based on the County's financial position at any one point in time and its financial ability to cover unanticipated revenue losses or significant unanticipated expenditures, should they occur.

Historically speaking, in recent years, actual expenditures have been less than budgeted amounts and actual revenues have exceeded budgeted amounts. Until fiscal year 1998, even with these favorable trends, the County was not able to achieve its 10 percent undesignated general fund balance reserve goal. Continued persistence and emphasis on building undesignated fund balance resulted retaining a stable fund balance reserve at or near the County's goal in the general fund two years in a row. A myriad of factors contributed to the stable results on the general fund's financial position. It is noteworthy to mention that the actions of Commissioners



Court during mid and late summer and at fiscal year end, had the effect of enhancing the favorable expenditure budget variance, or unspent budget balance, within the general fund. To further explain this situation, general fund expenditure appropriations and transfers out grew in fiscal year 1999 by only \$4,115,147. Actual expenditures and transfers out in fiscal year 1999 grew by \$11,691,274. Of this amount, \$3,699,618, \$676,947, \$7,635,000 and \$376,836 related to the Sheriff Department, Juvenile Probation Department, accrual of vested benefits of sheriff personnel, accrual of contingent liabilities and the transfer of excess sales and use tax to the debt service fund respectively. Another factor that increased expenditures is reduction in the County's rate of attrition related to implementation of a countywide salary-step-plan. The sheriff's expenditures included additional costs to cover its collective bargaining contract increases and a full year of funding the new jail annex facility. Other changes not elaborated on here were previously discussed including statutory mandates. Additional factors impacting these results included the favorable revenues over estimates by \$16,585,753 as mentioned previously in the various areas such as taxes, charges for services for sheriff board bills, fine and forfeiture collections by the county attorney's office and county clerk collections. Also the fact that revenues exceeded expenditures by \$7,962,723 and a decrease in encumbrances from the prior year of \$81,418 help contribute to this fund balance change.

Although this stable fund balance is a good sign, the Commissioners Court should continually focus on hurdles that may lie ahead for County government. The fiscal year 2000 budget incorporated additional funding for the operations of the jail annex facility, other aspects of the Sheriff's budget and other mandated expenditures. The fiscal year 2000 budget increased and the majority of departments received only inflationary funding increases. Simultaneously, the designated fund balance utilized in balancing the 2000 budget escalated from the prior year with an increase of \$6,677,542 or 79.54 percent over fiscal year 1999. Departments will continue to be challenged with increasing efficiencies in order to operate within their budgets. More than ever, monitoring of expenditures will be paramount in forecasting budget inadequacies and identifying potential excesses.

For the future, it is anticipated that in fiscal year 2001 the Court will continue to face even greater funding challenges. Some of those challenges will be possible additional operational costs of a Post Adjudication Center and Administration Building for the Juvenile Probation Department once this facility is fully operational, automatic contractual collective bargaining salary adjustments for the sheriff's department and continued adherence to the County's salary-step-plan. Also growth due to inflation and the possibility of new mandates will be challenges faced by the Court.

The County will be tasked with identifying new or additional revenues to counter these expenditures. At its discretion, the Court will probably utilize some amount of fund balance which is healthy in the sense that it keeps the County from building up excessive reserves and reduces a future burden on taxpayers. Based on the amount of fund balance utilized in the 2000 budget, the Court should begin planning for a more stringent budget in 2001 if additional revenue sources are not identified. County Government will continually strive to maintain steady increases in revenue while costs are on the rise. In terms of the overall financial condition, the

County's present position is a significant accomplishment for the County of El Paso and the Commissioners Court is to be commended for such an attainment.

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

Over the years, the County has strived to stabilize ad valorem property tax rates. Some efforts by the Court are evidenced by reducing the tax rate as in fiscal year 1995, maintaining the same tax rates as in fiscal years 1996 and 1997 and again in fiscal years 1999 and 2000. From time to time, tax rates have changed as a result of issuance of general obligation bonds, when needed, for capital projects. Considering all these differing factors, the County's long-term plan will inevitably result in short-term fluctuations in ad valorem property tax rates in addition to the effects created by scheduled debt payments on prior bond issues. Wherever possible, fluctuations may be partially counterbalanced in the annual operating budgets by adjusting and redirecting the flow of interest income earned on capital project funds, mostly bond proceeds. The funds from construction projects remaining after a project's completion may be transferred to the appropriate debt service fund, and therefore may reduce the debt portion requiring property taxes in subsequent years.

#### **PUBLIC BUDGET HEARINGS AND THE BUDGET SUMMARY**

The budget process for fiscal year 2000 began May 28 1999 and ended on October 6, 1999. Although the new jail annex facility was fully funded in fiscal year 1999, the fiscal year 2000 budget continued to be impacted as reflected in the sheriff's jail annex budget with a 10.39 percent increase, or approximately \$1,226,058 over the fiscal 1999 budget. Throughout the budget process the Court took a firm position on the budget. The fiscal year 2000 budget hearings differed from prior years in that the Court changed its focus regarding its approach to determining the county budget. The most significant steps by the Court emphasized needed effort to develop a performance-based budget and establishing a countywide mission statement with goal and objectives of the Court to give direction to departments, elected officials, agencies and to the public as to the County's vision of its future direction. The Court participated in a special budget retreat along with other essential county officials. This meeting resulted in development of a framework to achieve this goal that was subsequently adopted by the Court prior to adoption of the fiscal year 2000 budget.

The Commissioners Court experimented for the first time with budget round table meetings with departments, officials and agencies that proved very resourceful to members of the court. The visionary changes introduced during this budget process have set into motion changes to come in the way the County and its departments do business. Departments and agencies requesting funds of the county were mandated to provide mission statements, goals and objectives, and were put on notice that future funding would be based on an evaluation of relevant performance measures. Although the County focused on new ways of approaching the budget, information was not readily available to recipients of funds at the time of preliminary budgetary hearings, therefore, implementation is contemplated as involving cooperative efforts from all those concerned over the next few years. Every effort has been made to incorporate as many changes as possible into this budget package although it is more realistic and we expect significant improvements will be evident beginning with the fiscal year 2001.

Throughout the summer of 1999, the Court held many public budgetary round table meetings and budget hearings. These meetings were attended by elected officials, department heads, key staff members, news media and many interested citizens before final adoption. Budgetary round table meetings were introduced to provided members of the Court and recipients of county funds an opportunity to discuss their operations as well as unique situations affecting those organizations. As with any change, the process received mixed reviews, but overall, much of the Court felt that the round table meetings added value to the budget and the decision making process. At these public round table and budgetary meetings, many issues were addressed such as:

- (a) Balancing the budget without raising the County tax rate;
- (b) Maintaining adequate General Fund balance reserves;
- (c) Implementation of the County's salary step plan that was only partially phased in during fiscal year 1999 and investing in the work force;
- (d) The County's collective bargaining agreement;
- (e) The continued impact of funding of the Jail Annex;
- (f) Adequately funding juror pay;
- (g) Adequately funding premiums to the Health and Life Benefits Fund for employee health benefits;
- (h) The issue of mandated versus non-mandated programs and levels of funding;
- (i) Adding statutorily approved courts and,
- (j) Implementing recommendations of the State Comptroller of Texas.

The budget reflects a multitude of changes throughout this document. Many changes resulted in trade off of appropriations in the budget while some funding was capped pending further evaluation due to changing legislation and the related mandates of county government. Other major adjustments were obtained as a result of what was defined as being either mandated or non-mandated functions of County government.

While addressing the ever increasing departmental requests, the Court orchestrated its financial priorities and was firm with departments resulting in a multitude of changes. The Court worked diligently considering the many possible sources and uses of funds and even imposed spending restrictions in late fiscal year 1999 in order to minimize spending and future costs to the taxpayers. This lengthy and diligent budgetary development process resulted in producing a very practical and cost efficient spending plan for the current fiscal year. It is noteworthy to mention that throughout this process, the Commissioners Court impressed upon all recipients of county funds, the importance of the County's goals and objectives for a more cost efficient and effective county government. Throughout the budget process, the Court instructed the county auditor to evaluate each budget request and to make recommendations to the court. All recommendations were based on justification presented to the Court and future financial analysis by the auditor. The resultant impacts, which comprise this budget, involve a multitude of scenarios. Level funding was not as prevalent as in past budget years although a reality for some. When insufficient justification was encountered in requests, reductions or level funding resulted. The majority of the budget received a marginal inflationary increase if data supported an estimated deficiency in appropriations. The Court went a step further, emphasizing that if recipients of county funds could justify that augmentation would result additional revenue generation that would more than offset added costs, the Court would look favorably on such

requests. Augmentation was not limited only to generating additional revenues but also creating greater efficiencies and effectiveness in public services. As a result of the Court's frugal fiscal management, the County achieved its goal of significantly reducing year-end expenditures. This, coupled with a significant increase in charges for service revenues, resulted in the County's successfully stabilizing prior gains in its unreserved fund balance. The Commissioners Court is to be commended for their commitment, fiscal and financial leadership, for the diligent decisions which resulted in this frugal budget and the attainment of adequate undesignated fund balance reserves in the general fund.

The accompanying budget portrays some areas where delivery of services may be under funded and ultimately could affect meeting needs of the citizens of El Paso County. This budget, nonetheless, was constructed with innumerable serious efforts made by the Commissioners Court members to develop a conservative and yet sensible balanced budget factoring in the County's goal of generating sufficient reserves while simultaneously levying the lowest possible ad valorem property tax rate.

The table that follows reflects the total operating budget for all funds including budgetary amendments of the prior fiscal year as provided by law, in comparison to the present adopted budget exclusive of appropriations carried forward relating to encumbrances from prior fiscal years. As a matter of policy, carryover appropriations relating to prior obligations are not factored into the operating budget analysis in an attempt to prevent inadvertent overstatement of the budget. Typically, budget analysis includes the adopted budget as amended along with comparative actual revenues and expenditures. This provides a means of consistent interpretation of the actions taken by the Commissioners Court from year to year in order to measure the County's attainments regarding financial goals, objectives and policies.

### ***Budgetary Narrative on Revenues (Sources) and Fund Balance***

FY 2000 Estimated Revenues and Fund Balance in Comparison to FY 1999 (All Budgeted Fund Types)

Revenues (Sources):	Adopted FY 1999	FY 1999 Amendments	FY 1999 as Amended	Adopted FY 2000	Change from 1999 Amended	Percent Change	Components as as % Budget
Tax Revenues	\$80,073,178		\$80,073,178	\$83,532,171	\$3,458,993	4.32%	57.22%
Licenses and Permits	\$160,000		\$160,000	\$160,000	\$0	0.00%	0.11%
Intergovernmental	\$1,845,912	\$8,614,361	\$10,460,273	\$2,247,062	(\$8,213,211)	-78.52%	1.54%
Charges for Services	\$25,237,179	\$110,000	\$25,347,179	\$29,855,527	\$4,508,348	17.79%	20.45%
Fines and Forfeits	\$2,949,000		\$2,949,000	\$3,520,000	\$571,000	19.36%	2.41%
Miscellaneous Revenues	\$1,984,752	\$647,148	\$2,631,900	\$2,207,434	(\$424,466)	-16.13%	1.51%
Interest Earnings	\$2,153,625	\$214,166	\$2,367,791	\$2,448,000	\$80,209	3.39%	1.68%
Other Financing Sources	\$3,121,100	\$1,021,922	\$4,143,022	\$1,483,774	(\$2,659,248)	-64.19%	1.02%
<b>Total revenues and other sources</b>	<b>\$117,524,746</b>	<b>\$10,607,597</b>	<b>\$128,132,343</b>	<b>\$125,453,968</b>	<b>(\$2,678,375)</b>	<b>-2.09%</b>	<b>85.94%</b>
<b>Fund Balance Components</b>							
Fund balance designated to balance the budget	\$11,343,081		\$11,343,081	\$20,526,985	\$9,183,904	80.96%	14.06%
<b>Total Fund Balance Designations</b>	<b>\$11,343,081</b>		<b>\$11,343,081</b>	<b>\$20,526,985</b>	<b>\$9,183,904</b>	<b>80.96%</b>	<b>14.06%</b>
<b>Total Revenues (Sources) and Fund Balance</b>	<b>\$128,867,827</b>	<b>\$10,607,597</b>	<b>\$139,475,424</b>	<b>\$145,980,953</b>	<b>\$6,505,529</b>	<b>5.05%</b>	<b>100.00%</b>
Designated Fund Balance as % of Budget	8.80%			14.06%			

### ***Total Estimated Revenues***

Total estimated revenues from all sources decreased from \$128,132,343 in fiscal year 1999 in comparison to \$125,453,968 in fiscal year 2000 by 2.09 percent. Closer analyses of the components of major class groupings of revenues reveals significant increases in taxes, charges

for services and fines and forfeits that amounted to \$3,458,993, \$4,508,348 and \$571,000 respectively. Concurrently, the County experienced decreases in intergovernmental, miscellaneous revenues and other financing sources totaling \$8,213,211, \$424,466 and \$2,610,818 respectively, or 78.52, 16.13 and 63.76 percent decreases respectively within those categories. Other revenue categories although not material in relation to the total budget experienced changes within their categories and will be further discussed hereafter. The majority of these reductions are due to grants reflected as budget amendments during 1999 which will not be budgeted in fiscal year 2000 until awards are made.

### **Tax Revenues**

Tax revenues represent approximately 57.22 percent of the total county budget to cover appropriations. The overall increase in this major classification of taxes relates mainly to ad valorem property and sales and use taxes. Hotel and motel occupancy taxes which are also included within this group increase only marginally.

On September 29, 1999 the Commissioners Court approved an ad valorem property tax rate of \$0.361434 per \$100 dollar valuation. Based mostly on history and current economic influences, it is normally estimated that about 98.40 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 increases. Overall, this legal requirement effectively removes the elasticity. Many 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 following historical ad valorem property tax information is provided to facilitate a better understanding of some factors affecting the tax rate in order to analyze ad valorem property tax revenues. Further analyses of these components can be found in the Debt Service section of this document.

	<b>FY 2000</b>	<b>FY 1999</b>	<b>% Change</b>
Adopted Ad Valorem Property Tax Rates	\$0.361434	\$0.361434	0.00%
Effective Tax Rates	\$0.361513	\$0.317705	Not Comparable
Total Taxable Values	\$16,785,323,337	\$16,173,346,924	3.78%
Total Estimated Tax Revenues	\$59,697,179	\$57,520,678	3.78%

Each fiscal year, all taxing entities levying ad valorem property taxes must calculate their tax rates as prescribed by the State Comptroller of Texas. This tax calculation takes into consideration various factors. One significant requirement of these calculations is determination of an effective tax rate. The effective tax rate is based on the premise of determining a tax rate which factors changing financial requirements from year to year relating to the repayment of principal and interest on bonded indebtedness of the County. The effective tax rate in essence assures statutory compliance of a minimum tax rate sufficient to meet debt payment requirements before a taxing entity may consider the maintenance and operations portion of its tax rate. These guidelines also referred to as Truth-in-Taxation Guidelines, further requires the County to notify the public of any increase in tax revenues. These tax guides that mirror exist-

ing tax laws also limit Texas Counties from increasing their taxes above the rollback rate without risking the possibility of a rollback election.

The County imposed the same tax rates of \$0.305400 in fiscal years 1995 and 1997 although the Court reduced the tax rate in fiscal year 1996 to \$0.280346. In fiscal year 1998 the rate went to \$0.315000 and \$0.361434 respectively in fiscal years 1999 and 2000. Throughout the fiscal year 2000 budget process, the Court contended with fully funding mandated expenditures, addressing fully implementing its approved salary step plan and collective bargaining as well as a contemplated significant increase of county funding to the its health benefits program. From the outset, the Court emphasized their perseverance to enhance the County's undesignated general fund balance without an increase in the tax rate. Due to the fact that new debt service fund requirements increased insignificantly by \$12,427, and the fact that property values increased over last fiscal year by \$611,976,413 or 3.78 percent, the net increase in budgeted revenues over the prior year is projected to approximate \$2,176,501 or 3.78 percent.

### ***Licenses and Permits***

This category of revenues represents 11 tenths of one percent of the County's overall budget and relates to occupational and alcoholic beverage licenses and business permits. The estimate in this area remained unchanged for fiscal year 2000.

### ***Intergovernmental***

Intergovernmental revenues amount to 1.54 percent of total budgeted revenues. This area saw a decline of 78.52 percent from fiscal year 1999 amended budget mainly due to the manner in which the law allows grants to be budgeted. Grant budgets are appropriated on a contract basis only upon certification by the county auditor, as required by the *Texas Local Government Code 111.043*, as grant awards and signed contracts are received. Because of the nature of grants and their varying fiscal years, adoption of the budget only includes those grant contracts that are certifiable when the operating budget is adopted, therefore, grant funding is budgeted throughout the fiscal year via budgetary amendment as provided by law. If we exclude the impact of grants on the budget, the intergovernmental increase is \$401,150 or 21.73 percent over fiscal year 1999. The majority of the change can be attributed to an increase in estimated reimbursements from other governmental agencies. This revenue source is monitored closely specifically due to the concern of not becoming dependent upon such revenues. This classification can be segregated into two major components, general fund revenues and other governmental agencies funding for various grants.

### ***Charges for Services***

This area represents 20.45 percent of total funding to cover appropriations and exhibited a significant increase over the fiscal year 1999 estimate by 17.79 percent or \$4,508,348. These increases relate to county imposed fees, vehicle registration fees, and other fees of elected officials throughout the County. The largest component of revenue in this category relates to expectations regarding revenues from housing prisoners in the both the downtown and eastside jail annex facilities. This estimate was based on realistic expectations that chargeable prisoner population will remain consistent with that of fiscal year 1999. The County continued to address its goal of enhancing the quality of life by keeping on track with revenues for parks and recreation. In fiscal years 1999 and 2000, the Commissioners Court directed all park and golf course revenues to a special park improvement budget for the sole purpose of initiating park

improvements and revitalization of public recreation. While providing for reinvestment of recreation revenue, the Court maintained respective departmental funding of expenditures within the general fund and is presently engaged in development of a countywide park master plan for significant improvements. Furthermore, the Court continues to evaluate possibilities of privatization of Ascarate Golf Course as well as other parks. This source includes fees and concession revenues from the Ascarate Golf Course and Regional Park, County Coliseum, swimming pools and other recreation related activities.

### ***Fines and Forfeits***

This category is expected to increase \$571,000 or 19.36 percent due to the continued upbeat efforts and expectations of pursuing collections on outstanding bond forfeitures by the County Attorney. Virtually all revenues in this category relate to fines and forfeitures inclusive of fines and court costs associated with the judicial process within the County. As a component of the overall revenue estimate in the budget, this category represents 2.41 percent.

### ***Miscellaneous Revenue***

This category which accounts for 1.51 percent of total estimated revenues, decreased noticeably from fiscal year 1999 mainly due to grants related funding. Other revenues in this category are classified as miscellaneous reimbursements and unclassified revenues.

### ***Interest Revenue***

Interest revenue comprises 1.68 percent of the total funding estimation and is projected to increase by 3.39 percent or \$80,209 over fiscal year 1999. A slight increase in interest rates is estimated, thus, this increase is basically a reflection of earnings on capital bond proceeds and other working capital to be invested throughout the fiscal year.

### ***Other Financing Sources***

This category is utilized to account for fund transfers into various funds from other funds. This category decreased in fiscal year 2000 \$2,659,248 or 64.19 percent. The County experienced a sizable reduction of \$1,620,070 or 100 percent of the budgeted transfer to the general fund. This reduction represents an amount previously transferred from the road and bridge fund to partially reimburse the general fund related to law enforcement policing of county roads. During fiscal year 1999, the Commissioner Court approved a motion to discontinue this transfer to become effective in fiscal year 2000. Discontinuation of this transfer from the road and bridge fund was meant to ensure enhancement of future road projects within the county. The balance of this decrease relates to grant budgeting as previously discussed. This category represents 1.02 percent of total estimated funding to cover the budget for fiscal year 2000.

### ***Fund Balance***

Utilization of fund balance represents accumulated funds estimated to be available on the first day of the fiscal year that may be used to fund future appropriations. In many cases, designation of fund balance represents funds designated for a specific purpose for which the amount was not exactly known during the budget process. As a result of the County's annual financial audit, fund balances are subsequently included in the budget for expenditure in the new fiscal year along with other revenue estimations. This category represents 14.06 percent of the total funding to cover the budget, up by \$9,183,904 or 80.96 percent from fiscal year 1999.

The most significant changes can be attributed to an increased usage of fund balance within the general fund, road and bridge and capital project funds in fiscal year 2000. The County's capital project funds are dwindling as project funds are consumed and projects completed. Usage of fund balance within specific funds and their impact on fund balance reserves will be discussed later in this document at the fund level.

### ***Budgetary Narrative on Appropriations (Uses) and Encumbrances***

The County's total budgeted appropriations can be analyzed in a variety of ways. The following overview reflects appropriation changes between fiscal year 2000 and 1999 by (1) fund and (2) function.

**FY 2000 Adopted Appropriations and Fund Balance in Comparison to FY 1999 (All Budgeted FundTypes)**

Appropriations (Uses):	Adopted FY 1999	FY 1999 Amendments	FY 1999 as Amended	Adopted FY 2000	Change from 1999 Amended	Percent Change	Components as % of Budget
General Government	\$23,710,818	-\$1,312,988	\$22,397,830	\$28,797,077	\$6,399,247	28.57%	19.73%
Administration of Justice	\$18,107,845	\$3,026,038	\$21,133,883	\$19,873,449	-\$1,260,434	-5.96%	13.61%
Public Safety	\$46,683,936	\$4,080,372	\$50,764,308	\$51,393,606	\$629,298	1.24%	35.21%
Health and Welfare	\$5,855,345	\$2,068,070	\$7,923,415	\$7,044,199	-\$879,216	-11.10%	4.83%
Community Services		\$942,763	\$942,763	\$136,969	-\$805,794	-85.47%	0.09%
Resource Development	\$1,963,069	\$123,153	\$2,086,222	\$3,089,589	\$1,003,367	48.09%	2.12%
Culture and Recreation	\$4,304,860	-\$30,562	\$4,274,298	\$4,983,210	\$708,912	16.59%	3.41%
Public Works	\$3,908,048	\$72,424	\$3,980,472	\$5,374,699	\$1,394,227	35.03%	3.68%
Capital Outlays	\$2,074,482	\$1,741,289	\$3,815,771	\$3,653,531	-\$162,240	-4.25%	2.50%
Debt Service:							
Principal	\$8,990,440		\$8,990,440	\$11,235,000	\$2,244,560	24.97%	7.70%
Interest	\$8,204,421		\$8,204,421	\$5,958,542	-\$2,245,879	-27.37%	4.08%
Other Financing Uses	\$5,064,563	-\$102,962	\$4,961,601	\$4,441,082	-\$520,519	-10.49%	3.04%
<b>Total Appropriations (Uses)</b>	<b>\$128,867,827</b>	<b>\$10,607,597</b>	<b>\$139,475,424</b>	<b>\$145,980,953</b>	<b>\$6,505,529</b>	<b>4.66%</b>	<b>100.00%</b>
Encumbrance carryforward		\$2,946,641	\$2,946,641		(\$2,946,641)	-100.00%	
<b>Total Combined Appropriations</b>	<b>\$128,867,827</b>	<b>\$13,554,238</b>	<b>\$142,422,065</b>	<b>\$145,980,953</b>	<b>\$3,558,888</b>		

The table that follows by fund is illustrated to reflect an all-inclusive depiction of appropriations, whether they resulted from adoption of the budget, carry-forward encumbrances appropriations for legal obligations outstanding from the prior fiscal year, or appropriations resulting from amendment to the operating budget as provided by law. For budget planning and comparison purposes, only amendments to the budget are factored into the determination of the future budget.

**FY 2000 Adopted Appropriations and Fund Balance in Comparison to FY 1999 (All Budgeted FundTypes)**

Appropriations (Uses):	Adopted FY 1999	FY 1999 Amendments	FY 1999 as Amended	Adopted FY 2000	Change from 1999 Amended	Percent Change	Components as % of Budget
Capital Project Fund	\$944,485	\$14,160	\$958,645	\$1,639,137	\$680,492	70.98%	1.12%
Debt Service Fund	\$17,068,240		\$17,068,240	\$17,080,667	\$12,427	0.07%	11.70%
Enterprise Fund	\$419,579		\$419,579	\$430,875	\$11,296	2.69%	0.30%
General Fund	\$97,400,387		\$97,400,387	\$111,325,062	\$13,924,675	14.30%	76.26%
Grants	\$1,222,496	\$10,545,007	\$11,767,503	\$1,394,017	-\$10,373,486	-88.15%	0.95%
Special Revenue	\$11,812,640	\$48,430	\$11,861,070	\$14,111,195	\$2,250,125	18.97%	9.67%
<b>Total Budget</b>	<b>\$128,867,827</b>	<b>\$10,607,597</b>	<b>\$139,475,424</b>	<b>\$145,980,953</b>	<b>\$6,505,529</b>	<b>4.66%</b>	<b>100.00%</b>



The prior table indicates that significant amendments to the fiscal year 1999 budget almost entirely related to grant funds being appropriated during the year as funds were certified. For comparison purposes, if we ignore budgetary amendments from the above table, the overall change in the adopted budget from fiscal year 1999 to 2000 equates to a 13.28 percent increase. Further analysis at the fund type level reveals the most significant changes occurred within the general fund and special revenue fund. These increases resulted due to a variety of factors as explained in the narrative of appropriations by function following the table below.

The County budget is categorized into eleven major classifications of appropriations. These major classifications are: (1) general government; (2) administration of justice; (3) public safety; (4) health and welfare; (5) community services; (6) resource development; (7) culture and recreation; (8) public works; (9) capital outlays; (10) debt service; and (11) other financing uses. These appropriations and their respective changes from fiscal year 1999 discussed from here forward can be found throughout this document.

In comparing the fiscal year 2000 and 1999 adopted budgets, it should be noted that when the County adopts countywide salary increases for the fiscal year, salary appropriations are reserved in the general and administrative account of the general fund. As a means of savings to the County, salary appropriations are distributed later during the fiscal year. This provides a more accurate estimate of the funding actually required through the remainder of the fiscal year factoring in the effect of yearly attrition. This reduces the County's exposure to possible appropriation transfers by departments to non-salary accounts with Commissioners Court approval. In fiscal year 1999, the County realized a budgetary saving of \$1,504,741 or 50.16 percent of the original appropriations of \$3,000,000 in the general fund budget. Although savings were from numerous departments within the general fund budget, significant savings resulted within departments with high attrition rates, such as the sheriff department. Later in fiscal year 2000, when salary appropriation needs are assessed, funding for salary increases will be transferred accordingly. Shifting of appropriations such as those mentioned above from general government to other functions is exhibited in the prior table in the column labeled FY 1999 amendments. Also included in this column are legal amendments to the budget for grant contracts and intergovernmental agreements during the fiscal year. As you read through the following discussion regarding the various functions of county government, keep in mind, the majority of these reductions constitute grants reflected as budget amendments during fiscal year 1999 which will not be budgeted in fiscal year 2000 until receipt of award notices and certification of revenues. To obtain a better understanding of how grant funds impact this budget comparison, refer to the other funds section of this document.

### ***General Government***

The primary functions in this 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 auditor, purchasing, county clerk and district clerk just to name a few.

A global perspective of the 2000 budget depicts that general government appropriations represent approximately \$28,797,007 or 19.73 percent of the total budget and increased significantly by \$6,399,247 or 28.57 percent from the prior amended budget. Some of the significant impacts made within this category to name a few are discussed here forward. One monumental

task of the County was to follow through on its pledge to county employees in fiscal year 1999 to institute a countywide salary-step-plan in fiscal year 2000. Not only did the Court keep its promise, it also added a two percent cost-of-living increase to the salary plan to keep pace for lost ground because of delayed implementation of the plan. Additionally, effects of automatic collective bargaining increases pursuant to the sheriff's contract also impacted the budget for a combined total approximating \$3,057,000.

A significant amount of appropriations were budgeted in anticipation of a funding short-fall within the non-budgeted county health, life and dental insurance benefits fund approximating \$2,939,000. This funding was based on a recommendation from the county's risk pool board that by law is charged with oversight of these funds. This proposed infusion of funding in effect causes health insurance premium increases to be phased in over a three-year period. In the fiscal year 2000, the County will absorb 90 percent of employer and employee health insurance premium increase effective January 1, 2000. Another major milestone for the Court was increasing the amount of compensation to jurors that are empanelled to serve on a jury from \$6 to \$40 per day at a cost of approximately \$552,060. Jurors called but not serving on a jury will still be compensated the standard \$6 per day. Building maintenance and utility costs and janitorial staff increased by approximately \$124,310 due to build out of the 5<sup>th</sup> and 7<sup>th</sup> floors of the courthouse that should be complete during fiscal year 2000. The consolidated data processing departmental budget grew by \$719,353 due to unexpected additional cost associated with the County's computer migration from its mainframe computer system. A significant increase was also seen in the Consolidated Data Processing Department during fiscal year 1999 totaling \$129,193. Other increases included contingencies of the general fund, increased appraisal cost, appropriations to purchase and prepare land for a new county cemetery. Changes that are not apparent at this summary level include \$55,998 relating to various community centers as well as reductions to appropriations such as a \$780,000 reduction of legal contingencies and a reduction of contracted services by \$77,982.

In support of greater efficiencies, the County responded to recommendations of Texas State Comptroller's office, by appropriating \$400,000 in the general fund as potential reimbursement to the road and bridge fund for projects performed unrelated to roads and bridges. Furthermore, additional recommendations included creation of three new departments such as planning and management, community services and public works. Recommendations also resulted in augmentation of the county auditor's by three staff members totaling \$154,228. These positions will support additional efforts in the areas of budget and internal auditing. In the area of investing in the work force, the Court appropriated \$250,000 for the purpose of contracting an agency to implement a workforce development program. Other changes within this classification not apparent at this level are discussed in subsequent trend sections of this document.

### ***Administration of Justice***

El Paso County provides the funding to operate Seven County Courts at Law and a Probate Court. The County also provides facilities, operating expenses and support staff of the fourteen State District Courts in the County. Some of the other offices associated with the judicial system are the council of judges administration, county courts administration, district attorney, county attorney, public defender, one criminal law magistrate, two court masters, child abuse master and seven justices of the peace.

With a significant decrease of \$1,260,434 or 5.96 percent under the prior year, administration of justice accounts for 13.61 percent of the total 2000 budget. A significant cause for this reduction is the impact of grants classified in this category that are funded as contracts are awarded and funds are certified. Analysis of this function at the general fund level will give you a more precise depiction of funding changes in this area other than grants. Although the overall analysis depicts a decrease, actually increases occurred. The Council of Judge's budget increased by approximately \$440,729 specifically due to an estimate in legal fees and a transfer of jury meals and lodging line items from the District Clerks budget.

Statutory mandate required adding the 388<sup>th</sup> District Court for a total of \$133,699, augmentation of the District Attorney's office totaling \$175,734, the County Attorney budget grew by \$123,826 or 6.56 percent and the County Attorney Bond Forfeiture Fund increased by \$86,276 or 56.83 percent. Most of this increase related to shifting of personnel and operating expense from the County Attorney budget to the bond forfeiture unit budget. Most of the Justices of the Peace received an additional clerk to pursue outstanding warrants for an aggregate increase of \$88,293. The Public Defender's budget was amended by 223,857 of which \$119,000 was offset from legal fees as a gesture by that department to address the Comptroller's recommendations of greater efficiencies. Additional funds were given to the Public Defender in anticipation of further reducing costs associated with court appointed attorneys by providing indigent legal representation in lieu of outside legal representation. This endeavor has been a continual effort between the Commissioner Court, the Council of Judges and the Public Defender whereby the County's goal has been that the Public Defender's Office handle fifty percent of all cases, of which they presently handle 35 to 40 percent relating to felonies. Although funding has been placed within the Public Defender budget, increased case allocations remain relatively unchanged due to lack of an adequate system to accurately track assignment and disposition of cases in order to develop a realistic and sound cost analysis. Administration of justice ranks the third highest component of the budget after public safety and general government.

**Public Safety**

Major funding within this classification encompasses the county sheriff's law enforcement and detention activities such as the downtown detention facility and the Leo Samaniego Law Enforcement Complex. Also, funding for the juvenile probation and adult probation departments, ambulance services, emergency management and seven constables are classified under this heading.

This area increased \$629,298 or 1.24 percent over fiscal year 1999. Due to the netting of grants funded in fiscal year 1999 and yet to be budgeted in fiscal year 2000, the general fund increase to this function may be greater than exhibited in this analysis. This change is less than the increase in fiscal year 1999 that was \$1,115,114 or 2.45 percent over fiscal year 1998. At the present time, public safety represents 35.21 percent of the



total 2000 budget. Operations and staffing of the new east-side jail plus personnel salary adjustments mandated by a collective bargaining contract constitute a substantial majority of this addition. Total appropriations for the Sheriff's department increase by \$2,578,290 or 6.54 percent of which \$850,181, \$1,226,058 and \$502,051 were attributable to the detention facility, jail annex and law enforcement divisions respectively. These increases were necessary to cover collective bargaining increases, augmentation of staff to open an additional pod at the jail annex as well as other positions within the Sheriff's department. Of the increase above, one million dollars was added late in the budget process as requested by the Sheriff in order to assure the detention facility and jail annex facility could accommodate a minimum of 575 Federal prisoners, as thus ensuring capacity to meet revenue estimates.

Courthouse security decreased by \$6,260 or 1.18 percent to a total of \$522,131. This department is overseen by the Sheriff and is partially funded by a courthouse security fee, therefore, any deficit is funded at the discretion of the Commissioners Court through the general fund. Courthouse security fees are the primary funding source for this department presently estimated at \$390,000; therefore, \$132,131 of courthouse security appropriations are funded by the general fund, down from \$263,391 in the prior year. Another major area of increase was the Juvenile Probation Department totaling \$1,743,209 or 27.87 percent. This department increased due to anticipated staffing and operations of new Post Adjudication Facility for juveniles to become operational early on in fiscal year 2000. This budget also included a general two percent cost of living increase to the County's salary-step-plan.

The seven constables overall received an additional \$59,818 related to general operating increases but mainly as a result of a pilot project whereby the Court decided to provide vehicles in pursuit of collecting outstanding warrants. The bulk to this increase was intended to completely overhaul existing county owned vehicles for reuse by the constables and to provide a maintenance and operations vehicle budget.

### ***Health and Welfare***

The County of El Paso, R. E. Thomason Hospital (Hospital District) and the City of El Paso jointly participate with monetary commitments of certain public health and welfare programs. The programs include public health and dental facilities, air pollution, water pollution, mosquito and animal control functions.

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.

Health and welfare approximates \$7,044,199 or 4.83 percent of the total 2000 adopted budget. This funding amount was \$879,216 or 11.10 percent less than the amount funded in fiscal year 1999. As with functions previously discussed, this areas reflects a reduction mainly due to grants which net out increases reflected in the general fund. Within this function, most areas experience level funding or only a moderate increase such as an inflationary adjustment.

Animal Control was funded at \$180,840 or the same funding and On-Site Sewage Inspectors was increased by \$8,096 or 3.0 percent for a total of \$277,977. The County stood its

ground with City-County Health District, keeping funding at \$1,404,279. In fiscal year 1999 the County shifted \$1,000,000 of its indigent health budget to the Hospital District. During fiscal year 1999, the City-County Health District had difficulties satisfying requirements of the Hospital District for indigent care reimbursement and therefore only received a total of \$791,385 from the District. Due to this fact the County of El Paso made up the difference with an additional \$200,000. Changes in the legislature have expanded the County's interest in exploring the services provided by the City-County Health District. Therefore, the County appropriated funds in fiscal year 2000 to partially fund a study of the Health District in a concerted effort with other agencies and with the assistance of the Texas Department of Health. The overall intent of the Court is to identify state mandates of indigent health and to evaluate the adequacy of present Health District programs. Other indigent health areas that still remain under consideration are the expenditures for inmates of the Sheriff and Juvenile Probation facilities related to health functions and services. Another area in this category that increased is the general assistance department due to lost matching state funds which prompted an increase in support assistance which was part of the total increase of \$96,285 or 12.06 percent over fiscal year 1999.

### *Resource Development*

Funding for any County activities that promote economic improvements for its citizens are recognized here. Activities in this group include the historical commission, economic development (formerly called industrial development), alternative dispute resolutions and agricultural cooperative extension services.

This category increased by \$1,003,367 or 48.09 percent from the prior year. As a component of the budget, this classification currently represents about 2.12 percent of the adopted budget. Most areas were level funded such as the economic development division of the El Paso Chamber of Commerce that received funding of 60,000 and the Texas Agricultural Coop Extension Service, receiving a 5.95 percent increase or \$22,107 for total funding of \$393,843. The Downtown Management District was funding in fiscal year 1999 with the stipulation it would not be funded in 2000. As a result it was deleted from the budget but the issue came back up in late summer resulting in a funding decrease of \$15,500 or 49.21 percent for a total of \$16,000. The Small Business Development (also called the Hispanic Chamber of Commerce) was level funded at \$40,000. Other changes within this category are discussed later in this document. During fiscal year 1999, the County contracted to pay the City of El Paso one percent of its two and one-half percent of sales tax revenues for the county's contribution to the El Paso Tourist and Convention Bureau. The City of El Paso did not approve this inter-local agreement which resulted in the county having to re-appropriate approximately \$650,000 in addition to the estimate for the year of \$850,000. The second major factor increasing this area was addition of a planning and management services department in response to recommendations of the Texas State Comptroller. Additionally, the planning department which is normally funded by grants through administrative charges or indirect charges, was appropriated in the general fund with the stipulation that grants, once obtained, will reimburse this department for salary and fringe benefit cost of the individuals working those grants. This was an attempt to assure continuity of efforts by the County prior to receiving awards. Furthermore, this is a means of tracking the efforts of the planning department versus actual grant awards during any one fiscal year.

### ***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 located on the Coliseum's grounds. This area comprises 3.41 percent of the overall budget and increased by 16.59 percent or \$708,912 over the prior fiscal year. Most areas in this category received only inflationary funding changes with the exception of the establishment of a park improvement fund in fiscal year 1999 whereby the Court directed that all revenues of the Ascarate Regional Park and Golf Course be placed in that fund. The Court funded the golf course at \$677,333 or 5.56 percent less than fiscal year 1999. Although this appears as a reduction, it represents a funding problem addressed during the year and therefore, the current 2000 budget is adequately appropriated. The County is presently evaluating the possibility of privatizing the Ascarate Golf Course. The

County is leveraging its park improvement funds as grant match such as the \$330,000 presently appropriated to secure funds from the Texas Parks and Wildlife Commission in an effort to replace the boat docks at the lake in Ascarate Park as well as other improvements. The County has taken a major step to make significant improvements in addressing quality of life issues. If these funds are used wisely to secure further funding, the



County's park system has the potential of becoming a major public attraction that should ensure continued progress. Other increases related to this function are due to increase estimated revenues such as in the Law Library and the Coliseum Tourist Promotion fund for \$59,086 and \$41,250 respectively to name a few.

### ***Public Works***

The County maintains several hundred miles of roads, streets and highways and numerous bridges. The County operates under the unit road system that was approved by County voters many years ago. Under this system, the four Commissioners' precincts are combined, for operating purposes, into a single unit and the Commissioners Court appoints a roads and bridges administrator. The roads and bridges administrator is responsible for planning, engineering, building and maintaining all county public roads and bridges. This area also included the East Montana Water Project, a County Water Utility System comprised of seven small water systems providing water in rural areas of East El Paso. The County purchased existing water systems, made major improvements, and is paying for the operation and maintenance of the water facilities. The goal of this project is to develop one main water facility servicing the entire East

Montana area and to contract out for facility operations. The related debt will be repaid through fees paid by users of the system.

At 3.68 percent of the overall adopted budget, the public works budget totals \$5,374,699, up \$ or 35.03 percent from the prior year. This category is mainly represented by the roads and bridges fund. Over the past few years the Court has emphasized reinvestment of road funds for significant improvement of roads and purchases of heavy duty road equipment utilizing current revenues and prior years fund balance. As recommended by the State Comptroller, the County added the department of public works and facilities management for a total of \$203,600. This department is intended to provide greater coordination and oversight of the multitude of projects and provide continual planning which should assure road funds are utilized to the fullest extent possible. Furthermore, it is envisioned that this department would strive to seek transportation grants in coordination the planning and management department and leverage existing road and bridge funds as matching funds. With this in mind, the Commissioners Court passed an order during fiscal year 1999 committing to discontinue transferring any amounts from the roads and bridge fund to the general fund effective in fiscal year 2000. Funds were transferred in accordance with state law that allows for the reimbursement of costs associated with policing of county roads by the sheriff's patrol division. Even though the costs of patrolling county roads far exceed's the transfer amount of approximately \$1.6 million in fiscal year 1999. As a result, the road and bridge funds are at an all time high that should result in expanded road and bridge services within the county.

### ***Capital Outlays***

This category is used to account for major expenditures made to acquire furnishings and equipment and major capital expenditures of the capital project fund. These expenditures are presumed to benefit both the present and future fiscal periods. During fiscal year 1999, the County's projects progressed and substantial capital funds were expended. Due to the utilization of the capital project fund for capital outlay needs of the county, fewer resources for capital outlay budgets were required. New capital project appropriations in fiscal year 2000 totaled \$3,653,531 as a result of additional capital project revenues becoming available for appropriation. Overall, the capital budget decreased by only \$162,240 or 4.25 percent from the prior fiscal year and represents 2.50 percent of the overall adopted budget. Components of capital appropriations changes that comprise this change include general fund, capital project, grants and special revenue, which changes total \$228,347, \$680,492, (\$1,607,349) and \$536,270 respectively.

### ***Debt Service***

This area relates to the County's bonded indebtedness, the principal and interest payments due each year as set out in various bond amortization schedules. These expenditures are funded by ad valorem property taxes that by law constitute the interest and sinking portion of the County's tax rate having priority over the maintenance and operating component of the ad valorem property tax rate. Although this area in total saw little change there was of shift from interest to principal. The amount budgeted for principal payments rose by \$2,244,560 or 24.97 percent whereas interest budgeted declined by \$2,245,879 or 27.37 percent. This is mainly the result of restructuring of debt in prior years that focused on earlier repayment of debt.

### ***Other Financing Uses***

Other financing uses for the most part represent transfers between funds or are the result of bond transactions such as defeasance or refunding of bonds. The main purpose of these transfers is to provide matching funds for grants. This area represents 3.04 percent of the budget or \$4,441,082 and decreased by \$520,519 or 10.49 percent from fiscal year 1999. A significant factor that is not obvious from this analysis is the road and bridge fund transfer reduction of approximately \$1.6 million.

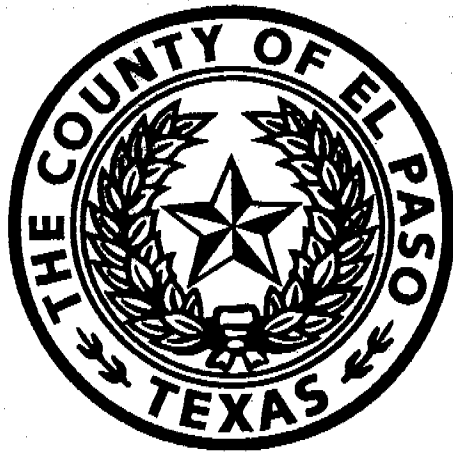
Due to the nature of grants and capital projects, project-based budgeting is more appropriate than fiscal year based budgets. As previously discussed, due to this fact, grants are added throughout the year when contracts are awarded while capital projects are budgeted when funding transactions take place or bonds are issued. Furthermore, only when additional project related funds are identified, does it become necessary to supplement capital project appropriations in the budgetary process.

As reflected above, the overall budget increased by 4.66 percent or \$6,505,529. The most significant increases resulted in the areas of personnel and operations that increased by 6.68 and 2.74 percent respectively. Increase in personnel appropriations are mainly attributable to continued staffing to various departments as explained throughout this document. Some increases to name a few include new jail annex, additional sheriff personnel and the new juvenile post adjudication facility. A significant factor was the implementation of a salary-step-plan for County employees and the impact of the deputies and detention officer collective bargaining contract. Other factors discussed previously include additional staff for various offices in support of the new 388<sup>th</sup> District Court plus other departmental support. Personnel raises were a significant factor in this budget and many employees received substantially higher increases than in fiscal year 1999. In prior years, salary increases had minimal impact due to factors such as attrition. The Court took action to implement its salary-step-plan that should prove to substantially reduce the rate of attrition, but at the same time, it impacted the present budget and should level off with only moderate increase to salary appropriations in the future.

As a component of the total 2000 County budget, personnel appropriations comprise 54.75 percent, operating comprises 42.74 percent and capital comprises 2.50 percent. The County was able to obtain some of these increases by utilizing a trade off of appropriations throughout its general fund budget.

Capital appropriations in the adopted budget historically represent capital project funds that have been identified or new funding requiring appropriation in order to supplement existing project based budgets. As capital project funds are consumed, reduced program income is generated, thus, reducing funds available for appropriation over the project. Capital projects fund appropriation discussions can be found later in this document.





## STRATEGIC FINANCIAL PLAN

At the present time, the County's strategic financial plan rests with the governing body and emphasizes stability of expenditures while focusing on increasing revenues. The County's strategic plan includes funding moderate growth and statutory mandates such as increases in public safety and administration of justice. The County's plan is a five-year projection based on known future impacts on the county and expected growth potential. 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. These studies are designed to ascertain whether new revenues will be required or if normal anticipated revenue growth is expected to be sufficient to fund new operating and maintenance costs associated with each project. A five-year forecast of the County's net budget requirements is shown below:

Fiscal Years	2000	2001	2002	2003	2004	2005
Increase in County Revenue needed (From prior year)	\$19,556,140	\$12,250,932	\$9,273,055	\$4,799,620	\$2,411,618	\$476,413
Projected increase in Revenues (From prior year)		\$8,229,798	\$3,948,644	\$3,362,841	\$3,214,887	\$3,695,407
Revenues over/(under) Requirement (Utilized Fund Balance in Fiscal Year 2000)		<u>(\$4,021,134)</u>	<u>(\$5,324,411)</u>	<u>(\$1,436,779)</u>	<u>\$803,268</u>	<u>\$3,218,994</u>
Total amount Over/(Under) Requirements for 5 year forecast						<u>(\$6,760,062)</u>

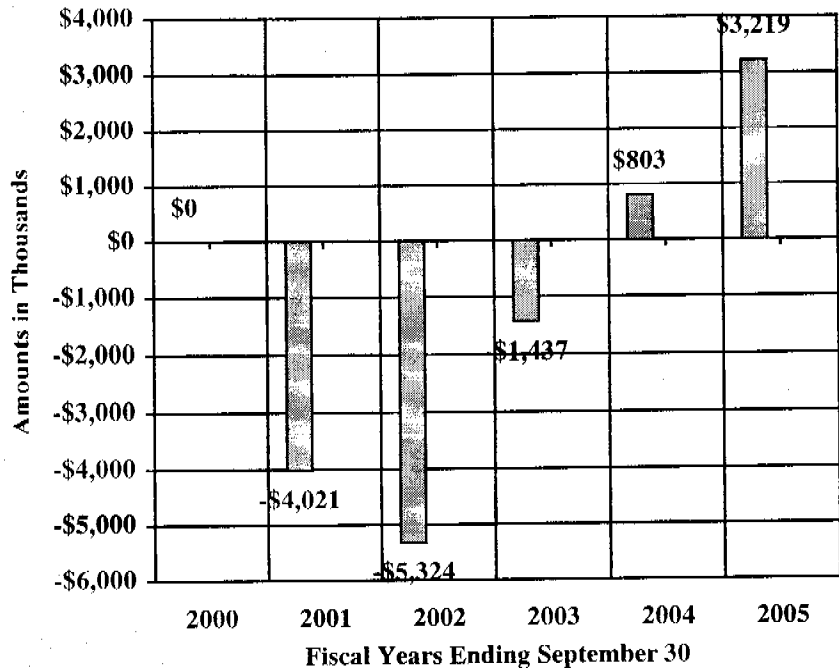
## A SIMULATION MODEL

This model has been designed to show some hypothetical outcomes, both favorable and unfavorable, which could happen from following identified strategies over the next five fiscal years. This model shows the fiscal year ending 2005 as the most favorable as a result of small projected revenue increases and due to the fact that the County's debt service requirements decline each subsequent year.

One important feature of this model is that it shows that the actual revenues sometimes fluctuate in opposite ways and in 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 budget 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 bar chart below reflects hypothetical "surpluses and deficits". In fiscal year 2000 the Commissioners Court utilized \$20,526,985 of fund balance reserves to balance the operating budget in order to supplement the county auditor's estimated revenues. Of this amount, \$1,286,137, \$792,683, \$15,072,370 and \$3,375,795, represented capital project, debt service, general fund and special revenue funds. These difference amounts are founded on the premise that actual revenues are anticipated to increase approximately by 3.0 percent in the area of taxes due mainly to increases in assessed property values and 2 percent overall in other categories. Overall, actual revenues are expected to fluctuate somewhat from year to year with an average annual growth rate of 2 and 3 percent. Expenditure changes are expected to vary anywhere from 1 and 3 percent each year depending upon mandates and legislative changes exclusive of any significant additions to the budget. The main factor of the projected deficit in fiscal year 2000 is the fact that fund balance has been factored in to balance any budgets past fiscal year 2000. Other factors considered in future years were additional costs associated with continued funding of the County's scheduled salary-step-plan that systematically steps individuals within a particular job class. Additional factors include the cost of the sheriff department collective bargaining contract and a factor for inflationary increases in operational costs.

**Hypothetical Operating Surpluses and Deficits**



The main factor of the projected deficit in fiscal year 2000 is the fact that fund balance has been factored in to balance any budgets past fiscal year 2000. Other factors considered in future years were additional costs associated with continued funding of the County's scheduled salary-step-plan that systematically steps individuals within a particular job class. Additional factors include the cost of the sheriff department collective bargaining contract and a factor for inflationary increases in operational costs.

In fiscal year 2000 the Commissioner Court maintained the same ad valorem property tax rate in response to favorable estimates of fund balance reserves in excess of targeted requirements. For the future, unless additional revenues are identified to counter future increased expenditures, the County most likely will again be faced with the task of either raising additional revenue or pursuing service reductions through budget cuts. Failure to adequately maintain sufficient revenue sources may promote further utilization of fund balance reserves to a point of financial instability and inadequate fund balance reserves. The County is actively monitoring all expenditure levels and revenue stability to assure a sound financial budget. Although the track record is short, revenue generation by the jail annex, although unstable at times due to its reliance on federal prisoner population counts, has trended positively and made a substantial impact on fiscal year 1999. It is anticipated that this revenue source will remain stable for future budgets and should alleviate negative impacts on the County's reserves.

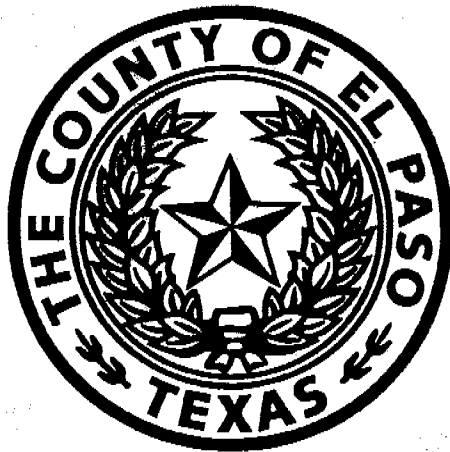
Over the long-term, the County's strategic financial plan helps smooth out the economic peaks and valleys by diverting money to the fund balance and operating capital. Also, within the strategic financial plan's controlled environment, the economic valleys can be smoothed by cautiously utilizing fund balance while maintaining adequate undesignated reserves, regulating operating capital expenditures and to aggressively pursue stabilization of property taxes.

A vital feature of the strategic plan is shown in the fiscal year beginning in 2004, assuming action is taken to stabilize fiscal year 2001, when the actual revenues are estimated to surpass 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 or prisoner maintenance cost reimbursement.

### ***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 the County's 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. For this reason, county government should strive to maintain a steady increase in revenue while costs are on the rise. Failure to adequately fund current expenditures in effect compounds future funding deficiencies. Without adequately funding expenditures when introduced into the budget, the County limits the financial future of the County by impacting future revenues with past costs that were not funded and preventing growth. Due to the nature of the County's property tax calculations, lost revenues may not be recaptured in subsequent years, to do so would expose the County to even further reductions as mandated by taxpayers. This is the case in fiscal year 2000 whereby the Commissioners Court retained the same tax rate as fiscal year 1999.



# FISCAL OVERVIEW

## 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.

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

The Special Revenue Fund is 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.

The Capital Project Fund is 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 such as the Grant and Enterprise fund that have substantially less widespread fiscal and managerial impact.

The Grant Fund is used to account for financial resources received throughout the fiscal year from a variety of funding sources which are subject to expenditure restrictions, time constraints, strict compliance with Federal, State and local laws and contracts and reporting requirements in order to maintain eligibility for funding.

The Enterprise fund is used to account for the County's East Montana Water System that is operated as a private business whereby costs of providing services to the general public are financed or recovered through user charges.

Each year, the Commissioners Court budgets for and approves transfers of certain monies between a multitude of County funds. The largest of the transfers are:

1. from the general fund to various grants representing county matching funds to secure Federal and State funding as well as from special revenue accounts to reimburse the general fund budgeted expenditures for specific purposes within the general fund such as courthouse security and the court reporter funds;
2. from the road and bridge fund and other funds where allowable to the general fund to pay for indirect services and,
3. the transfer of certain fines and forfeitures from the road and bridge fund to the general fund to pay for policing the County's roads. This transfer was made once each year with the approval of Commissioners Court in accordance with governing statutes and legal opinions. The transfer to the general fund to cover cost of policing County Roads was discontinued effective October 1, 1999.

## **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.

All governmental fund and fiduciary fund types use the modified accrual basis of accounting. 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 the County receives resources 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.

## **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 1999. The debt service requirements for fiscal year 1999 basically remained stable.

## **COMPENSATION AND BENEFITS**

Effective January 1, 2000, the Commissioners Court approved an Annually Determined Contribution Rate (ADCR) of 9.91 percent of total salaries for the Texas County and District Retirement System (TCDRS) down from 10.32 in 1999 as a result of lower actuarial cost projections for 2000.

In general, the current operating budget provides funding for varying salary increases throughout the County based on an approved salary step plan approved by the Commissioners Court. The County formally instituted the salary step level plan for most job classes and levels that will result in employee increases based on service time with specific job classifications. This plan will be monitored and evaluated periodically with annual review for inflationary impacts and adjustments will be made as approved by the Court. This plan excluded Sheriff employees who are either covered by a collective bargaining contract or a separate salary plan approved for those employees. The Court established a salary committee that developed this plan and meets monthly to review salary related issues prior to items appearing before the court.

## **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 and grants. Grant and capital project budgets may be included in the adopted budget when pertinent information is available, otherwise, these funds are budgeted throughout the year as relevant financial information becomes available.

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 as well as other sources are used within all funds and 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 Grant and 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.



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.

The Commissioners Court schedules many public budgetary hearings. During the public budget roundtable meetings and other public budget hearings, one or more representatives from each department or agency appear before 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 year. Although encumbrances remaining at fiscal year end are factored into the analysis of fund balance, encumbrances are excluded from analysis in the budgetary process to reduce the risk of inflation of budgetary data. Budgetary analysis entails use of the current budget, actual revenue and expenditure activity and prior year actual data.

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

### **The Budgeting Process Detail**

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 the 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.

Departments and agencies use the information and forms contained in the budget packages as a guide in preparation of budgetary proposals. The budget packages contain input from the 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 the Court.

Pursuant to the *Texas Local Government Code*, §111.034(b)(4) and §111.039(b), only the county auditor estimates revenues. Tentative and incomplete anticipated revenue estimates, however, are included with the initial information that is submitted to the 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 roundtable meetings 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 departments budgetary needs. These public roundtable budget hearings are 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 roundtable meetings, the Court listens to departments and other recipients of county funds but takes no action. The main purpose of these meeting is to allow adequate dialog between the Court regarding issues of concern or major proposed impacts. This process proved very helpful to many members of the Court with background information that complemented the decision process. Following the budget roundtable meetings, regular public budgetary hearings are scheduled. During these hearings, the Court may receive additional information that it requested previously and tentatively increases or decreases funding of departments or agencies in the Court's budgetary proposal.

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, State law requires Commissioners Court to adopt a property tax rate before September 1st or as soon as possible thereafter. Fourth, shortly after closing the fiscal year as of September 30th, the county auditor enters into the computerized budget system 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 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 in 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 on the following page:

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2000**  
**OCTOBER 1, 1999 - SEPTEMBER 30, 2000**

**Proposed Dates**

**Proposed Actions**

February 18, 2000

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**

February 18, 2000

2. The county payroll division will develop a payroll report showing projected salary costs by department for the budgetary period October 1, 2000 through September 30, 2001. 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 25, 2000.

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2000**  
**OCTOBER 1, 1999 - SEPTEMBER 30, 2000**

**Proposed Dates**

**Proposed Actions**

- |                   |    |   |
|-------------------|----|---|
| March 6-10, 2000  | 3. | The budget officer will prepare tentative departmental budgetary request forms. The target date for the completion is March 10, 2000.   |
| March 6-10, 2000  | 4. | The budget officer will verify the staffing table report with current payroll data; separate the report by department and will attach one copy to each departmental budgetary request form.   |
| April 3, 2000     | 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 28, 2000    | 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 2001, 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, 2000. |
| May 26, 2000      | 7. | The budget officer plans to present the preliminary budgetary proposal to Commissioners Court.  |
| June 5-30, 2000   | 8. | Commissioners Court will approve a schedule for public departmental budgetary hearings. Commissioners Court will conduct public hearings and make adjustments.  |
| September 6, 2000 | 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.  |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2000**  
**OCTOBER 1, 1999 - SEPTEMBER 30, 2000**

**Proposed Dates**

**Proposed Actions**

- |                      |  |
|----------------------|--|
| September 6, 2000    | 10. Pursuant to the <i>Texas Local Government Code, § 152.013</i> , before the 10th day before the date of the meeting, the Commissioners Court will publish one time in both major local newspapers a notice of any salaries, expenses, or allowances that are proposed to be increased for elected county or precinct officers and the amount of the proposed increases. |
| September 6-20, 2000 | 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, 2000    | 12. Pursuant to the <i>Texas Local Government Code, § 152.013</i> , 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, 2000   | 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, 2000   | 14. Pursuant to the <i>Texas Local Government Code, § 111.038</i> , Commissioners Court will publish a notice of a public hearing on the 2001 operating budget once in both major local newspapers, stating the date, time and location of the hearing.  |
| September 27, 2000   | 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, 2000      | 16. The budget officer will present the final proposed budget to Commissioners Court.  |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2000**  
**OCTOBER 1, 1999 - SEPTEMBER 30, 2000**

**Proposed Dates**

**Proposed Actions**

- |                 |  |
|-----------------|--|
| October 2, 2000 | 17. Pursuant to the <i>Texas Local Government Code, §111.037</i> , the budget officer will file a copy of the proposed budget with the county clerk, where it will be available for public inspection by any taxpayer.   |
| October 4, 2000 | 18. Pursuant to the <i>Texas Local Government Code, §152.013</i> , Commissioners Court shall set the expenses and other allowances of each elected El Paso County official and precinct officer. The Commissioners Court shall set the items at a regular meeting of the court during the regular budget hearing adoption proceedings. |
| October 4, 2000 | 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 6, 2000 | 20. The budget officer will prepare the budget in the final adopted form and reproduce copies for distribution. Pursuant to the <i>Texas Local Government Code, §111.040</i> , Commissioners Court will file copies of the adopted budget with the county auditor and the county clerk   |

## **Financial Policies**

The County of El Paso's financial policies reflected herein are intended to provide readers of this document insight and background on county government. These policies are indicative of significant factors impacting the budgetary decisions of the Commissioners Court, County Officials and department heads in the fiscal management of the County. These policies are not all inclusive of every possible scenario in the fiscal management of the County. Rather, they are intended as a reference guide in the decision-making process of the Commissioners Court, instilling continual maintenance of and progression of innovative fiscal management in meeting the increasing demands on the County as well as achievement of short and long-term goals and objectives.

Over the past few years, the County has put more emphasis on establishment of an overall financial policy guide that is updated annually as part of the ongoing budgetary process. Some areas such as the cash management and investment policy are only touched upon briefly due to the fact that they are maintained as separate policy guides.

## **Operating Budget Policies**

1. The County will formulate a budget based on actual and anticipated revenues and other financial resources estimated to be available as provided by law on the last day of each fiscal year to fund the proposed budget. The fiscal year of the County spans a twelve-month period of October 1 through September 30.
2. A major factor for any governmental unit is not to become dependent upon state or federal funds that could dissipate from one year to the next. In order to ensure sound fiscal budgeting, the most significant expenditure items within each fund, typically salary and fringe benefit expenditures, followed by operating costs, will not exceed the sum of stable operating revenues from ad valorem property taxes, sales taxes plus a reasonable estimate of operating income.
3. On a yearly basis, the County will analyze the fees and charges it sets and associated costs in order to preserve stability and enhancement of the revenue stream to the County. Furthermore, a continual assessment will be made of the outstanding sources of revenue with emphasis on innovative approaches to enhancement of collection efforts if warranted.
4. During the budgetary process, funding priority will be given to all mandated functions and programs within the County when allocating scarce resources. Statutorily required, new or expanded services will be implemented without reduction or trade off of expenses or revenues from other mandated functions or programs. This applies to personnel, operating and capital budgets. All other

## **Operating Budget Policies-Continued**

additions or expansions of expenditures will be implemented provided there is a trade off with other expenditures or certification of new revenue sources prior to adoption of the budget.

5. Non mandated funding will be restricted to programs that enhance economic development or which are deemed necessary to supplement support services as provided by the County.
6. The County will pay for current expenditures with current resources as required by Article XI, of the State's Constitution, and by Articles 111.091 through 111.093 of the *Texas Revised Civil Statutes*.
7. The Court will aggressively seek and encourage cooperation between local governmental entities; support efforts of increased efficiency in planning and funding of discretionary community projects; identify and eliminate duplicate services and related costs and encourage community and business involvement in improving services to the citizenry of the County.
8. In addressing future goals and objectives, the County will continually formulate and maintain revenue trends and expenditure forecasts at a minimum five years ahead of the current fiscal year. For the most part, future projections will be based on prior year actual data and projected future economic indicators such as the rate of inflation, growth, the local economy, national and international factors affecting the El Paso border region and other relevant known factors.
9. Now that the County El Paso has addressed various computerized financial and judicial applications in preparation for the year 2000, the County will continue over the next five years, to actively evaluate its computerization efforts such as networking. This process will entail much analysis at the individual department level and may impact the budget spanning numerous years and possibly result in required new funding. The overall objective is to utilize current technology in order to take advantage of the cost efficiencies of such systems. This fits into the overall objective to continually increase the efficiencies of County government, thereby reducing costs to the taxpayer.

## **Revenue Policies**

The County will maintain a stable and diversified revenue system to protect it from short-term fluctuations in any single revenue source by doing the following:

1. Establishing user fees and charges permitted by law at levels associated with the direct costs of providing those services including, when applicable, indirect costs. Furthermore, the County will annually evaluate fees and charges to assure that total costs are covered and will adjust accordingly to keep pace with the cost of providing those services;



## Revenue Policies-Continued

2. Pursuing the enactment of new legislation, when deemed appropriate, to permit changes in user fees and charges;
3. Aggressively collecting ad valorem property tax revenues including filing suits when permitted by the *Texas Property Tax Code*; and,
4. The operations of the road and bridge fund will be supported with vehicle registration fees.

El Paso County will restrict its reliance on non-recurring revenue sources by:

1. Remaining cognizant of intergovernmental grant revenues exceeding **20** percent of the total operating budget when approving grants that ultimately result in 100 percent county funding.
2. Cautiously monitoring the balancing of the general fund budget utilizing fund balance equaling 15 percent or more of the general fund appropriations while concurrently assuring the County maintains adequate reserves as defined by the County. For Example:

Fund Balance=\$15 Million

Adequate Reserves=5% of General Fund Budget

Adopted Budget=\$100 Million

$$\frac{\text{Fund Balance} - \text{Reserves}}{\text{Adopted Budget}} = \frac{\$15 - \$5}{100} = 10\%$$

3. Not allowing revenues generated by the levies of the sales and use taxes and ad valorem property taxes to exceed **65** percent of the total budgeted expenditures.

Transfers between funds, unless provided for with specific previously approved budgetary provisions, will only be made after approval by the Commissioners Court.

## Budget Process

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.

The proposed budgetary material will contain schedules relating to: (1) proposed personnel staffing levels including individual salaries and associated fringe benefits, (2)

## **Budget Process-Continued**

equipment requests, (3) ongoing capital projects, and (4) any information, data or analyses required by Commissioners Court.

Initial budget material will be submitted to Commissioners Court around June 1 of each year. Revenue estimates will not be provided until information required to compute the ad valorem property tax rate, in accordance with the truth-in-taxation legislation, is received from the El Paso Central Appraisal District (CAD) on July 25, or as soon thereafter as practical.

Proposed budgeted revenues will be provided by the county auditor pursuant to the *Texas Local Government Code 111.039(b)*.

El Paso County will formally approve and adopt the annual operating budget as close to October 1 of each year as possible, usually, the earliest being at the first regularly scheduled meeting of the Commissioners Court in the new fiscal year pursuant to *Texas Local Government Code §§111.033 and 111.037*.

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 throughout the budget.

County budgetary procedures will focus on identifying district functions and activities of county government and allocation of resources to adequately perform these functions and activities at a defined level of service.

All amendments to the approved appropriations will require written request and justification for transfer from the respective department head or elected official. Only Commissioners Court has authority to approve budget amendments. Approved budget amendments resulting in a new appropriation must be recorded prior to expenditure against such appropriation.

Commissioners Court may, at any time and for any duration, institute a freeze on hiring, promotions, transfers, operating expenditures and capital equipment purchases as deemed financially necessary and appropriate. If such action is taken, Commissioners Court may make exceptions on a case-by-case basis as deemed necessary in the particular circumstances.

### **Accounting, External and Internal Auditing, and Financial Planning**

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.

## **Accounting, External and Internal Auditing, and Financial Planning-Continued:**

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 monitored and compared to the associated budgeted amounts.

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.

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.

Cost versus benefits studies will be made, when deemed appropriate by Commissioners Court, on non-recurring expenditures and capital projects.

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.

The county auditor's staff will continually conduct internal audits throughout the County that are designed to strengthen internal accounting and budgeting controls and to protect the County's assets.

### **Personnel Policies**

At the present time, the County has a plan allowing for progressive advancement within pay levels for the various job classifications of the county with the exception of sheriff deputies and detention officers which follow a compensation plan in compliance with an approved collective bargaining agreement.

The Court will continue to support its salary plan and its salary committee having developed step levels within the approved salary plan within job classes. This plan should continue to result in the reduction of employee turnover in the County as well as encourage career employment within the County reinforcing maintenance of its valuable employee workforce. Furthermore, the Court will continually strive to provide a system of fair compensation to employees based on set performance measures. Any such system, will be addressed during budgetary hearings and funded accordingly and as soon as financially practical.

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

## **Personnel Policies-Continued:**

employees on the manning table as approved by the Commissioners Court. All personnel actions will be in strict compliance with applicable State and Federal laws and county policies.

All additional positions, position upgrades, reclassifications and reorganizations will not be implemented without prior approval of Commissioners Court.

Overtime compensation payments may only be made to nonexempt employees at a rate of time and a half when overtime appropriations have been provided by the Commissioners Court.

A department head or elected official may, at their discretion, delete or downgrade positions. A reduction in workloads or technological advances may be among the reasons for taking these actions.

## **Reserve Policies**

The County will maintain a nominal appropriated reserve to provide funding, by means of a formal budgetary 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 are minimized and within the associated budgetary limits.

Each fiscal year, the Court will establish four contingency reserves (Personnel, Maintenance and Operations, Equipment, and Professional Services) within the general fund account titled general and administrative. Each reserve, at a minimum, will be established at one quarter of one percent (.25%) of the total general fund appropriations for any fiscal year. These funds will only be distributed by majority vote of the Commissioners Court.

The Court will make every effort to maintain an emergency reserve. This unbudgeted unreserved fund balance should, at a minimum, equal at least 5 percent, but not more than 15 percent, of the total general fund adopted operating budget in any one fiscal year. Maintenance of this reserve is only in the event of an unanticipated emergency, calamity, natural disaster or the loss or shortfall of a major revenue source. Additionally, working capital is essential to the County due to the fact that inflow from ad valorem property taxes, the major revenue source, does not become substantial until mid December or the third fiscal month. This reserve will be monitored periodically throughout the year. This reserve will be revised continuously during the budgetary process by the county auditor. The adequacy of the County's unreserved fund balance will be periodically reviewed.

Insurance reserves and appropriations will be maintained in the budget at levels agreeable with the risk manager's recommendations. These reserves and appropriations will be designed to satisfactorily indemnify the County elected officials and department heads against losses.

## **Reserve Policies-Continued:**

In regard to reserves in capital projects, immediately after a capital project has been completed, residual unspent funds will be transferred, with Commissioners Court approval, to the respective debt service fund as a means of reduction of debt, or otherwise, as stated in the order issuing the bonds. Project managers will notify the county auditor's office immediately upon completion of all projects in order to reduce the County's exposure to arbitrage rebate calculations, and actual rebate costs.

## **Fixed Assets and Capital Planning**

The Commissioners Court will continually assess the County's capital needs and establish policies, procedures and plans to address infrastructure, fleet and general capital needs of the County in its budgetary process.

All purchases of items costing \$1,000 or more and having a useful life expectancy of at least one year will be reflected in the County's financial inventory. The county auditor's office will periodically reconcile the yearly inventory listing provided by the purchasing agent to the County's financial accounting records.

During each annual budgetary process, the Commissioners Court members will evaluate the County's inventory. After the evaluation is made, satisfactory financial arrangements will be made to either repair or replace depreciating items, as deemed necessary.

Capital expenditures for projects and equipment are reviewed by the equipment committee and are budgeted when appropriated funds are identified. Requests for unbudgeted equipment or projects must be submitted to the equipment committee for review and approval. The committee's recommendation is then submitted to the Commissioners Court for approval prior to a purchase requisition being issued.

To reduce the County's overall expenditures, the purchasing agent will, wherever deemed appropriate, issue useable items placed in storage to departments and agencies requesting comparable new equipment.

The Court will evaluate the capital needs with the assistance of the County Equipment Committee throughout the year and especially during the budget cycle for fiscal budget impact and will update its present and future capital plan.

## **Debt Management Policies**

The County will not, under any circumstances, use funds earmarked for payment of the current portion of long-term debt for current operations pursuant to **Article XI, Section 7 and Article VIII, Section 9, of the Texas Constitution.**

When the Commissioners Court makes a determination to issue bonds, the policies below will be followed.

## **Debt Management Policies-Continued:**

1. New bonds issued will be amortized resulting in equal principal amounts being retired each fiscal year with payments due on February and August 15th. This will produce a total debt schedule with a declining yearly balance.
2. Debt service appropriations in total will not exceed 35 percent of the total budget in any fiscal year pursuant Article VIII, Section 9, of the Texas Constitution.
3. The County's total bonded debt will never exceed 2 percent of the net valuation of taxable property values in El Paso County. The net valuation of taxable property is ascertained by the El Paso Central Appraisal District.
4. Bond financing arrangements will be restricted to capital improvement projects that cannot be feasibly funded with current revenues and reserves.
5. The term of bonds will not exceed the useful life expectancy of the capital project or equipment for which the borrowing was done.

The Commissioners Court will make a diligent effort to coordinate planning, issuing and timing of bonds issues with the overlapping jurisdictions in the County.

## **Cash Management and Investments Policies**

All county funds received by the treasury division will be deposited on the same day received in order to optimize the County's cash flow, liquidity and interest earnings. Receipt and disbursement of funds will be performed in compliance with applicable provisions of the *Texas Local Government Code*.

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 available monies will be aggressively invested, at least once each working day, in a way that generates the most interest income for the County, while at the same time, maintains diversification of investments with the paramount consideration being **safety** at all times.

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. The County will issue quarterly investment reports in a timely manner.

## **Strategies and Plans**

County strategies and plans will be integrated into all departmental budgets to ensure unified efforts within county government to achieve the goals and objectives of the County. These are guidelines that demonstrate the steps undertaken in order to meet the objectives of the County without negatively impacting other goals within the County. **Performance measures and productivity indicators will be integrated into all**

## **Strategies and Plans-Continued:**

**departmental budget requests.** The County's strategies and plans are guidelines necessary in order to allow the Commissioners Court and the citizens of El Paso County a means of evaluating County government's efficiency and effectiveness in utilizing taxpayer dollars in achieving its goals and objectives.

## **VISION, MISSION, GOALS, & OBJECTIVES** **AS ADOPTED BY EL PASO COUNTY COMMISSIONER COURT** **SEPTEMBER 22, 1999**

### **I. A Vision for El Paso County**

El Paso County—

Government that ***WORKS***

### **II. A Mission for El Paso County**

*To provide a safe and healthy quality of life that enables people to thrive and reach their potential by the efficient, effective, and equitable operation of government.*

### **III. Goals for El Paso County**

1. Provide high quality services to customers and constituents.
2. Improve the way county government does business.
3. Improve the county's financial strength.
4. Invest in the workforce

### **IV. OBJECTIVES FOR EL PASO COUNTY, BASED ON ITS GOALS**

#### **GOAL 1. Provide high quality services to customers and constituents.**

- A. Provide high quality public service in Human Services.
- B. Provide high quality public service in Public Works.
- C. Provide high quality public service in the Justice System.
- D. Provide high quality public service in Records Management and related services.

## **GOAL 1. Provide high quality services to customers and constituents-Continued:**

- E. Provide high quality public service in Economic Development.
- F. Provide high quality public service in Transportation.
- G. Provide high quality public service in Parks, Recreation, Entertainment, and Cultural Awareness.

## **GOAL 2. Improve the way the County Does Business**

- A. Establish criteria and schedules for evaluating performance of department heads and departments that answer to the Commissioners Court.
- B. Establish principles for evaluating budget requests based on departmental performance.
- C. Establish written procedures for all recurring functions of all departments.
- D. Establish an Office of Management and Planning.
- E. Establish a contract management function.
- F. Establish a procedure and an improved process for appointments to boards and advisory boards.
- G. Develop a recognition program for members of boards and advisory boards.
- H. Develop a sunset review of boards and advisory boards to evaluate the need for the entity and determine needed changes.
- I. Develop high level planning function to identify state, federal, and private funding sources.
- J. Systematically evaluate, and as appropriate, pursue opportunities to consolidate service operations within the county structure and with other governmental units for increased efficiency and effectiveness.
- K. Establish a competitive government function to evaluate the comparative merits of consolidation, outsourcing, or in-house provision of specific services.
- L. Refine assignments to relevant departments and committees to assure systematic evaluation and upgrading of county technology, equipment, and facilities.



**GOAL 3. Improve the county's financial strength.**

- A. Improve reserve ratios.
- B. Seek to increase yield on investments without endangering principal.
- C. Improve bond rating.
- D. Set standards to enforce departmental adherence to budgets.
- E. Develop procedures to allow changes within departmental budgets to meet unexpected needs.
- F. Establish procedures for response to budget requests for non-county agencies.
- G. Aggressively pursue federal, state, and other funding sources.

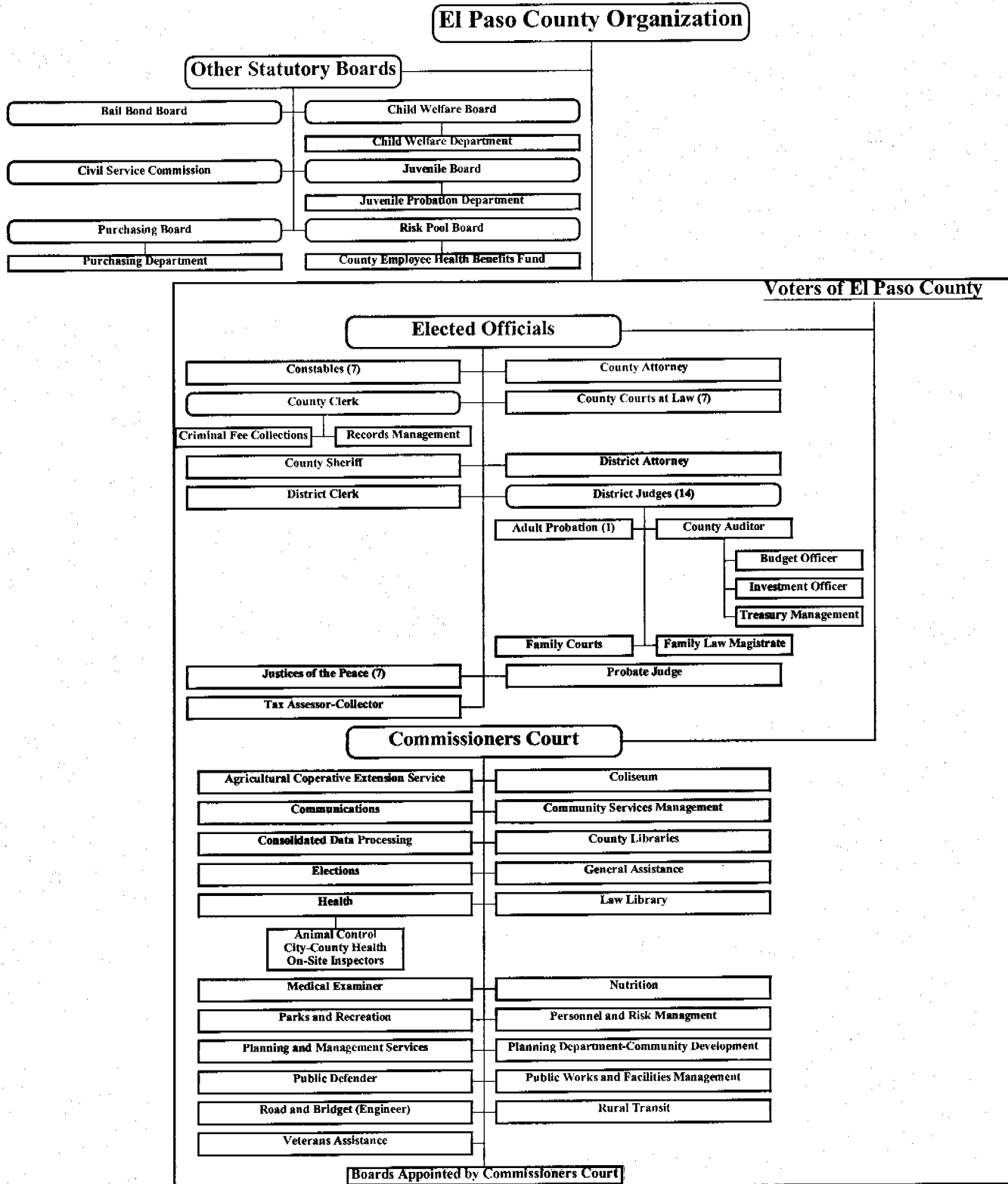
**GOAL 4. Invest in the Workforce.**

- A. Develop a comprehensive employee training program.
- B. Establish standards for vendors and providers to encourage development of the local workforce.
- C. Develop a comprehensive Human Resources Department.
- D. Develop a rewards and recognition program for county employees and departments.
- E. Encourage employee initiative and responsibility.
- F. Promote community workforce development.

# County of El Paso, Texas

## Organizational Chart

As of October 1, 1999



1. Adult Probation is also known as West Texas Community Supervision and Corrections

# Organization by Function

## General Government

County Judge  
Commissioners Court  
County Auditor and Treasury  
Purchasing  
Personnel  
County Clerk  
District Clerk  
Data Processing  
Elections  
Facilities Management  
Communications  
Tax Assessor-Collector  
Parking Garage Maintenance & Operations  
Risk Pool Board Operations  
County Solid Waste Disposal

## Community Services

Community Services Management

## Resource Development

Agricultural Co-Op Extension  
Planning and Management Services  
Planning Department  
Economic Development Division  
Downtown Management District  
Small Business Development

## 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  
Public Defender  
Justices of the Peace  
8th Court of Appeals  
Law Library  
District Attorney  
County Attorney  
County Attorney - Bond Forfeitures  
County Attorney (RETGH - Legal)



## Health and Welfare

City-County Health Unit  
On-site Sewage Inspectors  
General Assistance  
Medical Examiner  
Child Welfare  
Life Management  
Charities  
Mental Health  
Animal Control  
Center for the Deaf  
Shelter for Battered Women  
Retired Senior Volunteer Program  
Project Amistad  
Veterans Assistance  
Foster Grandparent Program  
Emergency Management

## Public Works

Public Works/Facilities Services Management  
Road and Bridge

## Public Safety

County Detention Facility  
Sheriff - Law Enforcement  
Courthouse Security  
Jail Annex  
Ambulance Services  
West Texas Community Supervision  
and Corrections  
Juvenile Probation  
Constables

## Culture and Recreation

Ascarate Regional County Park  
Ascarate Golf Course  
Swimming Pools  
Rural Parks  
Community Centers  
County Library  
Coliseum  
Los Portales

# Directory of Principal Officials

## As of October 1, 1999

### Commissioners Court (The Governing Body)

Dolores Briones, County Judge  
Charles C. Hooten, County Commissioner, Precinct Number 1  
Carlos Aguilar III, County Commissioner, Precinct Number 2  
Miguel Teran, County Commissioner, Precinct Number 3  
Daniel R. Haggerty, County Commissioner, Precinct Number 4

### The Council of Judges

William E. Moody, Local Administrative Judge, 34<sup>th</sup> Judicial District  
Sam M. Paxson, District Judge, 210<sup>th</sup> Judicial District  
José J. Baca, District Judge, 346<sup>th</sup> Judicial District  
Peter S. Peca, Jr., District Judge, 171<sup>st</sup> Judicial District  
Mary Anne Bramblett, District Judge, 41<sup>st</sup> Judicial District  
Robert Dinsmoor, District Judge, 120<sup>th</sup> Judicial District  
Philip R. Martinez, District Judge, 327<sup>th</sup> Judicial District  
Guadalupe Rivera, District Judge, 168<sup>th</sup> Judicial District  
Kathleen Olivares, District Judge, 205<sup>th</sup> Judicial District  
David Guaderrama, District Judge, 243<sup>rd</sup> Judicial District  
Alfredo Chavez, District Judge, 65<sup>th</sup> Judicial District  
Patrick M. Garcia, District Judge, 384<sup>th</sup> Judicial District  
W. Reed Leverton, District Judge, 383<sup>rd</sup> Judicial District  
Kathleen Cardone, District Judge, 388<sup>th</sup> Judicial District  
Julie Gonzalez, Judge, County Court at Law Number 2  
Herbert E. Cooper, Judge, County Court at Law Number 5  
Alejandro Gonzalez, 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  
Sue Kurita, County Court at Law Number 6  
Peter S. Peca, County Court at Law Number 7  
Max Higgs, Judge, County Probate Court

### Other Principal Officials

José R. Rodríguez, County Attorney  
Edward A. Dion, County Auditor  
Hector Enriquez, County Clerk  
Piti Vasquez, County Purchasing Agent  
Leo Samaniego, County Sheriff  
Victor Flores, County Tax Assessor and Collector  
Jaime Esparza, District Attorney  
Edelmira Rubalcaba, District Clerk  
Terri Almonte, Interim Personnel Director  
Maria Clara Hernandez, Public Defender

# County of El Paso, Texas

## Synopsis of Budgeted Funds

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

**Ascarate Park Improvements** - This fund is used to account for receipts generated through the park and disbursements related to park improvements.

**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).

**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 as required 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 and is coordinated by the public defender's office.

**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. This fund receives its revenue from a portion of the hotel occupancy tax allocations.

**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 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. Financing is received from fees assessed for recording documents in the County Clerks office.

**County Attorney Labor Disputes Fund** - This fund is used to account for receipts and disbursements related to certain labor disputes handled by the County Attorneys office.

**County Attorney Commissions Fund** - This fund accounts for commissions on settlement of cases handled by the County Attorney as provided by law. All disbursements are related to allowable expenses of the County Attorneys office.

**County Graffiti Eradication Fund** – This fund is used to account for the collection of court costs related to graffiti convictions. Expenditure of these funds are for the purpose of graffiti removal.

**Court Reporter Service Fund** - This fund is used to account for fees collected relating to civil cases filed in the District and County Clerks offices. Disbursements relate to costs associated with court reporter services.

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

**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. The principal source of revenue for this fund is ad valorem taxes.

**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 when elected and approved is required to be deposited into this special account for drug abuse treatment and prevention purposes.

**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. This fund specifically relates to the East Montana Water project.

**Fabens Airport Fund** - This fund is utilized to account for airport revenues generated from fees assessed to private operators. The expenditures relate to the operating costs associated with this airport.

**General Fund** - The General Fund is used to account for all financial resources not required to be accounted for in another fund. The majority of current operating expenditures are financed with revenues received by this fund.

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

**Records Management and Preservation Fund** - This fund is used to account for the receipts relating to fees assessed as court costs. Disbursements relate to the County's records management and preservation program.

**Road and Bridge Fund** - This fund is utilized for the purpose of accounting for activities relating to the construction and maintenance of county roads. The principal sources of revenue for this fund are auto registration fees and automobile sales taxes.

**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 property within the County.

**San Elizario Placita Fund** - This fund derives its revenue from donations received from private individuals. The disbursements are related to the purchase of seating and lighting for the Placita.

**Sheriff's Law Enforcement Officers Special Education Fund** - This fund is used to account for receipts and disbursements relating to the continuing education of the Sheriff's officers. These funds are collected as part of assessed court costs.

**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.

**Tourist and Convention Fund** - This fund is used to account for the receipt of a portion of hotel occupancy taxes collected in the County. These funds are provided to the City of El Paso by inter-local agreement for tourism expenditures of the Tourist and Convention Bureau.

# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY - ALL FUND TYPES WITH COMPARATIVE ACTUALS AND BUDGETS

	Actual Sources and Uses		Changes		Operating Budgets		Changes	
	FY 1998	FY 1999	Amounts	Percentages	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>								
Taxes	\$74,655,373	\$84,360,095	\$9,704,722	13.00%	\$80,073,178	\$83,532,171	\$3,458,993	4.32%
Licenses and Permits	153,323	151,944	(1,379)	-0.90%	160,000	160,000		
Intergovernmental	15,586,344	13,169,302	(2,417,042)	-15.51%	10,460,273	2,247,062	(8,213,211)	-78.52%
Charges for Services	24,456,222	35,250,351	10,794,129	44.14%	25,347,179	29,855,527	4,508,348	17.79%
Fines and Forfeits	4,343,722	4,828,292	484,570	11.16%	2,949,000	3,520,000	571,000	19.36%
Interest	3,425,351	3,809,698	384,347	11.22%	2,367,791	2,448,000	80,209	3.39%
Miscellaneous Revenues	3,295,238	3,432,946	137,708	4.18%	2,631,900	2,207,434	(424,466)	-16.13%
Other Financing Sources	54,641,171	5,342,834	(49,298,337)	-90.22%	4,094,592	1,483,774	(2,610,818)	-63.76%
<b>Total Revenues and Other Financing Sources</b>	<b>180,556,744</b>	<b>150,345,462</b>	<b>(30,211,282)</b>	<b>-16.73%</b>	<b>128,083,913</b>	<b>125,453,968</b>	<b>(2,629,945)</b>	<b>-2.05%</b>
Residual Equity Transfers-In	35		(35)	-100.00%				
Beginning Fund Balances and Retained Earnings	40,006,440	57,378,014	17,371,574	43.42%	57,378,014	58,594,354	1,216,340	2.12%
<b>Total Available Resources</b>	<b>\$220,563,219</b>	<b>\$207,723,476</b>	<b>(\$12,839,743)</b>	<b>-5.82%</b>	<b>\$185,461,927</b>	<b>\$184,048,322</b>	<b>(\$1,413,605)</b>	<b>-0.76%</b>
<b>Expenditures (Uses):</b>								
General Government	\$18,130,107	\$25,400,687	\$7,270,580	40.10%	\$22,397,830	\$28,797,077	\$6,399,247	28.57%
Administration of Justice	19,441,337	20,994,213	1,552,876	7.99%	21,133,883	19,873,449	(1,260,434)	-5.96%
Public Safety	43,220,860	47,985,969	4,765,109	11.03%	50,764,308	51,393,606	629,298	1.24%
Health and Welfare	8,819,951	8,077,129	(742,822)	-8.42%	7,923,415	7,044,199	(879,216)	-11.10%
Community Services	551,692	485,943	(65,749)	-11.92%	942,763	136,969	(805,794)	-85.47%
Resource Development	1,693,940	1,257,972	(435,968)	-25.74%	2,086,222	3,089,589	1,003,367	48.09%
Culture and Recreation	2,849,810	3,055,190	205,380	7.21%	4,274,298	4,983,210	708,912	16.59%
Public Works	3,154,488	3,328,449	173,961	5.51%	3,980,472	5,374,699	1,394,227	35.03%
Capital Outlays	20,445,872	15,525,792	(4,920,080)	-24.06%	3,815,771	3,653,531	(162,240)	-4.25%
Debt Service:								
Principal	6,773,901	8,990,440	2,216,539	32.72%	8,990,440	11,235,000	2,244,560	24.97%
Interest	7,159,053	8,192,958	1,033,905	14.44%	8,204,421	5,958,542	(2,245,879)	-27.37%
Other Debt Related Costs	25,705,937		(25,705,937)	-100.00%				
Other Financing Uses	5,238,222	5,822,628	584,406	11.16%	4,961,601	4,441,082	(520,519)	-10.49%
<b>Total Expenditures and Other Financing Uses</b>	<b>163,185,170</b>	<b>149,117,370</b>	<b>(14,067,800)</b>	<b>-8.62%</b>	<b>139,475,424</b>	<b>145,980,953</b>	<b>6,505,529</b>	<b>4.66%</b>
Residual Equity Transfers-Out	35	11,752	11,717	33477.14%				
Encumbrances					11,923,144	6,320,642	(5,602,502)	-46.99%
Retained Earnings	201,383	260,137	58,754	29.18%	201,383	260,137	58,754	29.18%
Ending Fund Balances	57,176,631	58,334,217	1,157,586	2.02%	42,838,479	31,486,590	(11,351,889)	-26.50%
<b>Total Fund Balances and Retained Earnings</b>	<b>57,378,014</b>	<b>58,594,354</b>	<b>1,216,340</b>	<b>2.12%</b>	<b>43,039,862</b>	<b>31,746,727</b>	<b>(11,293,135)</b>	<b>-26.24%</b>
<b>Total Expenditures, Appropriations, Fund Balances and Retained Earnings</b>	<b>220,563,219</b>	<b>207,723,476</b>	<b>(12,839,743)</b>	<b>-5.82%</b>	<b>185,461,927</b>	<b>184,048,322</b>	<b>(1,413,605)</b>	<b>-0.76%</b>

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



## Budget Summary - By Fund Type For Fiscal Year 2000 As of October 1, 1999

	General Fund	Special Revenue	Grants	Debt Service	Capital Projects	Enterprise Fund	Grand Totals
<b>Estimated Revenues (Sources):</b>							
Taxes	\$65,544,187	\$1,700,000		\$16,287,984			\$83,532,171
Licenses and Permits	\$160,000						160,000
Intergovernmental	\$1,870,463	81,000	\$295,599				2,247,062
Charges for Services	\$20,919,652	8,505,000				\$430,875	29,855,527
Fines and Forfeits	\$3,520,000						3,520,000
Interest	\$1,925,000	170,000			\$353,000		2,448,000
Miscellaneous Revenues	\$1,888,390	279,400	39,644				2,207,434
Other Financing Sources	\$425,000		1,058,774				1,483,774
<b>Total Estimated Revenues and Other Financing Sources</b>	<b>96,252,692</b>	<b>10,735,400</b>	<b>1,394,017</b>	<b>16,287,984</b>	<b>353,000</b>	<b>430,875</b>	<b>125,453,968</b>
Beginning Fund Balances and Retained Earnings	30,178,923	7,155,369	1,417,339	1,251,418	18,218,361	372,944	58,594,354
<b>Total Available Resources</b>	<b>\$126,431,615</b>	<b>\$17,890,769</b>	<b>\$2,811,356</b>	<b>\$17,539,402</b>	<b>\$18,571,361</b>	<b>\$803,819</b>	<b>\$184,048,322</b>
<b>Appropriations (Uses):</b>							
General Government	\$27,208,743	\$1,588,334					\$28,797,077
Administration of Justice	19,642,282	231,167					19,873,449
Public Safety	51,278,606	115,000					51,393,606
Health and Welfare	5,650,182		\$1,394,017				7,044,199
Community Services	136,969						136,969
Resource Development	934,159	2,155,430					3,089,589
Culture and Recreation	2,118,055	2,865,155					4,983,210
Public Works	203,600	4,853,099				\$318,000	5,374,699
Capital Outlays	564,716	1,449,678			\$1,639,137		3,653,531
Debt Service:							
Principal				\$11,185,000		50,000	11,235,000
Interest				5,895,667		62,875	5,958,542
Other Financing Uses	3,587,750	853,332					4,441,082
<b>Total Appropriations and Other Financing Uses</b>	<b>111,325,062</b>	<b>14,111,195</b>	<b>1,394,017</b>	<b>17,080,667</b>	<b>1,639,137</b>	<b>430,875</b>	<b>145,980,953</b>
Encumbrances	2,255,902	801,488			3,263,252		6,320,642
Ending Fund Balances and Retained Earnings	12,850,651	2,978,086	1,417,339	458,735	13,668,972	372,944	31,373,783
<b>Total Appropriations, and Fund Balances</b>	<b>\$126,431,615</b>	<b>\$17,890,769</b>	<b>\$2,811,356</b>	<b>\$17,539,402</b>	<b>\$18,571,361</b>	<b>\$803,819</b>	<b>\$184,048,322</b>

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

## Budget Summary for Fiscal Year 1999 and 2000

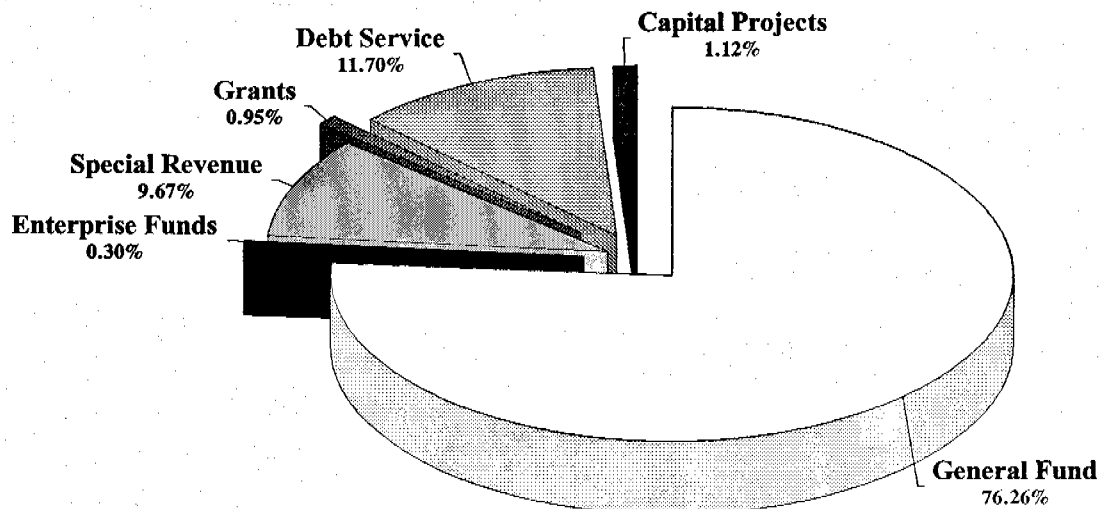
### Appropriations and Encumbrances By Fund Type and Category

Category	General Fund	Special Revenue	Grants	Debt Service	Capital Projects	Enterprise Fund	Grand Totals
<b>Fiscal Year 2000</b>							
Personnel	\$76,288,803	\$2,922,499	\$719,571				\$79,930,873
Operating	34,471,543	\$9,739,018	674,446	\$17,080,667		\$430,875	62,396,549
Capital	564,716	\$1,449,678			\$1,639,137		3,653,531
Total budgets	111,325,062	14,111,195	1,394,017	17,080,667	1,639,137	430,875	145,980,953
Encumbrances	2,255,902	801,488			3,263,252		6,320,642
Grand Totals	\$113,580,964	\$14,912,683	\$1,394,017	\$17,080,667	\$4,902,389	\$430,875	\$152,301,595

<b>Fiscal Year 1999</b>							
Personnel	\$66,429,956	\$2,831,998	\$5,663,184				\$74,925,138
Operating	30,634,062	8,115,664	4,496,970	\$17,068,240		\$419,579	60,734,515
Capital	336,369	913,408	1,607,349		\$958,645		3,815,771
Total budgets	97,400,387	11,861,070	11,767,503	17,068,240	958,645	419,579	139,475,424
Encumbrances	2,337,320	609,321			8,976,503		11,923,144
Grand Totals	\$99,737,707	\$12,470,391	\$11,767,503	\$17,068,240	\$9,935,148	\$419,579	\$151,398,568

Change in budgets	\$13,924,675	\$2,250,125	(\$10,373,486)	\$12,427	\$680,492	\$11,296	\$6,505,529
Percentage changes	14.30%	18.97%	-88.15%	0.07%	70.98%	2.69%	4.66%
Encumbrance changes	(\$81,418)	\$192,167			(\$5,713,251)		(\$5,602,502)
Percentage changes	-3.48%	31.54%			-63.65%		-46.99%

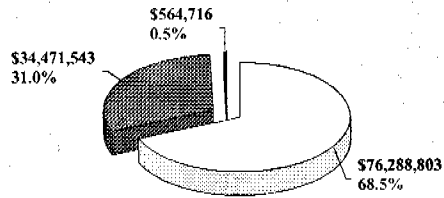
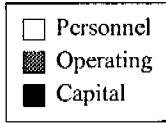
### All Fund Types as a Percentage of the Total FY 2000 Budget



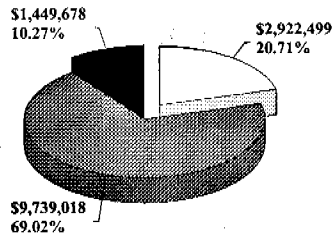
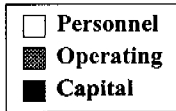
# Graphic Budget Summary for Fiscal Year 2000

## Appropriations By Fund Type and Category

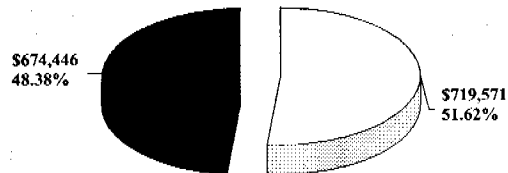
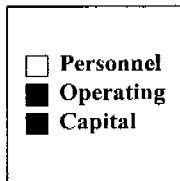
### General Fund Type



### Special Revenue Fund Type



### Grants Fund Type

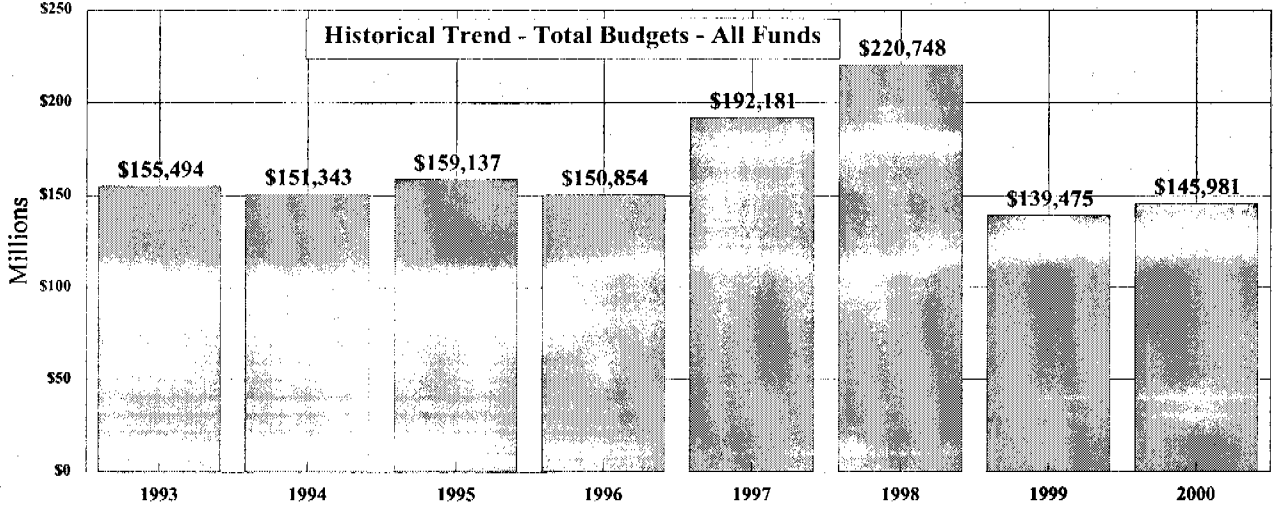


**Historical Budget Trends - Total Budget and by Fund**  
(Amounts in thousands)

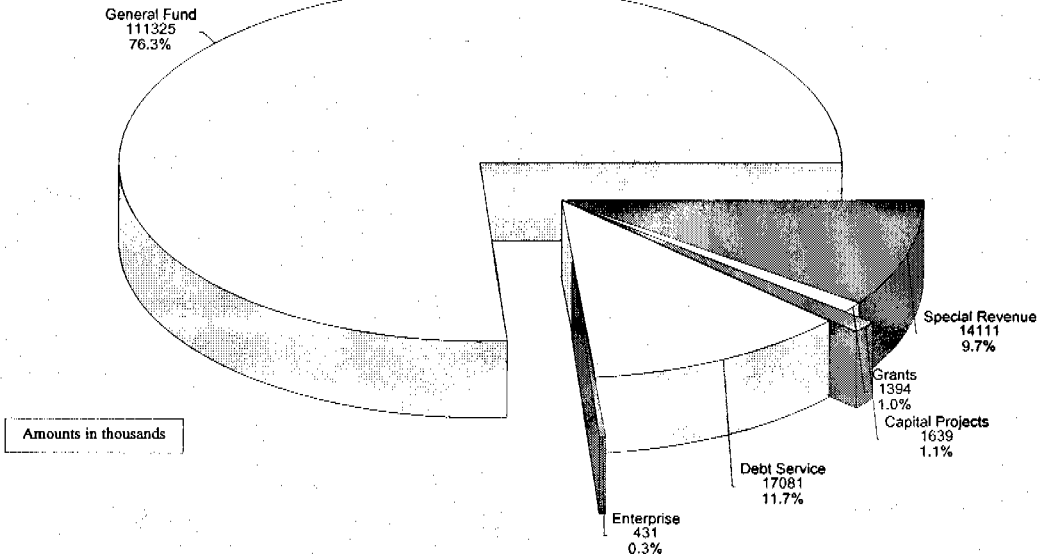
**Fiscal Year Budgeted Appropriations**

Fund	FY 93	FY 94	FY 95	FY 96	FY 97	FY 98	FY 99	FY 00
<b>Operating Funds:</b>								
General Fund	\$62,501	\$69,310	\$77,132	\$80,391	\$85,983	\$95,620	\$97,400	\$111,325
Special Revenue	9,516	8,917	8,666	10,649	11,836	10,774	11,861	14,111
Debt Service	16,837	19,987	13,760	13,738	13,641	39,689	17,068	17,081
Capital Projects	45,086	39,336	40,169	35,877	48,746	39,111	959	1,639
<b>Other Funds:</b>								
Enterprise	8,761				456	15,263	420	431
Grants	12,793	13,793	19,410	10,199	31,519	20,291	11,767	1,394
<b>Total Budgets</b>	<b>\$155,494</b>	<b>\$151,343</b>	<b>\$159,137</b>	<b>\$150,854</b>	<b>\$192,181</b>	<b>\$220,748</b>	<b>\$139,475</b>	<b>\$145,981</b>

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



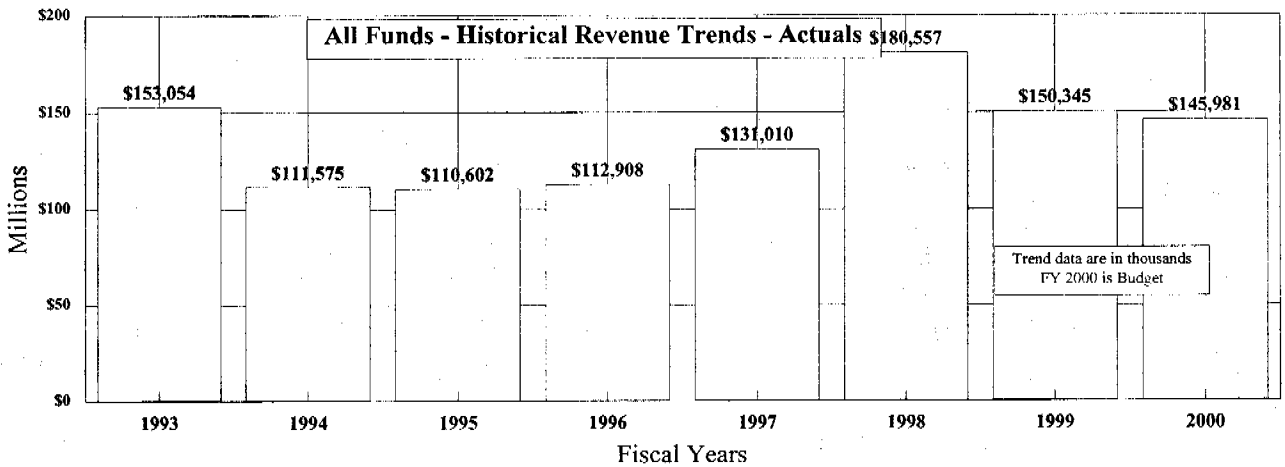
**Fiscal Year 2000 Operating Budget Appropriations - Total Budget (All Funds)**



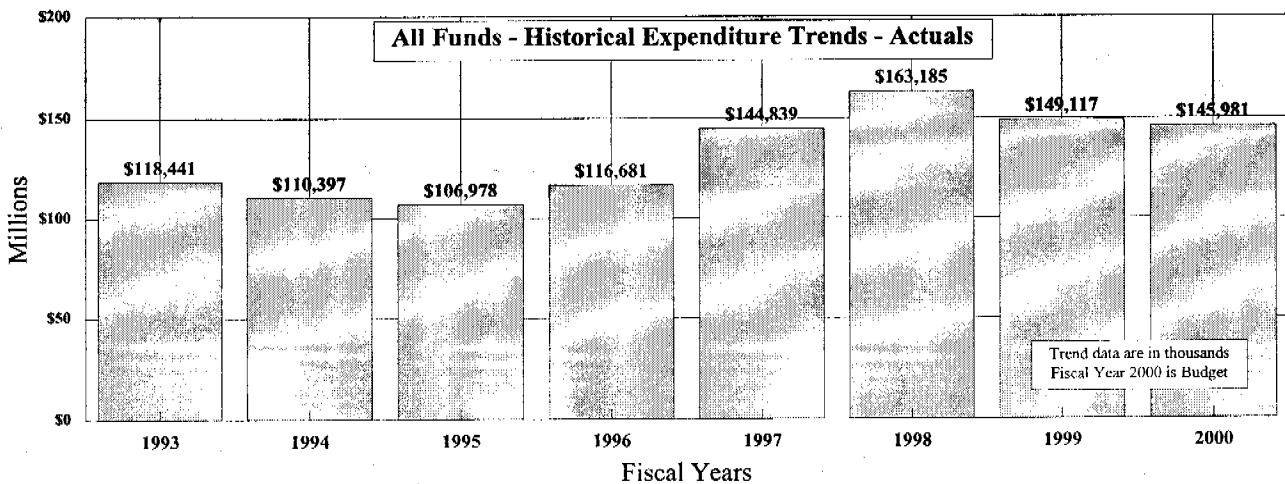
## Historical Trends

(Amounts in thousands)

Fund									Budget 2000
	FY 93	FY 94	FY 95	FY 96	FY 97	FY 98	FY 99	FY 99	
<b>Revenues and Other Sources</b>									
<b>Operating Funds:</b>									
General Fund	\$63,748	\$68,936	\$70,567	\$73,201	\$82,554	\$88,427	\$105,591	\$111,325	\$111,325
Special Revenue	8,493	8,260	8,364	10,487	9,620	9,973	11,818	14,111	14,111
Debt Service	24,696	19,122	12,649	13,987	13,679	39,925	17,628	17,081	17,081
Capital Projects	36,554	4,487	7,673	2,488	12,346	27,401	1,073	1,639	1,639
<b>Other Funds:</b>									
Enterprise	8,923					4,076	3,171	431	431
Grants	10,640	10,770	11,349	12,745	12,811	10,755	11,064	1,394	1,394
<b>Total Revenues</b>	<b>\$153,054</b>	<b>\$111,575</b>	<b>\$110,602</b>	<b>\$112,908</b>	<b>\$131,010</b>	<b>\$180,557</b>	<b>\$150,345</b>	<b>\$150,345</b>	<b>\$145,981</b>



Fund									Budget 2000
	FY 93	FY 94	FY 95	FY 96	FY 97	FY 98	FY 99	FY 99	
<b>Expenditures and Other Uses</b>									
<b>Operating Funds:</b>									
General Fund	\$58,196	\$65,138	\$69,992	\$74,331	\$76,717	\$86,053	\$97,744	\$111,325	\$111,325
Special Revenue	7,733	7,464	7,161	8,651	10,786	9,030	8,882	14,111	14,111
Debt Service	24,549	19,888	13,613	13,738	13,641	39,665	17,769	17,081	17,081
Capital Projects	8,265	7,192	4,695	6,583	32,924	14,154	9,066	1,639	1,639
<b>Other Funds:</b>									
Enterprise	9,526					3,593	3,281	431	431
Grants	10,172	10,715	11,517	13,378	10,771	10,690	12,375	1,394	1,394
<b>Total Expenditures</b>	<b>\$118,441</b>	<b>\$110,397</b>	<b>\$106,978</b>	<b>\$116,681</b>	<b>\$144,839</b>	<b>\$163,185</b>	<b>\$149,117</b>	<b>\$149,117</b>	<b>\$145,981</b>



# County of El Paso, Texas

## Summary of Budgeted Interfund Transfers

Fund	Index	Title	Amount
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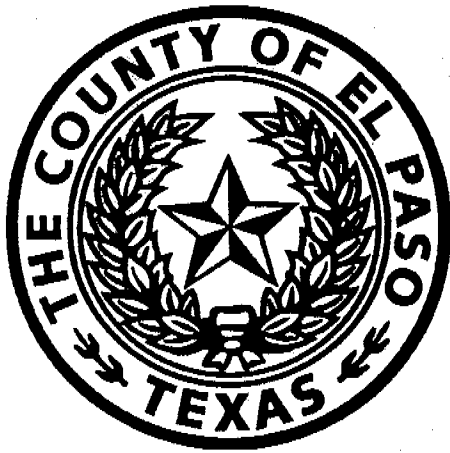
Interfund transfers represent shifting of funds from one fund to another to serve as alternative sources of funding. The majority of transfers pertain to County matching of funds for Federal and State grants. As shown below, the most significant transfer amount is the transfer from the General Fund to various grants. The transfers in for these grants are budgeted as grants become awarded, which do not usually coincide to the beginning of the County's fiscal year. As can be seen by the detail below, there are only two grants that do coincide.

### Transfers In

General Fund	GADMINGF	General and Administrative	\$425,000
Grant Fund	CHILDPROT00	Child Protective Services 2000	308,774
Grant Fund	NUTRITION00	Nutrition Program 2000	750,000
<b>Total Transfers In</b>			<b>\$1,483,774</b>

### Transfers Out

General Fund	VARIOUS	For grants to be awarded during the year	\$2,528,976
General Fund	CHILDPROTEC	Child Protective Services Match	308,774
General Fund	NUTRITION	Nutrition Program Match	750,000
Special Revenue	ASCARATEIMPR	Ascarate Park Improvement Fund	330,000
Special Revenue	COURTREPORT	Court Reporter Fund	132,000
Special Revenue	DA10PERCNTDF	D.A. 10% Drug Forfeiture	1,332
Special Revenue	SECURITY	Courthouse Security Fund	390,000
<b>Total Transfers Out</b>			<b>\$4,441,082</b>



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- ALL FUND TYPES WTH COMPARATIVE BUDGET

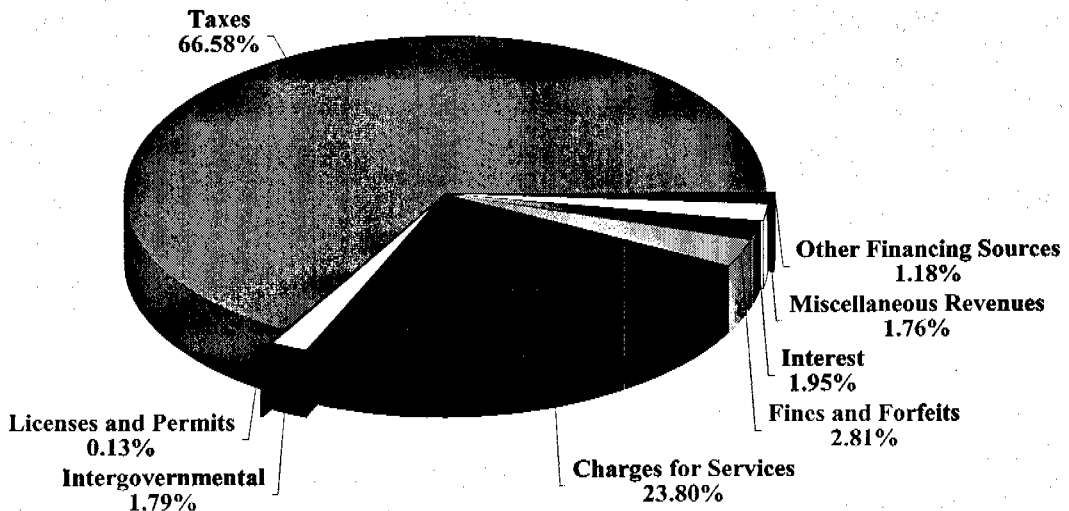
The detail for amendments and changes is provided at the Fund Type level as well as in the Executive Budget

Summary.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$80,073,178		\$80,073,178	\$83,532,171	\$3,458,993	4.32%
Licenses and Permits	160,000		160,000	160,000		
Intergovernmental	1,845,912	\$8,614,361	10,460,273	2,247,062	(8,213,211)	-78.52%
Charges for Services	25,237,179	110,000	25,347,179	29,855,527	4,508,348	17.79%
Fines and Forfeits	2,949,000		2,949,000	3,520,000	571,000	19.36%
Interest	2,153,625	214,166	2,367,791	2,448,000	80,209	3.39%
Miscellaneous Revenues	1,984,752	647,148	2,631,900	2,207,434	(424,466)	-16.13%
Other Financing Sources	3,121,100	973,492	4,094,592	1,483,774	(2,610,818)	-63.76%
<b>Total Revenues and Other Financing Sources</b>	<b>117,524,746</b>	<b>\$10,559,167</b>	<b>128,083,913</b>	<b>125,453,968</b>	<b>(2,629,945)</b>	<b>-2.05%</b>
Beginning Fund Balances and Retained Earnings			57,378,014	58,594,354	1,216,340	2.12%
<b>Total Available Resources</b>	<b>\$117,524,746</b>		<b>\$185,461,927</b>	<b>\$184,048,322</b>	<b>(\$1,413,605)</b>	<b>-0.76%</b>

## Fiscal Year 2000 Budget

Revenues(Sources) - All Fund Types



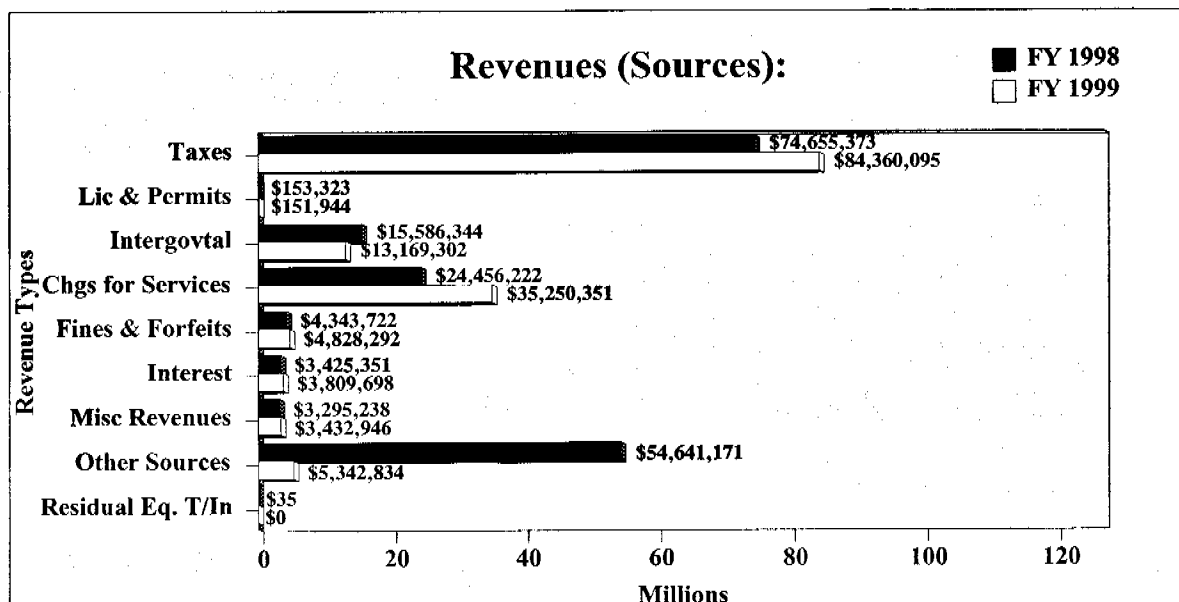


# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY

## ALL FUND TYPES WITH COMPARATIVE ACTUALS

The detail for actuals and changes is provided at the Fund Type level as well as in the Executive Budget Summary.

	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$74,655,373	\$84,360,095	\$9,704,722	13.00%
Licenses and Permits	153,323	151,944	(1,379)	-0.90%
Intergovernmental	15,586,344	13,169,302	(2,417,042)	-15.51%
Charges for Services	24,456,222	35,250,351	10,794,129	44.14%
Fines and Forfeits	4,343,722	4,828,292	484,570	11.16%
Interest	3,425,351	3,809,698	384,347	11.22%
Miscellaneous Revenues	3,295,238	3,432,946	137,708	4.18%
Other Financing Sources	54,641,171	5,342,834	(49,298,337)	-90.22%
<b>Total Revenues and Other Financing Sources</b>	<b>180,556,744</b>	<b>150,345,462</b>	<b>(30,211,282)</b>	<b>-16.73%</b>
Residual Equity Transfers-In	35		(35)	
Beginning Fund Balances and Retained Earnings	40,006,440	57,378,014	17,371,574	43.42%
<b>Total Available Resources</b>	<b>\$220,563,219</b>	<b>\$207,723,476</b>	<b>(\$12,839,743)</b>	<b>-5.82%</b>



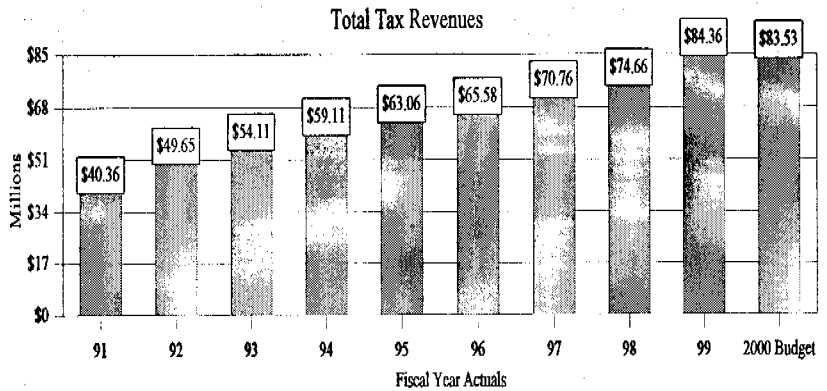
# County of El Paso, Texas

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

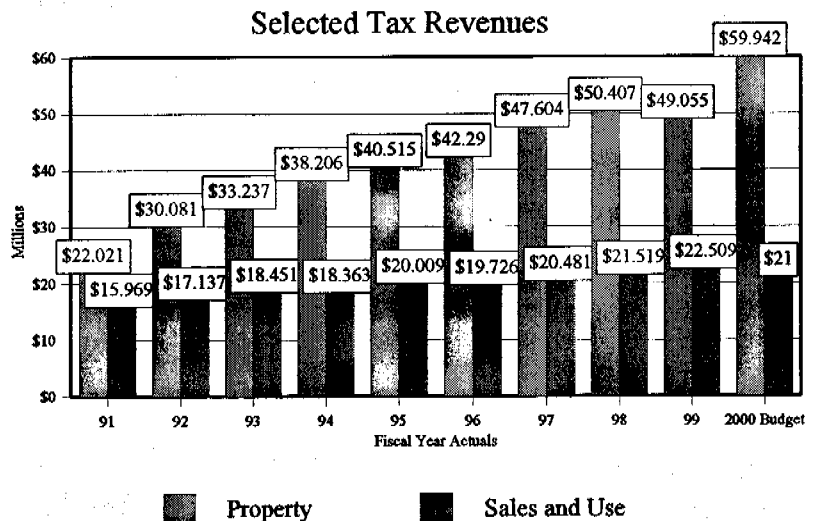
(Fiscal Years 1991-1999 are Actual Revenues, Fiscal Year 2000 is Budgeted Revenue Estimates)

### Taxes

Since fiscal year 1991, the County's tax revenues have steadily increased due to the increases in property tax rates and property values. These increases have been made in an effort for county to maintain its 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, jail annex and the year 2000 upgrade. The amount budgeted for this item is dependent upon the actions of the Commissioners Court. The Commissioners Court adopted a property tax rate for fiscal year 2000 which was the same as fiscal year 1999.



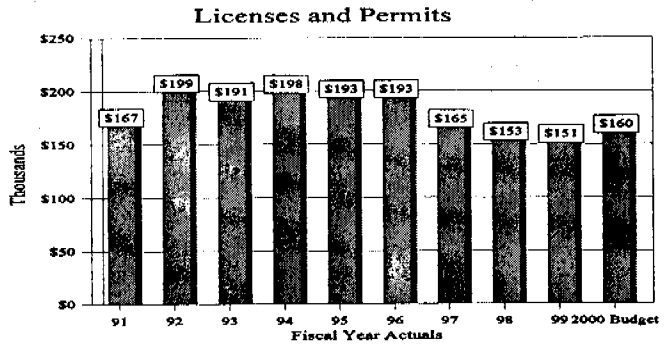
Taxes are a significant source of revenue of the County of El Paso and are comprised mainly of property and sales taxes. Property taxes are levied each fiscal year at a rate prescribed by the Commissioners Court. Tax rates are determined by utilizing Truth in Taxation Guidelines of the State of Texas 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 represent 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 a stabilization of sales and use tax revenues. Based on actual fiscal year 1999 collections, this tax appears to be trending slightly 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 remain stable in the near future.



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.

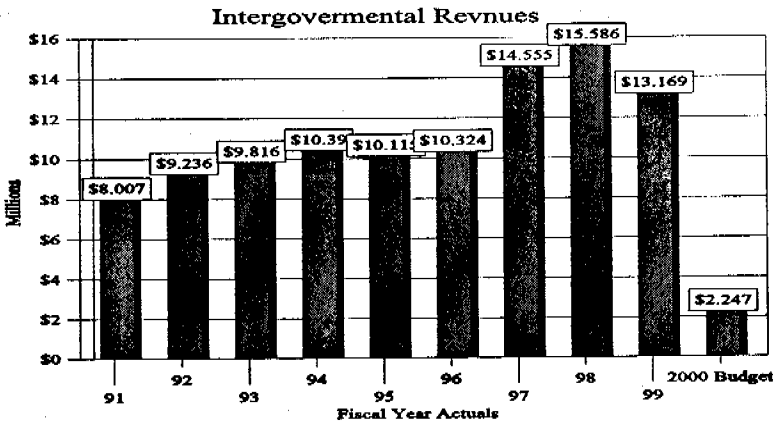
**Licenses and Permits**

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 has had some decreases in licenses over the past few years. This source of revenue is budgeted based on historical trends and economic conditions locally. Revenues in this areas have leveled off and saw a slight declines in 1998 and 1999. No significant changes are anticipated in this category in the near future.



**Intergovernmental**

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 has been fairly stable and level, but has increased over the past several years, with the awarding of additional grants.



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 may 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 2000 intergovernmental budgeted revenues relates to accounting treatment of grants on a contract basis rather than on a

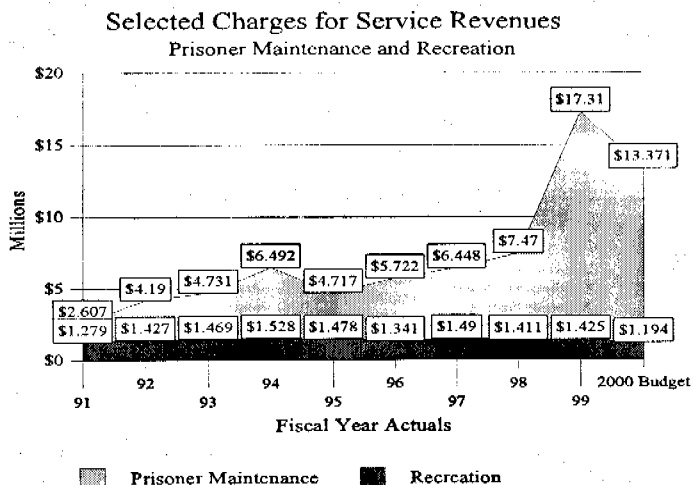
fiscal year basis. Many grants which began in the last month of fiscal year 1999 were budgeted in fiscal year 1999 rather than being partially budgeted in fiscal year 2000. It is not anticipated that this change will impact the actual revenue iture picture in the future. The sharp drop is only attributable to this method of budgeting grants in the fiscal period they are awarded.

**Charges for Services**

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 1993 but rebounded in 1994 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.

Otherwise, the category is budgeted based on historical trends and court action and appears to be stabilizing and steadily increasing.

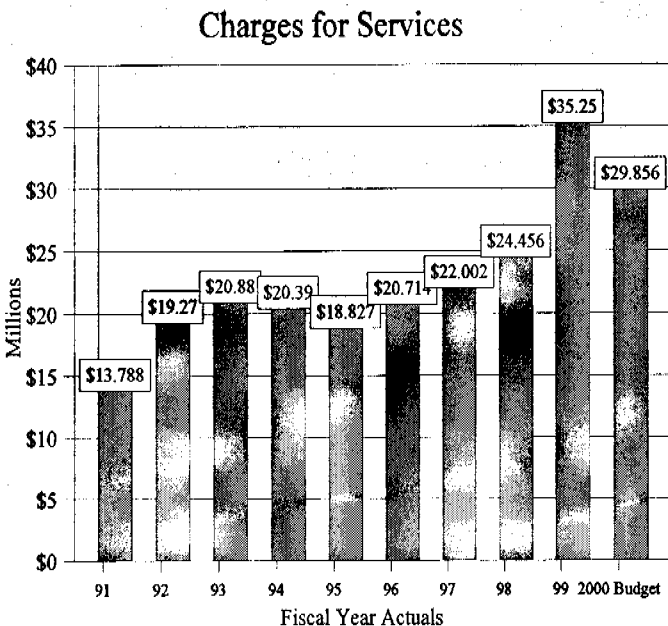
Prisoner maintenance fees relate to costs incurred by the County for incarceration of prisoners in the El Paso County Detention facility on behalf of other agencies for which the County of El Paso is not financially responsible. In fiscal year 1994, the State opened newly constructed jails and as a result, 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 was impacted in fiscal year 1998 when the new jail annex became operational. The jail capacity increased even further in 1999, which is evinced by the highest prisoner revenues in the county's history. The revenue sources should stabilize for fiscal year 2000 and thereafter.



Recreational revenues are based on various fees charged at County facilities which include parks and pools and are 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 caused a slight increase in actual revenues. Beginning in Fiscal Year 1999 the commissioners court established a park improvement fund, whereby all revenues generated by the park go into it's improvement fund for future investments into the park. The slight downward trend in 1996 can be attributed to lost revenues due to inactivity of the County Coliseum caused by some difficulties relating to bringing professional ice hockey to El Paso and assignment of various revenues previously collected by the County.

In fiscal year 1996, the Court approved some increases in various golf course fees which caused a slight increase in actual revenues. Beginning in Fiscal Year 1999 the commissioners court established a park improvement fund, whereby all revenues generated by the park go into it's improvement fund for future investments into the park.

The other category within charges for services relates mainly to miscellaneous 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 remain stable and do not significantly impact on the budget.



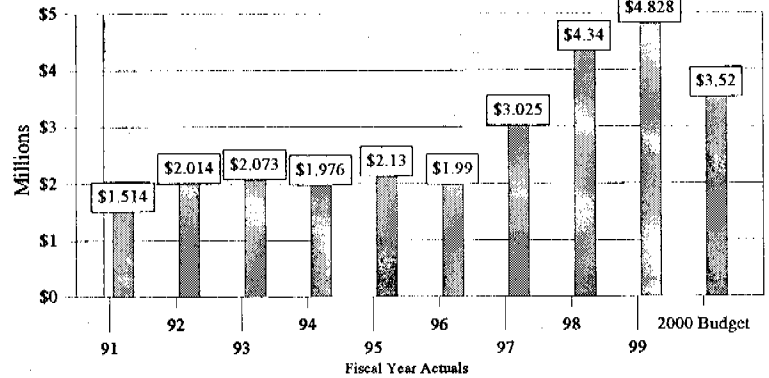
Parking fees relate to charges to the general public and county employees for use of the County Parking Facility which was put into operation in fiscal year 1990. Revenues of the facility have trended up from 1990 through 1994 due to slight fee increases and increased usage of the facility other than 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 since 1994 which is anticipated to remain level over the next fiscal year.

The parking facility has experienced a stable stream of usage since 1994 which is anticipated to remain level over the next fiscal year.

## Fines, Fees and Forfeitures

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 1997 and progressively trended up through fiscal year 1999. This upward trend is due most significantly to the efforts of County officials in collection of a backlog of outstanding bond forfeitures. Currently, trends are expected to move 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.

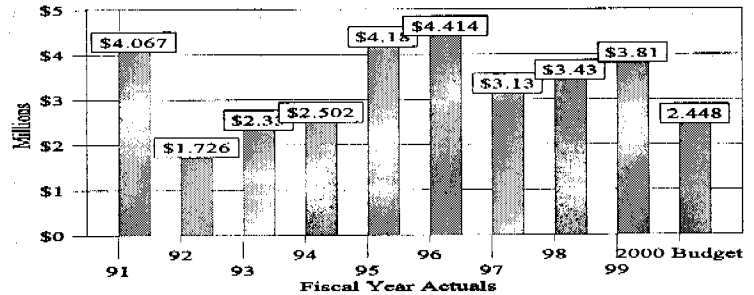
### Fines, Fees and Forfeitures



## Interest

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 graph, revenues 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 remaining relatively stable and the County anticipates having more investable funds, conservative estimates are maintained with the unforseen future of interest rates. Another significant event that will have an impact on overall interest earnings is the fact that significant progress and cash outlays towards expenditures were made on that County's various capital projects thereby further reducing investable funds.

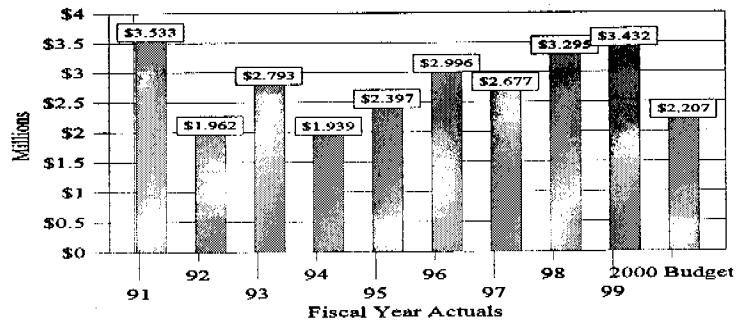
### Interest



## Miscellaneous Revenues

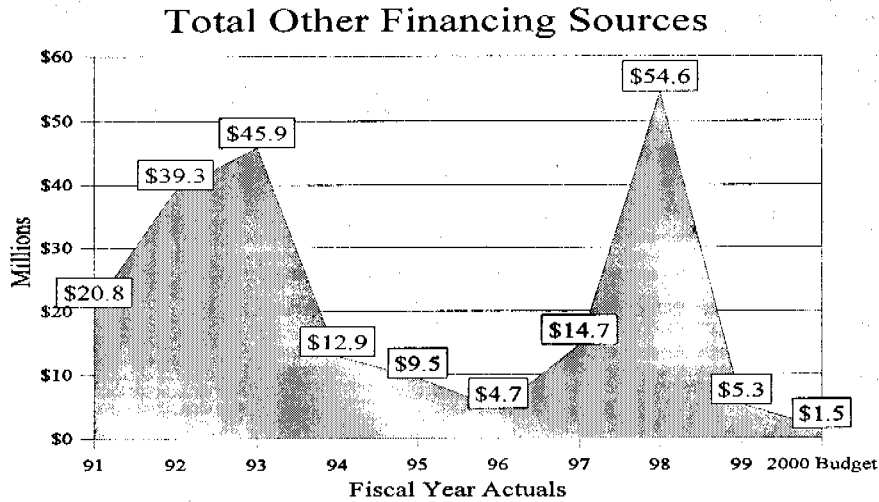
Miscellaneous revenues relate to those considered as non-recurring and not classified in any of the other major categories as defined. Miscellaneous revenues fluctuate from year to year mainly because this category is utilized to capture revenues that are considered non-recurring or not otherwise categorized. 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 vendor giving the County more commissions on pay telephones located in County facilities such as the courthouse and detention facilities.

### Miscellaneous



## Other Financing Sources

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 Bridges Fund and excess grant match refunds and interfund transfer from various special revenue funds to the general fund.



## Revenue Estimates

The County Auditor estimates and certifies all revenues for the County of El Paso and provides the estimates to the Commissioners Court. Budgeted revenues are based on current trends while taking into consideration recent historical trends and local economic factors. The County continually monitors revenue collections throughout the fiscal year to ensure that the revenue estimates are being realized. The tables following this narrative give detailed activity on changes related to actual revenue collections of fiscal year 1998 and fiscal year 1999 and a comparison of the fiscal year 1999 and fiscal year 2000 budgeted revenue estimates.

## Revenue Tables

### Taxes

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Current taxes	\$48,379,136	\$56,975,266	\$8,596,130	17.77%	\$54,989,535	\$57,315,253	\$2,325,718	4.23%
Delinquent Taxes	1,582,064	1,360,584	(221,480)	-14.00%	1,741,988	1,807,902	65,914	3.78%
Penalties and Interest	445,764	719,420	273,656	61.39%	789,155	819,016	29,861	3.78%
Sales and Use of Tax	21,518,551	22,509,281	990,730	4.60%	20,000,000	21,000,000	1,000,000	5.00%
Hotel Occupancy Taxes-1.25%	726,786	746,217	19,431	2.67%	675,000	850,000	175,000	25.93%
Hotel Occupancy Taxes- 1%	908,483	932,771	24,288	2.67%	843,750	850,000	(6,250)	-0.74%
County Hotel Occupancy Taxes .25%	181,696	186,554	4,858	2.67%	168,750		(168,750)	-100.00%
Bingo	65,379	60,815	(4,564)	-6.98%	65,000	65,000		
State Mixed Beverage	847,514	869,187	21,673	2.56%	800,000	825,000	25,000	3.13%
Totals	\$74,655,373	\$84,360,095	\$9,704,722		\$80,073,178	\$83,532,171	\$3,446,493	

### License and Permits

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Alcoholic Beverages	\$125,300	\$110,625	(\$14,675)	-11.71%	\$135,000	\$125,000	(\$10,000)	-7.41%
Occupational Licenses	20,023	34,319	14,296	71.40%	20,000	30,000	10,000	50.00%
Bail Bond Permits	8,000	7,000	(1,000)	-12.50%	5,000	5,000		
Totals	\$153,323	\$151,944	(\$1,379)		\$160,000	\$160,000		

### Intergovernmental

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Federal Grant	\$6,209,212	\$2,729,252	(\$3,479,960)	-56.05%	\$2,724,464		(\$2,724,464)	-100.00%
State Grant	5,863,824	6,449,028	585,204	9.98%	4,504,741	\$177,616	(4,327,125)	-96.06%
State Agency	150,356	142,862	(7,494)	-4.98%	2,500	45,000	42,500	1700.00%
State Agency supplement		2,527	2,527	100.00%	54,530		(54,530)	-100.00%
Lateral Road Funds	31,445		(31,445)	-100.00%		31,000	31,000	
Gross Weight and Axle Weight Fees	5,745	2,162	(3,583)	-62.37%	8,000	5,000	(3,000)	-37.50%
Judiciary Support Fee-Govt. Code 51.702	163,980	245,765	81,785	49.87%	175,000	175,000		
Contribution-City	562,006	605,534	43,528	7.75%	555,668	117,983	(437,685)	-78.77%
Reimbursements-Inmate Transportation Discretionary	43,565	58,196	14,631	33.58%	35,000	40,000	5,000	100.00%
Reimbursements-State Witness Claims Detention Home Rental-El Paso Police Department	32,812	34,245	1,433	4.37%	32,000	32,000		
Reimbursements-Utilities	6,626	3,070	(3,556)	-53.67%				
Reimbursement-City Computer	758,599	369,578	(389,021)	-51.28%	400,000	400,000		
Reimbursement-City Utilities	20,551	20,661	110	0.54%	20,000	20,000		
Reimbursement-Cad Computer	44,296	37,968	(6,328)	-14.29%	6,000	20,000	14,000	233.33%
Reimbursement-Community Supervision and Corrections	36,471	32,655	(3,816)	-10.46%	30,000	30,000		
Reimbursement-City-Salaries	257,884	349,659	91,775	35.59%	200,000	225,000	25,000	12.50%
Reimbursement-City-Archives	75,897	73,671	(2,226)	-2.93%	80,000	75,000	(5,000)	-6.25%
Reimbursement-Federal-TDHS School Lunch Program	91,829	105,629	13,800	15.03%	95,000	95,000		
Reimbursement-R.E. Thomason	182,702	256,734	74,032	40.52%	240,546	253,463	12,917	5.37%
Reimbursement- Legal Fees		222,971	222,971	100.00%	70,000	155,000	85,000	121.43%
Reimbursement-Apprehension of Absconder	5,700	2,000	(3,700)	-64.91%				
Reimbursement-Medial	18,774	169,714	150,940	803.98%	300,000	300,000		
Reimbursement-AG Child Support		276,686	276,686	100.00%				
Transportation 3B	96,295	48,693	(47,602)	-49.43%	49,367		(49,367)	-100.00%
Congregate Meals	877,392	826,171	(51,221)	-5.84%	847,457		(847,457)	-100.00%
Totals	\$15,586,344	\$13,169,302	(\$2,417,042)		\$10,460,273	\$2,247,062	-\$8,213,211	

### Charges for Services

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Prisoner Maint. Federal	\$5,660,225	\$13,735,394	\$8,075,169	142.67%	\$8,668,750	\$12,168,552	\$3,499,802	40.37%
State A.G. Child Support Fees	482,724	513,859	31,135	6.45%	330,000	450,000	120,000	36.36%
Prisoner Maint. - City	1,129,393	1,521,592	392,199	34.73%	1,200,000	1,200,000		
Prisoner Maint. - Extradition	9,600	4,000	(5,600)	-58.33%	2,500	2,500		
Weekender Prisoner		1,565	1,565	100.00%				
Criminal Alien Housing	670,829	2,047,163	1,376,334	205.17%				
Criminal Prosecution Fee	105,782	105,439	(343)	-0.32%	185,000	100,000	(85,000)	-45.95%
County Tax Collector Fee	1,531,757	1,670,740	138,983	9.07%	1,450,000	1,500,000	50,000	3.45%
County Clerk Fees	1,910,913	2,063,149	152,236	7.97%	1,700,000	1,900,000	200,000	11.76%
District Clerk Fees	785,731	852,462	66,731	8.49%	775,000	775,000		
County Sheriff Fees	903,051	890,311	(12,740)	-1.41%	725,000	900,000	175,000	24.14%
El Paso Bar Attor. Exemp. Fees	216,000	193,800	(22,200)	-10.28%	220,000	220,000		
County Service Evaluation Fees	417,027	467,511	50,484	12.11%	375,000	425,000	50,000	13.33%
Protective Order Application	11,010	14,287	3,277	29.76%	10,000	11,000	1,000	10.00%
Microfilm Fees	37,620	66,549	28,929	76.90%	25,000	35,000	10,000	40.00%
Records Mgt. Preservation Fees	630,822	679,297	48,475	7.68%	565,000	630,000	65,000	11.50%
County Attorney Commissions	115,113	101,594	(13,519)	-11.74%	75,000	75,000		
Justice of the Peace No. 1 Fees	15,462	13,881	(1,581)	-10.23%	12,000	12,000		
Justice of the Peace No. 2 Fees	24,567	32,727	8,160	33.22%	20,000	25,000	5,000	25.00%
Justice of the Peace No. 3 Fees	25,243	25,348	105	0.42%	20,000	23,500	3,500	17.50%
Justice of the Peace No. 4 Fees	22,360	23,641	1,281	5.73%	18,000	20,500	2,500	13.89%
Justice of the Peace No. 5 Fees	13,216	11,942	(1,274)	-9.64%	11,000	11,000		
Justice of the Peace No. 6 Fees	40,613	36,563	(4,050)	-9.97%	35,000	35,000		
Justice of the Peace No. 7 Fees	11,210	14,984	3,774	33.67%	10,000	12,000	2,000	20.00%
Constable No. 1 Fees	22,116	30,070	7,954	35.96%	20,000	23,000	3,000	15.00%
Constable No. 2 Fees	39,044	39,555	511	1.31%	40,000	35,000	(5,000)	-12.50%
Constable No. 3 Fees	11,868	12,150	282	2.38%				
Constable No. 4 Fees	36,110	36,447	337	0.93%	33,000	32,000	(1,000)	-3.03%
Constable No. 5 Fees	25,779	30,625	4,846	18.80%	20,000	27,000	7,000	35.00%
Constable No. 6 Fees	11,660	10,987	(673)	-5.77%	11,000	8,500	(2,500)	-22.73%
Constable No. 7 Fees	14,498	10,949	(3,549)	-24.48%	9,000	9,500	500	5.56%
Graffiti Eradication	47	55	8	17.02%				
Sewage Inspection Fees	76,925	82,565	5,640	7.33%	60,000	80,000	20,000	33.33%
East Montana Water Fees	514,565	378,701	(135,864)	-26.40%	419,579	430,875	11,296	2.69%
Jury Fees	42,893	37,734	(5,159)	-12.03%	40,000	37,000	(3,000)	-7.50%
County Tax Office Collections	100,501	115,425	14,924	14.85%	90,000	100,000	10,000	11.11%
Law Library Filing Fees (County /District	209,796	225,220	15,424	7.35%	200,000	340,000	140,000	70.00%
Alternative Dispute Resolution	104,905	107,289	2,384	2.27%	130,000	130,000		
County Probate Court Fees	8,060	7,738	(322)	-4.00%	7,000	7,500	500	7.14%
Interpreter Fees	1,074	990	(84)	-7.82%	1,000	1,000		
Court Reporter Fees	120,967	125,542	4,575	3.78%	120,000	125,000	5,000	4.17%
Computer Aided Transcription System Fees	601	446	(155)	-25.79%	750	500	(250)	-33.33%
Special Probate Court Fees	4,530	4,515	(15)	-0.33%	4,000	4,000		
Parking Garage Fees-Daily	210,996	221,724	10,728	5.08%	195,000	200,000	5,000	2.56%
Parking Garage Fees-Monthly	188,908	215,471	26,563	14.06%	197,000	200,000	3,000	1.52%
Courthouse Security Fees	180,368	191,612	11,244	6.23%	150,000	200,000	50,000	33.33%
Courthouse Security Fees-Justice Court	58,035	71,316	13,281	22.88%	40,000	90,000	50,000	125.00%
Extra Auto License Fees	3,914,038	4,226,027	311,989	7.97%	3,600,000	3,700,000	100,000	2.78%
Auto License Fees	433,895	360,000	(73,895)	-17.03%	360,000	360,000		
Auto Sales Tax	1,912,828	2,164,040	251,212	13.13%	1,800,000	1,900,000	100,000	5.56%
Green Fees	395,651	404,485	8,834	2.23%	420,000	420,000		
Driving Range Fees	13,678	19,138	5,460	39.92%	10,000	10,000		
Golf Car Revenues	157,757	168,977	11,220	7.11%	160,000	160,000		
Golf Course Food Concession	29,210	29,383	173	0.59%	20,000	25,000	5,000	25.00%
Canutillo Pool	6,520	367	(6,153)	-94.37%	6,000	6,000		
Fabens Pool	4,891	5,367	476	9.73%	4,000	4,000		
Ascarate Pool	26,352	26,482	130	0.49%	28,000	28,000		
Ascarate Park Traffic Control	133,558	139,847	6,289	4.71%	130,000	130,000		
Western Playland	194,414	210,895	16,481	8.48%	170,000	180,000	10,000	5.88%
Launching Fees	3,090	3,455	365	11.81%	2,000	2,000		
Coliseum Food Concession	212,666	166,884	(45,782)	-21.53%	175,000	125,000	(50,000)	-28.57%
Coliseum Concessions- Commissions	9,856	15,314	5,458	55.38%	9,000	5,000	(4,000)	-44.44%
Coliseum Parking	57,954	67,953	9,999	17.25%	50,000	50,000		
Coliseum Security	4,434	4,000	(434)	-9.79%	5,000	2,000	(3,000)	-60.00%
Coliseum Rental	108,226	106,659	(1,567)	-1.45%	100,000	70,000	(30,000)	-30.00%
Gallegos Park Food Concession				#DIV/0!				#DIV/0!
Gallegos Park Rental	125	300	175	140.00%				
Pavilion Rental		125	125	100.00%				
Coliseum-Ticketmaster	47,987	42,219	(5,768)	-12.02%	50,000	35,000	(15,000)	-30.00%
Equestrian Center Rental Fees	4,466	13,566	9,100	203.76%	2,000	5,000	3,000	150.00%
Courthouse Cafeteria Concession	23,398	23,894	496	2.12%	20,000	20,000		
Morgue Facility Rental	6,714	6,050	(664)	-9.89%	6,600	6,600		
<b>Totals</b>	<b>\$24,456,222.00</b>	<b>\$35,250,351.00</b>	<b>\$10,794,129.00</b>		<b>\$25,347,179.00</b>	<b>\$29,855,527.00</b>	<b>\$4,508,348.00</b>	



### Fines, Fees, and Forfeits

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Child Safety Fees	\$28,008	\$23,530	(\$4,478)	-15.99%	\$22,000	\$23,000	\$1,000	4.55%
County Traffic Fees	44,672	56,031	11,359	25.43%	25,000	45,000	20,000	80.00%
County Attorney Bond Forfeit	1,550,364	1,367,747	(182,617)	-11.78%	700,000	750,000	50,000	7.14%
Fines and Forfeits	2,718,034	3,369,553	651,519	23.97%	2,200,000	2,700,000	500,000	22.73%
Library Fines	2,644	2,278	(366)	-13.84%	2,000	2,000		
Juror Fines		8,700	8,700	100.00%				
Motor Carrier Overweight		453	453	100.00%				
<b>Totals</b>	<b>\$4,343,722</b>	<b>\$4,828,292</b>	<b>\$484,570</b>		<b>\$2,949,000</b>	<b>\$3,520,000</b>	<b>\$571,000</b>	

### Interest

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Interest Earnings Investments	\$3,199,449	\$3,653,077	\$453,628	14.18%	\$2,215,304	\$2,322,000	\$106,696	4.82%
Interest Earning- N.O.W.	225,902	156,621	(69,281)	-30.67%	152,487	126,000	(26,487)	-17.37%
	<b>\$3,425,351</b>	<b>\$3,809,698</b>	<b>\$384,347</b>		<b>\$2,367,791</b>	<b>\$2,448,000</b>	<b>\$80,209</b>	

### Miscellaneous

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Indirect Services	\$498,247	\$543,836	\$45,589	9.15%	\$512,812	\$561,390	\$48,578	9.47%
State Service Fees	158,101	120,885	(37,216)	-23.54%	100,000	120,000	20,000	20.00%
Contribution-local	19,699	13,971	(5,728)	-29.08%	50,000		(50,000)	-100.00%
Consolidated Data Processing	7,958	4,123	(3,835)	-48.19%	1,000	1,000		
Detention Facility-Commissary	65,000	262,760	197,760	304.25%	250,000	250,000		
Purchasing Stock Sales	67,855	89,443	21,588	31.81%	60,000	60,000		
Allright Parking	48,718	45,729	(2,989)	-6.14%	42,000	42,000		
Landmark Parking		2,000	2,000	100.00%				
Phone Commission- Local	442,581	477,542	34,961	7.90%	350,000	425,000	75,000	21.43%
Phone Commissions- Long Distance	137,967	337,353	199,386	144.52%	150,000	275,000	125,000	83.33%
Miscellaneous-Reimbursement	334,444	128,429	(206,015)	-61.60%	14,000	69,000	55,000	392.86%
Contributions & Donations - General		2,813	2,813	100.00%	35,400		(35,400)	-100.00%
Contributions - Other		35,999	35,999	100.00%	46,000		(46,000)	-100.00%
Homebound Program Income	43,573	45,560	1,987	4.56%	1,895	1,756	(139)	-7.34%
Transportation - Program Income Received	981	1,285	304	30.99%	1,260	1,184	(76)	-6.03%
C-1 Program Income Received	43,050	38,025	(5,025)	-11.67%	38,775	36,704	(2,071)	-5.34%
Courthouse Settlement	225,000		(225,000)	-100.00%				
Time Payment Fee - 10%	12,478	19,436	6,958	100.00%		19,000	19,000	100.00%
Time Payment Fee- 25%	49,085	76,074	26,989	100.00%		70,000	70,000	100.00%
Loan Processing Fees	828	1,098	270	100.00%				
Continuing Legal Education					2,240		(2,240)	-100.00%
Property Sales	54,591	58,210	3,619	6.63%	20,000	30,000	10,000	50.00%
Unclassified Revenues	411,492	457,765	46,273	11.25%	248,145	240,400	(7,745)	-3.12%
Program Participants	673,590	670,610	(2,980)	-0.44%	708,373	5,000	(703,373)	-99.29%
<b>Totals</b>	<b>\$3,295,238</b>	<b>\$3,432,946</b>	<b>\$137,708</b>		<b>\$2,631,900</b>	<b>\$2,207,434</b>	<b>(\$424,466)</b>	

### Other Financing Sources

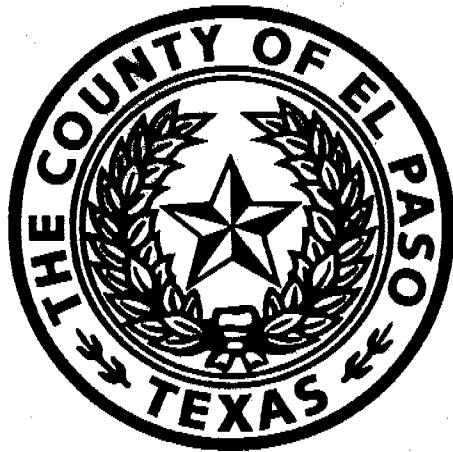
Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Proceeds of Bonds Sold	\$23,961,989		(\$23,961,989)	-100.00%				
Accrued Interest- Cert. of Indebtedness	343,339		(343,339)	-100.00%				
Refinancing Proceeds	25,016,050		(25,016,050)	-100.00%				
Proceeds of Bonds Sold- Premium	81,571		(81,571)	-100.00%				
Transfers In	979,745	\$1,342,489	362,744	37.02%	\$265,000	\$220,000	(\$45,000)	-16.98%
Transfers In-Grants	1,991,353	2,181,032	189,679	9.53%	1,989,522	1,058,774	(930,748)	-46.78%
Transfers In-Court Court Reporter Fee	120,000	120,000			120,000	105,000	(15,000)	-12.50%
Excess Grant Match	207,266	79,243	(128,023)	-61.77%	100,000	100,000		
Transfers In-Roads and Bridges	1,939,858	1,620,070	(319,788)	-16.49%	1,620,070		(1,620,070)	-100.00%
Totals	<u>\$54,641,171</u>	<u>\$5,342,834</u>	<u>(\$49,298,337)</u>		<u>\$4,094,592</u>	<u>\$1,483,774</u>	<u>(\$2,610,818)</u>	

### Residual Equity Transfers-In

Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Residual Equity Transfer-In	\$35		(\$35)	-100.00%				
Totals	<u>\$35</u>		<u>(\$35)</u>					

### Grand Totals

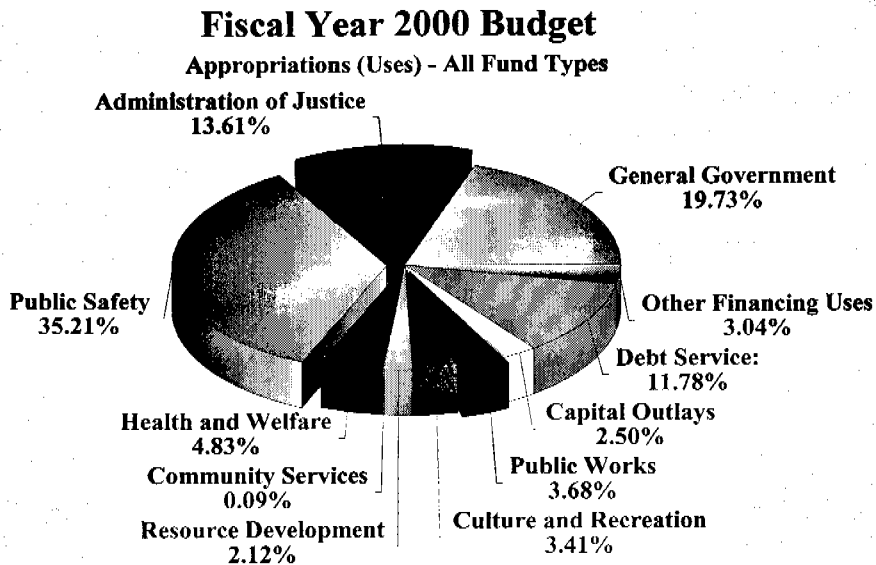
Revenue Account Title	Actuals FY 98	Actuals FY 99	Changes Amounts	% Change	Budget FY99	Budget FY2000	Changes Amounts	% Change
Grand Totals	<u>\$180,556,779</u>	<u>\$150,345,462</u>	<u>(\$30,211,317)</u>		<u>\$128,083,913</u>	<u>\$125,453,968</u>	<u>(\$2,629,945)</u>	



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- ALL FUND TYPES WITH COMPARATIVE BUDGET

The detail for amendments and changes is provided at the Fund Type level as well as in the Executive Budget Summary.

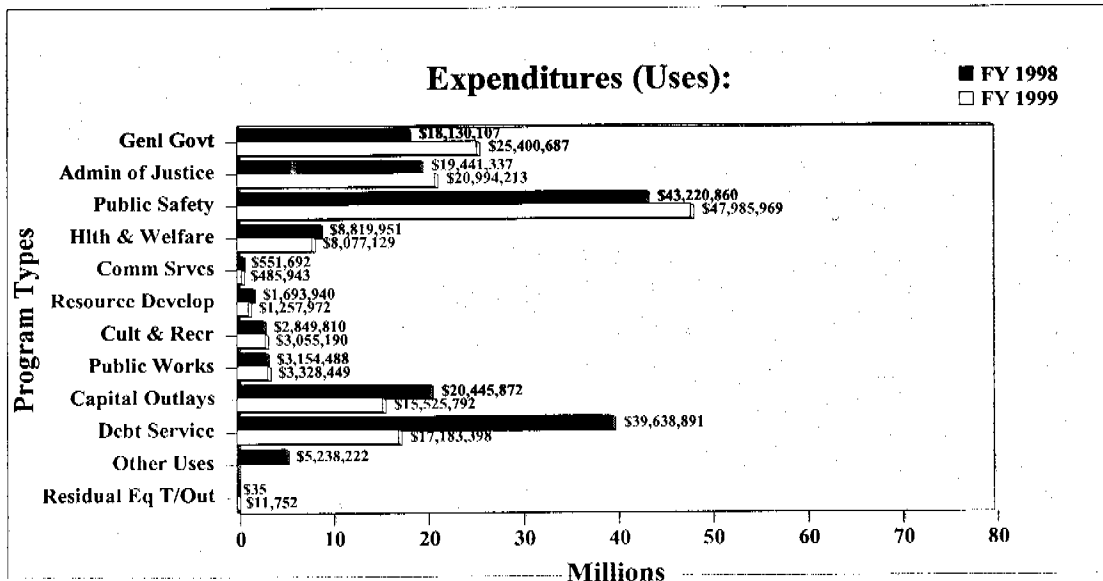
	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
General Government	\$23,710,818	(\$1,312,988)	\$22,397,830	\$28,797,077	\$6,399,247	28.57%
Administration of Justice	18,107,845	3,026,038	21,133,883	19,873,449	(1,260,434)	-5.96%
Public Safety	46,683,936	4,080,372	50,764,308	51,393,606	629,298	1.24%
Health and Welfare	5,855,345	2,068,070	7,923,415	7,044,199	(879,216)	-11.10%
Community Services		942,763	942,763	136,969	(805,794)	-85.47%
Resource Development	1,963,069	123,153	2,086,222	3,089,589	1,003,367	48.09%
Culture and Recreation	4,304,860	(30,562)	4,274,298	4,983,210	708,912	16.59%
Public Works	3,908,048	72,424	3,980,472	5,374,699	1,394,227	35.03%
Capital Outlays	2,074,482	1,741,289	3,815,771	3,653,531	(162,240)	-4.25%
Debt Service:						
Principal	8,990,440		8,990,440	11,235,000	2,244,560	24.97%
Interest	8,204,421		8,204,421	5,958,542	(2,245,879)	-27.37%
Other Debt Related Costs						
Other Financing Uses	5,064,563	(102,962)	4,961,601	4,441,082	(520,519)	-10.49%
<b>Total Expenditures and Other</b>						
<b>Financing Uses</b>	128,867,827	\$10,607,597	139,475,424	145,980,953	6,505,529	4.66%
Encumbrances			11,923,144	6,320,642	(5,602,502)	-46.99%
Retained Earnings			201,383	260,137	58,754	29.18%
Ending Fund Balances			42,838,479	31,486,590	(11,351,889)	-26.50%
<b>Total Fund Balances and</b>						
<b>Retained Earnings</b>			43,039,862	31,746,727	(11,293,135)	-26.24%
<b>Total Expenditures, Appropriations,</b>						
<b>Fund Balances and Retained</b>						
<b>Earnings</b>	\$128,867,827		\$185,461,927	\$184,048,322	(\$1,413,605)	-0.76%



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- ALL FUND TYPES WITH COMPARATIVE ACTUALS

The detail for actuals and changes is provided at the Fund Type level as well as in the Executive Budget Summary.

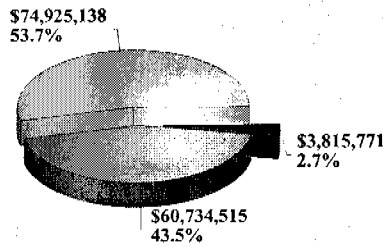
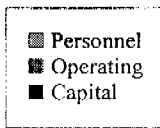
	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government	\$18,130,107	\$25,400,687	\$7,270,580	40.10%
Administration of Justice	19,441,337	20,994,213	1,552,876	7.99%
Public Safety	43,220,860	47,985,969	4,765,109	11.03%
Health and Welfare	8,819,951	8,077,129	(742,822)	-8.42%
Community Services	551,692	485,943	(65,749)	-11.92%
Resource Development	1,693,940	1,257,972	(435,968)	-25.74%
Culture and Recreation	2,849,810	3,055,190	205,380	7.21%
Public Works	3,154,488	3,328,449	173,961	5.51%
Capital Outlays	20,445,872	15,525,792	(4,920,080)	-24.06%
Debt Service:				
Principal	6,773,901	8,990,440	2,216,539	32.72%
Interest	7,159,053	8,192,958	1,033,905	14.44%
Other Debt Related Costs	25,705,937		(25,705,937)	-100.00%
Other Financing Uses	5,238,222	5,822,628	584,406	11.16%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	163,185,170	149,117,370	(14,067,800)	-8.62%
Residual Equity Transfers-Out	35	11,752	11,717	33477.14%
Retained Earnings	201,383	260,137	58,754	29.18%
Ending Fund Balances	57,176,631	58,334,217	1,157,586	2.02%
<b>Total Fund Balances and</b>				
<b>Retained Earnings</b>	57,378,014	58,594,354	1,216,340	2.12%
<b>Total Expenditures, Appropriati</b>				
<b>Fund Balances and Retained</b>				
<b>Earnings</b>	\$220,563,219	\$207,723,476	(\$12,839,743)	-5.82%



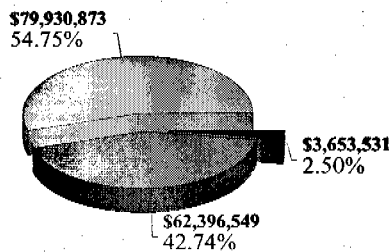
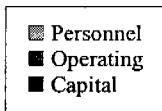
**BUDGET SUMMARY FOR FISCAL YEAR 2000 BY CATEGORY  
ALL FUND TYPES-WITH PRIOR YEAR EXPENDITURE ACTUALS**

Character	Actuals		Changes		Budget		Changes	
	FY 1998	FY 1999	Amounts	Percentages	Adopted w/Amends	Adopted	Amounts	Percentages
					FY 1999	FY 2000		
Personnel	\$64,182,661	\$72,762,662	\$8,580,001	13.37%	\$74,925,138	\$79,930,873	\$5,005,735	6.68%
Operating	78,556,637	60,828,916	(17,727,721)	-22.57%	60,734,515	62,396,549	\$1,662,034	2.74%
Capital	20,445,872	15,525,792	(4,920,080)	-24.06%	3,815,771	3,653,531	(\$162,240)	-4.25%
<b>Totals</b>	<b>\$163,185,170</b>	<b>\$149,117,370</b>	<b>(\$14,067,800)</b>	<b>-8.62%</b>	<b>\$139,475,424</b>	<b>\$145,980,953</b>	<b>\$6,505,529</b>	<b>4.66%</b>

**Operating Budgets  
FY 1999**



**Operating Budgets  
FY 2000**



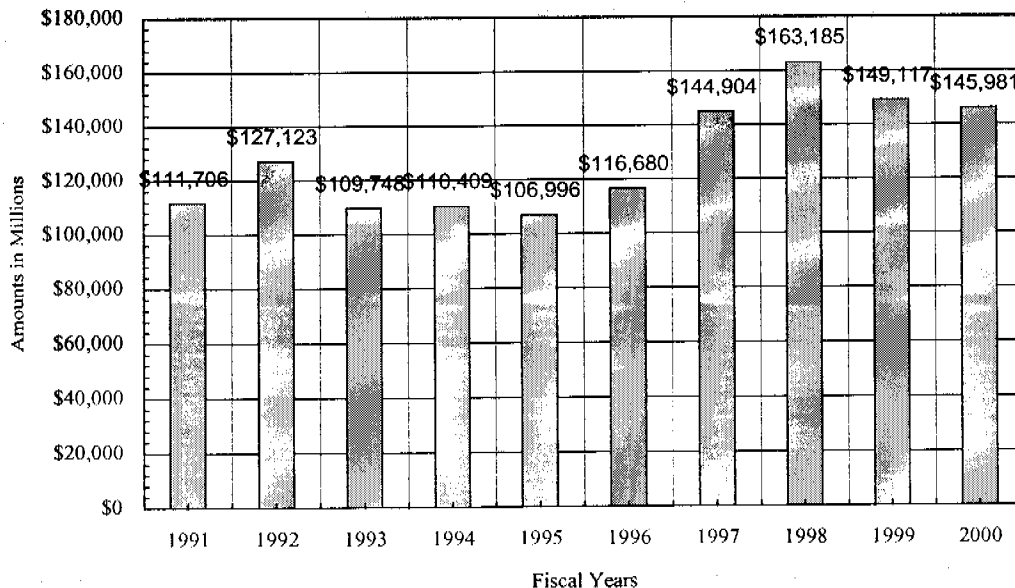
**Historical Expenditure Trends - By Function**  
(Amounts in thousands)

**Fiscal Year Expenditures**

Function	Fiscal Year Expenditures									Budget
	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
General Government	\$18,660	\$16,240	\$12,529	\$15,105	\$15,497	\$15,972	\$17,292	\$18,130	\$25,401	\$28,797
Administration of Justice	9,839	14,654	15,112	15,791	16,119	18,441	21,085	19,441	20,994	19,873
Public Safety	24,207	24,556	25,764	28,912	32,427	33,352	35,135	43,221	47,986	51,394
Health and Welfare	7,509	7,279	7,022	6,755	7,476	9,134	7,269	8,820	8,077	7,044
Community Services	1,808	2,536	3,111	3,889	3,968	1,624	849	552	486	137
Resource Development	3,756	3,390	3,114	1,897	1,623	1,810	1,854	1,694	1,258	3,090
Culture and Recreation	2,228	3,698	2,023	2,178	2,379	2,203	2,683	2,850	3,055	4,983
Public Works	1,330	1,515	1,929	2,233	2,461	2,948	3,182	3,154	3,328	5,375
Capital Outlays	25,503	7,418	9,520	8,609	7,055	11,180	36,028	20,446	15,526	3,653
Debt Service:										
Principal	2,940	6,120	4,000	6,000	6,965	5,928	6,383	6,774	8,990	11,235
Interest and other costs	4,496	6,560	5,144	8,466	6,648	7,810	7,258	7,159	8,193	5,959
Other Uses	9,430	33,157	20,480	10,574	4,378	6,278	5,886	30,944	5,823	4,441
<b>Total Expenditures</b>	<b>\$111,706</b>	<b>\$127,123</b>	<b>\$109,748</b>	<b>\$110,409</b>	<b>\$106,996</b>	<b>\$116,680</b>	<b>\$144,904</b>	<b>\$163,185</b>	<b>\$149,117</b>	<b>\$145,981</b>

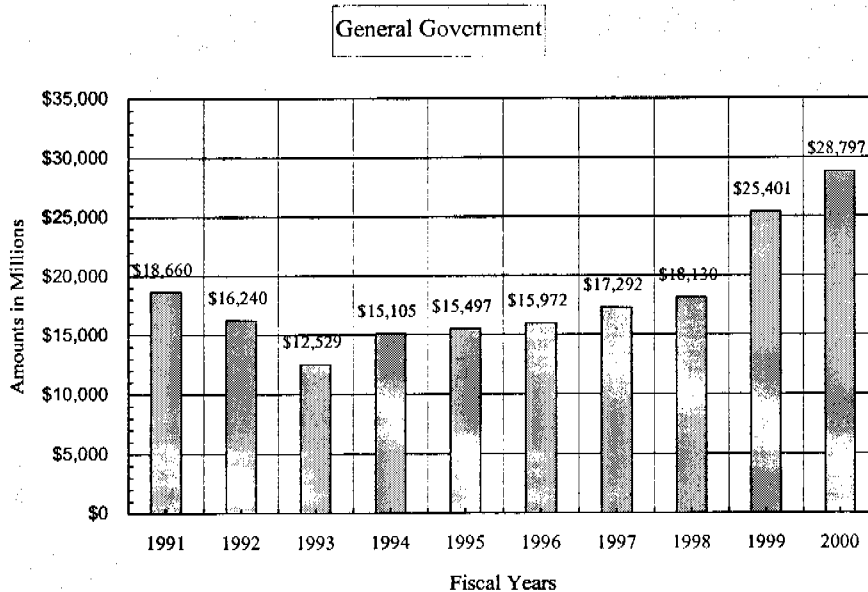
**Total expenditures** for the County of El Paso have had steady growth over the years regarding operational expenditures due to contractual increases relating to sheriff deputies covered by a collective bargaining agreement for salary increases and operational cost increases such as utilities and general inflationary factors. A significant increase in 1997, which caused the trend to rise, was related to the cycle of capital project construction costs and fluctuations in principal and interest payments on bonded indebtedness. A large portion of the increase in 1998 is attributable to the increase in debt related payments in relation to a \$26 million dollar refunding bond issue. Other significant increases resulted in the Public Safety function in direct relation to the opening and staffing of the Jail Annex. The most notable increases in fiscal year 1999 are in the functions of general government and public safety. These trends were continued through fiscal year 2000 and are discussed in greater detail throughout this portion of the budget document and throughout other portions of the budget document as a whole.

**Historical Trend - Total Expenditures - All Funds**



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. 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 some increases with the most notable of these being related directly to the area of General and Administrative expenses. A trend upwards can be seen in FY98 and FY99 as the Commissioners Court has funded general salary increases by placing the appropriations in the General and Administrative account and transferring

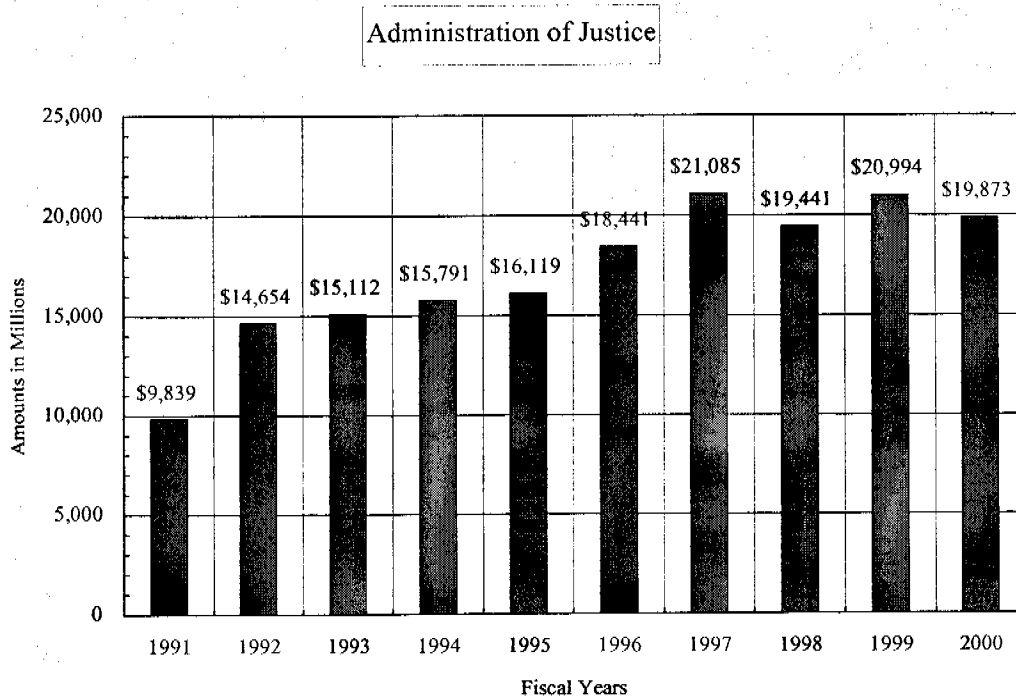


the necessary funds to departments if and when needed. The general and administrative index of the general fund fluctuated over the years as it is used as a catch all account at the discretion of the Commissioners Court. This account is utilized for payments to other agencies for a variety of services 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, and various contingency expenditures which fluctuate from year to year. The Commissioners Court increased its budgeted contingency funds, which are utilized in the event that a major need arises requiring funding. This category experienced an increase in fiscal year 2000 with over \$2.9 million budgeted in general and administrative for increases necessary to fund higher health and life insurance premiums for County employees. Additionally the Commissioners Court fully implemented the final phase of the salary career ladder plan in the fiscal year 2000 budget which increased salary allowances in this category by just over three million dollars.

**Administration of Justice** is the basic reason for county government and has grown steadily 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 are 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. Additionally over the past two years two County Courts at Law and a State District Court have been established within the County. Other changes that have taken place which have effected expenditures and budgeted appropriations are the increased staffing levels

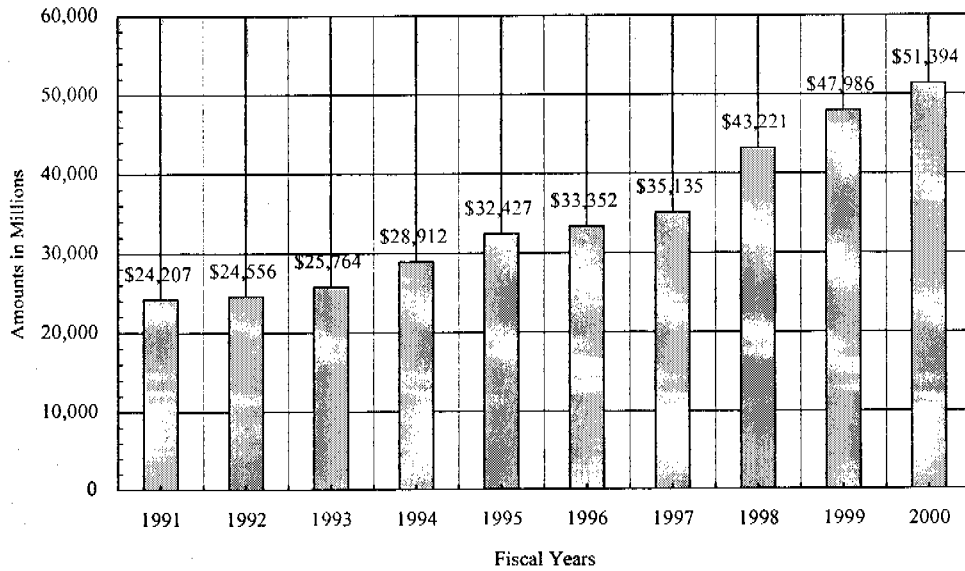


in related support offices such as the County and District Attorney's offices whose departments work in direct relation with the Judiciary. The decrease in fiscal year 2000 appropriations is mainly due to grants that were budgeted during fiscal year 1999 which have yet to be awarded and budgeted in fiscal year 2000.



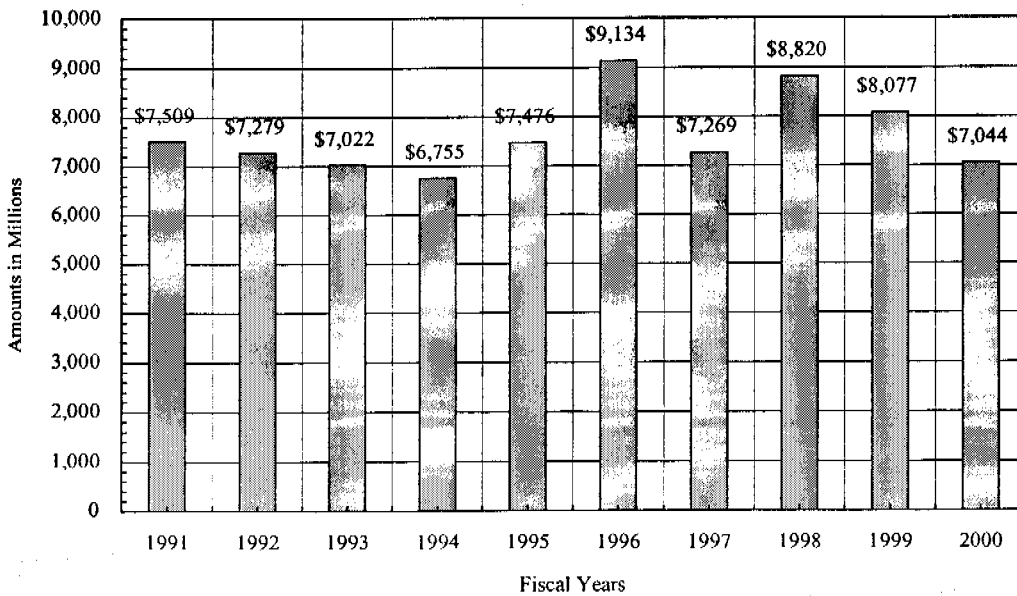
In regards to **Public Safety**, beginning in the late 1980's the County entered into a collective bargaining contract with the El Paso County Sheriff deputies for salary and benefit compensation which represents much of the trend increase in this area. Additionally, over the years, other Sheriff's Department employees were added to the collective bargaining contract as well as other salary incentive plans introduced by that department such as a career ladder increase system approved by the Commissioners Court. A large portion of the increase over the past several years occurred within the County Sheriff Jail Annex index. The Jail Annex located in east El Paso began its first full year of operation during fiscal year 1998 and was fully staffed and operational for most of the fiscal year. The County of El Paso constructed the Jail Annex in an effort to relieve overcrowding in the downtown detention facility. The fiscal year 2000 budget will now feel the full impact of both detention facilities operating at near capacity for an entire fiscal year. 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. As evidenced on the graph on the next page, future expenditures for public safety are expected to continue to increase over the next several years. The Juvenile Probation department is currently finalizing two expansion projects, one being a post adjudication facility which will house additional juvenile offenders and secondly the expansion of the Juvenile Administration building. These two additional facilities will be completed in the first quarter of fiscal year 2000 and are expected to open shortly thereafter.

Public Safety

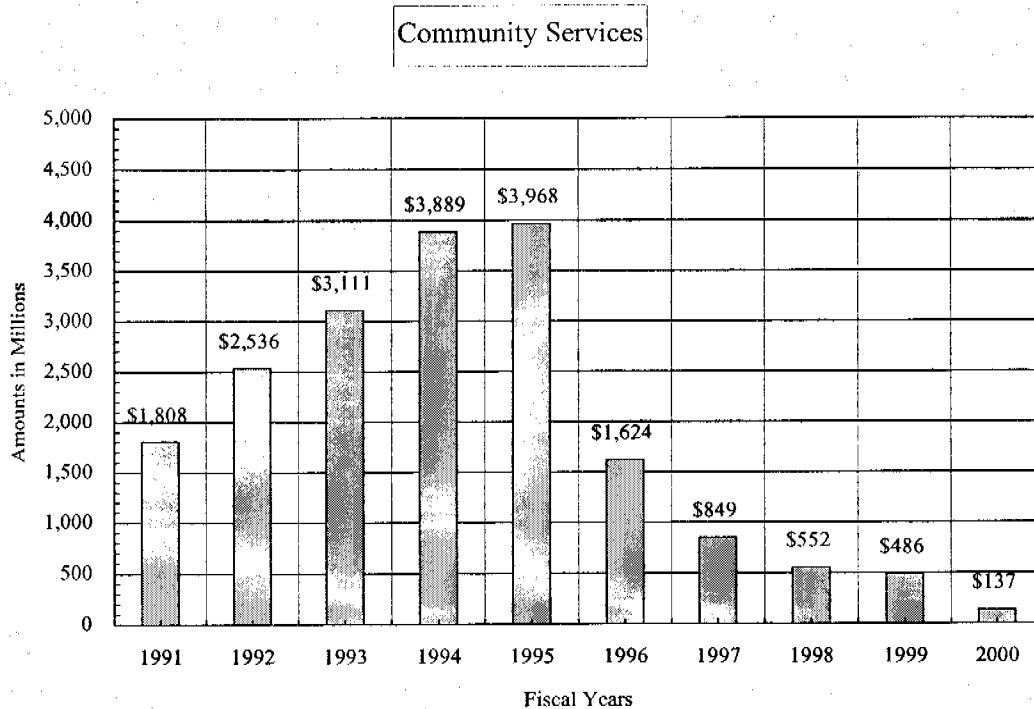


The bulk of the decrease in **Health and Welfare** relates to the County's shifting of funding of health related agencies such as the City-County Health District to the Hospital District, and fluctuations within health related grant activities. Subsequent to fiscal year 1993, the County saw costs trending upwards upon completion of the new County Morgue in 1993. The costs related to the medical examiners office had posted significant increases as operations had established themselves. In fiscal year 1998, the County experienced increases in mental health costs and its contribution to the Child Welfare Program. The fiscal year 2000 budget in this category although lower than the 1999 expenses is expected to increase as grant awards in this category are received during the fiscal year.

Health and Welfare



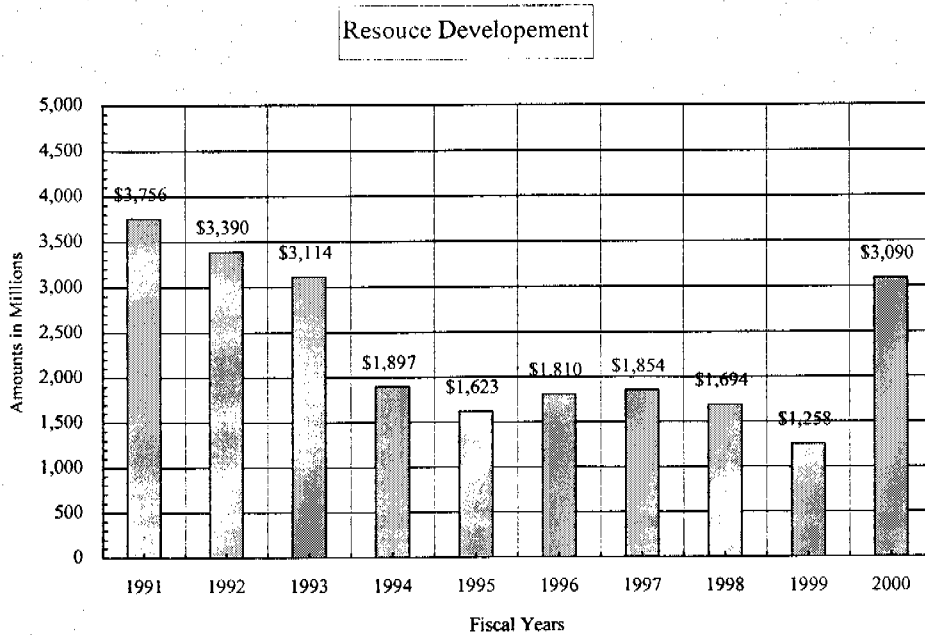
The area of **Community Services** relates directly to grant funded activities over the years. In more recent years the focal point has been on improving the outlying areas within the County of El Paso with necessities such as water and plumbing for which most awards were granted between fiscal



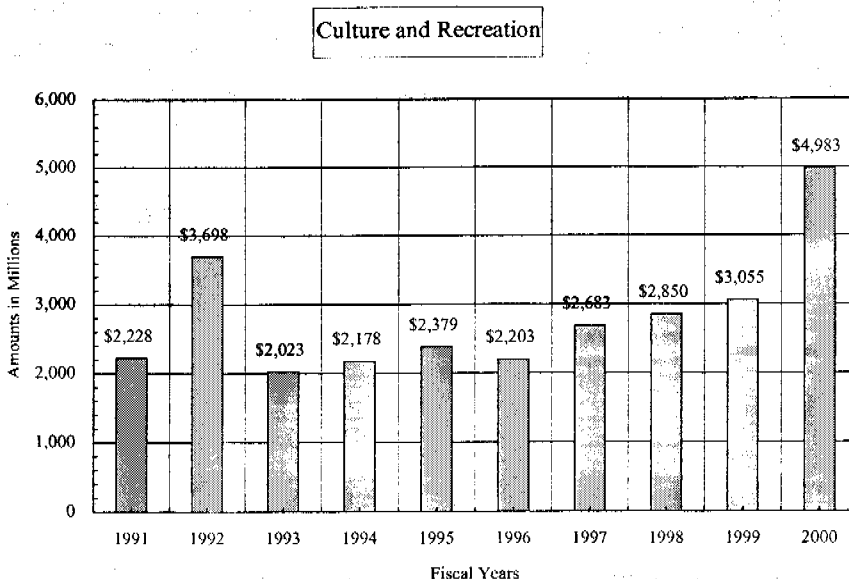
years 1992 and 1995. The major change of fiscal year 1996 and 1997, reflected in the bar graph above, depicts the fact that some of these grants provide funding up front and therefore, some grants were being closed out due to discontinuation of funding and/or completion of the projects. In fiscal year 1998 and 1999, funding mainly relates to the Rural Transit program which provides transportation for residents in several rural areas of the County. Another main area of expenditures in this category relate to the Self Help Center which provides housing and community development services in the Lower Valley. The fiscal year 2000 budget will be amended as State and Federal grant awards are received by the County. It is important to note that the County did establish a Community Development department for fiscal year 1999 in an effort to focus on meeting the increased needs of the community of the County by aggressively identifying and obtaining funds to meet these needs.

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 were transferred to the City and the County in turn provides hotel occupancy funding to the City of El Paso on a monthly basis. The upward slope in fiscal year 2000 is attributable to two main areas. First, the Commissioners Court created a new planning department that will oversee departments that fall within this division of County government and report back to the court on the results of operations. Secondly, most of the increase

in fiscal year 2000 is due to a modification to the interlocal agreement with the City of EL Paso which increased the funding ratio of hotel/motel tax collections allocated to the City by one quarter of a percent. Also, the contract was increased to allow for the distribution of the fiscal year 1999 collections in fiscal year 2000 since this contract modification was pending and no distribution was made during fiscal year 1999.

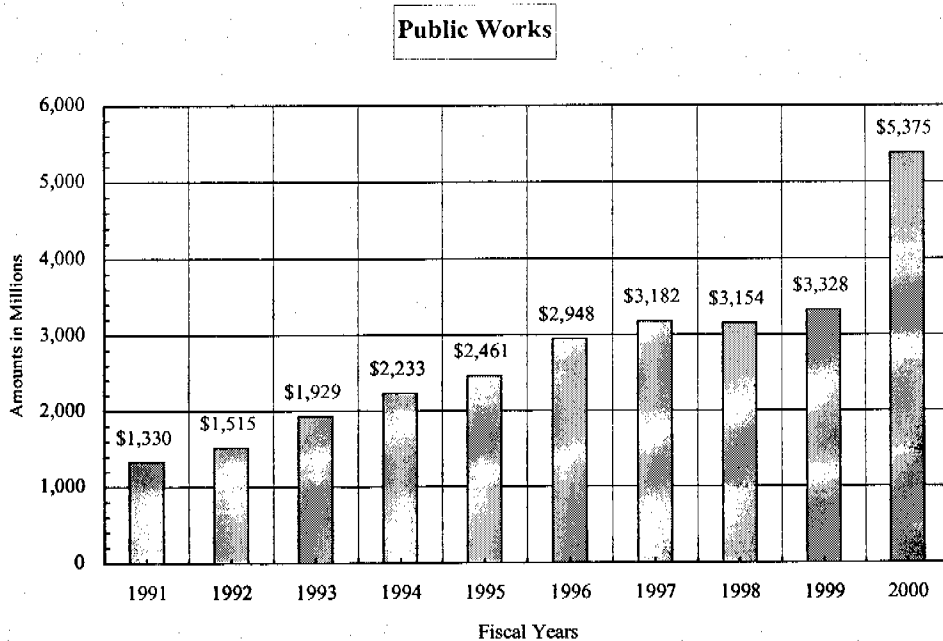


The main reason for the dive of **Culture and Recreation** expenditures between fiscal years 1992 and 1993 is due to one time expenditures relating to the El Paso County Aquatic Center Construction Project which was partially funded through General Fund monies. Other factors contributing to the upward 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 other significant increases to culture and recreation for fiscal years 1996 through



1998 related to the Coliseum Tourist Promotion fund. The main reason for such a significant increase in fiscal year 1999 is the establishment of the Ascarate Park Improvement fund whereby all revenues generated from the park are being designated for reinvestment into the park to accomplish upgrades to the park grounds to include the Lake, Trails, Playgrounds and Ballfields. The operations of the County Park have continued its build-up with additional funding for Fiscal Year 2000 which remain to be appropriated from within the General Fund.

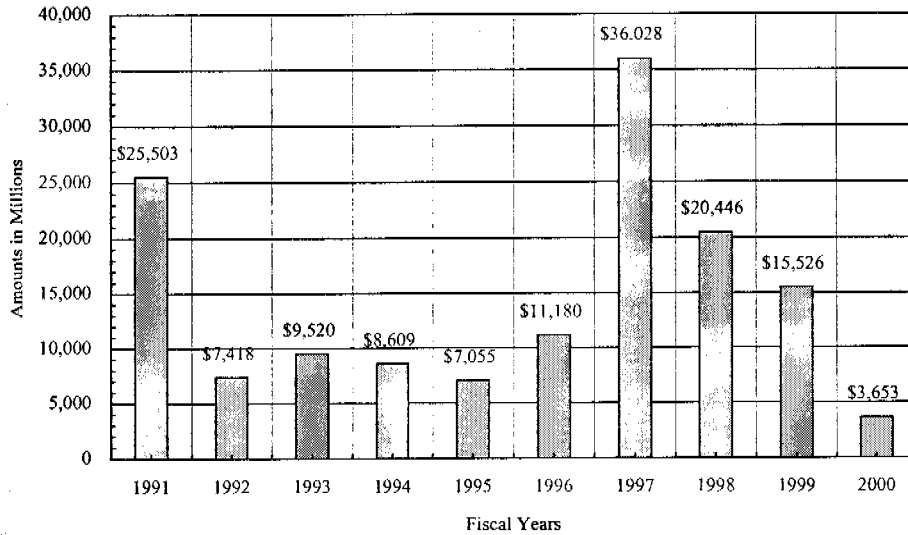
In the **Public Works** group, these are mainly infrastructure related expenditures for roads and bridges incurred by the Roads and Bridges Department. In recent years, the Roads and Bridges Department has focused on replacement of some of its heavy duty equipment and has put more emphasis on new roadways and roadway improvements. This area increased by a brisk amount in fiscal year 2000 due mostly to the discontinuance of the transfer out of the Road and Bridge fund to the General Fund to cover a portion of the costs of policing the roads of the County. Additionally, a new public works department was created in the general fund in an effort to further coordinate and oversee all County public works projects.



**Capital Outlays** are mainly the result of major capital projects. The main peak reflects the completion of a variety of county projects including the County Courthouse Building followed by new projects such as the Jail Annex and Module projects which were completed during fiscal years 1997 and 1998. The present Commissioners Court is in the process of formulating a long-term capital plan which is a proactive step in the right direction. 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 1998 the County issued \$22,645,000 towards addressing capital needs to the County which included addressing the year 2000 computer issue while simultaneously moving from the

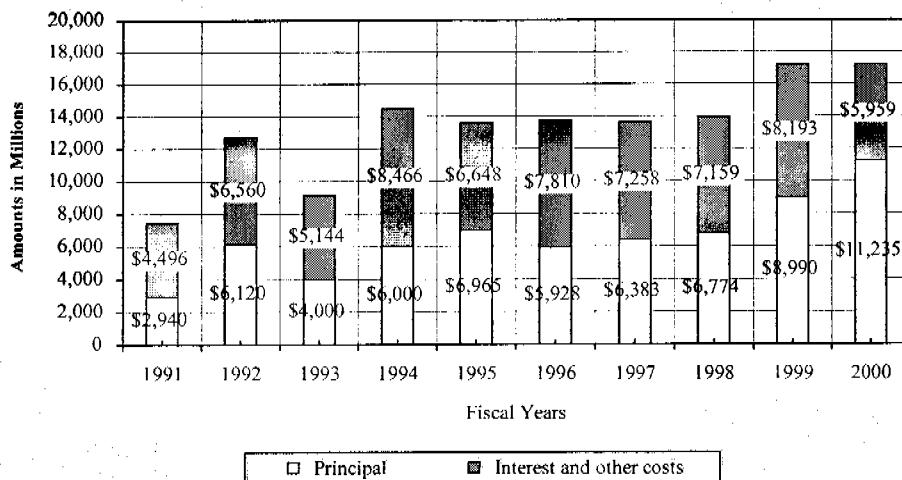
costly mainframe environment to the more efficient client server environment. This capital issue also included funding for the build out of the remaining floors of the Courthouse, major improvements to the County Coliseum and to construct a building for the Agriculture Extension Department.

### Capital Outlays



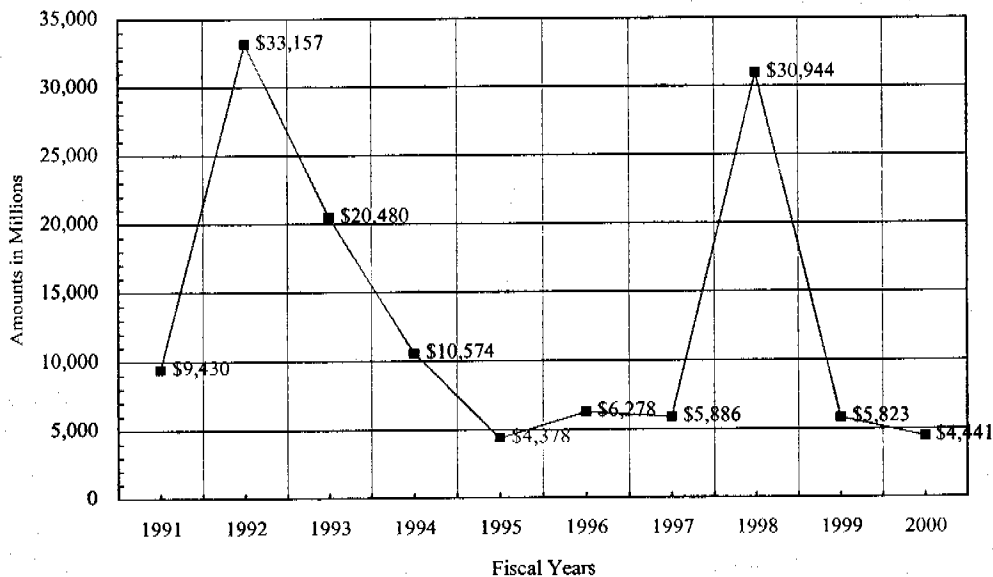
**Debt Service** is utilized for the repayment of outstanding obligations of the County relating to bonds issued over the years for approved capital projects. Fluctuations over the years are attributable to the timing of repayment. The trend is increasing as can be seen in the Debt Service section of this report. Based on the County's current indebtedness, an increase in total payments will be experienced though 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.

### Debt Service



**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 1998. The County, upon recommendations of its financial advisor, 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 to grant match transfers to various grants representing the County's funding portion in order to obtain State or Federal funding.

**Other Financing Sources**



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

The General Fund Type is used to account for all financial resources not required to be accumulated for in another fund, for example, county clerk records management fees, which are accumulated in a Special Revenue Fund Type. The number of budgets utilized by departments, vary depending on the complexity of the unit, as well as reporting requirements. The table below depicts the various sources for the General Fund Type, such as taxes, intergovernmental, licenses and permits, and miscellaneous revenues, to name a few.

### BUDGET AMENDMENTS

During the fiscal year, the only budget change that impacted revenues was a reclassification between the intergovernmental, charges for services, and miscellaneous revenue categories. More specifically, this budget change was done for the purpose of tracking history for the criminal prosecution and legal fee reimbursement line items, rather than just classifying them under miscellaneous reimbursements.

### CHANGES

In the table below, the 5.69% increase in the Taxes category is mainly attributable to property taxes, which increased in direct relation to the increase in taxable property values, after being adjusted for an expected tax collection rate of 98.40 percent. The other components of taxes, sales and use, bingo, and state mixed beverage tax, account for the balance of the increase or \$1,025,000, and were increased based on historical trend data.

The budget for Licenses and Permits was set at the same level as fiscal year 1999 to be conservative, since historically speaking this line item has fluctuated from approximately \$192,000 in fiscal year 1996 to \$153,323 in fiscal year 1998.

Intergovernmental revenues were budgeted at a 9.16 percent increase to include increases based on historical actuals for inmate transportation reimbursements and state witness claim reimbursements, reimbursement of data processing services provided for the Central Appraisal District, reimbursements of salaries from the school districts for providing an officer on school grounds, reimbursement from R.E. Thomason General Hospital for the costs of providing legal services, and finally reimbursement of legal fees from defendants for court appointed legal counsel.

Of the 23.44% increase for Charges for Services, 88% consists of the reimbursement from the federal government for the housing of federal prisoners. During fiscal year 1999, a new contract was negotiated with the U.S. Marshall's office, resulting in a more equitable and profitable reimbursement rate. The remaining increase for charges for services is mainly due to increases in fees of various offices such as the County Clerk.

Fines and Forfeitures were budgeted with a \$571,000 increase due to the increased collection efforts of the County Clerk's and County Attorney's Offices for the collection of county court fines and bond forfeitures.

The line item for Interest was increased by \$275,000 to account for the more favorable interest rates for investments than in prior fiscal years.

The main contributors to the increase in Miscellaneous revenues is for new line items that were set up for time payment fees for late payments on court costs and for increased revenues for local and long distance phone commissions.

Lastly, Other Financing Sources was decreased due to the County Commissioners Court no longer appropriating the transfer-in from the Road and Bridge fund to the General Fund Type to cover a portion of the costs of policing county roads.

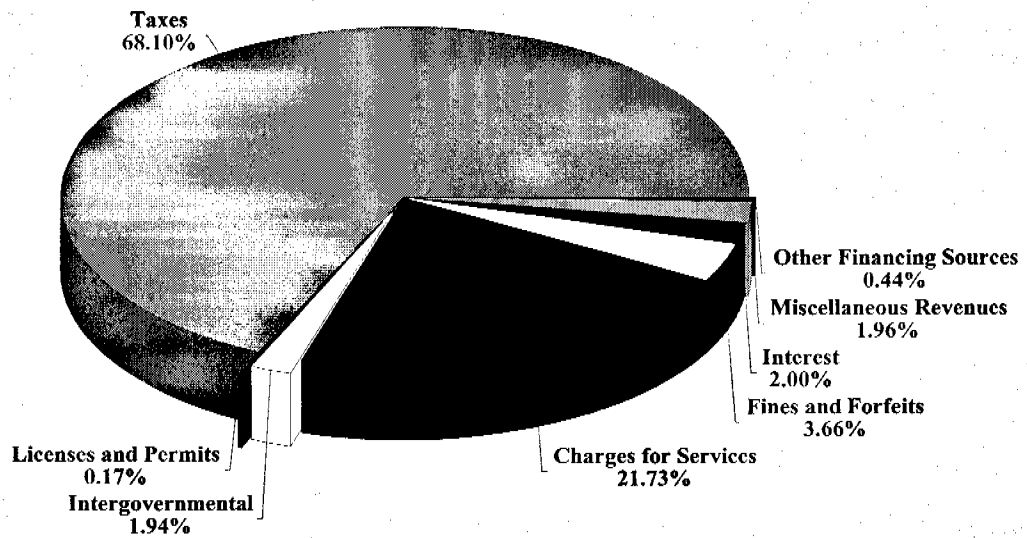
	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$62,014,531		\$62,014,531	\$65,544,187	\$3,529,656	5.69%
Licenses and Permits	160,000		160,000	160,000		
Intergovernmental	1,643,546	\$70,000	1,713,546	1,870,463	156,917	9.16%
Charges for Services	16,837,600	110,000	16,947,600	20,919,652	3,972,052	23.44%
Fines and Forfeits	2,949,000		2,949,000	3,520,000	571,000	19.36%
Interest	1,650,000		1,650,000	1,925,000	275,000	16.67%
Miscellaneous Revenues	1,645,812	(\$180,000)	1,465,812	1,888,390	422,578	28.83%
Other Financing Sources	2,105,070		2,105,070	425,000	(1,680,070)	-79.81%
<b>Total Revenues and Other Financing Sources</b>	<u>89,005,559</u>		<u>89,005,559</u>	<u>96,252,692</u>	<u>7,247,133</u>	<u>8.14%</u>
Beginning Fund Balances			22,331,848	30,178,923	7,847,075	35.14%
<b>Total Available Resources</b>	<u>\$89,005,559</u>		<u>\$111,337,407</u>	<u>\$126,431,615</u>	<u>\$15,094,208</u>	<u>13.56%</u>



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

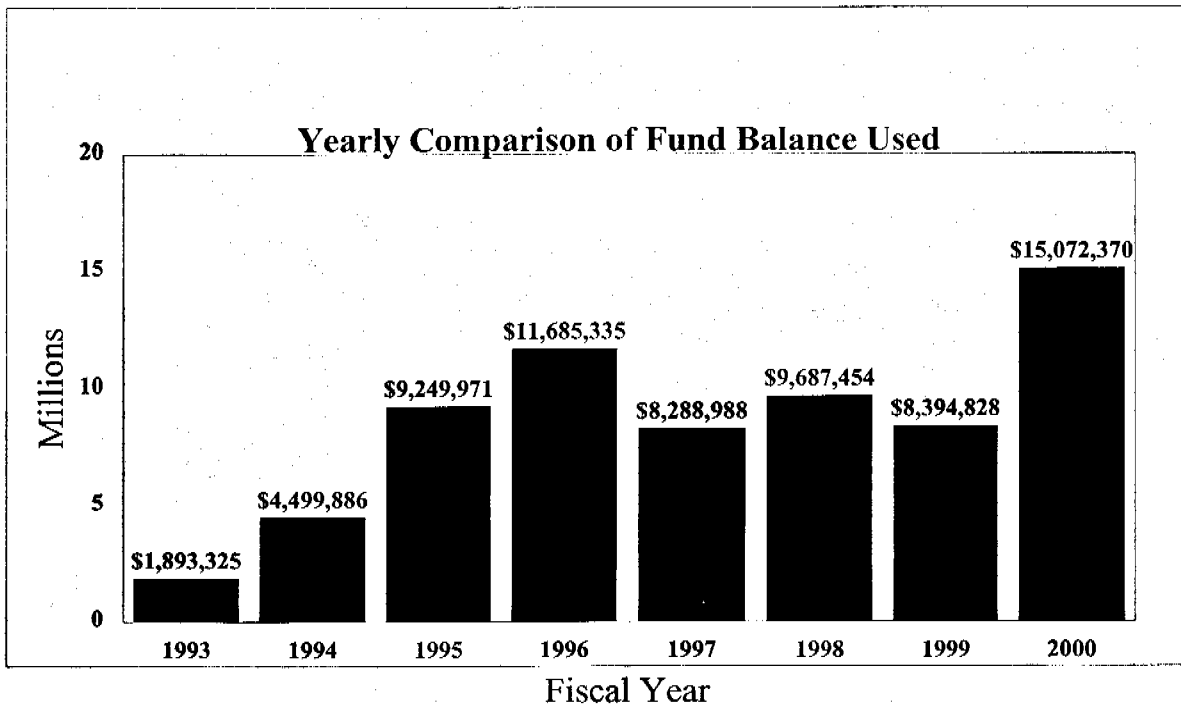
The pie chart below provides for your information, the various revenue sources for the general fund and their percentage of the total.

## Fiscal Year 2000 Budget Revenues(Sources) - General Fund Type



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

Over the past few years, the County Commissioners Court has designated part of the fund balance of the General Fund Type in order to balance the operating budget. In fiscal year 1999, the Court used an estimated fund balance of \$8,394,828 to balance the budget. Based on actuals for fiscal year 1999, revenues of \$105,591,312 were collected in comparison to \$97,744,237 being spent, for a net increase to the general fund. Although fiscal year 1999 ended up favorably, it should be noted that for fiscal year 2000, the Court again budgeted part of the fund balance to balance the operating budget in fiscal year 2000, to the tune of \$15,072,370, leaving a residual projected fund balance of \$12,744,743. The difference between the \$12,850,651 in the table below and the \$12,744,743 is due to reservations for travel advances and inventory in the amounts of \$76,010 and \$29,898 respectively, normally not included in income statements. One factor in the County's favor is the fact that the Commissioners Court budgeted \$1,364,000 in the General Fund Type for unforeseen emergencies. The table below shows the trend of fund balance reserves needed to balance the budget since fiscal year 1993.



### BUDGET AMENDMENTS:

The largest budget change by far was under the General Government section of the General Fund Type. This change consisted of the transfer from the general and administrative account to individual departments in other programs to cover for any salary and fringe deficits for salary increases. This is the second fiscal year that Commissioners Court has requested that a reserve for salary adjustments be set aside in the general and administrative account, since many departments actually pay for their salary increases in their own budgets, through attrition. Additional transfers from the general and administrative account were to provide for an additional position for County Commissioner No. 3, for the purchase of new network printers for the District Clerk's Office, to cover for payment of a survey conducted by the Personnel office to determine child and elder care needs in the community, and to cover travel for the Purchasing department, to name a few.

The net increase under the Administration of Justice program is mainly to cover for salary increases. Other increases to the Administration of Justice program were to fund for one month of operation for the newly created 388th District Court, and to cover for shortfalls in the operating budgets for various Justices' of the Peace. One major transfer out from the Administration of Justice program was from the Council of Judges budget to the Child Welfare legal fees account in the amount of \$270,000. Since legal fees for the Child Abuse Master Court have increased significantly due to a new state mandate to place children in permanent care within a year, this transfer was needed. As a matter of information, the County of El Paso is placing children in permanent households within seven months, and the adoption rate has increased 300 percent since 1995.

## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

Of the \$251,492 increase to the Public Safety program, \$250,000 pertains to a transfer from the General Government program to cover for the operations of the Juvenile Probation department. This amount was previously set aside in a contingency account, and was used to cover for salary shortfalls, and operating expenditures such as professional services and utilities. The remaining balance of \$1,492 relates to transfers from the general and administrative account for salary increases not covered through attrition.

The most significant increase under the Health and Welfare program was for a transfer from General Government to the City-County Health budget to cover for an additional vehicle for health inspectors, and to cover for additional health needs of the Health District for \$200,000. This \$200,000 had originally been set aside in the contingency account of the General Fund Type in anticipation of the need for additional monies. An amount of \$140,000 was also transferred to cover for additional needs of the Life Management Center to cover the costs of providing liason and outreach services for the Juvenile Probation and Sheriff's departments. Again, \$270,000 was transferred from the Administration of Justice program to cover the rising costs for legal fees for the Child Abuse Master. The remaining increase to this program consists of transfers to cover for salary increases.

Under the Resource Development program, 97 percent of the increase is attributable to the newly formed Planning Department of the County. Of the \$55,629 appropriated for them, \$45,000 was transferred from a grant match, with the balance coming from the general and administrative account. The remaining increase under the Resource Development program account pertains to salary and travel account increases for the Agricultural Co-op department.

The entire increase of \$45,467 under the Culture and Recreation program is for the transfers from the general and administrative account for salary increases, although transfers between departments under Culture and Recreation did occur. For example, transfers were done between the Ascarate Park and Ascarate Golf Course departments to cover for additional utility expenses for the Golf Course. In addition, transfers were done from the Fabens, Montana Vista, and Sparks Community Centers to the Agua Dulce Community Center, in the amount of \$35,550 in order to set up this new center.

Overall, capital outlays decreased by \$15,795 for the General Fund. There was a total of \$240,038 transferred from the original \$250,000 set up for equipment contingencies. Of the \$240,038, \$200,000 was transferred out to legal contingencies, due to increased expenses for monetary legal settlements. Only \$40,038 was transferred out of the contingency for equipment to the individual departments to meet unplanned equipment needs. The individual departments under General Fund Type covered a total of \$184,205 from their own budgets to cover their equipment needs. To clarify, the \$15,795 decrease is calculated by taking the difference between the \$200,000 and \$184,285.

Other financing uses for general fund decreased by \$122,962. At the beginning of the fiscal year, the \$140,000 set up for Life Management was set up under a transfer out account, although it probably should have been set up with a contingency account under operating. This transfer out, along with the offsetting increase to other financing uses for new grant match requirements, makes up the overall decrease of \$122,962.

### OPERATING BUDGETS

	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
General Government	\$22,418,578	(\$1,263,988)	\$21,154,590	\$27,208,743	\$6,054,153	28.62%
Administration of Justice	17,876,678	349,427	18,226,105	19,642,282	1,416,177	7.77%
Public Safety	46,634,936	251,492	46,886,428	51,278,606	4,392,178	9.37%
Health and Welfare	4,632,849	699,073	5,331,922	5,650,182	318,260	5.97%
Resource Development	478,069	57,286	535,355	934,159	398,804	74.49%
Culture and Recreation	1,948,920	45,467	1,994,387	2,118,055	123,668	6.20%
Community Services				136,969	136,969	100.00%
Public Works				203,600	203,600	100.00%
Capital Outlays	352,164	(15,795)	336,369	564,716	228,347	67.89%
Other Financing Uses	3,058,193	(\$122,962)	2,935,231	3,587,750	652,519	22.23%
<b>Total Expenditures and Other Financing Uses</b>	<u>97,400,387</u>		<u>97,400,387</u>	<u>111,325,062</u>	<u>13,924,675</u>	<u>14.30%</u>
Encumbrances			2,337,320	2,255,902	(81,418)	-3.48%
Ending Fund Balances			11,599,700	12,850,651	1,250,951	10.78%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<u>\$97,400,387</u>		<u>\$111,337,407</u>	<u>\$126,431,615</u>	<u>\$15,094,208</u>	<u>13.56%</u>

## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

Overall there was a 14.30 percent increase that took place between the fiscal year 1999 and fiscal year 2000 budgets between the various programs for additional personnel for existing departments and new employees for newly created departments. For example, the \$136,969 increase for Community Services, and the \$203,600 increase for Public Works are for the Community Management Services Department and Public Works and Facilities Department, two new departments reporting directly to Commissioners Court. These two departments were created as an intermediary branch directly under Commissioners Court which are to oversee the progress of the multitude of departments under Commissioners.

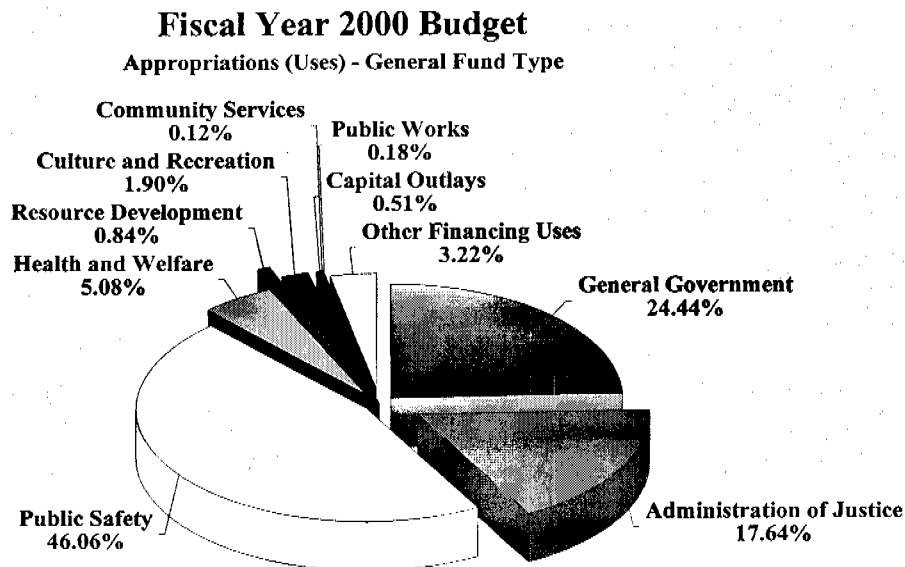
A total of 195 employees were added to the General Fund Type. Of the 195, 74 new employees were assigned to the Sheriff's department, to keep up with demand and reduce the amount of overtime for Sheriff's employees, and 54 were allocated to the Juvenile Probation department for operating the new Juvenile Administration Building. The remaining 67 positions were authorized for the remaining programs in General Fund Type and are broken down in Appendix A.

In addition, the 74.49 percent increase in Resource Development is mainly attributable to fully funding the Planning Department for a full year and the creation of the new Planning and Management Services department under Commissioners Court.

To continue, of the \$564,716 allocated in fiscal year 2000 for capital purchases, \$280,000 is for equipment contingencies, and \$150,000 is to purchase land for a new cemetery for pauper burials. The remaining \$134,716 is for miscellaneous equipment and renovations.

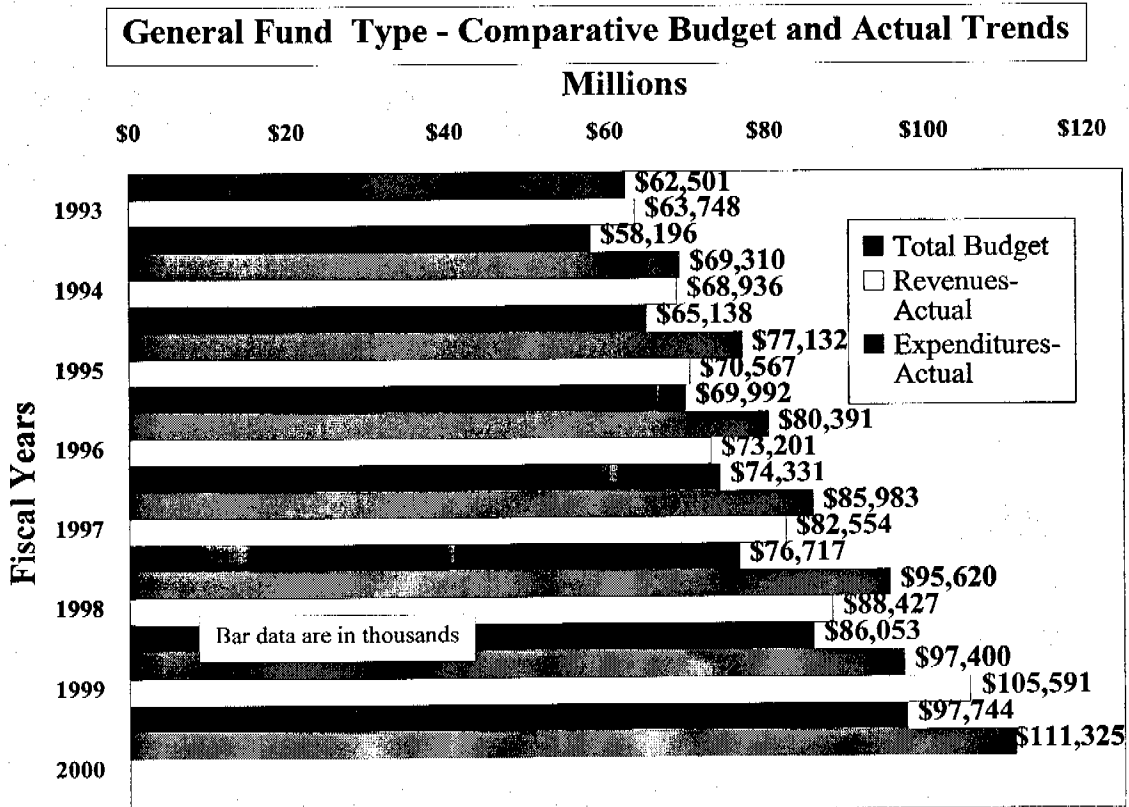
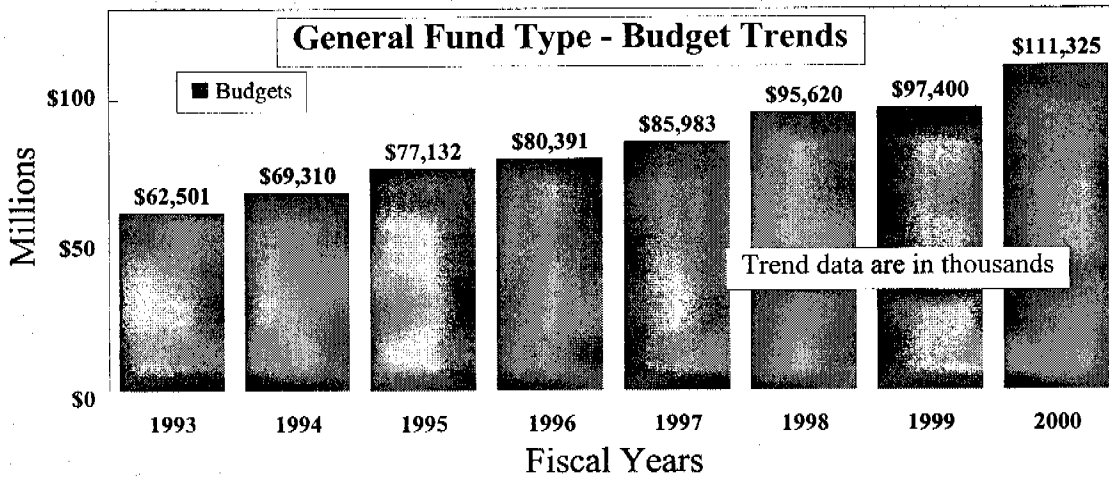
Finally, Other Financing Uses for General Fund Type increased by \$652,519. This is the difference between a 1 million dollar increase to the Health and Life Fund transfer out due to several catastrophic illnesses that almost depleted it, and a decrease of \$347,481 needed for grant matches during the fiscal year. This \$347,481 does not mean that new grant matches will not be needed during the fiscal year, it is simply the amount that was estimatable for grant awards already received.

The pie chart below provides for your information, the various appropriations for the General Fund Type and their percentage of the total.



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the General fund budgets and a comparison of actual revenues and expenditures to budgets.



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE ACTUALS

Overall, actual revenues for the General Fund Type increased by 19.41 percent. The most significant increase was for Charges for Services due to the new reimbursement rate from the U.S. Marshalls Office for the housing of federal prisoners. Other areas where actuals increased in comparison to fiscal year 1998, were County Clerk's fees, tax office fees, fees of the various Constables and J.P.'s, and parking revenues.

The decrease in the Other Financing Sources category is materially related to the decrease in the amount of transfer in from the Road and Bridge from \$1,939,858 in fiscal year 1998 down to \$1,620,070 in fiscal year 1999. The remaining balance of the decrease is also due to the lower amount of excess grant matches transferred back to the General Fund Type. These excess grant matches are for cash no longer required, usually due to the full amount of grant awards not being spent. Another contributor to the decrease is the decrease in the transfer of fees collected by the District Clerk and County Clerk's Offices for the use of court reporters.

The actuals for Miscellaneous revenues increased when compared to fiscal year 1998 for the significant increase from \$278,840 in fiscal year 1998 to \$405,845 in fiscal year 1999 in the unclassified revenue portion of Miscellaneous revenues. Other increases in this area are for increases in purchasing stock sales, microfilm fees, and late payment fees for delinquent court costs.

The decrease in Licenses and Permits is due to the decrease in revenues collected for alcoholic and occupational licenses.

Taxes, by far the greatest contributor to revenues for the General Fund Type increased based on the increase of taxable property values, and the increase in the taxable cents per valuation from .35100/\$100 of valuation in fiscal year 1998 to .361434/\$100 of valuation in fiscal year 1999.

Under Intergovernmental revenues, the major increase that took place was for the reimbursements for housing of undocumented aliens in our jails, since we were reimbursed from the federal governments for two fiscal years. Another significant impact to this line item was for the reimbursement of legal fees now being classified here, rather than under Miscellaneous revenues. A new subobject that was created for the reimbursement of child support costs from the Attorney General's Office also shared in the increase.

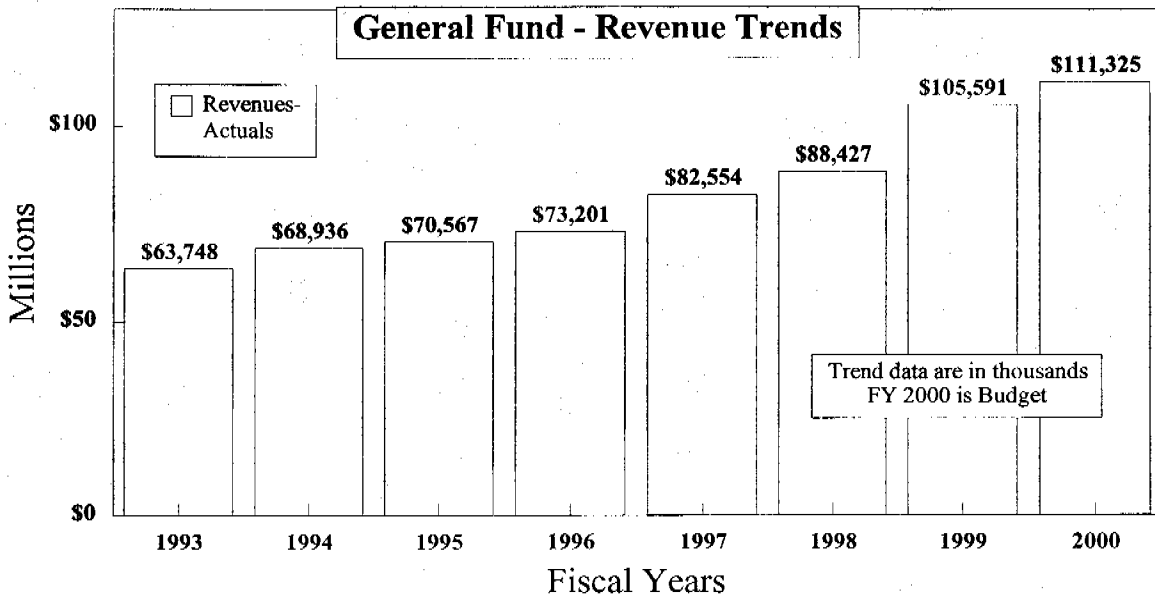
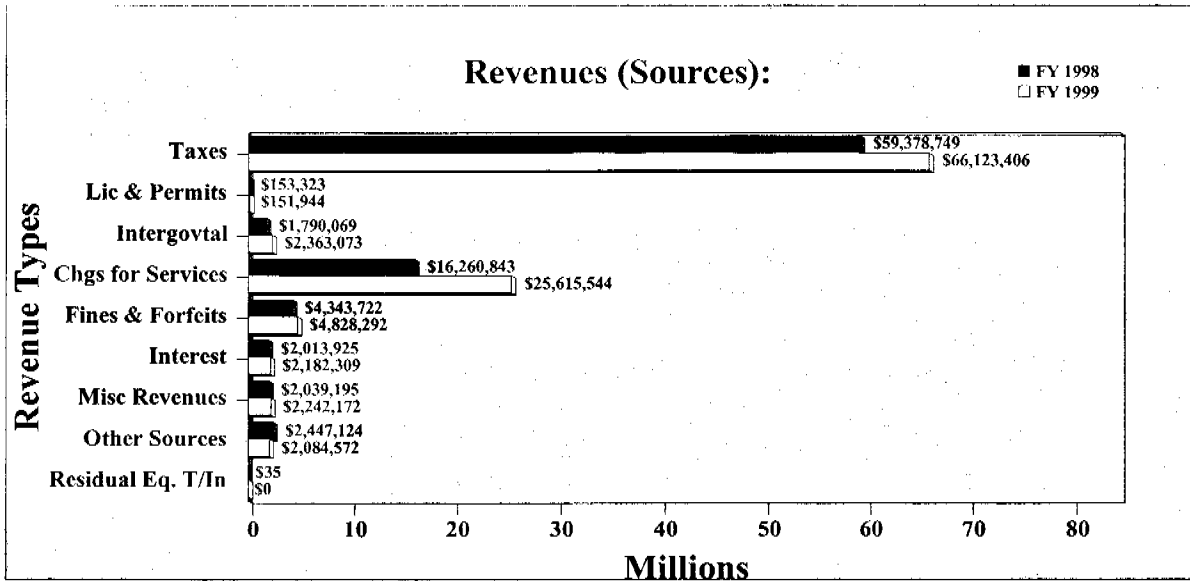
The Fines and Forfeits category experienced a 11.16 percent increase for the material increase in Fines and Forfeits now being collected by the County Clerk's Office, Sheriff's department, County Attorney's and Adult Probation Office's. This is the second year of operation for the County Clerk Criminal Fee Collections Office and the new procedures put in place to actively pursue the collection of fines imposed by the courts is apparent.

The modest increase in the Interest line item is directly attributable to increases in interest rates in January for investments.

	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$59,378,749	\$66,123,406	\$6,744,657	11.36%
Licenses and Permits	153,323	151,944	(1,379)	-0.90%
Intergovernmental	1,790,069	2,363,073	573,004	32.01%
Charges for Services	16,260,843	25,615,544	9,354,701	57.53%
Fines and Forfeits	4,343,722	4,828,292	484,570	11.16%
Interest	2,013,925	2,182,309	168,384	8.36%
Miscellaneous Revenues	2,039,195	2,242,172	202,977	9.95%
Other Financing Sources	2,447,124	2,084,572	(362,552)	-14.82%
<b>Total Revenues and Other Financing Sources</b>	<b>88,426,950</b>	<b>105,591,312</b>	<b>17,164,362</b>	<b>19.41%</b>
Residual Equity Transfers-In	35		(35)	-100.00%
Beginning Fund Balances	19,957,826	22,331,848	2,374,022	11.90%
<b>Total Available Resources</b>	<b>\$108,384,811</b>	<b>\$127,923,160</b>	<b>\$19,538,349</b>	<b>18.03%</b>

## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE ACTUALS

The tables below provide information for the comparison of actuals for fiscal years 1998 and 1999, and comparative actuals since fiscal year 1993.



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE ACTUALS

Throughout the General Fund Type, increases in expenditures were experienced within the various program types except for the Capital Outlays and Health and Welfare categories. The decrease in Capital Outlays is directly related to the fact that Commissioners sought out bonds to finance the upgrades of capital equipment for County departments.

The fact that County Commissioners budgeted 1 million dollars less during fiscal year 1999, for City County Health related expenditures is the major cause of the decrease within the Health and Welfare category of the General Fund Type. This responsibility was transferred over to R.E. Thomason General Hospital since this was the amount of indigent care expenses that was estimated to be their responsibility.

Within the General Government category of the General Fund Type, the most significant impact was for the increase in contingent liabilities from \$2,109,341 in fiscal year 1998, to \$7,635,000 in fiscal year 1999, due to pending litigation. While various departmental expenditures increased such as the County Clerk Criminal Fees Collections department, fully funded in fiscal year 1999, the more material impact was from the General and Administrative account. This account was budgeted for \$1,611,828 more in fiscal year 1999, than in fiscal year 1998. The main contributor to this was the County Commissioners commitment to partially fund a salary step program for County employees.

The majority of departments within the Administration of Justice program experienced increases in the 1999 fiscal year compared to 1998, yet, the County Attorney's, Public Defender's and District Attorney's Offices experienced the greatest. These departments incurred greater costs for new employees.

Increased costs for the Public Safety program can be accredited to increased costs for the operation of the Jail Annex for the addition of pods, and Juvenile Probation, for the construction of the new Juvenile Administration Building.

The cost of the Resource Development program of General Fund Type increased for the addition of three new departments. The Downtown Management District, Planning Department, and Small Business Development departments were added in the amounts of \$31,500, \$28,561, and \$36,567 respectively. Agricultural Co-op also experienced a \$10,340 dollar impact from 1998, while Economic Development experienced a drop of \$15,000 in 1999.

Expenditures for the Culture and Recreation program increased in 1999, for the creation of the Agua Dulce and Fabens Community Centers. While all departments under the Culture and Recreation program experienced increases in expenditures, Ascarate Park and Golf Course experienced the greatest due to increased costs for operations.

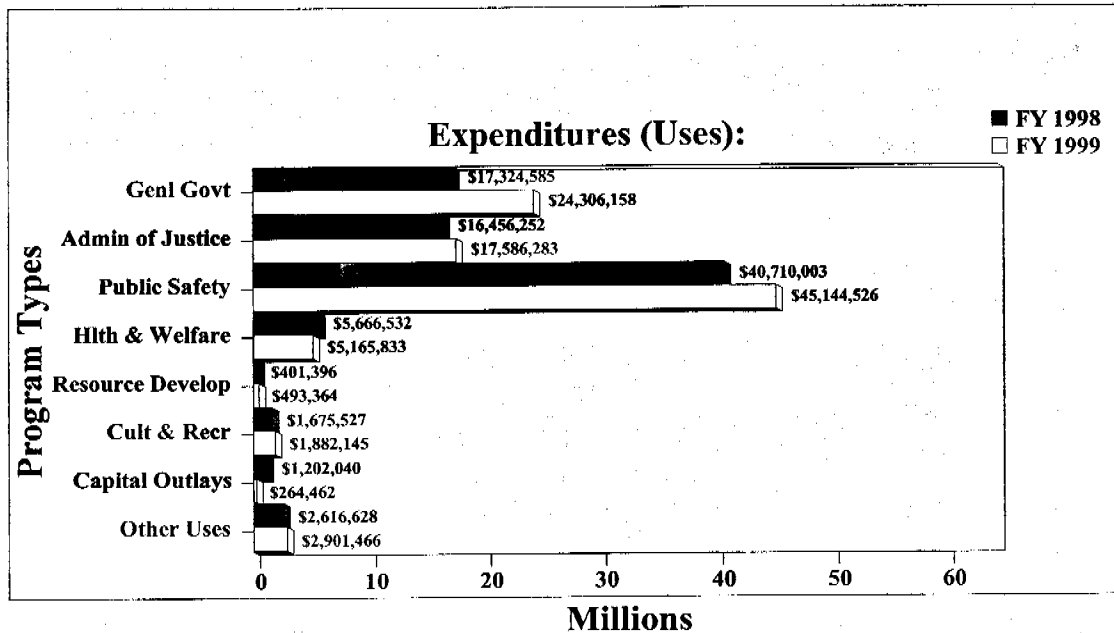
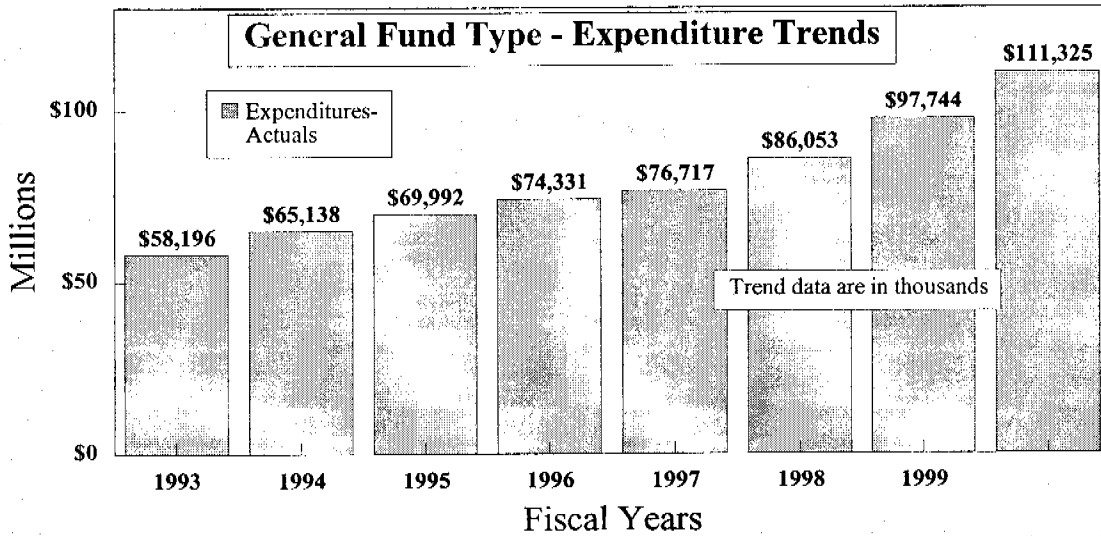
Other Financing Uses increased during fiscal year 1999, due to additional cash match requirements. This is to be expected, since many of the County grants are no longer in their first year of operations, and more match is required in subsequent years.

	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government	\$17,324,585	\$24,306,158	\$6,981,573	40.30%
Administration of Justice	16,456,252	17,586,283	1,130,031	6.87%
Public Safety	40,710,003	45,144,526	4,434,523	10.89%
Health and Welfare	5,666,532	5,165,833	(500,699)	-8.84%
Resource Development	401,396	493,364	91,968	22.91%
Culture and Recreation	1,675,527	1,882,145	206,618	12.33%
Capital Outlays	1,202,040	264,462	(937,578)	-78.00%
Other Financing Uses	2,616,628	2,901,466	284,838	10.89%
<b>Total Expenditures and Other</b>				
Financing Uses	86,052,963	97,744,237	11,691,274	13.59%
Ending Fund Balances	22,331,848	30,178,923	7,847,075	35.14%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$108,384,811</b>	<b>\$127,923,160</b>	<b>\$19,538,349</b>	<b>18.03%</b>



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GENERAL FUND TYPE WITH COMPARATIVE ACTUALS

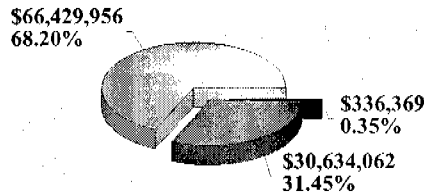
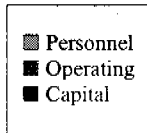
The tables below provide information for the comparison of actuals for fiscal years 1998 and 1999, and comparative actuals since fiscal year 1993.



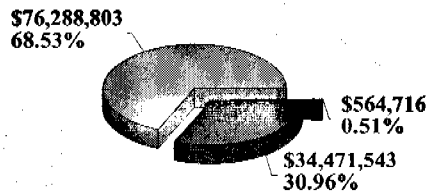
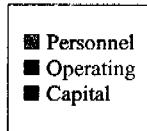
**BUDGET SUMMARY FOR FISCAL YEAR 2000 BY CATEGORY  
GENERAL FUND TYPE - WITH PRIOR YEAR EXPENDITURE ACTUALS**

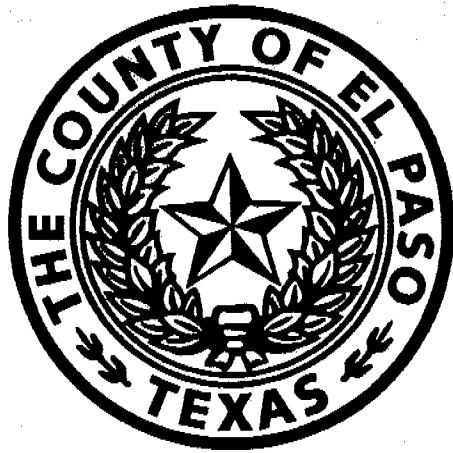
Character	Actuals		Changes		Budget		Changes	
	FY 1998	FY 1999	Amounts	Percentages	Adopted w/Amends	Adopted	Amounts	Percentages
					FY 1999	FY 2000		
Personnel	\$56,888,845	\$64,406,911	\$7,518,066	13.22%	\$66,429,956	\$76,288,803	\$9,858,847	14.84%
Operating	27,962,078	33,072,864	5,110,786	18.28%	30,634,062	34,471,543	3,837,481	12.53%
Capital	1,202,040	264,462	(937,578)	-78.00%	336,369	564,716	228,347	67.89%
<b>Totals</b>	<b>\$86,052,963</b>	<b>\$97,744,237</b>	<b>\$11,691,274</b>	<b>13.59%</b>	<b>\$97,400,387</b>	<b>\$111,325,062</b>	<b>\$13,924,675</b>	<b>14.30%</b>

**Operating Budgets  
FY 1999**



**Operating Budgets  
FY 2000**





**Fiscal Year 2000 Operating Budget Summary-General Fund Type General Government  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
106	County Auditor and Treasury	\$1,709,520	\$1,863,748	9.02%
110	Commissioner Precinct No. 1	91,765	95,235	3.78%
112	Commissioner Precinct No. 2	96,387	126,334	31.07%
113	Commissioner Precinct No. 3	103,449	135,043	30.54%
114	Commissioner Precinct No. 4	91,765	91,935	0.19%
115	County Judge	196,556	287,540	46.29%
116	County Clerk Criminal Fee Collections	171,069	206,202	20.54%
117	Consolidated Data Processing	2,670,324	3,389,677	26.94%
120	County Clerk	1,026,237	1,106,514	7.82%
122	Communications Center	148,514	160,063	7.78%
123	District Clerk	2,172,141	2,825,286	30.07%
125	Elections	488,817	576,816	18.00%
127	Facilities Management	1,755,977	1,880,287	7.08%
128	General and Administrative	7,381,517	12,685,206	71.85%
129	Landmark Building Maintenance	80,050	82,203	2.69%
130	Canutillo Community Center- Maintenance		5,450	100.00%
131	Medical Examiner-Maintenance		28,760	100.00%
132	San Elizario Center-Maintenance		15,000	100.00%
133	Parking Garage Maintenance and Operations	98,421	104,708	6.39%
134	Personnel	292,696	302,184	3.24%
136	Purchasing	904,300	918,673	1.59%
138	Risk Pool Board Operations	15,000	14,600	-2.67%
139	Tax Office	1,829,198	1,739,830	-4.89%
140	Grant Matches	1,990,643	1,799,004	-9.63%
141	County Solid Waste Disposal	354,073	367,116	3.68%
	<b>Totals</b>	<b>\$23,668,419</b>	<b>\$30,807,414</b>	<b>30.16%</b>

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
General Government**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$12,380,285	\$16,719,134	35.05%
Operating	11,115,925	13,565,280	22.03%
Capital	172,209	523,000	203.70%
<b>Totals</b>	<b>\$23,668,419</b>	<b>\$30,807,414</b>	<b>30.16%</b>

## COUNTY AUDITOR AND TREASURY

### 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, seven 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 budget preparation software, aggressively implement the County's investment policies, and prepare the Comprehensive Annual Financial Report (CAFR) and budgetary presentation package within 60 days of closing the books and adoption of the operating budget.
- Goal 3:** To continue 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.
- Goal 4:** To develop and implement a comprehensive web-site for the use of County employees and the general public. Data to be maintained on the web-site will be the monthly financial report to Commissioners Court, the top-level CAFR worksheets and a summary of the Adopted Budget. The site will also become a resource for County departments for items such as answers to frequently asked questions and system usage guidelines.
- 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 Commissioners Court members 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 4.2 release of Peat Marwick's Budget Preparation System (BPREP) will be developed and implemented during FY99. This application should further increase efficiency by having budgetary data available at the detail level, thus reducing the number of paper reports requested and facilitating more timely account analysis, reporting and preparation.
- 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.

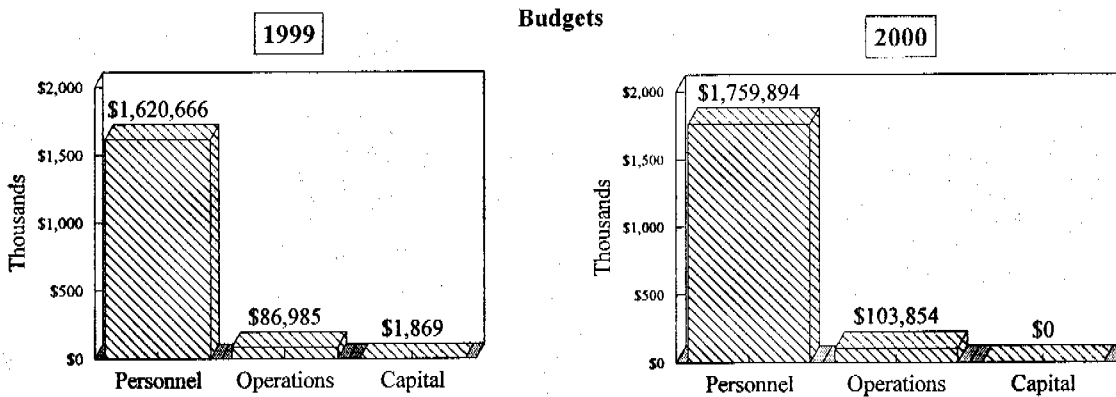
**COUNTY AUDITOR AND TREASURY**

**Goals and Objectives - continued**

- Objective 9:** Focus on the Comprehensive Annual Financial Report (CAFR) and Budget package presentation activities throughout the year to assure that these reports are completed in a timely manner.
- Objective 10:** Increase effectiveness and efficiency of data entry, payment processing, and departmental communication of payment problem areas.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,444,030	\$1,611,664	\$1,620,666	\$1,759,894	8.59%
Operations	60,310	61,358	86,985	103,854	19.39%
Capital	10,053	368	1,869		-100.00%
Totals	\$1,514,393	\$1,673,390	\$1,709,520	\$1,863,748	9.02%



**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Number of payroll transactions:			
Checks issued	23,709	23,604	24,076
Advices issued	37,741	44,000	44,880
Grants administered	96	110	112
Positions budgeted	2,033	2,146	2,189

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	42	42	45
Part-time employees	4	4	3
Totals	46	46	48

**COUNTY AUDITOR AND TREASURY**

**Authorized Position Detail**

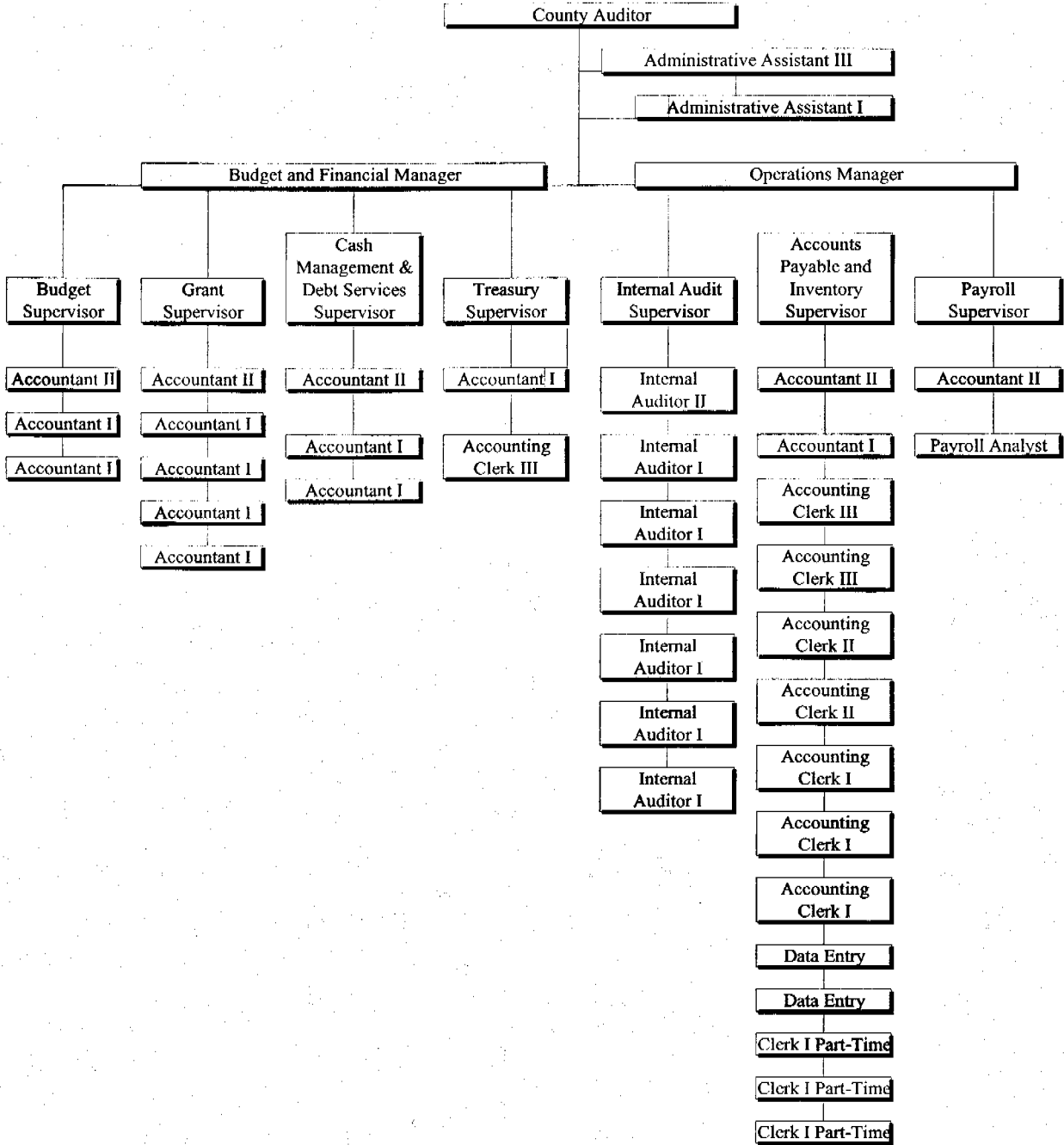
Accountant I	10	County Auditor	1
Accountant II	4	Data Entry	2
Accounting Clerk I	3	Grant Supervisor	1
Accounting Clerk II	2	Internal Audit Supervisor	1
Accounting Clerk III	3	Internal Auditor I	6
Accounts Payable and Inventory Supervisor	1	Internal Auditor II	1
Administrative Assistant I	1	Operations Manager	1
Administrative Assistant III	1	Payroll Accountant II	1
Budget and Financial Manager	1	Payroll Analyst	1
Budget Supervisor	1	Payroll Supervisor	1
Cash Mgmt. and Debt Service Supervisor	1	Treasury Supervisor	1
Clerk Part-time	3		

See Personnel Changes for this department in Appendix A

See next page for Departmental Organization

**COUNTY AUDITOR AND TREASURY**

**Departmental Organization**





**COMMISSIONER 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.

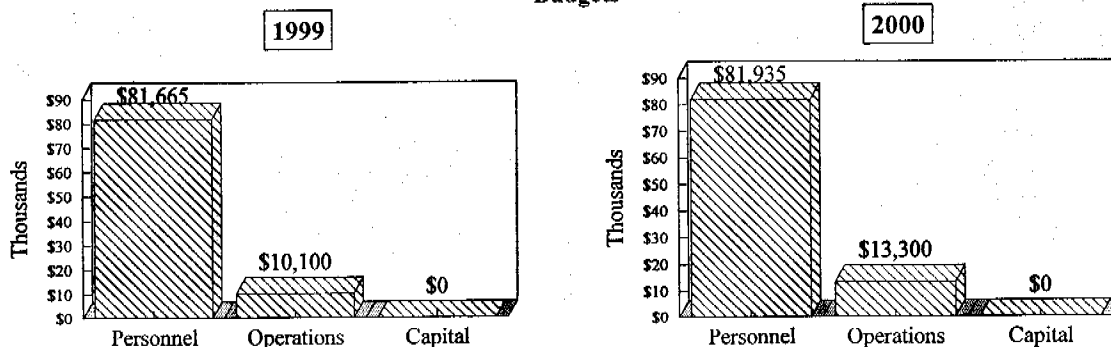
**Goals and Objectives**

- Goal 1:** To provide friendly, prompt service to the general public.
- Goal 2:** To continue the stand against excessive spending, waste and duplication of effort.
- Goal 3:** To support efforts for consolidation whenever possible.
- Objective 1:** To work as a team with other members of Commissioners Court in order to not only represent individual precincts, but the County as a whole.
- Objective 2:** To maintain an "open door" policy for the public.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$79,200	\$81,411	\$81,665	\$81,935	0.33%
Operations	5,212	7,286	10,100	13,300	31.68%
Capital	2,389	876			
<b>Totals</b>	<b>\$86,801</b>	<b>\$89,573</b>	<b>\$91,765</b>	<b>\$95,235</b>	<b>3.78%</b>

**Budgets**



**Work Program Trends**

Department Activity	1998 Actual	1999 Estimated	2000 Projected
Agenda items sponsored	Not Available	111	113
Calls received		2,136	2,179
Referrals made to departments		72	73
Committees/boards on which Commissioner serves		16	16

(Continued on next page)

COMMISSIONER PRECINCT NO. 1

Work Program Trends-Continued

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Estimated</u>	<u>2000 Projected</u>
Letters/memos written		384	392
Speeches/presentations given		156	159
Meetings/functions attended		444	453
Constituent contacts made		504	514
Pieces of mail received		4,824	4,920

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

Authorized Position Detail

Commissioners Court Admin. Assistant

1

County Commissioner

1

**COMMISSIONER 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.

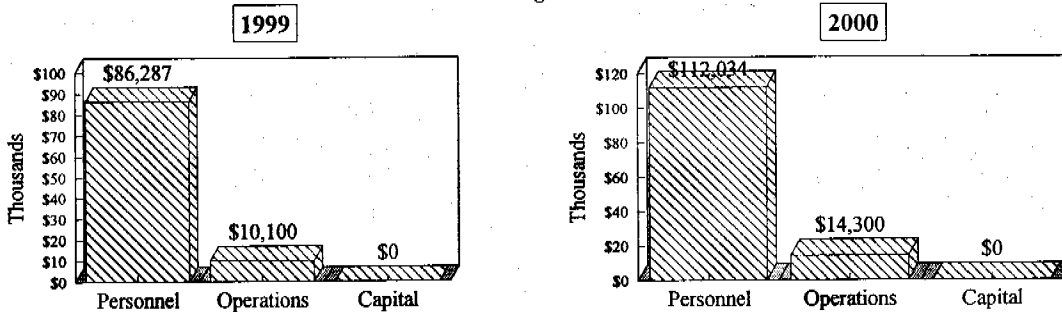
**Goals and Objectives**

- Goal 1:** To provide friendly, prompt service to the general public.
- Goal 2:** To continue the stand against excessive spending, waste and duplication of effort.
- Goal 3:** To support efforts for consolidation whenever possible.
- Objective 1:** To work as a team with other members of Commissioners Court in order to not only represent individual precincts, but the County as a whole.
- Objective 2:** To maintain an "open door" policy for the public.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$85,512	\$85,295	\$86,287	\$112,034	29.84%
Operations	7,256	8,860	10,100	14,300	41.58%
Capital					
<b>Totals</b>	<b>\$92,768</b>	<b>\$94,155</b>	<b>\$96,387</b>	<b>\$126,334</b>	<b>31.07%</b>

**Budgets**



**Work Program Trends**

Department Activity	1998 Actual	1999 Actual	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	2	2	3
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>3</b>

**Authorized Position Detail**

Administrative Secretary	1	County Commissioner	1
Commissioners Court Admin. Assistant	1		

See Personnel Changes for this department in Appendix A

**COMMISSIONER 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.

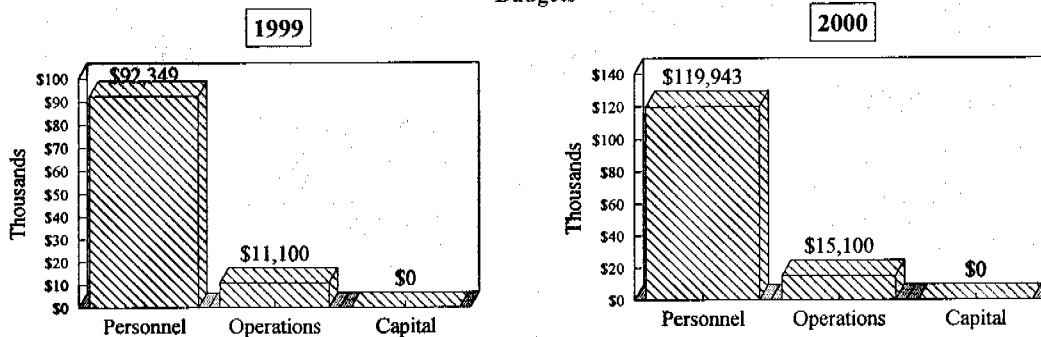
**Goals and Objectives**

- Goal 1:** To provide friendly, prompt service to the general public.
- Goal 2:** To continue the stand against excessive spending, waste and duplication of effort.
- Goal 3:** To support efforts for consolidation whenever possible.
- Objective 1:** To work as a team with other members of Commissioners Court in order to not only represent individual precincts, but the County as a whole.
- Objective 2:** To maintain an "open door" policy for the public.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$79,053	\$81,801	\$92,349	\$119,943	29.88%
Operations	11,218	11,225	11,100	15,100	36.04%
Capital					
<b>Totals</b>	<b>\$90,271</b>	<b>\$93,026</b>	<b>\$103,449</b>	<b>\$135,043</b>	<b>30.54%</b>

**Budgets**



**Work Program Trends**

Department Activity	1998 Actual	1999 Actual	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	2	2	3
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>3</b>

**Authorized Position Detail**

Commissioners Court Admin. Assistant                      2                      County Commissioner

See Personnel Changes for this department in Appendix A

**COMMISSIONER 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.

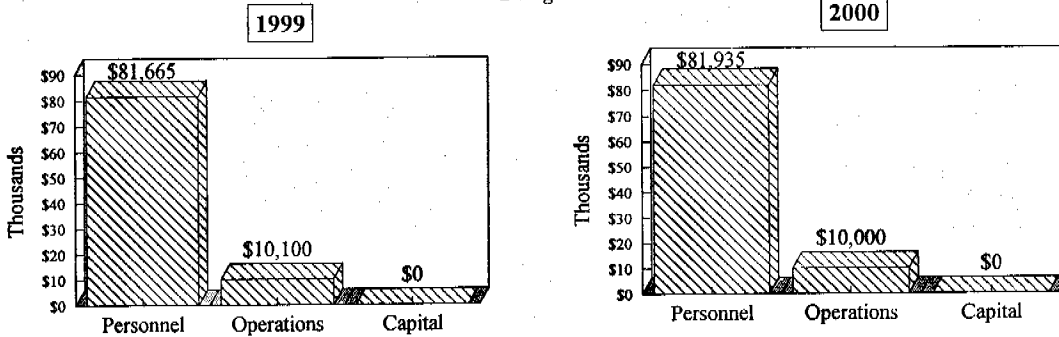
**Goals and Objectives**

- Goal 1:** To provide friendly, prompt service to the general public.
- Goal 2:** To continue the stand against excessive spending, waste and duplication of effort.
- Goal 3:** To support efforts for consolidation whenever possible.
- Objective 1:** To work as a team with other members of Commissioners Court in order to not only represent individual precincts, but the County as a whole.
- Objective 2:** To maintain an "open door" policy for the public.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$79,315	\$81,399	\$81,665	\$81,935	0.33%
Operations	5,746	7,127	10,100	10,000	-0.99%
Capital					
<b>Totals</b>	<b>\$85,061</b>	<b>\$88,526</b>	<b>\$91,765</b>	<b>\$91,935</b>	<b>0.19%</b>

**Budgets**



**Work Program Trends**

Department Activity	1998 Actual	1999 Actual	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	2	2	2
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Authorized Position Detail**

Commissioners Court Admin. Assistant

1

County Commissioner

1

**COUNTY JUDGE**

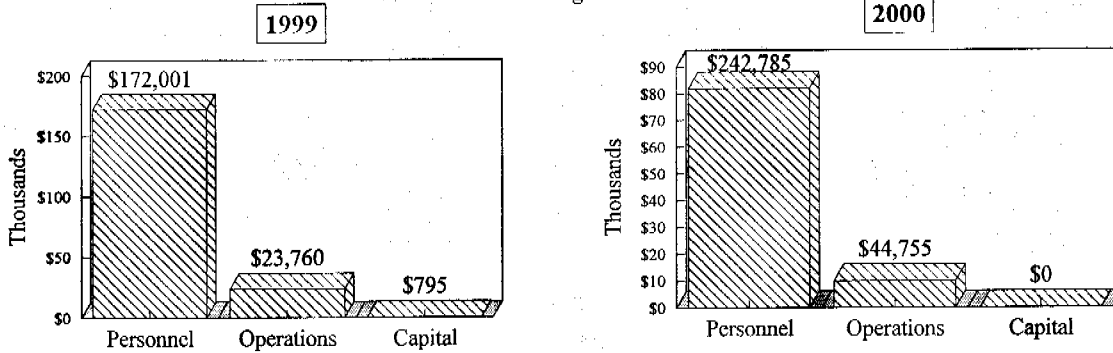
**Department Description and Responsibilities**

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 represents the County both ceremonially and contractually. Statutory charges of the County Judge include elections, finance, bonds and sureties, court operations, mental health, special districts, and general administration.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$135,602	\$158,577	\$172,001	\$242,785	41.15%
Operations	30,571	24,257	23,760	44,755	88.36%
Capital		775	795		-100.00%
Totals	\$166,173	\$183,609	\$196,556	\$287,540	46.29%

**Budgets**



**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Actual	Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	5	4	5
Part-time employees			
Totals	5	4	5

**Authorized Position Detail**

Administrative Assistant III	1	Deputy Chief Administrator	1
Commissioners Court Admin. Assistant	1	Graduate Intern	1
County Judge	1		

See Personnel Changes for this department in Appendix A

**COUNTY CLERK CRIMINAL FEE COLLECTIONS**

**Department Description and Responsibilities**

The County Clerk Criminal Fee Collection department was created in the 1998 fiscal year to collect court costs, fines, and fees assessed by the Judges in County courts as quickly as possible. They work directly with defendants to determine their ability to pay. Caseworkers are responsible for following up with defendants who do not make their scheduled payments, and if it is determined that the defendant is in default, they will issue a Capias Pro Fine warrant. The department is further responsible for keeping detailed records of all judgments, payments, and warrants in accordance with guidelines set by the Auditor's office.

**Goals and Objectives**

- Goal 1:** To increase the revenue to the County by insuring that fines and court costs assessed by the courts are collected in the time frame established by the courts.
- Goal 2:** To efficiently and professionally collect the costs and fines due to the County.
- Goal 3:** To inform the public of the duties and procedures of the department.
- Objective 1:** Review defendants financial background information to determine ability to pay.
- Objective 2:** Arrange payment plans and follow up to insure payments are made as scheduled.
- Objective 3:** Establish a working relationship with the Justice of the Peace Courts to assist them in collecting on their outstanding warrants.
- Objective 4:** Use the local media to make the public aware of the County's persistence in collecting on past due judgments and the consequences of failing to pay.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$61,010	\$160,659	\$161,069	\$192,502	19.52%
Operations	2,410	5,684	9,500	13,700	44.21%
Capital	16,283	500	500		-100.00%
<b>Totals</b>	<b>\$79,703</b>	<b>\$166,843</b>	<b>\$171,069</b>	<b>\$206,202</b>	<b>20.54%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
New cases	3,324	4,300	7,300
Total dollars assessed	\$1,580,552	\$2,400,000	\$2,500,000
Total dollars collected	\$1,033,676	\$1,800,000	\$2,325,000

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	6	6	7
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>7</b>

**Authorized Position Detail**

Caseworker	4	Senior Clerk	1
Collection Manager	1	Supervisor	1

See Personnel Changes for the department in Appendix A

**CONSOLIDATED DATA PROCESSING**

**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 a County expense. The costs are tracked and charged directly to the entity utilizing the service. Processing, programming, personnel, specialized systems, and other services are billed directly. CDP operates 24 hours per day, seven days per week. This is required in order to provide support for the jail and warrant systems. This department also provides processing and programming support for administrative applications including, financial accounting, budget preparation, position control, requisition and purchasing, fixed assets control, vital statistics, the tax system, the criminal justice information system, and traffic warrants.

**Goals and Objectives**

- Goal 1:** To address the issues of processing for the year 2000 and implement new releases of software for the financial, human resource and justice systems.
- Goal 2:** To expand and dedicate significant support to the use of personal computers in the network environment.
- Goal 3:** To design and specialize a voice, data, and video communications system for the new County Jail Annex.
- Goal 4:** 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.
- Goal 5:** To maintain the County Web pages on the Internet and develop new pages for County departments.
- Objective 1:** Continue the Technology Upgrade project that will install a new client-server based system for the County and replace ancient terminals with end-user workstations.
- Objective 2:** Support processing and programming for critical applications, including the accounting and budgetary systems, purchasing, the tax systems, human resource systems, and the justice systems, traffic warrant tracking, vital statistics, and child support.
- Objective 3:** Continue managing the Law Enforcement Video Tele-Conferencing and Training Project, a leading edge technical project in the U.S.
- Objective 4:** Continue working with the State Criminal Justice Policy Council in the implementation of a state wide Electronic Arrest Reporting System and an Electronic Disposition Reporting System; continue 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 5:** Work on the analysis, design, specifications and cost estimates for a County Courthouse fiber-based backbone for data and video, a county wide intranet and internet access.

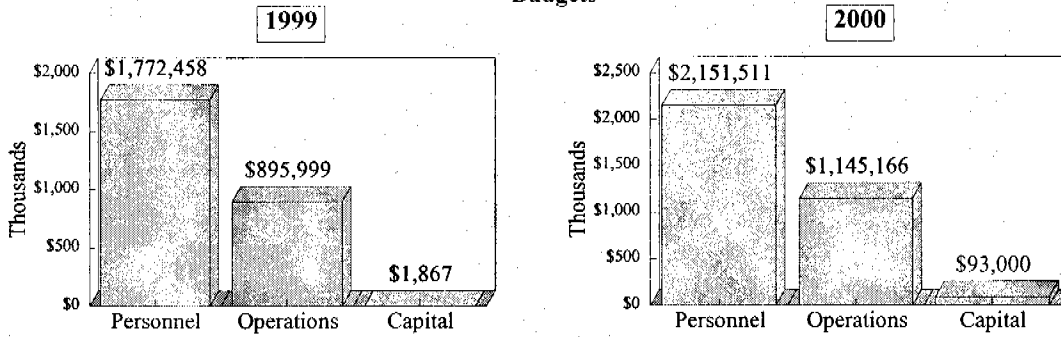
**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,501,317	\$1,730,731	\$1,772,458	\$2,151,511	21.39%
Operations	1,315,204	993,029	895,999	1,145,166	27.81%
Capital	65,075	7,922	1,867	93,000	4881.25%
<b>Totals</b>	<b>\$2,881,596</b>	<b>\$2,731,682</b>	<b>\$2,670,324</b>	<b>\$3,389,677</b>	<b>26.94%</b>



**CONSOLIDATED DATA PROCESSING**

**Budgets**



**Work Program Trends**

Department Activity	1998	1999	2000
	Projected	Projected	Projected
Help desk calls	11,000	10,000	20,000
Applications support	756	2,500	2,000
Customer service support	220	3,000	6,000
PC applications support	155	2,000	4,000
Network/Installation support	175	3,500	4,000
Delivery trips	520	520	520
Pages printed	18,000,000	18,000,000	9,000,000
Disk Storage space (in gigabytes)	400	187	100
Batch jobs processed	18,000	18,000	20,000
Transactions	66,000,000	66,000,000	100,000,000
Remote AS/400	3	3	2
UNIX processor	6	1	2
Local area networks	46	46	21
Communication controllers	90	90	25
Terminal addresses	1,800	4,282	
Paychecks printed	184,000	163,630	185,000
Vendor checks printed	74,000	61,960	65,000

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	45	44	52
Part-time employees	3	3	2
Totals	48	47	54

<b>CONSOLIDATED DATA PROCESSING</b>
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**Authorized Position Detail**

Accounting Clerk III	1	Network Engineer II	5
Administrative Assistant I	1	Network Engineer III	4
Administrative Office Manager	1	Network/PC Support Manager	1
Applications Programming Manager, DP	1	Operations Research Analyst III	1
Communications Network Technician II	2	Program Analyst I	1
Computer Operator I, Part-time	2	Program Analyst II	8
Computer Operator II	1	Program Analyst III	8
Computer Operations Supervisor/Manager	1	Programmer I	1
Data Entry Analyst I	1	Security Analyst	1
Deputy Director DP	1	System Engineer I	1
Distribution Clerk	1	System Engineer II	1
Distribution Clerk/Data Entry	1	System Engineer III	2
Executive Director	1	System Engineer IV	1
Information Center Coordinator	1	Training Coordinator	1
Network Engineer I	2		

See Personnel Changes for this department in Appendix A

**COUNTY CLERK**

**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 cases;
- vital statistics;
- the Probate proceedings of the County, including Will Probate (Intestate and Testate), guardianship and other Probate functions; and
- business ownership within the County, more specifically Assumed Names.

The County Clerk's office is responsible for filing documents, indexing them for retrieval, transcribing the contents, and safeguarding the information for use by those authorized in the general public and other County departments.

**Goals and Objectives**

- Goal:** To provide the primary client, the general public, and the courts with the most efficient handling of documents filed with the County Clerk's office.
- Objective 1:** Record and process documents in a timely, accurate, and reliable manner.
- Objective 2:** Maximize the use of available technology in order to perform rapid and accurate document retrieval.
- Objective 3:** Maintain excellent service and improve substations through technology upgrading.
- Objective 4:** Blend well-trained professional clerks with the most cost effective technology.
- Objective 5:** Professionalize the Commissioners Court clerk duties by upgrading software and on-line interfacing with Commissioners and other County departments.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$797,533	\$955,596	\$961,206	\$1,029,671	7.12%
Operations	62,276	61,585	65,031	76,843	18.16%
Capital	5,206	674			
<b>Totals</b>	<b>\$865,015</b>	<b>\$1,017,855</b>	<b>\$1,026,237</b>	<b>\$1,106,514</b>	<b>7.82%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Filings for:			
Decds, assumed Names, UCCs, and financing statements	100,000	100,000	102,000
Vital statistics	30,000	30,500	31,110
Probate:			
Filings	1,500	1,500	1,530
Mental health filings	700	700	714
Criminal:			
Filings	18,500	19,000	19,380
Dispositions	20,000	20,500	20,910
Civil:			
Filings (bond forfeitures/JP)	2,000	2,050	2,091

**COUNTY CLERK**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	35	34	37
Part-time employees	9	8	8
Totals	44	42	45

**Authorized Position Detail**

Accounting Supervisor	1	Deputy Clerk	14
Administrative Assistant III	1	Deputy Clerk-Part-time	8
Bond Forfeiture Clerk	1	Operations Officer	1
Chief Deputy	1	Receptionist	1
Civil Dept. Supervisor County Clerk	1	Senior Deputy Clerk	5
County Clerk	1	Supervisor	4
Court Clerk	6		

See Personnel Changes for this department in Appendix A

**COMMUNICATIONS CENTER**

**Department Description and Responsibilities**

The Communications Center provides telephone service to the County of El Paso. This includes the main switchboard located at the County Courthouse, serving four buildings, and an additional switchboard at a remote location that serves the Jail Annex, substation, maintenance, the training academy, and the firing range. Many other smaller systems are maintained by the Communications department at more than fifty locations throughout the County. The Communications Center is responsible for servicing and maintaining the equipment, wiring, and telephones, including moving, changing, and adding telephone lines, fax lines, modems, and special circuits. The department is on call 24 hours a day due to the Detention Center and the Jail Annex.

**Goals and Objectives**

- Goal 1:** To expand the department and operations in order to provide better service and keep up with the changing demands of other County departments and the community.
- Goal 2:** To improve efficiency through the upgrading of key systems.
- Objective 1:** Continue using the Meridian Mail as an auto attendant for the increase in voice mail users.
- Objective 2:** Enhance employee training to improve skills and knowledge.
- Objective 3:** To upgrade the 15 year old PBX system which will reduce trunk charges and long distance costs.
- Objective 4:** To upgrade systems at various locations to NORTEL systems which will reduce inventory maintenance and costs.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$112,435	\$122,330	\$122,868	\$123,215	0.28%
Operations	15,477	22,629	24,851	36,848	48.28%
Capital		795	795		-100.00%
<b>Totals</b>	<b>\$127,912</b>	<b>\$145,754</b>	<b>\$148,514</b>	<b>\$160,063</b>	<b>7.78%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Telephones on main switch	1,242	1,318	1,442
Trunks on main switch	117	127	127
Telephones on jail annex switch	164	200	200
Stations on jail annex switch	24	24	24

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Authorized Position Detail**

Communication Technician I	1	Communications Director	1
Communication Technician II	1	Switchboard Operator/ Clerical Assistant	1

**DISTRICT CLERK**

**Department Description and Responsibilities**

The office of the District Clerk provides support for the 13 District Courts, the Impact Court and 7 County Courts for civil issues. It also provides support for the Court Masters and Jail Magistrate. The District Clerk serves as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any cause of action in the aforementioned courts. The District Clerk is responsible for coordinating the notification, swearing and impaneling of jurors, securing court records, maintaining court dockets, and collecting various fees. The office also issues writs, citations, warrants and executions. A separate duty of the District Clerk's office is to handle child support. The office collects and issues child support payments, collects and maintains a trust for money held in the registry of the court, and invests or distributes the money as ordered by the court.

**Goals and Objectives**

- Goal 1:** To keep the Child Support section of the office current at all times.
- Goal 2:** To improve efficiency and productivity in serving the courts, attorneys, and the public.
- Objective 1:** Request and receive funding for overtime to enable the clerks to work after hours or on weekends.
- Objective 2:** Implement Law Plus which serves as a myriad of functions primarily being an imaging system that would keep the bulk of paperwork on hard disk. This would allow for instant retrieval of imaged documents from any court or subscriber.
- Objective 3:** Implement the JIMS project which will store everything filed in the office electronically. Also, JIMS can be accessed by the public through the Internet which would ease the burden of the office.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage
					Change in Budget
Personnel	\$1,295,628	\$1,554,665	\$1,568,473	\$1,700,342	8.41%
Operations	439,571	416,907	589,668	1,124,944	90.78%
Capital		9,573	14,000		-100.00%
<b>Totals</b>	<b>\$1,735,199</b>	<b>\$1,981,145</b>	<b>\$2,172,141</b>	<b>\$2,825,286</b>	<b>30.07%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>Criminal</b>			
Cases filed	6,010	8,046	8,500
Dispositions	7,630	8,000	8,500
TDC & State jail transfer packages	1,153	1,500	1,600
Subpoenas	5,429	5,620	6,000
<b>Civil</b>			
Cases filed	14,228	16,000	18,000
Pleadings filed	450,000	475,000	500,000
Dispositions	16,143	20,000	24,000
Abstracts & executions	877	920	965
Bond forfeiture revenue	\$421,194	\$480,000	\$540,000
<b>Child Support</b>			
New cases filed	8,204	9,500	10,500
<b>Total monies processed</b>	<b>\$20,673,904</b>	<b>\$21,500,000</b>	<b>\$22,000,000</b>

(Continued on next page)

**DISTRICT CLERK**

**Work Program Trends-continued**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Accounting			
Trust department	\$5,864,990	\$6,158,239	\$6,466,151
Disbursement	\$6,628,501	\$6,959,926	\$7,307,922
Year end balance	\$970,162	\$1,018,670	\$1,069,603
Jury Trials			
Questionnaires sent	360,000	450,000	500,000
Juror summons	80,000	93,000	106,000
Family Law			
Attorney General	\$722,600	\$800,000	\$875,000
Attorney General Title IV-D Funds received	\$173,000	\$120,000	\$120,000

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	62	60	66
Part-time employees	6	6	6
Totals	68	66	72

**Authorized Position Detail**

Accounting Clerk III	1	Criminal Appeals Clerk/Records Liaison Officer	1
Accounting Supervisor	1	Data Entry	1
Administrative Assistant I	1	Data Processing Shift Supervisor	1
Assistant Jury Coordinator	1	District Clerk	1
Assistant Supervisor	1	Files Supervisor	1
Bond Forfeiture Clerk	1	Grand Jury Coordinator	1
Chief Deputy	1	Jury Coordinator	1
Civil Appeals Clerk	1	Minutes Clerk	1
Clerk	4	Network Engineer	1
Clerk, Part-time	2	Receptionist	1
Computer System Supp. Analyst	1	Senior Clerk I	2
Counter Clerk	12	Senior Clerk II	1
Counter Clerk, Part-time	4	Supervisor	2
Counter Clerk Supervisor	1	Support Clerk	7
Court Clerk	18		

See Personnel Changes for this department in Appendix A

## ELECTIONS

### 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:

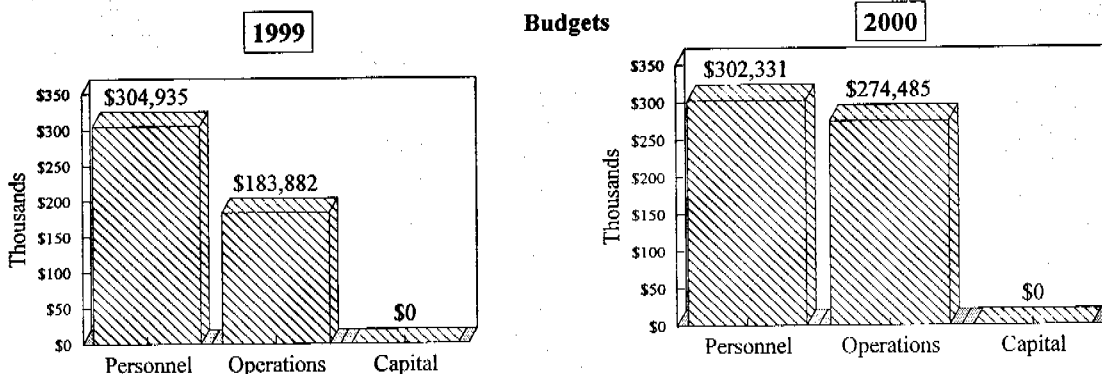
- magnetic tape of registered voters.
- magnetic tape of voters who voted in **specific elections**.
- lists of registered voters for each precinct by either name or street.
- voter history for each precinct by either name or street.
- statistics for each election.
- address labels of either all registered 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

- Goals:** 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	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$280,727	\$301,559	\$304,935	\$302,331	-0.85%
Operations	139,644	125,382	183,882	274,485	49.27%
Capital	359	410			
<b>Totals</b>	<b>\$420,730</b>	<b>\$427,351</b>	<b>\$488,817</b>	<b>\$576,816</b>	<b>18.00%</b>





<b>ELECTIONS</b>
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**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Elections conducted	9	10	10
Registered voters	335,000	350,000	357,000
Material sales	\$22,000	\$25,000	\$25,500
Contract services	\$190,000	\$215,000	\$219,300

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	10	10	10
Part-time employees	10	10	10
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>10</b>

**Authorized Position Detail**

Administrative Assistant II	1	Elections Administrator	1
Assistant Election Administrator	1	Senior Clerk I	1
Drafter II	1	Senior Clerk II	1
Election Clerk I	1	Voting Equipment Technician I	1
Elections Clerk II	1	Voting Equipment Technician II	1

**FACILITIES MANAGEMENT**

**Department Description and Responsibilities**

The Facilities Management department is responsible for the maintenance, operation and housekeeping duties of all County-owned buildings including the County Courthouse, Archives Building, Tax Office including the Rushfair and Zaragosa offices, Canutillo, Fabens, and San Elizario Nutrition Centers. The department is also currently responsible for emergency repairs at the County Landmark Building. Services include 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 provide a safe, clean, and comfortable environment for county employees and the public in general.
- Goal 2:** To provide consistent and reliable operation.
- Goal 3:** To minimize energy expenditures.
- Objective 1:** Utilize a comprehensive inspection and preventative maintenance program.
- Objective 2:** Maximize utilization of personnel and training.
- Objective 3:** Constantly re-evaluate control strategies and replacement equipment.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$591,598	\$731,660	\$735,924	\$739,712	0.51%
Operations	935,356	1,019,586	1,020,053	1,140,575	11.82%
Capital	16,297				
<b>Totals</b>	<b>\$1,543,251</b>	<b>\$1,751,246</b>	<b>\$1,755,977</b>	<b>\$1,880,287</b>	<b>7.08%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Primary facilities serviced	4	5	5
Satellite Tax Office serviced	2	2	2
Community centers	2	2	2
Nutrition centers serviced	3	3	3
Approximate square footage serviced	850,000	880,000	940,000

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	31	32	31
Part-time employees			1
<b>Totals</b>	<b>31</b>	<b>32</b>	<b>32</b>

**Authorized Position Detail**

Administrative Assistant II	1	Electronics Specialist - HVAC	1
Assistant Facilities Manager	1	Facilities Manager	1
Custodian	17	Maintenance Mechanic I	5
Custodian, Part-time	1	Maintenance Mechanic II	3
Custodian Supervisor	1	Maintenance Supervisor	1

See Personnel Changes for this department in Appendix A

**GENERAL AND ADMINISTRATIVE**

**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	1998	1999	1999	2000	Percentage Change in Budget
	Actual*	Actual*	Budget	Budget	
Personnel	\$714,487	\$1,646,304	\$2,205,571	\$5,601,000	153.95%
Operations	4,960,461	9,776,840	5,165,984	6,654,206	28.81%
Capital	1,854		9,962	430,000	4216.40%
<b>Totals</b>	<b>\$5,676,802</b>	<b>\$11,423,144</b>	<b>\$7,381,517</b>	<b>\$12,685,206</b>	<b>71.85%</b>

\*Includes accrual for vested benefits, contingent liability, change in reserve for inventory and amount due to other funds.

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

**Authorized Position Detail**

Not Applicable

**LANDMARK BUILDING MAINTENANCE**

**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 of the County-owned Landmark Building.

**Goals and Objectives**

**Goal:** To provide a safe, clean, and comfortable environment for county employees and the public in general.

**Objective:** Repair and maintain the building's electrical, plumbing and mechanical systems.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$77,077	\$79,953	\$80,050	\$82,203	2.69%
Capital					
Totals	\$77,077	\$79,953	\$80,050	\$82,203	2.69%

**Work Program Trends**

Department Activity	1998 Projected	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

**Authorized Position Detail**

Not Applicable

**CANUTILLO COMMUNITY CENTER-MAINTENANCE**

**Department Description and Responsibilities**

This account is a branch of the Facilities Management department which is responsible for the maintenance, operations, and housekeeping duties of the County-owned community center located in the upper valley.

**Goals and Objectives**

**Goal:** To provide a safe, clean, and comfortable environment for county employees and the public in general.

**Objective:** Repair and maintain the building's electrical, plumbing and mechanical systems.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations				\$5,450	100.00%
Capital					
<b>Totals</b>				<b>\$5,450</b>	<b>100.00%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	Not Applicable		

**Authorized Position Detail**

Not Applicable

**MEDICAL EXAMINER-MAINTENANCE**

**Department Description and Responsibilities**

This account is a branch of the Facilities Management department which is responsible for the maintenance, operations and housekeeping duties of the Medical Examiner's department.

**Goals and Objectives**

**Goal:** To provide a safe, clean, and comfortable environment for county employees and the public in general.

**Objective:** Repair and maintain the building's electrical, plumbing and mechanical systems.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations				\$28,760	100.00%
Capital					
<b>Totals</b>				<u>\$28,760</u>	<u>100.00%</u>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**SAN ELIZARIO CENTER-MAINTENANCE**

**Department Description and Responsibilities**

This account is a branch of the Facilities Management department which is responsible for the maintenance, operations and housekeeping duties of the County-owned community center located in the lower valley.

**Goals and Objectives**

**Goal:** To provide a safe, clean, and comfortable environment for county employees and the public in general.

**Objective:** Repair and maintain the building's electrical, plumbing and mechanical systems.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations				\$15,000	100.00%
Capital					
<b>Totals</b>				<b>\$15,000</b>	<b>100.00%</b>

**Work Program Trends**

Department Activity	1998 Projected	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable

**PARKING GARAGE-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, Central Parking System.

**Goals and Objectives**

- Goal:** To operate and maintain the garage in a safe, efficient, and businesslike manner to optimize the profitability of the facility according to facility rules and procedures established by the County.
- Objective 1:** Advise and assist the County in establishing facility rules, procedures, hours of operation, and rates to be charged to users of the facility.
- Objective 2:** Monitor any functioning security observations equipment installed in the facility and summon law enforcement assistance and respond in the manner described by Commissioners Court.
- Objective 3:** Perform housekeeping procedures no less than every six to eight weeks, as deemed necessary by the County Facilities Manager.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$97,417	\$82,128	\$98,421	\$104,708	6.39%
Capital	16,969				
<b>Totals</b>	<b>\$114,386</b>	<b>\$82,128</b>	<b>\$98,421</b>	<b>\$104,708</b>	<b>6.39%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable



**PERSONNEL**

**Department Description and Responsibilities**

The El Paso County Personnel department was established January 1, 1980 to provide service and advisory support to all County departments with respect to the hiring, placement, retention of employees and other activities inherent with a viable personnel system. The personnel department is responsible for staffing, wage and salary administration, recordkeeping, maintaining the employee database, including new employees, terminations, and all payroll transactions, and ensuring that employment is made in strict compliance with Federal and State laws and regulations. As of October 1, 1997, the Personnel department and Risk Management were consolidated into one department. This merger increased the departmental responsibilities to include such functions as loss prevention, loss control, insurance, and monitoring results so as to continue operations without significant financial loss.

**Goals and Objectives**

- Goal 1:** To expand new employee orientation to one full day to include extended representation from all benefit providers.
- Goal 2:** To significantly expand testing procedures for various county jobs.
- Goal 3:** To continue to provide supervisory management training in the areas of interviewing techniques, performance evaluations, drug abuse in the workplace, non-discrimination factors, & sexual harassment.
- Goal 4:** To develop and implement "clearing" procedures for terminating employees.
- Goal 5:** To train in safe lifting techniques, ergonomics and workstations, and driver safety.
- Objective 1:** Receive applications for all County departments, process new employees, coordinate new employee orientation, and maintain the official personnel file system for employees and officials.
- Objective 2:** Process employees/candidates for employment subject to the drug screening program; test typing skills when applicable; and administer other examinations as required for employment.
- Objective 3:** Coordinate all Civil Service activities, as well as all efforts with respect to the County Affirmative Action program.
- Objective 4:** Schedule inspections of smaller departments and make recommendations to prevent losses, while requiring larger departments to have a safety coordinator, who is responsible for implementation and monitoring of loss prevention and loss control techniques and procedures.
- Objective 5:** Coordinate the following training sessions:
- 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	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$243,977	\$257,028	\$268,368	\$270,197	0.68%
Operations	10,783	19,862	24,328	31,987	31.48%
Capital					
Totals	\$254,760	\$276,890	\$292,696	\$302,184	3.24%

**PERSONNEL**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Applications received	3,473	3,021	3,300
New employees	459	328	400
Terminations	298	273	200
Turnover rate	17%	16%	11%
Promotions	195	91	105
Safety committee meetings	10	10	10
Training presentations	86	90	100
Safety inspections and recommendations	84	75	90
Training and safety distributions	25	25	26
Insurance claims managed	350	350	357
Insurance claim reports monitored	125	125	128
MVR checks on county drivers	105	100	100
Implement safety programs	2	2	2
Coordinate insurance policies and bids	7	7	7
Workers compensation hearings	45	45	46
Meetings with insurance company representatives	25	30	31
Coordinate requests for notary bonding	100	100	102
Meetings with Commissioner's Court Civil Service Commission, Risk Pool, Building Committee, El Paso Claims Association, etc.	100	100	102
Accident investigations	37	35	35
Monitor all leases affecting county	32	32	33
Coordinate insurance billing and payments	78	75	75
Handle insurance and other inquiries	1,500	1,500	1,530
Recommended insurance provisions	8	4	4

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	8	8	8
Part-time employees			
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>8</b>

**Authorized Position Detail**

Civil Service Support Clerk	1	Insurance Benefit Coordinator	1
Director of Personnel and Risk Management	1	Personnel Clerk	1
Employment Manager	1	Risk Manager	1
Human Resource Clerk	1	Secretary	1

**PURCHASING**

**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 purchasing and inventory software systems: ADPICS, FAACS 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.
- Goal 8:** To provide efficient and helpful service to County Departments.
- 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:** Continue with the implementation of in-house printing of forms, envelopes, letterheads, etc., at a savings to the County of a projected 30%.
- Objective 6:** Continue interfacing ADPICS with the Auditor's system, FAMIS, and the implementation of the FAACS fixed assets system.
- Objective 7:** Maintain a professional, fully-staffed department.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$441,236	\$480,864	\$513,933	\$567,156	10.36%
Operations	168,899	199,823	371,867	351,517	-5.47%
Capital	24,740	3,210	18,500		-100.00%
Totals	\$634,875	\$683,897	\$904,300	\$918,673	1.59%

**PURCHASING**

**Work Program Trends**

<b>Department Activity</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Competitive bids & proposals	138	105	125
Vendors maintained on file	20,819	20,260	21,500
Pieces of mail processed	588,515	626,000	629,000
Requisitions processed	22,491	20,271	24,200
Direct payments to vendors	1,955	1,500	1,200
Commodities on file	45,662	55,000	53,000
Departments on file (ADPICS)	102	97	104
Control & inventory items	50,848	49,000	53,391
Copies processed	1,731,086	1,839,000	1,950,000
Formal training	75	400	250

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	15	16	18
Part-time employees			
Totals	15	16	18

**Authorized Position Detail**

Assistant Purchasing Director	1	Lead Print/Mail Equipment Operator	1
Bid Clerk/Buyer	1	Lead Warehouse Clerk	1
Buyer	4	Print/Mail Equipment Operator	2
Buyer II	1	Project Analyst	1
Central Supply Clerk	1	Purchasing Director	1
Inventory Control Analyst	1	Secretary	1
Inventory Control Clerk	2		

See Personnel Changes for this department in Appendix A

<b>RISK POOL BOARD OPERATIONS</b>
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**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 provide County employees with a beneficial comprehensive health plan.
- Objective:** Make sound administrative decisions regarding the operations of the County's health, life and dental plans as well as workers compensation.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$1,162	\$1,506	\$15,000	\$14,600	-2.67%
Capital					
Totals	<u>\$1,162</u>	<u>\$1,506</u>	<u>\$15,000</u>	<u>\$14,600</u>	<u>-2.67%</u>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
Number of Meetings Held	12	12	12

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**TAX OFFICE**

**Department Description and Responsibilities**

The County Tax Assessor-Collector is an official elected 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. Three branch offices are located strategically around the County in order to provide greater accessibility to the public.

**Goals and Objectives**

- Goal:** To provide faster and more convenient service to the public in general.
- Objective 1:** Contract with the City of El Paso and the Texas Department of Transportation to implement the RTS system, which integrates all outstanding warrants. This would allow the Tax Office to determine, at the time of registration, if a registrant has an outstanding warrant, and refuse registration until such time that proof of payment on the outstanding warrant is provided.
- Objective 2:** Relinquish two clerk positions to create an Accountant position which will provide better accountability within the office.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,261,717	\$1,457,509	\$1,495,726	\$1,507,376	0.78%
Operations	160,101	173,701	209,551	232,454	10.93%
Capital	7,941	93,486	123,921		-100.00%
Totals	\$1,429,759	\$1,724,696	\$1,829,198	\$1,739,830	-4.89%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Vehicle registrations	424,725	408,000	416,160
Replacement license plates	32,435	30,000	30,600
Title transfers	128,873	120,000	122,400

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	61	60	60
Part-time employees	5	5	5
Totals	66	65	65

**Authorized Position Detail**

Accounting Manager	1	Automobile Department Director	1
Accounting Clerk II	2	Chief Deputy	1
Accounting Clerk III	3	Computer System Support Analyst	1
Administrative Assistant (Tax)	1	Inventory Control Clerk (Tax)	1
Assistant Supervisor	5	License Clerk	1
Auto Title Clerk I, Part-time	5	Operations and Liaison Officer	1
Auto Title Clerk I	10	Satellite Office Manager	3
Auto Title Clerk II	22	Senior Clerk	1
Auto Title Clerk III	5	Tax Assessor/Collector	1

See Personnel Changes for this department in Appendix A

**GRANT MATCHES**

**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	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$1,682,987	\$1,770,158	\$1,990,643	\$1,799,004	-9.63%
Capital					
Totals	<u>\$1,682,987</u>	<u>\$1,770,158</u>	<u>\$1,990,643</u>	<u>\$1,799,004</u>	-9.63%

**Work Program Trends**

Department Activity	1998 Projected	1999 Projected	2000 Projected
Number of grants which county matching funds are budgeted separately from their related departments	15	22	16
Number of grants which county matching funds are budgeted under the department they relate to*	11	11	11
Total number of grants partially or fully funded from County funds	<u>26</u>	<u>33</u>	<u>27</u>

\*Amounts for these matching funds are included in related departmental budgets.

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**COUNTY SOLID WASTE DISPOSAL**

**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. 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**

**Goal:** To work towards providing more effective ways of disposing of solid waste throughout the county, thereby discouraging illegal dumping in the desert.

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

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$104,571	\$130,587	\$135,121	\$135,595	0.35%
Operations	179,344	207,605	218,952	231,521	5.74%
Capital					
<b>Totals</b>	<b>\$283,915</b>	<b>\$338,192</b>	<b>\$354,073</b>	<b>\$367,116</b>	<b>3.68%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

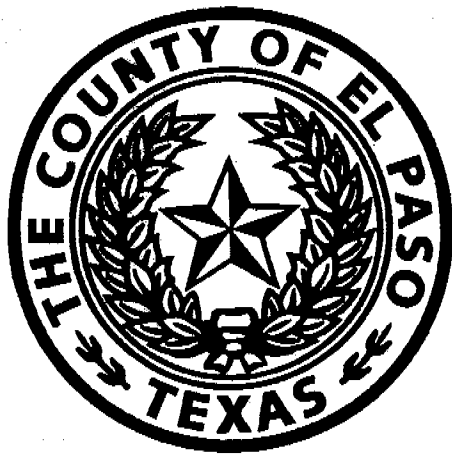
**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	6	6	6
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Authorized Position Detail**

Truck Driver II RD & BDGE	1	Utility Worker I	4
Truck Driver III RD & BDGE	1		





**Fiscal Year 2000 Operating Budget Summary-General Fund Type Administration of Justice  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
145	6th Administrative Judicial District	\$48,478	\$54,194	11.79%
147	8th Court of Appeals	20,198	19,162	-5.13%
149	34th District Court	148,458	151,419	1.99%
150	41st District Court	151,647	151,419	-0.15%
151	65th District Court	148,069	151,419	2.26%
152	120th District Court	186,047	189,712	1.97%
153	168th District Court	145,448	151,419	4.11%
154	171st District Court	154,929	151,419	-2.27%
155	205th District Court	155,317	151,419	-2.51%
156	210th District Court	148,202	151,419	2.17%
157	243rd District Court	146,925	151,419	3.06%
158	327th District Court	188,112	185,232	-1.53%
159	346th District Court	148,262	151,419	2.13%
160	383rd District Court	148,197	151,419	2.17%
161	384th District Court	151,652	151,419	-0.15%
162	388th District Court	32,720	166,419	408.62%
163	County Attorney	1,887,820	2,011,646	6.56%
167	County Attorney Bond Forfeitures	151,811	238,087	56.83%
168	County Attorney RETGH Legal	241,769	254,035	5.07%
170	County Court at Law No. 1	148,069	151,419	2.26%
171	County Court at Law No. 2	152,994	151,419	-1.03%
172	County Court at Law No. 3	148,954	151,419	1.65%
173	County Court at Law No. 4	146,564	151,419	3.31%
174	County Court at Law No. 5	147,919	151,419	2.37%
175	County Court at Law No. 6	148,362	151,419	2.06%
176	County Court at Law No. 7	144,634	151,419	4.69%
177	County Court at Law Judges	917,185	914,881	-0.25%
178	Child Abuse Master	251,747	252,819	0.43%
179	Council of Judges Administration	2,944,202	3,384,931	14.97%
181	County Courts at Law Administration	373,203	377,642	1.19%
182	District Attorney	4,239,079	4,414,813	4.15%
184	District Judges-Salary Supplement	142,632	153,194	7.41%
185	Family Court 1	249,284	252,819	1.42%
186	Family Court 2	248,981	252,819	1.54%
187	Impact Court	130,064	135,842	4.44%
188	Justice of the Peace No. 1	116,054	127,929	10.23%
190	Justice of the Peace No. 2	123,336	125,463	1.72%
192	Justice of the Peace No. 3	138,290	140,268	1.43%
194	Justice of the Peace No. 4	141,717	164,738	16.24%
196	Justice of the Peace No. 5	116,377	116,763	0.33%
198	Justice of the Peace No. 6	281,716	307,291	9.08%
200	Justice of the Peace No. 7	158,899	182,230	14.68%

(Continued on next page)

**Fiscal Year 2000 Operating Budget Summary-General Fund Type Administration of Justice  
With Comparative Budgets by Department  
(Continued)**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
202	Juvenile Court Referee	270,633	278,518	2.91%
203	Criminal Law Magistrate I	234,039	259,839	11.02%
204	Criminal Law Magistrate II			
205	County Probate Court	419,274	416,584	-0.64%
206	Special Probate Court	4,000	4,000	
207	Public Defender	1,328,513	1,552,370	16.85%
209	Capital Murder Cases			
	<b>Totals</b>	<u>\$18,270,782</u>	<u>\$19,659,782</u>	7.60%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Administration of Justice**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$14,770,501	\$15,625,648	5.79%
Operating	3,455,604	4,016,634	16.24%
Capital	44,677	17,500	-60.83%
<b>Totals</b>	<u>\$18,270,782</u>	<u>\$19,659,782</u>	7.60%

**6TH ADMINISTRATIVE 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**

**Goal:** 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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$45,436	\$47,430	\$48,478	\$54,194	11.79%
Capital					
<b>Totals</b>	<b>\$45,436</b>	<b>\$47,430</b>	<b>\$48,478</b>	<b>\$54,194</b>	<b>11.79%</b>

**Work Program Trends**

<b>Department Activity*</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>District Courts (17)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	20,469	27,550	28,101
Cases added	29,633	27,279	27,825
Cases disposed	29,320	32,253	32,898
Cases pending year end	20,782	22,576	23,029
<b>Criminal Cases</b>			
Cases pending from prior year	10,802	11,287	11,513
Cases added	10,446	11,388	11,615
Cases disposed	10,269	10,730	10,944
Cases pending year end	10,979	11,945	12,184
<b>County Courts (32)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	2,992	3,412	3,480
Cases added	2,422	3,485	3,555
Cases disposed	2,348	3,034	3,095
Cases pending year end	3,066	3,863	3,940
<b>Criminal Cases</b>			
Cases pending from prior year	27,364	33,757	34,433
Cases added	27,835	30,833	31,449
Cases disposed	26,516	33,664	34,337
Cases pending year end	28,683	30,926	31,545

\*Source Texas Judicial System Annual Report

**6TH ADMINISTRATIVE JUDICIAL DISTRICT**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**EIGHTH COURT OF APPEALS**

**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, 8 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	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$19,164	\$19,161	\$19,163	\$19,162	-0.01%
Operations	1,035	1,035	1,035		-100.00%
Capital					
<b>Totals</b>	<b>\$20,199</b>	<b>\$20,196</b>	<b>\$20,198</b>	<b>\$19,162</b>	<b>-5.13%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>District Courts (42)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending	49,115	54,757	55,852
Cases added	45,976	49,183	50,166
Cases disposed	46,127	52,767	53,822
Cases pending at year end	48,964	51,173	52,197
<b>Criminal Cases</b>			
Cases pending	15,659	16,660	16,993
Cases added	20,595	20,870	21,288
Cases disposed	20,470	21,272	21,697
Cases pending at year end	15,784	16,258	16,583
<b>County Courts (39)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending	9,668	9,042	9,223
Cases added	10,664	11,254	11,479
Cases disposed	10,913	10,291	10,496
Cases pending at year end	9,419	10,006	10,206
<b>Criminal Cases</b>			
Cases pending	47,136	52,516	53,567
Cases added	66,975	61,540	62,770
Cases disposed	60,245	64,346	65,633
Cases pending at year end	53,866	49,710	50,705

Source: Texas Judicial System Annual Report

**EIGHTH COURT OF APPEALS**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

**Authorized Position Detail**

Chief Justice

1

Court of Appeals Judge

3

**34TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage
					Change in Budget
Personnel	\$131,566	\$137,665	\$138,310	\$139,103	0.57%
Operations	7,701	7,985	9,769	12,316	26.07%
Capital			379		-100.00%
<b>Totals</b>	<b>\$139,267</b>	<b>\$145,650</b>	<b>\$148,458</b>	<b>\$151,419</b>	<b>1.99%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		



**41ST DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,531	\$140,962	\$141,878	\$139,103	-1.96%
Operations	3,618	5,666	9,769	12,316	26.07%
Capital					
Totals	<u>\$135,149</u>	<u>\$146,628</u>	<u>\$151,647</u>	<u>\$151,419</u>	-0.15%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**65TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage
					Change in Budget
Personnel	\$131,413	\$137,098	\$138,300	\$139,103	0.58%
Operations	9,407	9,112	9,769	12,316	26.07%
Capital	1,228				
Totals	\$142,048	\$146,210	\$148,069	\$151,419	2.26%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**120TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$168,315	\$173,389	\$174,962	\$176,080	0.64%
Operations	8,076	5,314	6,676	13,632	104.19%
Capital	330		4,409		-100.00%
Totals	\$176,721	\$178,703	\$186,047	\$189,712	1.97%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
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

**168TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,206	\$134,270	\$135,279	\$139,103	2.83%
Operations	11,297	9,992	10,169	12,316	21.11%
Capital					
<b>Totals</b>	<b>\$142,503</b>	<b>\$144,262</b>	<b>\$145,448</b>	<b>\$151,419</b>	<b>4.11%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**171ST DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$132,672	\$144,472	\$145,160	\$139,103	-4.17%
Operations	6,592	4,245	9,769	12,316	26.07%
Capital	713				
<b>Totals</b>	<b>\$139,977</b>	<b>\$148,717</b>	<b>\$154,929</b>	<b>\$151,419</b>	<b>-2.27%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**205TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,725	\$144,927	\$145,548	\$139,103	-4.43%
Operations	10,682	7,233	9,769	12,316	26.07%
Capital	2,081				
Totals	\$144,488	\$152,160	\$155,317	\$151,419	-2.51%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**210TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1999				Percentage Change in Budget
	1998 Actual	Actual	Budget	2000 Budget	
Personnel	\$131,740	\$137,787	\$138,433	\$139,103	0.48%
Operations	8,839	6,176	9,769	12,316	26.07%
Capital					
<b>Totals</b>	<b>\$140,579</b>	<b>\$143,963</b>	<b>\$148,202</b>	<b>\$151,419</b>	<b>2.17%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**243RD DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage
					Change in Budget
Personnel	\$131,761	\$131,932	\$136,756	\$139,103	1.72%
Operations	6,770	5,674	10,169	12,316	21.11%
Capital					
<b>Totals</b>	<b>\$138,531</b>	<b>\$137,606</b>	<b>\$146,925</b>	<b>\$151,419</b>	<b>3.06%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		



**327TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$163,885	\$173,146	\$174,531	\$171,600	-1.68%
Operations	10,472	14,474	13,581	13,632	0.38%
Capital					
<b>Totals</b>	<b>\$174,357</b>	<b>\$187,620</b>	<b>\$188,112</b>	<b>\$185,232</b>	<b>-1.53%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1	Legal Secretary	1

**346TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category					Percentage
	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Change in Budget
Personnel	\$131,817	\$137,861	\$138,493	\$139,103	0.44%
Operations	9,532	7,172	9,769	12,316	26.07%
Capital					
<b>Totals</b>	<b>\$141,349</b>	<b>\$145,033</b>	<b>\$148,262</b>	<b>\$151,419</b>	<b>2.13%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**383RD DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,769	\$137,789	\$138,428	\$139,103	0.49%
Operations	8,123	9,108	9,644	12,316	27.71%
Capital	1,737	125	125		
<b>Totals</b>	<b>\$141,629</b>	<b>\$147,022</b>	<b>\$148,197</b>	<b>\$151,419</b>	<b>2.17%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff  
Certified Court Reporter

1 Court Coordinator  
1

1

**384TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$132,092	\$141,195	\$141,883	\$139,103	-1.96%
Operations	5,184	6,797	9,769	12,316	26.07%
Capital	3,754				
<b>Totals</b>	<b>\$141,030</b>	<b>\$147,992</b>	<b>\$151,652</b>	<b>\$151,419</b>	<b>-0.15%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**388TH DISTRICT COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel			\$6,973	\$139,103	1894.88%
Operations		\$153	747	12,316	1548.73%
Capital			25,000	15,000	-40.00%
Totals		\$153	\$32,720	\$166,419	408.62%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees			3
Part-time employees			
Totals			3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

See Personnel Changes for this department in Appendix A

## COUNTY ATTORNEY

### Department Description and Responsibilities

The County Attorney for El Paso performs a wide variety of functions serving the county, state, and local governmental agencies, and the public in general. This office reviews all claims brought against the County, represents the County in civil lawsuits filed against or by the County or its officials, and provides general legal advice to the members of Commissioners Court during Court meetings with respect to the performance of their official duties. The County Attorney's office drafts, reviews and interprets contracts for form and provides legal services with respect to real property transactions including sale, purchase, and leasing of real property, acquisition of easements, right of ways, and road dedications. The County Attorney also represents the State in all bond forfeiture actions, in both civil and criminal actions to prohibit illegal dumping and enforce statutes relating to environmental issues, in actions to prohibit the proliferations of the colonias, and in all actions brought against juveniles for delinquent conduct. This office also provides legal advice or representation to several entities, such as the El Paso Court of Inquiry, the El Paso County Risk Pool, the El Paso County Housing Authority, the Department of Protective and Regulatory Services in all actions brought for the protection of abused children, and the Adult Protective Services in actions for investigation of the abuse and protection of the elderly. Finally, the County Attorney's office provides several services to the general public including a "hot check" collection service, information and referral about governmental services, issuance of protective orders and prosecution in matters of family violence, and presentation of applications for court ordered mental health services.

### Goals and Objectives

- Goal 1:** Prompt review and advise of all contracts with respect to interpretation and administration for Commissioners Court; drafting and issuance of contracts, opinions, and interlocal agreements.
- Goal 2:** Identify various legislative initiatives which may benefit the County of El Paso and advocate on behalf of such legislation, as well as advise Commissioners Court on proposed and recently enacted legislation.
- Goal 3:** Provide legal services to ensure compliance with rules, regulations, and statutes in regards to the Property Code, subdivision regulations, and sewage facility orders.
- Goal 4:** Ensure the prompt payment to El Paso County of monies owed as a result of various types of claims and delinquent hotel/motel taxes; prompt payment of bad checks and all related fees.
- Goal 5:** Protect the citizens of El Paso County in matters regarding illegal subdivisions, deceptive business practices, environmental crimes, and threats to public health and safety.
- Objective 1:** Implement an automated tracking system to reduce the amount of time it takes to review and/or prepare drafts of contracts, issue opinions, and advise on legal matters.
- Objective 2:** Implement a system of status reports for merchants which refer large amounts of hot checks; develop and deliver presentations to educate merchants on proper pre-referral procedures.
- Objective 3:** Educate the community on rules, regulations, and statutes concerning illegal subdivisions, deceptive business practices, juvenile prosecution, and crimes against children, the elderly, and the mentally ill.
- Objective 4:** Conduct monthly meetings with Sheriff Deputies to review cases, catalog all existing cases, and actively prosecute in a timely manner.

**COUNTY ATTORNEY**

**Financial Trends**

Category	1998	1999	1999	2000	Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,582,252	\$1,764,156	\$1,800,483	\$1,900,286	5.54%
Operations	73,326	80,705	87,337	111,360	27.51%
Capital	24,121	50			
<b>Totals</b>	<b>\$1,679,699</b>	<b>\$1,844,911</b>	<b>\$1,887,820</b>	<b>\$2,011,646</b>	<b>6.56%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>General Counsel</b>			
Contract reviews	341	360	380
Opinions requested	170	200	220
<b>Civil Litigation</b>			
<b>Defense Litigation</b>			
Claims	74	78	100
Lawsuits	73	69	80
Grievances	6	15	15
EEOC claims	5	15	15
Administrative actions	8	5	5
Expunctions-cases received	148	160	170
Expunctions-hearings	189	163	170
<b>Plaintiff Litigation</b>			
Revenue collected	\$9,890	\$6,100	\$10,000
Claims reviewed	24	30	30
Lawsuits	7	5	5
<b>Subdivision Regulations/Certificates of Compliance</b>			
Illegal subdivisions/Splits	40	20	25
Subdivision applications	5	10	5
Road dedications	10	10	5
Environmental assistance	10	10	25
Inquiries- Certificates of compliance	400	100	75
Inquiries- House Bill 1001	70	20	50
Certificates of determination/Variances	15	250	150
Illegal subdivision enforcement cases	1	2	3
Title workout/Subdivision land			
Improvements/Purchases	15	30	25
Subdivision reviews	6	15	20
House Bill 1001 enforcement cases	1	1	1
<b>Deceptive Business Practice</b>			
Complaints received	330	375	425
Cases filed	35	80	100
Court hearings	168	175	200

(Continued on next page)

COUNTY ATTORNEY

**Work Program Trends-continued**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Environmental Crimes</b>			
Complaints received	73	100	120
Cases filed	45	60	75
Court hearings	63	75	90
<b>Hotchecks</b>			
Checks received	12,687	14,000	15,000
Hotcheck collections	\$771,087	\$1,000,000	\$1,100,000
Cases filed	448	700	1000
Number of court hearings	340	400	500
<b>Family Protection Services</b>			
<b>Juvenile Prosecution</b>			
Total referrals	3,082	3,728	4,027
Petitions filed	1,534	1,700	1,989
Detention hearings	1,135	1,300	1,500
certifications		3	5
<b>Domestic Services</b>			
<b>Child Protective Services</b>			
Petitions filed	98	98	132
Hearings	1,341	1,341	2,000
Termination trials	68	81	125
<b>Family Violence Protective Orders</b>			
Protective orders screened	1,270	1,350	1,400
Applications filed	418	480	500
Protctive orders-P.O.'s obtained	295	350	435
<b>Mental Illness/Chemical Dependency</b>			
Mental illness detention warrants	143	150	150
Mental illness protective custody orders	327	400	400
Chemical dependency protective orders	6	10	10
Psychoactive medication petitions	75	80	80
Mental retardation petitions	10	15	15

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	45	47	49
Part-time employees			
Totals	45	47	49



<b>COUNTY ATTORNEY</b>
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**Authorized Position Detail**

Administrative Assistant III	1	Legal Collections Assistant II	3
Attorney	1	Legal Secretary I	8
Civil Attorney	7	Legal Secretary II	5
Collections Analyst	1	Network Engineer II	1
County Attorney	1	Network Engineer III	2
Court Prosecutor	1	Para-Legal I	1
Family Violence Attorney	2	Para-Legal II	1
First Asst. County Atty./Administrator	2	Receptionist	2
Gang Violence Prosecutor	1	Secretary	1
Investigator	2	Supervisor-Sheriff	1
Juvenile Prosecutor	2	Supervising Attorney	3

See Personnel Changes for this department in Appendix A

**COUNTY ATTORNEY BOND FORFEITURES**

**Department Description and Responsibilities**

This department is a division of the County Attorney's office 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:** To promptly obtain and collect on all final judgements of surety, personal recognizance bonds and cash bonds.
- Objective 1:** In a timely manner, file judgement nisi's on all defendants who fail to appear in either the County Courts at Law or District Courts.
- Objective 2:** Promptly obtain final judgements on all outstanding judgement nisi's.
- Objective 3:** Enforce judgements by collection efforts including execution and foreclosures.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$136,401	\$141,458	\$149,811	\$218,087	45.57%
Operations				20,000	100.00%
Capital	3,546	496	2,000		-100.00%
Totals	\$139,947	\$141,954	\$151,811	\$238,087	56.83%

**Work Program Trends**

Department Activity	1998	1999	2000
	Projected	Projected	Projected
<b>Bond Forfeitures</b>			
Dollar value of judgments obtained	\$2,000,000	\$1,000,000	\$1,020,000
Collections	\$1,400,000	\$700,000	\$714,000

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	6
Part-time employees			
Totals	3	3	6

**Authorized Position Detail**

Attorney I	1	Legal Collections Assistant III	2
Bond Forfeiture Attorney	1	Legal Secretary I	1
Bond Forfeiture Coord. CA/Investigator	1		

See Personnel Changes for this department in Appendix A

**COUNTY ATTORNEY RETGH LEGAL**

**Department Description and Responsibilities**

This department is a division of the County Attorney's office established to assume responsibility for providing legal representation to the El Paso County Hospital District Board of Managers and general legal advice to the hospital administration at standing hospital committee meetings. This department drafts and reviews proposed contracts for form and advises the Board with regard to interpretation and administration. The division reviews all legal claims brought against the Hospital or Board of Managers and monitors all litigation involving the Hospital. It further responds to all EEOC complaints brought against the Hospital and reviews internal employee grievances. Upon request, the department will provide written legal opinions and assist in drafting hospital policies and procedures.

**Goals and Objectives**

- Goal 1:** To provide quality legal advice to the Hospital District Board and its administration.
- Goal 2:** To ensure compliance with relevant rules, regulations, and statutes directed at Hospitals, the Health Care Industry and Texas Political Subdivision.
- Goal 3:** To assist the hospital staff in making life and death decisions that require immediate access to legal counsel.
- Objective 1:** Draft formal written opinions, contracts, and interlocal agreements; review contracts submitted to the Hospital; assist in negotiating contracts as needed; advise with regard to contract interpretation and administration; review, revise and draft hospital policies and procedures.
- Objective 2:** Monitor state and federal rules, regulations, and statutes and advise the Hospital District of actions and operations to ensure compliance.
- Objective 3:** Provide an attorney on call 24 hours a day, including weekends and holidays to advise the hospital in making life and death decisions.
- Objective 4:** Develop a contract forms library and implement an automated contract tracking system.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$187,282	\$222,999	\$226,269	\$238,535	5.42%
Operations	10,713	14,249	15,500	13,000	-16.13%
Capital	1,843	2,350		2,500	100.00%
<b>Totals</b>	<b>\$199,838</b>	<b>\$239,598</b>	<b>\$241,769</b>	<b>\$254,035</b>	<b>5.07%</b>

**COUNTY ATTORNEY RETGII LEGAL**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Hospital District Legal Unit</b>			
Contracts reviewed	160	200	250
CA opinions received	150	185	200
Legal claims-Defense	75	75	75
Legal claims-Plaintiffs	5	5	10
Lawsuits reviewed & monitored-Defense	50	50	50
Lawsuits reviewed & monitored-Plaintiffs	4	4	4
Collections	\$411,000	\$500,000	\$600,000
EEOC claims	10	12	20
Employee grievances	10	20	20
Subpoenas reviewed	6	10	10

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	5	5	5
Part-time employees			1
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>6</b>

**Authorized Position Detail**

Attorney I	2	Paralegal, part-time	1
First Asst. and Administrator	1	Supervising Attorney	1
Legal Secretary I	1		

See Personnel Changes for this department in Appendix A

**COUNTY COURT AT LAW NO. 1**

**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 \$5,000, 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**

- Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,419	\$137,197	\$138,300	\$139,103	0.58%
Operations	5,680	6,263	9,769	12,316	26.07%
Capital	159	284			
Totals	\$137,258	\$143,744	\$148,069	\$151,419	2.26%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**COUNTY COURT AT LAW NO. 2**

**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 \$5,000, 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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$132,010	\$142,613	\$143,225	\$139,103	-2.88%
Operations	8,571	6,086	9,769	12,316	26.07%
Capital					
Totals	\$140,581	\$148,699	\$152,994	\$151,419	-1.03%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**COUNTY COURT AT LAW NO. 3**

**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 \$5,000, 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**

- Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$131,903	\$137,464	\$139,185	\$139,103	-0.06%
Operations	8,696	6,927	9,769	12,316	26.07%
Capital	280				
Totals	\$140,879	\$144,391	\$148,954	\$151,419	1.65%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**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 \$5,000, 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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$130,883	\$135,532	\$136,795	\$139,103	1.69%
Operations	6,484	4,743	9,769	12,316	26.07%
Capital					
Totals	\$137,367	\$140,275	\$146,564	\$151,419	3.31%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		



**COUNTY COURT AT LAW 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 \$5,000, 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**

- Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$128,545	\$137,234	\$138,150	\$139,103	0.69%
Operations	8,157	7,693	9,769	12,316	26.07%
Capital					
Totals	\$136,702	\$144,927	\$147,919	\$151,419	2.37%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**COUNTY COURT AT LAW NO. 6**

**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 \$5,000, 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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$108,366	\$135,520	\$138,593	\$139,103	0.37%
Operations	5,587	6,607	9,769	12,316	26.07%
Capital	14,738	3,846			
Totals	\$128,691	\$145,973	\$148,362	\$151,419	2.06%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	3	3	3
Part-time employees			
Totals	3	3	3

**Authorized Position Detail**

Certified Court Reporter	1	Bailiff	1
Court Coordinator	1		

**COUNTY COURT AT LAW NO. 7**

**Department Description and Responsibilities**

This County Court at Law was established in October 1998 with the elimination of the Criminal Law Magistrate II. Its responsibilities are the same as the other County Courts at Law, which are to hear both civil and criminal cases. In civil cases, the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and is less than \$5,000, 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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1998	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel		\$134,191	\$134,865	\$139,103	3.14%
Operations		6,666	9,769	12,316	26.07%
Capital					
Totals		\$140,857	\$144,634	\$151,419	4.69%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Work program trends are shown under County Court at Law Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		3	3
Part-time employees			
Totals		3	3

**Authorized Position Detail**

Certified Court Reporter	1	Bailiff	1
Court Coordinator	1		

See Personnel Changes for this department in Appendix A

<b>COUNTY COURT AT LAW JUDGES</b>
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**Department Description and Responsibilities**

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

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel	\$702,717	\$908,893	\$917,185	\$914,881	-0.25%
Operations					
Capital					
<b>Totals</b>	<u>\$702,717</u>	<u>\$908,893</u>	<u>\$917,185</u>	<u>\$914,881</u>	<u>-0.25%</u>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
<u>Work program trends are shown under the County Court at Law Administration.</u>			

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	6	7	7
Part-time employees			
<b>Totals</b>	<u>6</u>	<u>7</u>	<u>7</u>

**Authorized Position Detail**

County Court at Law Judge	7
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**CHILD ABUSE MASTER**

**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.

**Goals and Objectives**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$219,355	\$241,090	\$241,978	\$240,503	-0.61%
Operations	10,129	9,558	9,769	12,316	26.07%
Capital	325				
Totals	\$229,809	\$250,648	\$251,747	\$252,819	0.43%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
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	Court Master	1

**COUNCIL OF JUDGES ADMINISTRATION**

**Department Description and Responsibilities**

The Council of Judges Administration provides support for thirteen district courts, seven county courts at law, one probate court, a jail magistrate, a child abuse master, two family court judges, and a juvenile court referee. 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	1998	1999	1999	2000	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$425,149	\$457,452	\$460,386	\$526,931	14.45%
Operations	2,519,706	2,147,359	2,475,839	2,858,000	15.44%
Capital	43,886	39,041	7,977		-100.00%
<b>Totals</b>	<b>\$2,988,741</b>	<b>\$2,643,852</b>	<b>\$2,944,202</b>	<b>\$3,384,931</b>	<b>14.97%</b>

**Work Program Trends**

Department Activity *	1998 Actual	1999 Projected	2000 Projected
<b>District Courts</b>			
<b>Civil Docket</b>			
Cases on docket	35,482	40,260	41,065
Dispositions	21,477	24,645	25,138
Total pending	14,005	15,615	15,927
<b>Criminal Docket</b>			
Cases on docket	15,094	15,898	16,216
Dispositions			
Convictions	1,658	1,459	1,488
Acquittals	28	28	28
Dismissals	2,313	2,846	2,902
Other	3,567	3,492	3,561
Total pending	7,528	8,073	8,236
<b>Juvenile Docket</b>			
Cases on docket	3,041	2,348	2,395
Dispositions	2,670	2,235	2,279
Total pending	371	109	116

(Continued on next page)

**COUNCIL OF JUDGES ADMINISTRATION**

**Work Program Trends - continued**

<b>Department Activity *</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>County Courts</b>			
<b>Civil Docket</b>			
Cases on docket	1,947	3,052	3,113
Dispositions	1,006	1,471	1,500
Total pending	941	1,581	1,613
<b>Criminal Docket</b>			
Cases on docket	36,927	43,889	44,767
Dispositions			
Convictions	7,470	7,447	7,596
Acquittals	49	48	49
Dismissals	6,795	12,317	12,563
Other	4,289	3,552	3,623
Total pending	18,324	20,525	20,935
<b>Probate and Mental Health Docket</b>			
<b>Probate</b>			
Cases filed	1,728	1,819	1,856
Hearings held	1,799	1,705	1,739
<b>Mental Health</b>			
Cases filed	473	1,246	1,271
Hearings held	864	1,453	1,482

\* Source Texas Judicial System Annual Report

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	11	12	13
Part-time employees			
Totals	11	12	13

**Authorized Position Detail**

First Asst. Coun. Judges Administrator	1	Executive Director	1
Assistant Council of Judges Administrator	1	Floating Court Reporter	2
Computer Operator II	1	Interpreter	5
Council of Judges Administrator	1	Jury Panel Bailiff/Coordinator	1

See Personnel Changes for this department in Appendix A

**COUNTY COURTS AT LAW ADMINISTRATION**

**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	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$320,232	\$360,557	\$361,553	\$365,992	1.23%
Operations	9,355	7,271	11,650	11,650	
Capital	3,709				
<b>Totals</b>	<b>\$333,296</b>	<b>\$367,828</b>	<b>\$373,203</b>	<b>\$377,642</b>	<b>1.19%</b>

**Work Program Trends**

Department Activity*	1998 Actual	1999 Projected	2000 Projected
<b>Civil Docket</b>			
Cases on docket	1,947	3,052	3,113
Dispositions	1,006	1,471	1,500
Total pending	941	1,581	1,613
<b>Criminal Docket</b>			
Cases on docket	36,927	43,889	44,767
Dispositions			
Convictions	7,470	7,447	7,596
Acquittals	49		
Dismissals	6,795	12,317	12,563
Other	4,289	3,552	3,623
Total pending	18,324	20,525	20,984

\*Source-Texas Judicial System Annual Report

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	13	14	14
Part-time employees	1		
<b>Totals</b>	<b>14</b>	<b>14</b>	<b>14</b>

**Authorized Position Detail**

Assistant County Court Administrator	1	Docket Coordinator II	1
Caseworker	4	Legal Secretary	1
County Court Administrator	1	Office Coordinator	1
Data Entry	3	Receptionist	1
Docket Coordinator I	1		

See Personnel Changes for this department in Appendix A



**DISTRICT ATTORNEY**

**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.

**Objective 1:** 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.

**Objective 2:** 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	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$3,377,767	\$3,899,977	\$3,922,022	\$4,059,986	3.52%
Operations	334,244	255,677	315,070	354,827	12.62%
Capital	19,453	2,855	1,987		-100.00%
<b>Totals</b>	<b>\$3,731,464</b>	<b>\$4,158,509</b>	<b>\$4,239,079</b>	<b>\$4,414,813</b>	<b>4.15%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	89	95	100
Part-time employees			
<b>Totals</b>	<b>89</b>	<b>95</b>	<b>100</b>

**DISTRICT ATTORNEY**

**Authorized Position Detail**

Appellate Attorney	2	Office Administrator	1
Chief Investigator (DA)	1	Program Coordinator	1
Clerk I	3	Receptionist	1
Clerk II	6	Service Coordinator	3
Clerk III	6	Special Project Director III	1
Deputy Chief Investigator (DA)	1	Staff Attorney (DA)	35
District Attorney	1	Supervisor Clerk	1
Executive Secretary/Admin. Assist.	1	Supervisor Intake	1
First Assistant	1	Supervisor Legal Secretary	1
Investigator (DA)	10	Team Chief Attorney	11
Legal Secretary I	6	Unit Chief Attorney	3
Legal Secretary II	3		

See Personnel Changes for this department in Appendix A

**DISTRICT JUDGES SALARY SUPPLEMENT**

**Department Description and Responsibilities**

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

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$134,498	\$138,883	\$142,632	\$153,194	7.41%
Operations					
Capital					
<b>Totals</b>	<b>\$134,498</b>	<b>\$138,883</b>	<b>\$142,632</b>	<b>\$153,194</b>	<b>7.41%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	13	13	14
Part-time employees			
<b>Totals</b>	<b>13</b>	<b>13</b>	<b>14</b>

**Authorized Position Detail**

District Judge 14

See Personnel Changes for this department in Appendix A

**FAMILY COURT 1**

**Department Description and Responsibilities**

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

**Goals and Objectives**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$234,783	\$238,648	\$239,515	\$240,503	0.41%
Operations	7,967	4,742	9,769	12,316	26.07%
Capital					
Totals	\$242,750	\$243,390	\$249,284	\$252,819	1.42%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
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	Master	1

**FAMILY COURT 2**

**Department Description and Responsibilities**

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

**Goals and Objectives**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$217,661	\$237,699	\$239,212	\$240,503	0.54%
Operations	5,733	9,410	9,769	12,316	26.07%
Capital					
Totals	\$223,394	\$247,109	\$248,981	\$252,819	1.54%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
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	Master	1

**IMPACT COURT**

**Department Description and Responsibilities**

The Impact Court handles the additional caseload created by the El Paso County Metro Narcotics Task Force and other drug related violent crime cases. This court will also hear drug related cases which have been transferred from other District Courts within El Paso County, but the Metro Narcotics Task Force cases and their drug related violent crime cases take priority over all drug related cases transferred from other Courts.

**Goals and Objectives**

**Goal:** To move Metro Narcotics Task Force cases and drug related violent crime cases quickly through the court system.

**Objective:** Decrease the time from arrest to disposition of a case from more than one year to one to three months.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$37,350	\$115,229	\$122,959	\$127,642	3.81%
Operations	549	5,284	7,105	8,200	15.41%
Capital					
Totals	\$37,899	\$120,513	\$130,064	\$135,842	4.44%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	4	4	4
Part-time employees			
Totals	4	4	4

**Authorized Position Detail**

Assistant Court Coordinator/Bailiff	1	Court Coordinator	1
Certified Court Reporter	1	Deputy Assistant Project Director	1

See Personnel Changes for this department in Appendix A

**JUSTICE OF THE PEACE NO. 1**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$78,146	\$87,285	\$87,586	\$98,924	12.94%
Operations	19,074	28,422	28,468	29,005	1.89%
Capital					
Totals	\$97,220	\$115,707	\$116,054	\$127,929	10.23%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>Cases Filed</b>			
Traffic	1,285	780	796
Non-Traffic	736	553	565
Small claims suits	260	187	191
Forcible entry and detainer	413	462	471
Other civil suits	25	38	39
<b>Cases Disposed</b>			
Traffic	753	543	554
Non-Traffic	517	345	352
Small claims suits	81	97	99
Forcible entry and detainer	281	338	345
Other civil suits	11	17	17
<b>Cases Appealed</b>			
Non-Traffic		1	1
Small claims suits	6	2	2
Forcible entry and detainer	1	1	1

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 1**

Staffing Trends

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	3	3	3
Part-time employees			1
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>4</b>

Authorized Position Detail

Justice Of The Peace	1	Senior Clerk I, Part-time	1
Senior Clerk I	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A



**JUSTICE OF THE PEACE NO. 2**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$81,837	\$104,252	\$104,594	\$105,609	0.97%
Operations	16,613	18,098	18,742	19,854	5.93%
Capital					
<b>Totals</b>	<b>\$98,450</b>	<b>\$122,350</b>	<b>\$123,336</b>	<b>\$125,463</b>	<b>1.72%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Cases Filed</b>			
Traffic	3,448	2,281	6,474
Non-Traffic	925	929	3,000
Small claims suits	81	105	268
Forcible entry and detainer	502	622	660
Other civil suits	134	95	120
<b>Cases Disposed</b>			
Traffic	2,215	1,849	1,886
Non-Traffic	734	802	818
Small claims suits	50	63	65
Forcible entry and detainer	489	613	625
Other civil suits	40	38	39
<b>Cases Appealed</b>			
Traffic	2	1	1
Non-Traffic	1	1	1
Small claims suits	1	1	1
Forcible entry and detainer	1	5	5
Other civil suits	1	1	1

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 2**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	3	3	4
Part-time employees			
Totals	3	3	4

**Authorized Position Detail**

Justice Of The Peace	1	Senior Clerk II	1
Senior Clerk I	2		

See Personnel Changes for this department in Appendix A

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$129,523	\$133,579	\$134,466	\$135,844	1.02%
Operations	3,372	3,787	3,824	4,424	15.69%
Capital	6,187	352			
Totals	\$139,082	\$137,718	\$138,290	\$140,268	1.43%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>Cases Filed</b>			
Traffic	5,294	4,964	5,063
Non-Traffic	1,606	1,216	1,241
Small claims suits	209	215	220
Forcible entry and detainer	347	443	452
Other civil suits	463	506	516
<b>Cases Disposed</b>			
Traffic	3,093	2,302	2,348
Non-Traffic	1,122	825	842
Small claims suits	39	83	85
Forcible entry and detainer	208	365	372
Other civil suits	23	32	33
<b>Cases Appealed</b>			
Traffic		1	1
Non-Traffic		1	1
Small claims suits		1	1
Forcible entry and detainer		3	3
Other civil suits		1	1

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 3**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	5	5	5
Part-time employees			
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Authorized Position Detail**

Justice Of The Peace	1	Senior Clerk II	1
Senior Clerk I	3		

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$100,754	\$112,050	\$112,481	\$134,752	19.80%
Operations	19,316	28,796	29,236	29,986	2.57%
Capital					
<b>Totals</b>	<b>\$120,070</b>	<b>\$140,846</b>	<b>\$141,717</b>	<b>\$164,738</b>	<b>16.24%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Cases Filed</b>			
Traffic	5,390	3,975	4,055
Non-Traffic	187	78	80
Small claims suits	159	198	202
Forcible entry and detainer	822	763	778
Other civil suits	106	108	110
<b>Cases Disposed</b>			
Traffic	2,776	1,961	2,000
Non-Traffic	66	42	42
Small claims suits	39	137	140
Forcible Entry and Detainer	352	556	567
Other civil suits	15	16	16
<b>Cases Appealed</b>			
Traffic	6	1	1
Non-Traffic		1	1
Small claims suits		2	2
Forcible entry and detainer	9	14	14
Other civil suits		1	1

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 4**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	4	4	5
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>5</b>

**Authorized Position Detail**

Justice Of The Peace	1	Senior Clerk II	1
Senior Clerk I	3		

See Personnel Changes for this department in Appendix A

**JUSTICE OF THE PEACE NO. 5**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$83,495	\$91,922	\$92,257	\$92,766	0.55%
Operations	18,008	23,410	24,120	23,997	-0.51%
Capital					
<b>Totals</b>	<b>\$101,503</b>	<b>\$115,332</b>	<b>\$116,377</b>	<b>\$116,763</b>	<b>0.33%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Cases Filed</b>			
Traffic	5,610	2,520	2,570
Non-Traffic	228	369	377
Small claims suits	5	3	3
Forcible entry and detainer	295	305	311
Other civil suits	273	347	354
<b>Cases Disposed</b>			
Traffic	2,793	934	953
Non-Traffic	64	511	521
Small claims suits	2	16	16
Forcible entry and detainer	213	224	228
Other civil suits	96	92	93
<b>Cases Appealed</b>			
Traffic	1	1	1
Non-Traffic		2	2
Small claims suits		1	1
Forcible entry and detainer	12	17	17
Other civil suits	1	6	6

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 5**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

**Authorized Position Detail**

Justice Of The Peace	1	Senior Clerk II	1
Senior Clerk I	1		

See Personnel Changes for this department in Appendix A



**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$190,466	\$236,208	\$238,170	\$262,788	10.34%
Operations	41,315	42,195	42,046	44,503	5.84%
Capital	4,915	2,297	1,500		-100.00%
Totals	\$236,696	\$280,700	\$281,716	\$307,291	9.08%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>Cases Filed</b>			
Traffic	19,670	19,881	20,279
Non-Traffic	5,061	5,162	5,265
Small claims suits	127	132	135
Forcible entry and detainer	88	90	92
Other civil suits	78	80	82
<b>Cases Disposed</b>			
Traffic	14,544	14,805	15,101
Non-Traffic	3,522	3,598	3,670
Small claims suits	62	64	65
Eviction suits	60	62	63
Other civil suits	33	35	36
<b>Cases Appealed</b>			
Traffic	64	102	104
Non-Traffic	2		
Small claims suits	1	1	1
Eviction suits	3	3	3
Other civil suits	1	1	1

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 6**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	8	9	10
Part-time employees			
Totals	8	9	10

**Authorized Position Detail**

Accounting Clerk I	1	Senior Clerk I	7
Justice Of The Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel	\$103,896	\$133,231	\$134,921	\$157,498	16.73%
Operations	23,239	23,627	23,978	24,732	3.14%
Capital					
Totals	<u>\$127,135</u>	<u>\$156,858</u>	<u>\$158,899</u>	<u>\$182,230</u>	14.68%

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
<b>Cases Filed</b>			
Traffic	7,488	5,471	5,581
Non-Traffic	2,481	2,244	2,289
Small claims suits	19	47	48
Forcible entry and detainer	68	42	42
Other civil suits	65	10	11
<b>Cases Disposed</b>			
Traffic	3,827	8,174	8,338
Non-Traffic	932	2,553	2,604
Small claims suits	1	3	3
Forcible entry and detainer	1	5	5
Other civil suits			
<b>Cases Appealed</b>			
Traffic	3	1	1
Non-Traffic		2	2
Small claims suits		2	2
Forcible entry and detainer		6	6
Other civil suits		3	3

Source: Texas Judicial System Annual Report

**JUSTICE OF THE PEACE NO. 7**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	4	4	6
Part-time employees			
Totals	4	4	6

**Authorized Position Detail**

Justice of the Peace	1	Senior Clerk II	1
Senior Clerk I	4		

See Personnel Changes for this department in Appendix A

**JUVENILE COURT REFEREE**

**Department Description and Responsibilities**

The Juvenile Court Referee department was established by Commissioner's Court in 1997. This court was part of the 327th District Court. The Court Referee is appointed by the Council of Judges and presides over juvenile cases.

**Goals and Objectives**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$245,291	\$260,029	\$263,360	\$266,202	1.08%
Operations	4,744	4,145	7,273	12,316	69.34%
Capital	3,877				
Totals	\$253,912	\$264,174	\$270,633	\$278,518	2.91%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	4	5	5
Part-time employees			
Totals	4	5	5

**Authorized Position Detail**

Bailiff	1	Court Support Officer JPD-Adm. Asst. I	1
Certified Court Reporter	1	Juvenile Court Referee	1
Court Coordinator	1		

**CRIMINAL LAW MAGISTRATE I**

**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 and examining trials, and special hearings dealing with felony district court cases for the thirteen District Courts.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$208,710	\$223,724	\$224,270	\$247,523	10.37%
Operations	5,131	2,511	9,769	12,316	26.07%
Capital					
<b>Totals</b>	<b>\$213,841</b>	<b>\$226,235</b>	<b>\$234,039</b>	<b>\$259,839</b>	<b>11.02%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Work program trends are shown under the Council of Judges Administration.			

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	4	4	5
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>5</b>

**Authorized Position Detail**

Caseworker	2	Court Administration Assistant	1
Certified Court Reporter	1	Criminal Law Magistrate	1

See Personnel Changes for this department in Appendix A

**CRIMINAL LAW MAGISTRATE II**

**Department Description and Responsibilities**

The second Criminal Law Magistrate was absolved by Commissioner's Court in October 1998 and a new County Court at Law No. 7 was established. It is shown here because there are actual and budget expenditures for the current years as well as prior years that are included in the Budget Summary statements and are necessary to coincide with those figures.

**Financial Trends**

<b>Category</b>	<b>1998</b>	<b>1999</b>	<b>1999</b>	<b>2000</b>	<b>Percentage Change in Budget</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
Personnel	\$226,343				
Operations	3,893	\$423			
Capital	223	414			
<b>Totals</b>	<b>\$230,459</b>	<b>\$837</b>			

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Work program trends are shown under the Council of Judges Administration.			

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		4	
Part-time employees			
<b>Totals</b>		<b>4</b>	

**Authorized Position Detail**

Not Applicable

**COUNTY PROBATE COURT**

**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**

**Goal:** 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 automation used for preparing and tracking cases on the docket.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$372,104	\$387,962	\$391,853	\$388,733	-0.80%
Operations	17,232	21,514	26,121	27,851	6.62%
Capital		711	1,300		-100.00%
Totals	\$389,336	\$410,187	\$419,274	\$416,584	-0.64%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under the Council of Judges Administration.			

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	7	7	7
Part-time employees			
Totals	7	7	7

**Authorized Position Detail**

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



<b>SPECIAL PROBATE COURT</b>
------------------------------

**Department Description and Responsibilities**

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

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$3,160	\$3,862	\$4,000	\$4,000	
Capital					
<b>Totals</b>	<b>\$3,160</b>	<b>\$3,862</b>	<b>\$4,000</b>	<b>\$4,000</b>	

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable

**PUBLIC DEFENDER**

**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 thirty-five 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**

- Goal 1:** To provide quality legal representation to our clients on felony cases, extradition cases, post-conviction writs, and misdemeanor charges.
- Goal 2:** To be available on a moment's notice to meet the Courts' needs for an attorney in situations where prompt legal action must be taken to enforce and protect an individual's rights.
- Goal 3:** To assist members of the private bar with complex cases and issues as required by the Courts and members of the private bar.
- Goal 4:** To serve as "troubleshooters," where a situation has developed on a case, usually through someone's inaction or error, which could result in injustice to a client if an attorney does not take steps to rectify the situation and enforce the client's rights.
- Goal 5:** To train and supervise less experienced and less specialized attorneys who have been appointed on felony cases.
- Goal 6:** To help keep the jail population down by attempting to process the clients through the system as quickly as possible.
- Goal 7:** To help reduce the juvenile crime rate.
- Objective 1:** Remain available on short notice for court settings, advisory meetings, filing of writs, and for juvenile court purposes.
- Objective 2:** Continue the El Paso Criminal Law Seminar, which enables several attorneys to meet their annual 15-hour CLE requirement at an affordable cost. This seminar has become an established function that attorneys in the El Paso area count on and look forward to each fall, and is still largely staffed, organized, and taught by Public Defender personnel.
- Objective 3:** Continue working with the courts, jail and Court Administration on various test projects aimed at saving the County money and increasing the efficiency of processing criminal cases.
- Objective 4:** Become involved in community education and crime prevention functions, and utilize the knowledge attorneys have gained to get youths to modify their behavior before the fact.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,084,604	\$1,265,393	\$1,279,328	\$1,498,167	17.11%
Operations	35,027	44,606	49,185	54,203	10.20%
Capital					
Totals	<u>\$1,119,631</u>	<u>\$1,309,999</u>	<u>\$1,328,513</u>	<u>\$1,552,370</u>	16.85%

**PUBLIC DEFENDER**

**Work Program Trends**

<b>Department Activity</b>	1998	1999	2000
	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Felony Appointments	2,066	2,100	2,150
Misdemeanor Cases Opened	303	700	750
Misdemeanor Cases Opened CC#6	1,579	1,000	1,100
Appeals/Writs Opened	20	25	30
Juvenile Cases Opened			
Felonies	225	225	230
Misdemeanors	195	195	200
Detention Hearings	507	500	510
Review Hearings	948	1,025	1,050
CPS Cases Pending	5	1	-

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	1998	1999	2000
Full-time employees	25	27	34
Part-time employees	3	3	3
Totals	28	30	37

**Authorized Position Detail**

First Assistant Litigation	1	Legal Secretary I	2
Admin. Assistant/Investigator	1	Legal Secretary III	1
Administrative Assistant II	1	Office Manager/Network Systems Analyst	1
Appellate Attorney	1	Public Defender	1
Capital Attorney	1	Receptionist, Part-time	2
Chief Investigator	1	Senior Trial Attorney	3
Clerk, Part-time	1	Trial Attorney	12
Data Entry I	1	Trial Chief	3
Investigator	4		

See Personnel Changes for this department in Appendix A

**CAPITAL MURDER CASES**

**Department Description and Responsibilities**

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

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$46,069				
Capital					
<b>Totals</b>	<b>\$46,069</b>				

**Work Program Trends**

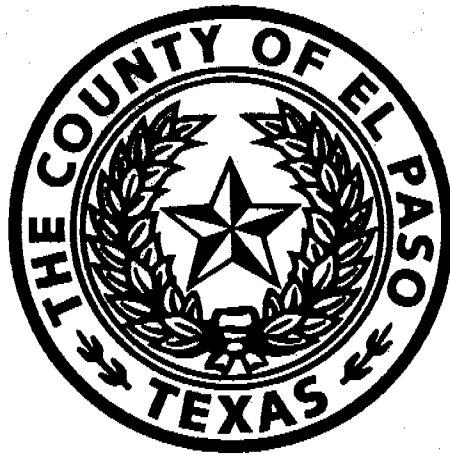
<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	Not Applicable		

**Authorized Position Detail**

Not Applicable



**Fiscal Year 2000 Operating Budget Summary-General Fund Type Public Safety  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
212	Ambulance Services	\$353,280	\$353,280	
214	West Texas Community Supervision and Corrections	464,067	479,517	3.33%
216	Constable Precinct No. 1	35,047	43,653	24.56%
218	Constable Precinct No. 2	38,615	46,566	20.59%
220	Constable Precinct No. 3	34,592	43,478	25.69%
222	Constable Precinct No. 4	34,331	42,716	24.42%
224	Constable Precinct No. 5	34,265	43,664	27.43%
226	Constable Precinct No. 6	35,742	43,578	21.92%
228	Constable Precinct No. 7	34,661	43,416	25.26%
230	Emergency Management	41,193	42,429	3.00%
232	Juvenile Probation	6,254,572	7,997,781	27.87%
235	County Sheriff-Detention Facility	14,613,109	15,463,290	5.82%
237	County Sheriff-Jail Annex	11,802,807	13,028,865	10.39%
239	County Sheriff-Law Enforcement	13,015,578	13,517,629	3.86%
242	County Sheriff-Courthouse Security	528,391	522,131	-1.18%
	<b>Totals</b>	<u>\$47,320,250</u>	<u>\$51,711,993</u>	9.28%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Public Safety**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$37,147,579	\$40,999,849	10.37%
Operating	10,157,327	10,712,144	5.46%
Capital	15,344		-100.00%
<b>Totals</b>	<u>\$47,320,250</u>	<u>\$51,711,993</u>	9.28%

**AMBULANCE SERVICES**

**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, educate the community for prevention and access, and constantly improve the process of planning, standard of care and service.
- Objective 1:** Maintain strategic placement of stations.
- Objective 2:** Continue utilizing an ambulance management system called "System Status Management" to minimize response time by posting ambulance units according to critical zones.
- Objective 3:** Continual clinical education through critical incident stress debriefing, employer assistance programs, and specialized management training.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$353,280	\$353,280	\$353,280	\$353,280	
Capital					
<b>Totals</b>	<b>\$353,280</b>	<b>\$353,280</b>	<b>\$353,280</b>	<b>\$353,280</b>	

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
Number of stations	5	5	5
Number of 24 hour units	5	5	5
Average response times:			
Upper Valley	5 min.	5.5 min.	5.2 min.
Lower Valley	8 min.	8.2 min.	8 min.
Level of service provided *	ALS & Paramedic	Paramedic	Paramedic
Number of calls	4,943	5,200	5,500
Cost per call	\$70.66	\$67.93	\$64.23
Cost per capita	\$0.57	\$0.57	\$0.57

\* ALS = Advanced Life Support

**AMBULANCE SERVICES**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable



**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 the District Courts, County Courts at Law, the Jail Magistrate and 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.

The West Texas Community Supervision and Corrections Department provides a wide array of supervision and community corrections services for offenders, including a personal bonding program, a pre-trial diversion program for first-time offenders, regular probation services, intensive supervision programs, specialized caseloads, electronic monitoring, employment services, and supervised residential living in three community corrections facilities in El Paso County. Additionally, the department provides services to the Community and the County of El Paso, through its victim restitution programs, community service restitution, and graffiti wipeout program, as well as collecting court-assessed fines and program fees for the County of El Paso.

**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 criminal defendants.
- Goal 2:** To continue to develop innovative community-based alternatives to incarceration beyond traditional probation services and regular supervision, as determined by local needs, to the extent possible, without jeopardizing public safety.
- Goal 3:** To provide increased opportunities for offenders to make restitution to victims of crime and to the community as a whole through financial reimbursement and community service restitution programs.
- Goal 4:** To enhance and increase the impact of community service restitution and graffiti wipeout programs on a county-wide basis, through the involvement of other public agencies and community organizations.
- Goal 5:** To involve all local criminal justice and social service components in becoming more sensitive to victims' rights and in developing programs and services which are more responsive to the needs of victims of crime.
- Objective 1:** Educate the public about the role of and necessity for community-based corrections and enlist its support of and involvement with the local corrections system.
- Objective 2:** Involve local agencies, citizens, and public officials in the planning, delivery, and evaluation of services through their involvement in the Community Justice Council and through developing effective contractual relationships with community agencies delivering services to offenders.

(Continued on next page)

**WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS**

**Goals and Objectives-continued**

- Objective 3:** Develop a local community corrections system built on a foundation of increased educational and vocational skills as essential needs for all offenders to cope economically and compete successfully in society.
- Objective 4:** Obtain resources for and develop proactive programs which utilize preventive rather than remedial methodologies to deal with the local crime problem, such as family intervention and school outreach and mentoring programs.
- Objective 5:** To coordinate with Consolidated Data Processing, the Sheriff's Department, and other County agencies to provide a more efficient and complete data base of the county's offender and probation population.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$431,481	\$457,477	\$458,185	\$479,517	4.66%
Capital	3,990	1,417	5,882		-100.00%
Totals	<u>\$435,471</u>	<u>\$458,894</u>	<u>\$464,067</u>	<u>\$479,517</u>	3.33%

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Number of offenders on personal recognizance bond	803	774	800
Number of offenders referred to the Pre-trial Diversion Program	1,787	1,962	1,900
"Direct" cases	8,860	8,842	9,000
"Indirect" cases	6,651	7,040	7,000
High-risk & specialized cases	699	639	675
Residential placements	262	233	250
Released on PR Bond from El Paso County Detention Facility	1,301	1,117	1,100

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
Totals		Not Applicable	

**Authorized Position Detail**

Not Applicable

## CONSTABLE PRECINCT 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 deputy constables are not required to transport prisoners in their private vehicles nor subject the 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 maintain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

**CONSTABLE PRECINCT NO. 1**

**Financial Trends**

<b>Category</b>	<b>1998</b>	<b>1999</b>	<b>1999</b>	<b>2000</b>	<b>Percentage Change in Budget</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
Personnel	\$29,347	\$30,125	\$30,363	\$30,337	-0.09%
Operations	4,533	4,641	4,684	13,316	184.29%
Capital					
<b>Totals</b>	<b>\$33,880</b>	<b>\$34,766</b>	<b>\$35,047</b>	<b>\$43,653</b>	<b>24.56%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Forcible entry and detainer	148	152	157
Writs	50	55	60
Citations	120	122	124
Summons	228	235	240
Bailiff Hours	630	630	643

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable

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.
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- Objective 4:** To maintain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

**CONSTABLE PRECINCT NO. 2**

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$32,904	\$33,788	\$33,985	\$33,964	-0.06%
Operations	3,805	4,099	4,630	12,602	172.18%
Capital					
<b>Totals</b>	<b>\$36,709</b>	<b>\$37,887</b>	<b>\$38,615</b>	<b>\$46,566</b>	<b>20.59%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Citations	208	300	350
Writs of possession	50	50	50
Warrants		25	100
Summons	397	1,000	1,000
Out of county citations	4	10	20
FED's evictions	463	500	550
Bailiff hours	1,060	2,000	2,000
Class training hours	40	40	40
Community service hours	200	200	200
Serving time hours	2,704	3,000	3,000

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable

1

## CONSTABLE PRECINCT NO. 3

### Department Description and Responsibilities

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### Goals and Objectives

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
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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 maintain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

**CONSTABLE PRECINCT NO. 3**

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$13,540	\$11,409	\$29,716	\$29,776	0.20%
Operations	3,725	1,209	3,313	13,702	313.58%
Capital			1,563		-100.00%
<b>Totals</b>	<b>\$17,265</b>	<b>\$12,618</b>	<b>\$34,592</b>	<b>\$43,478</b>	<b>25.69%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Projected	Projected	Projected
Citations	130	133	135
Writs of possession	78	80	81
Warrants	56	57	58
Summons	880	898	916
Foreign civil service	42	43	44
FED's evictions	675	689	702
Bailiff hours	860	877	895
Community service hours	220	224	229

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable 1



## CONSTABLE PRECINCT 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).
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**CONSTABLE PRECINCT NO. 4**

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$29,201	\$29,994	\$30,253	\$30,266	0.04%
Operations	3,537	3,507	4,078	12,450	205.30%
Capital					
<b>Totals</b>	<b>\$32,738</b>	<b>\$33,501</b>	<b>\$34,331</b>	<b>\$42,716</b>	<b>24.42%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Estimated</b>	<b>1999 Estimated</b>	<b>2000 Projected</b>
Citations	235	249	254
Writs of possession	67	58	59
Execution hours of writs of possession	240	245	250
Summons	14	43	44
Foreign civil service	16	16	17
FED's evictions	380	339	346
Bailiff hours	260	265	271
Community service hours	320	326	333
Writs of garnishment	1	1	1
Writs of re-entry	1	1	1

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable 1

## CONSTABLE PRECINCT 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.
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- 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 maintain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

**CONSTABLE PRECINCT NO. 5**

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$28,705	\$29,470	\$29,733	\$29,801	0.23%
Operations	3,428	2,823	4,532	13,863	205.89%
Capital					
<b>Totals</b>	<b>\$32,133</b>	<b>\$32,293</b>	<b>\$34,265</b>	<b>\$43,664</b>	<b>27.43%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Citations	320	326	333
Subpoenas	12	12	12
FED's evictions	565	576	588
Bailiff hours	18	18	19
Community service hours	50	51	52

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable

1

## CONSTABLE PRECINCT 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).
- 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 deputy constables are not required to transport prisoners in their private vehicles nor subject the 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 maintain county provided vehicles for use in the performance of official duties to preclude the use of private vehicles in a law enforcement function.

**CONSTABLE PRECINCT NO. 6**

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$29,341	\$30,126	\$30,361	\$30,334	-0.09%
Operations	4,243	4,560	5,381	13,244	146.13%
Capital					
<b>Totals</b>	<b>\$33,584</b>	<b>\$34,686</b>	<b>\$35,742</b>	<b>\$43,578</b>	<b>21.92%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Citations	170	173	177
Subpoenas	65	66	68
Summons	50	51	52
Foreign civil service	5	5	5
FED's evictions	80	82	83
Bailiff hours	650	663	676
Community service hours	200	204	208

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable

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

**CONSTABLE PRECINCT NO. 7**

**Financial Trends**

Category	1998	1998	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$29,199	\$29,996	\$30,253	\$30,266	0.04%
Operations	4,471	4,221	4,408	13,150	198.32%
Capital					
<b>Totals</b>	<b>\$33,670</b>	<b>\$34,217</b>	<b>\$34,661</b>	<b>\$43,416</b>	<b>25.26%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Citations	300	385	393
Writs of possession	65	70	71
Warrants	275	300	306
Summons	1,350	1,500	1,530
Out of County citations	8	15	15
FED's	133	170	173
Bailiff hours	1,060	1,500	1,530
Class training hours	41	40	41
Community service hours	150	175	179
Serving time hours	2,875	3,000	3,060

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Constable 1



**EMERGENCY MANAGEMENT**

**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 County and the City, through a joint resolution, agree to the preparation and maintenance of a joint emergency management plan and its coordinator who is an employee of the City. The 1,058 square miles of El Paso County and the 693,000 people within its jurisdiction are served by this department. Its responsibilities further include designing and directing local emergency disaster exercises, coordinating the activities of local agencies and resources during a disaster coordinating request for assistance and providing information to State and Federal agencies during disaster operations, coordinating with the City and County department heads regarding their responsibilities during a disaster, and compiling and submitting all reports required by State and Federal agencies.

**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>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$42,044	\$41,193	\$41,193	\$42,429	3.00%
Capital					
<b>Totals</b>	<u>\$42,044</u>	<u>\$41,193</u>	<u>\$41,193</u>	<u>\$42,429</u>	3.00%

<b>EMERGENCY MANAGEMENT</b>
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**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Committee meetings	140	140	140
Exercises and drills	10	10	10
Conferences	5	5	5
Presentations on emergency management activities	15	15	15
Individuals participating in conference activities	400	400	400
Annexes reviewed	14	14	15
Annexes updated	6	6	5
Copies of changes distribution	200	200	200
Training classes	25	25	25
Review legal documents	10	10	10
Recertify DEM 147	3	3	3
Complete staffing pattern	7	7	7
Emergencies and potential disasters	100	100	100
Distribution of DOT guidebooks every three years			1,500

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

## **JUVENILE PROBATION**

### **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 re-integrate 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 re-integration 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, improve community involvement in youth programs and educate the community on juvenile needs to prevent juvenile crime.
- Goal 2:** To be proactive in determining the long-term needs of the County growth in juvenile population.
- Goal 3:** To apply for and receive federal funding whenever possible to offset County expenses.
- Goal 4:** To provide additional support for JJAEP educators and increase the likelihood of a juvenile's successful completion of an educational program while at the JJAEP centers.
- Goal 5:** To allow for a level of surveillance that will encourage compliance with the conditions of probation and increase the positive impact of probation by overcoming the obstacles that arise due to lack of manpower to provide one-on-one or group attention.
  
- Objective 1:** Educate juveniles on alternative behaviors to express their feelings of anger or frustration.
- Objective 2:** Expedite and streamline the case management function for the department, which would allow more thorough utilization of information to research and evaluate departmental programs.
- Objective 3:** Assign a probation officer to the specific purpose of supervising juveniles placed at JJAEP centers in order to monitor their progress and behavior, address problems as they arise, and enhance communications between the schools and the probation department's juvenile court.
- Objective 4:** Implement an ISP tracker to assist in providing direct services such as drug screening, transportation to service providers, assistance with job searches, and supervision of special activities such as field trips.

**JUVENILE PROBATION**

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$3,831,739	\$4,376,406	\$4,675,697	\$6,135,081	31.21%
Operations	1,120,307	1,486,608	1,575,976	1,862,700	18.19%
Capital	170,589	8,717	2,899		-100.00%
Totals	<u>\$5,122,635</u>	<u>\$5,871,731</u>	<u>\$6,254,572</u>	<u>\$7,997,781</u>	27.87%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Offense per referral			
Felonies:			
Homicide & attempted homicide	4	12	12
Sexual assault	30	42	43
Robbery	40	65	66
Aggravated assault	146	260	265
Burglary	120	165	168
Theft	17	50	51
Motor vehicle theft	57	50	51
Drug offenses	99	80	82
Weapons violation	22	35	36
Other felony	102	95	97
Class A and B Misdemeanors:			
Weapons violations	47	55	56
Assault	584	650	663
Theft	440	530	541
Drug offenses	362	450	459
Other	717	700	714
Violation of court order/Juvenile warrant	247	350	357
Contempt of magistrate order	33	25	26
Children in need of supervision.	15	25	26

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	105	103	149
Part-time employees	30	31	47
Totals	<u>135</u>	<u>134</u>	<u>196</u>

<b>JUVENILE PROBATION</b>
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**Authorized Position Detail**

Accountant	1	Juvenile Corrections Officer	41
Accounting Clerk I	2	Juvenile Correction Off.-Part time	19
Accounting Clerk-Part time	1	Juvenile Correction Off. Team Leader	5
Accounting Supervisor	1	Juv. Cr. Rcrds. Mgmt. Off., Part-Time (Supplemental Pay)	1
Administrative Assistant	1	Juvenile Detention Officer	23
Aftercare Tracker-Part time	2	Juvenile Detention Officer Part Time	16
Assistant Chief Juvenile Probation Officer	1	Juvenile Detention Off. Team Leader	6
Building Engineer	1	Legal Screening Officer	1
Chief Juvenile Probation Officer	1	Maintenance Assistant	5
Community Coordinator	1	Probation Officer II	21
Cook I	5	Probation Officer II Technician	1
Cook I-On Call	2	Secretary I	8
Cook I-Part Time	2	Secretary/Receptionist	2
Cook III	1	Senior Corrections Officer	1
Coordinator of Grants and Research	1	Senior Juvenile Detention Officer	2
Counselor	2	Senior Probation Officer II	3
Data Entry	1	Senior Secretary	1
Detention Administrative Assistant	1	Summons Server	4
Director Clerical Services	1	Title IV E Coordinator	1
Director Detention And Support Services	1	Title IV Case Management Assistant	2
Director-Probation Services	1	Training/Research Coordinator	1
Director-Employee Operations	1	Transportation Officer	1
Director-Intake & Court Services	1		

See Personnel Changes for this department in Appendix A

**COUNTY SHERIFF-DETENTION FACILITY**

**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**

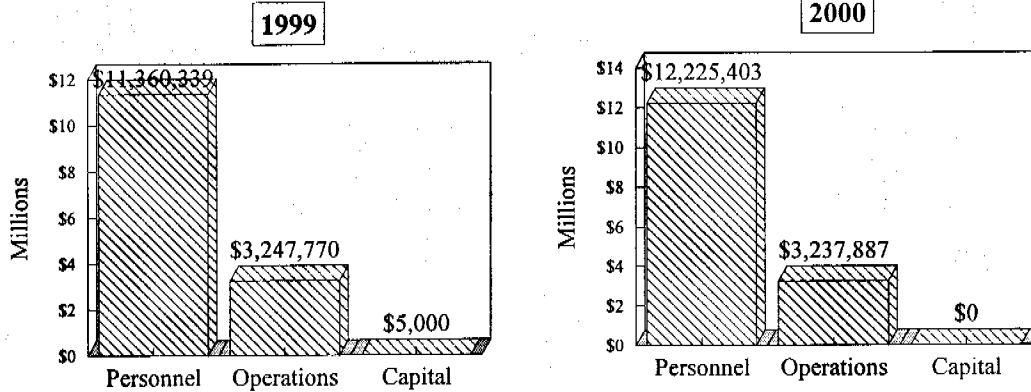
- Goal 1:** To closely coordinate efforts between the downtown facility and the annex so that inmates may be efficiently moved.
- Goal 2:** To provide non-operational support and minimize the burden on shift lieutenants so they can focus on inmate population.
- Goal 3:** To provide officers with blocks of relevant current and interesting training material which will improve officer capabilities.
- Goal 4:** To handle tensions created by anxiety over the jail annex transfers, the nonsmoking rule, and changes in the menu.
- Objective 1:** Implement the Escort Section to prepare individual inmates for court, searching, cuffing, shackling, verifying court times, inmate identities, and officer assignments.
- Objective 2:** Utilize the administrative unit headed by a lieutenant to handle personnel and hiring issues, worker's compensation paperwork, requisitions and purchase orders, inmate files and grievances and a host of other functions.
- Objective 3:** Revitalize a program called Detention Training Series, or DTS to improve performance in all areas of operation.
- Objective 4:** Placement of the Special Reaction Team, or SRT, on standby and active fast-paced training to ensure the smooth running of the jail.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$10,575,567	\$11,165,720	\$11,360,339	\$12,225,403	7.61%
Operations	2,898,087	2,913,049	3,247,770	3,237,887	-0.30%
Capital	7,582	4,830	5,000		-100.00%
<b>Totals</b>	<b>\$13,481,236</b>	<b>\$14,083,599</b>	<b>\$14,613,109</b>	<b>\$15,463,290</b>	<b>5.82%</b>

**COUNTY SHERIFF-DETENTION FACILITY**

**Budgets**



**Work Program Trends**

Department Activity	1998	1999	2000
	Projected	Projected	Projected
Prisoner days:			
City of El Paso	31,084	33,000	33,660
State and County	36,519	38,500	39,270
Federal agencies	6,167	8,000	8,160

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	343	328	370
Part-time employees			
Totals	343	328	370

**Authorized Position Detail**

Baker	1	Food Service Specialist	6
Captain Sheriff	1	Lieutenant (Deputy)	3
Clerk (Sheriff)	5	Lieutenant (Detention)	2
Court Coordinator/Data Entry	11	Maintenance Technician	10
Detention Facility Support	1	Maintenance Foreman	1
Detention Officer	262	Procurement and Indigency Specialist	1
Electronic System Specialist Jail	1	Secretary	2
Floor Control Officer	48	Sergeant (Deputy)	1
Food Service Director	1	Sergeant (Detention)	10
Food Service Leader	2	Supply Clerk Sheriff	1

See Personnel Changes for this department in Appendix A

**COUNTY SHERIFF-JAIL ANNEX**

**Department Description and Responsibilities**

The County Sheriff Jail Annex began receiving inmates early in the 1998 fiscal year. With an authorized staff of 278 personnel the Jail Annex division is the fastest growing division within the Sheriff's Department. The facility is designed to house 1440 inmates, making it the largest facility with the County Detention Facility System. It is responsible for the supervision, care, safety and custody of all inmates housed within its walls.

**Goals and Objectives**

- Goals:** To learn the operations of the new building, overcome the problems associated with the opening of a new facility, and improve efficiency while meeting the Jail Standards Board's requirements.
- Objective 1:** Place the Administrative Operations sections in charge of updating and maintaining inmate booking dockets and the Criminal Justice Information System records, with the ultimate responsibility being to ensure that the Annex documentation corresponds to that of the downtown facility.
- Objective 2:** Place the Escort/Transportation Section in charge of transporting the inmates to their various destinations - correctional and mental institutions across the state, court appearances, medical appointments, etc.
- Objective 3:** Ensure that the Security Force maintains the security and safety of the inmates by working rotating shifts seven days a week, 365 days per year, as well as supervising inmate recreational operations.

**Financial Trends**

	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$6,780,084	\$8,555,386	\$8,614,717	\$9,645,791	11.97%
Operations	2,137,753	3,036,366	3,188,090	3,383,074	6.12%
Capital	427,477				
<b>Totals</b>	<b>\$9,345,314</b>	<b>\$11,591,752</b>	<b>\$11,802,807</b>	<b>\$13,028,865</b>	<b>10.39%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Number of inmates housed	1,150	1,250	1,275
Average daily transfers to/from downtown	56	65	66
Inmate ratio (officers/inmates)	1/48	1/40	1/41
Inmates received, processed, and released	30,000	32,000	32,640
Meals served	145,200	300,000	306,000



**COUNTY SHERIFF-JAIL ANNEX**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	224	278	310
Part-time employees			
<b>Totals</b>	<b>224</b>	<b>278</b>	<b>310</b>

**Authorized Position Detail**

Budget Clerk	2	Food Service Director	1
Cabinet Maker	1	Food Service Shift Leader	2
Captain Sheriff	1	Food Service Specialist	6
Cashier	3	Forms Reproduction Technician	1
Clerk	8	Lieutenant	5
Court Coordinator/Data Entry	3	Maintenance Foreman	1
Detention Officer	222	Maintenance Technician	7
Electronic System Specialist	1	Secretary	1
Floor Control Officer	31	Sergeant	10
Food Service Baker	2	Supply Clerk	2

See Personnel Changes for this department in Appendix A

**COUNTY SHERIFF-LAW ENFORCEMENT**

**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**

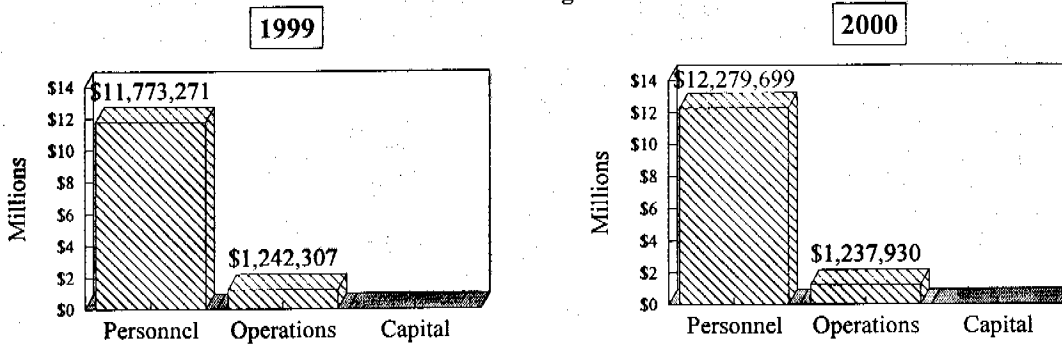
- Goal 1:** To protect the lives, property and rights of all people; maintain order and enforce the law impartially; provide quality police service in partnership with other members of the community.
- Goal 2:** Enforce provisions of the Health and Safety Code (Environmental Laws) and the Texas Water Code.
- Goal 3:** Reduce man hours presently spent on manual tabulation of data related to the records function and link data with related mandatory state reports.
- Goal 4:** Reduce the number of persons on the chain of custody report and minimizing the opportunity for the integrity of evidence to be compromised.
- Goal 5:** Organize educational programs for youths and the general public on issues such as crime prevention, drug abuse, gangs, and security.
- Objective 1:** Patrol the areas commonly used for illegal dumping throughout the County, receive complaints, conduct public relations and educational presentations, and refer cases to the appropriate agencies.
- Objective 2:** Secure the equipment and training to automate the Uniformed Crime Reporting through the Texas Incident Based Reporting System (TIBRS).
- Objective 3:** Respond to major crime scenes, directly recover evidence, and send it to any one of various forensic laboratories for analysis and presentation at trial without error.
- Objective 4:** Educate through programs such as Crime Prevention, Drug Abuse Resistance Education (D.A.R.E), gangs, parenting, and the Student Resource Officer (SRO) programs that target schools; conduct security surveys to educate homeowners and business owners on proper methods and techniques to prevent being the victim of crime.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$10,807,718	\$11,346,064	\$11,773,271	\$12,279,699	4.30%
Operations	1,157,685	1,039,927	1,242,307	1,237,930	-0.35%
Capital	164,234	1,249			
<b>Totals</b>	<b>\$12,129,637</b>	<b>\$12,387,240</b>	<b>\$13,015,578</b>	<b>\$13,517,629</b>	<b>3.86%</b>

**COUNTY SHERIFF-LAW ENFORCEMENT**

**Budgets**



**Work Program Trends**

Department Activity	1999 Projected	1999 Projected	2000 Projected
<b>Executions</b>			
Writ of execution	600	600	612
Writ of possession	175	175	179
Tax warrant	6	6	6
Other	100	100	102
<b>Citations Unit (District &amp; County)</b>			
Citations (tax also)			
Summons			
Subpoenas	10	10	10
Notices	70	70	71
Orders	15	15	15
Temp. restraint orders	15	15	15
Writs	10	10	10
Postings	1	1	1
<b>Subpoenas/Summons</b>			
County criminal	12,000	12,000	12,240
District criminal	13,275	13,275	13,541
County civil	20	20	20
District civil	750	750	765
Juvenile	3,500	3,500	3,570
Other	5	5	5
<b>Local Citations</b>			
County & district	5,000	5,000	5,100
Attorney General	9,000	9,000	9,180
By publication	575	575	587
County probate	300	300	306
Probation posting	1,700	1,700	1,734
Other	20	20	20

**COUNTY SHERIFF-LAW ENFORCEMENT**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	253	252	252
Part-time employees			
<b>Totals</b>	<b>253</b>	<b>252</b>	<b>252</b>

**Authorized Position Detail**

Administrative Assistant	1	Director-Bits	1
Administrative Secretary	1	Garage Supervisor (Sheriff)	1
Auto Mechanic	5	Human Resource Assistant	1
Automotive Parts Clerk	1	Human Resource Director	1
Bookkeeper Sheriff	6	Human Resources Clerk	2
Budget Analyst	1	Legal Advisor (Sheriff)	1
Budget Clerk	2	Lieutenant	5
Budget Clerk Supervisor	1	Paralegal	1
Captain Sheriff	3	Patrolman	113
Cashier Sheriff	6	Payroll Analyst	1
Chief Deputy Sheriff	1	Secretary (Sheriff)	3
Civilian Comm. Specialist	10	Sergeant	19
Civ. Comm. Spec. Supervisor	1	Sheriff	1
Clerk	18	Supervisor Bookeeper/Cashier	1
Computer/Network Technician	1	Supervisor Clerical	1
Crime Scene Technician	5	Supply Clerk (Sheriff)	1
Data Entry Clerk	1	Supply Supervisor	1
Detective	34		

See Personnel Changes for this department in Appendix A

**COUNTY SHERIFF-COURTHOUSE SECURITY**

**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 usage of alarm systems, monitoring equipment, and a sophisticated access system.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$428,355	\$466,845	\$508,891	\$499,131	-1.92%
Operations	18,264	12,598	19,500	23,000	17.95%
Capital					
<b>Totals</b>	<b>\$446,619</b>	<b>\$479,443</b>	<b>\$528,391</b>	<b>\$522,131</b>	<b>-1.18%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Courthouse users-per day	4,367	5,000	5,100

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	13	13	13
Part-time employees			
<b>Totals</b>	<b>13</b>	<b>13</b>	<b>13</b>

**Authorized Position Detail**

Patrol Officers	4	Sergeant	
Security Officers	8		

**Fiscal Year 2000 Operating Budget Summary-General Fund Type Health and Welfare  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
244	Animal Control	\$180,840	\$180,840	
246	City-County Health Unit	1,404,279	1,404,279	
248	Center for the Deaf			
249	Charities	80,000	80,000	
250	County Child Welfare	469,905	471,229	0.28%
251	Child Welfare-Legal Fees	792,500	960,000	21.14%
252	Foster Grandparent Program	4,900	4,900	
254	General Assistance	798,105	894,390	12.06%
256	Life Management	174,000	179,220	3.00%
258	Medical Examiner	778,532	719,926	-7.53%
260	Mental Health	415,000	415,000	
261	Project Amistad	24,500	24,500	
263	Retired Senior Volunteer Program	16,905	17,412	3.00%
265	On-Site Sewage Inspectors	269,881	277,977	3.00%
267	Shelter for Battered Women	35,000	36,050	3.00%
269	Veterans Assistance	62,708	63,151	0.71%
	<b>Totals</b>	<b>\$5,507,055</b>	<b>\$5,728,874</b>	<b>4.03%</b>

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Health and Welfare**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$826,706	\$828,002	0.16%
Operating	4,680,349	4,900,872	4.71%
Capital			
<b>Totals</b>	<b>\$5,507,055</b>	<b>\$5,728,874</b>	<b>4.03%</b>

**ANIMAL CONTROL**

**Department Description and Responsibilities**

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

**Goals and Objectives**

- Goal 1:** To enforce state, county, and city laws and to regulate and protect domestic, exotic, and wild animals.
- Goal 2:** To reduce the incidents and minimize the impact of diseases transmitted from animals to humans.
- Goal 3:** To reduce human injury and property damage caused by animals; reduce the incidents of cases of animal neglect or abuse; and prevent the reintroduction of domestic animal rabies.
- Objective 1:** To increase awareness of state, county and city laws or ordinances that regulate and protect domestic, exotic and wild animals by providing more education programs to social, civic, and school groups.
- Objective 2:** To respond to complaints of animal bites within 24 hours.
- Objective 3:** To impound 75% of stray animals reported to the center.
- Objective 4:** To investigate reported cases of neglect or abuse within 24 hours.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$84,269	\$47,758	\$180,840	\$180,840	
Capital					
<b>Totals</b>	<b>\$84,269</b>	<b>\$47,758</b>	<b>\$180,840</b>	<b>\$180,840</b>	

**Work Program Trends**

Department Activity	1998 Actual	1999 Estimated	2000 Projected
Response within 24 hours			
Animal bite reports	82%	95%	95%
Abuse/neglect cases	91%	90%	91%
Stray animals impounded	51%	65%	67%
Adoptions		9%	12%

**ANIMAL CONTROL**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable



## CITY-COUNTY HEALTH UNIT

### 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 690,000 residents and interaction with adjacent New Mexico and the large metropolitan population of Ciudad Juarez, Mexico. The 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 ensure 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.

This index is used for the payment of billings received from the City of El Paso for health services rendered to low-income families and other indigent-related expenses incurred by the City. As shown in the percentage change in budget between fiscal year 1998 and 1999, funding for City-County Health has been significantly decreased. This is in response to an agreement formed between the City of El Paso and Thomason Hospital whereby the City of El Paso will bill the hospital for indigent-related expenditures, rather than have the County share the burden of providing those services. The hospital will have the ability to aid in providing the indigent services offered by the City because the hospital was designated by the State of Texas in 1998 as the hospital for indigent care, and as such, will receive State funding for the purpose of indigent care.

### Goals and Objectives

- Goal 1:** To extend administrative responsibilities to provide more useful information and increased quality of services.
- Goal 2:** To respond expeditiously to complaints in the environmental industry and milk/dairy industry and conduct inspections more frequently.
- Goal 3:** To further educate the public on issues concerning community health.
- Objective 1:** Administrative responsibilities will include establishing a local database regarding epidemiologic, mortality and morbidity information, improving reimbursement from third party payors by 10%, and initiating development of a Health District Strategic Plan.
- Objective 2:** Investigate 100% of complaints within 5 days of receipt in the environmental sector; investigate 100% of food borne complaints within 24 hours and others within 72 hours in the milk/dairy industry, and conduct inspections of priority 1 to 3 establishments every 120 days.
- Objective 3:** Increase public presentations on issues concerning air quality by 30% and increase residential information surveys and relay results to the community.

**CITY-COUNTY HEALTH UNIT**

**Financial Trends**

<b>Category</b>	<b>1998</b>	<b>1999</b>	<b>1999</b>	<b>2000</b>	<b>Percentage Change in Budget</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
Personnel					
Operations	\$2,539,126	\$1,700,973	\$1,404,279	\$1,404,279	
Capital					
<b>Totals</b>	<b>\$2,539,126</b>	<b>\$1,700,973</b>	<b>\$1,404,279</b>	<b>\$1,404,279</b>	

**Work Program Trends**

<b>Department Activity</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Monthly reports completed within 10 days	60%	75%	80%
Days to process personnel requisitions	3	2	1
Health fairs/Media presentations	85	89	
Attendance at fairs/Presentations	3,444	3,500	
In-Service trainings/Attendance	3	6	8

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

**CENTER FOR THE DEAF**

**Department Description and Responsibilities**

The Center for the Deaf was not funded by the County for fiscal year 1999. It is shown here because there is historic data included in the Budget Summary statements and is necessary to coincide with those figures.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$18,335				
Capital					
<b>Totals</b>	<b>\$18,335</b>				

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Projected</b>
	Not Applicable		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		

**Authorized Position Detail**

Not Applicable

<b>CHARITIES</b>
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**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$77,325	\$71,950	\$80,000	\$80,000	
Capital					
<b>Totals</b>	<b>\$77,325</b>	<b>\$71,950</b>	<b>\$80,000</b>	<b>\$80,000</b>	

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Pauper burials	110	110	112

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

**COUNTY CHILD WELFARE**

**Department Description and Responsibilities**

The County of El Paso is under contract with the State of Texas Department of Protective and Regulatory Services and has the responsibility of providing a Child Welfare Board. This board is financially responsible for meeting the needs of children who are abused or neglected. Beginning in the 1999 fiscal year, the County is required to provide staff support to the Child Welfare Board, which was previously provided by the State.

**Goals and Objectives**

- Goal:** To meet the needs of children who require protective services and care. This includes providing clothing, medical attention, travel, educational assistance, and placement.
- Objective 1:** Provide a coordinator to support the Board by handling requests, payments, and perform other related functions of the department.
- Objective 2:** Cover medical bills not covered by Medicaid to ensure that children receive adequate, necessary medical attention.
- Objective 3:** Seek reimbursement from the State for clothing, personal needs of the children, and other allowances, while reimbursing the State for transportation and placement costs.
- Objective 4:** Implement the Model Court program, which will reduce the length of time that children are in foster homes. The history of children being moved from place to place should cease.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$7,452	\$25,126	\$44,081	\$44,971	2.02%
Operations	447,942	286,964	425,824	426,258	0.10%
Capital					
<b>Totals</b>	<b>\$455,394</b>	<b>\$312,090</b>	<b>\$469,905</b>	<b>\$471,229</b>	<b>0.28%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
No. of children in conservatorship	493	503	607

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		1	1
Part-time employees			
<b>Totals</b>		<b>1</b>	<b>1</b>

**Authorized Position Detail**

Operations Coordinator (CWB) 1

**CHILD WELFARE-LEGAL FEES**

**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 program in regards to ad-litem fees.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$244,226	\$792,486	\$792,500	\$960,000	21.14%
Capital					
<b>Totals</b>	<b>\$244,226</b>	<b>\$792,486</b>	<b>\$792,500</b>	<b>\$960,000</b>	<b>21.14%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		

**Authorized Position Detail**

Not Applicable

## FOSTER GRANDPARENT PROGRAM

### Department Description and Responsibilities

The Foster Grandparent Program is one of the Corporation for National and Community Services National Senior Volunteer Corps Programs. It is an intergenerational program that pairs low income senior volunteers with special-needs children and adolescents in the community. The senior volunteers provide intensive one-on-one attention to the children for 20 hours each week. In return for their time and attention, they receive a stipend of \$2.55 per hour plus mileage reimbursement. The children they serve have special needs ranging from emotional disturbances, mental retardation or physical disabilities to problems arising from abuse and neglect. They also serve juvenile offenders or those otherwise at-risk of drug abuse or gang membership. The program's responsibilities are to recruit, select, and train eligible seniors and match them with volunteer stations and types of children. Other responsibilities include managing federal funds, as well as local funds in order to operate within the program's budget; maintain required records, reports, and statistics; and finally, to generate support for the program by making the community aware of its presence and goals. Foster Grandparents have served the County since 1984 in the facilities of the Juvenile Detention Center and Project Crossroads, Head Start Programs in Anthony, Canutillo, and Socorro, as well as in elementary and high schools in Socorro, Texas.

### Goals and Objectives

- Goal:** To provide 16,704 hours of service by having 16 Foster Grandparent volunteers, each serving two children or youth with special or exceptional needs at six different volunteer sites in El Paso County.
- Objective 1:** To provide 16 low income senior adults the opportunity to serve as Foster Grandparents and receive a tax exempt stipend of \$2.55 per hour. The Foster Grandparents will provide 16,704 hours of service and each will serve twenty hours a week as they volunteer to help children with special needs.
- 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 for 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 meal each day at the volunteer stations, provide site supervision, and provide a minimum of four hours per month of training (48 hours per year).
- 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.

<b>FOSTER GRANDPARENT PROGRAM</b>
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**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$14,088	\$4,900	\$4,900	\$4,900	
Capital					
<b>Totals</b>	<b>\$14,088</b>	<b>\$4,900</b>	<b>\$4,900</b>	<b>\$4,900</b>	

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Volunteer service hours provided	16,704	16,704	16,704
Number of foster grandparents	16	16	16
Number of volunteer sites	6	6	6

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable



**GENERAL ASSISTANCE**

**Department Description and Responsibilities**

In 1960, Commissioners Court created the El Paso General Assistance Agency. Its mission is to provide assistance to the economically eligible individuals of El Paso County. General Assistance would be an active partner in providing leadership in collaborative efforts with other social service agencies in reclaiming human potential through the creation of opportunities leading to economic self-sufficiency, self worth, and a better quality of life for residents of El Paso County.

**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 serves as a link in the support and rehabilitation of these individuals.
- Objective 1:** To provide support in the form of utility deposits, rent, rent deposits, medication, furniture, clothing, and other basic necessities that are not available in El Paso County.
- Objective 2:** To continue providing fast and compassionate assistance to any eligible emergency in El Paso County by associating with efforts such as the El Paso Coalition for the Homeless, Service Provider Coalition Montana Vista Community Resource Center, the West Texas State Agency Round Table and the Texas Attorney General Volunteer Service Board.
- Objective 3:** 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.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$254,750	\$266,981	\$268,019	\$268,904	0.33%
Operations	511,138	525,996	530,086	625,486	18.00%
Capital					
<b>Totals</b>	<b>\$765,888</b>	<b>\$792,977</b>	<b>\$798,105</b>	<b>\$894,390</b>	<b>12.06%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Applications for assistance	10,111	10,400	10,000
Participants assisted	5,896	6,000	6,000

**GENERAL ASSISTANCE**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	10	10	10
Part-time employees			
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>10</b>

**Authorized Position Detail**

Accounting Clerk I	1	General Assistance Director	1
Caseworker	4	Senior Caseworker	1
Community Svc. Aide	3		

See Personnel changes for this department in Appendix A

## LIFE MANAGEMENT

### Department Description and Responsibilities

The mission of Life Management Center is to provide world-class Mental Health/Mental Retardation services and supports including behavioral health to the international community of West Texas and Mexico. The LMC 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. It 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. The Life Management Center is funded by the Texas Department of MH/MR and local governments who are required by state law to match the amount provided by the state. The funds allocated from El Paso County will support mental health services provided to the El Paso County Jail Facilities, the El Paso Juvenile Probation Department and the Crisis Helpline. Individuals served within these components will have access to the continuum of care provided by the LMC System.

### Goals and Objectives

- Goal 1:** To ensure El Paso County Jail Inmates suffering from mental illness have timely access to effective, high quality treatment services and are linked to appropriate services upon release to the community.
- Goal 2:** To ensure that youth that are detained at the Juvenile Detention Facility have timely and convenient access to screening, assessment and treatment services.
- Goal 3:** To ensure that youth with mental disorders are appropriately treated and diverted from progressing further into the criminal justice system and that families are supported and assisted in connecting with needed community resources.
- Goal 4:** To provide an effective and accessible 24hour/7day Countywide System of telephonic response services to provide crisis counseling, information and referral services, and assistance in accessing emergency services - with a total annual performance target of 19,800 calls.
- Objective 1:** To provide timely response to referrals from the County Jail and Juvenile Detention staff for screening, assessment, crisis intervention or evaluation through caseworker liaisons and psychiatrists.
- Objective 2:** To link 50% of "priority population" consumers to LMS services within 30 days of release or referral to other community resources.
- Objective 3:** To have an initial Plan of Care in place prior to release for 100% of youth who receive psychiatric services.
- Objective 4:** To provide 24 hour telephone counseling to address callers' emotional distress and assist with problem solving to alleviate a potential crisis situation.
- Objective 5:** To refer callers to all available community resources, including psychiatric services, counseling programs, food banks and shelters.
- Objective 6:** To activate 911 emergency intervention in any event assessed to be a severe mental health crisis or a life threatening situation, with immediate response to rape/suicide/homicide calls.

<b>LIFE MANAGEMENT</b>
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**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
<b>Personnel</b>					
<b>Operations</b>	\$176,166	\$174,000	\$174,000	\$179,220	3.00%
<b>Capital</b>					
<b>Total</b>	<b>\$176,166</b>	<b>\$174,000</b>	<b>\$174,000</b>	<b>\$179,220</b>	<b>3.00%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Clients assisted	6,745	6,500	6,630

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

## MEDICAL EXAMINER

### Department Description and Responsibilities

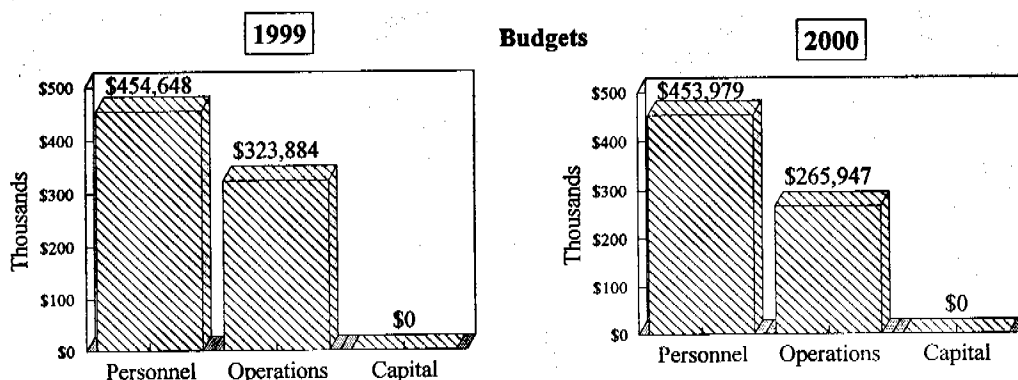
The Office of the Medical Examiner and Forensic Laboratory is primarily concerned with the proper investigation of violent, sudden, unexpected and suspicious deaths throughout El Paso County. Investigations include an examination of the scene by a staff of investigators and a review of the circumstances surrounding the death through post-mortem examination, including autopsy when indicated, and certification of the cause and manner of death. The complexity and sophistication of these procedures will vary in different situations.

### Goals and Objectives

- Goal 1:** Improve efficiency and effectiveness in performing autopsies and investigations.
- Goal 2:** Improve the office in terms of responsiveness, security, appearance, and general management and operation.
- Objective 1:** Schedule practices of the investigations section to provide 24-hour in-house coverage for forensic investigation calls.
- Objective 2:** Continue to coordinate with the Adult Probation Department to use the services of probationers to assist in building and grounds maintenance.
- Objective 3:** Implement a manual of General Office Policies including personnel guidelines, information, security, quality management, health and safety, and disaster preparedness.
- Objective 4:** Continue coordination with the El Paso Fire Department, El Paso Police Department Crime Against Persons Division, and the Mexican Consulate to better process and integrate our services together to identify, investigate, and contact the families of the deceased.
- Objective 5:** Replace the software used to process investigation reports, death certificates and statistics to allow for simplicity and faster input and reading.

### Financial Trends

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$490,097	\$444,991	\$454,648	\$453,979	-0.15%
Operations	237,729	303,044	323,884	265,947	-17.89%
Capital	35,765	27,068			
<b>Totals</b>	<b>\$763,591</b>	<b>\$775,103</b>	<b>\$778,532</b>	<b>\$719,926</b>	<b>-7.53%</b>



<b>MEDICAL EXAMINER</b>
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**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Cases investigated	2,042	2,300	2,650
Autopsies performed	391	500	575
Death certificates processed	602	1,000	1,500

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	12	10	10
Part-time employees	1	1	2
Totals	13	11	12

**Authorized Position Detail**

Chief Investigator	1	Investigator	5
Chief Medical Examiner	1	Investigator, Part-Time	1
Deputy Medical Examiner	1	Medical Transcriber	1
Diener	1	Secretary	1

See Personnel Changes for this department in Appendix A

<b>MENTAL HEALTH</b>
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**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$296,830	\$418,698	\$415,000	\$415,000	
Capital					
<b>Totals</b>	<b>\$296,830</b>	<b>\$418,698</b>	<b>\$415,000</b>	<b>\$415,000</b>	

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Number of individuals services provided for:			
Professional services	13	13	13
Legal services	323	323	329

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

**PROJECT AMISTAD**

**Department Description and Responsibilities**

Project Amistad is a social service program for aged and disabled adults. This program is administered by LULAC (League of United Latin American Citizens). Project Amistad provides adult protective services, representative payee services, escort/transportation, emergency food and shelter and emergency medication assistance for elderly or disabled adults. The county provides nominal funding for this project as reflected below.

**Goals and Objectives**

- Goal 1:** To advocate for the importance of the elderly and persons with disabilities of El Paso County to have access to reliable transportation to address their welfare needs.
- Goal 2:** To provide reliable, door to door transportation to eligible persons who cannot access curbside transportation services.
- Goal 3:** To monitor for symptoms of abuse, neglect and exploitation in clients of the transportation services and extend additional supportive services as needed.
- Goal 4:** To provide medical transportation to eligible residents living beyond city transportation service areas.
- Objective 1:** To increase the availability of medical transportation services to eligible people in the county area.
- Objective 2:** To increase the area of availability of transportation to eligible mobility impaired residents in the county.
- Objective 3:** To increase the fleet size of vehicles to meet the current needs of El Paso County.
- Objective 4:** To provide the most reliable, accessible, cost effective medical transportation service in the county.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$24,500	\$24,500	\$24,500	\$24,500	
Capital					
<b>Totals</b>	<u>\$24,500</u>	<u>\$24,500</u>	<u>\$24,500</u>	<u>\$24,500</u>	

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Clients served	9,685	10,000	10,500
One way trips (unit)	38,740	40,000	40,500



**PROJECT AMISTAD**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

## RETIRED SENIOR VOLUNTEER PROGRAM

### 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 primary purpose of the program is to enable retired people to continue in the mainstream of community life. A secondary purpose is to recruit people who might not otherwise volunteer, such as handicapped people, retired professionals, and men who have no volunteer experience before retirement. A third purpose is to identify compelling community need and target recruitment for services that have a quantitative impact on the community. Both 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 14 years and provides volunteer opportunities throughout the county, from Fabens to Canutillo. Volunteers have served in county departments and agencies, including the Sheriff's Department, El Paso Immunization Action Coalition, El Paso City-County Nutrition Program, R.E. Thomason General Hospital, the El Paso County Commissioners Court, El Paso County Dispute Resolution Center, El Paso County Historical Society, the Juvenile Court Conference Committee, and El Paso City-County Health and Environmental District.

### Goals and Objectives

- Goal 1:** 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.
- Goal 2:** To increase the immunization rate of children registered in the Senior Volunteers for Childhood Immunization (SVCI) project to 90% by next year.
- Goal 3:** To help reduce the victimization of older persons and enhance the delivery of law enforcement services to these individuals.
- Objective 1:** Increase volunteer strength by at least 25 people in the county in order to expand services for public health, inter-generational projects, law enforcement, and criminal justice.
- Objective 2:** Provide 170,000 volunteer hours.
- Objective 3:** Develop at least one new volunteer station.
- Objective 4:** Become an active member of the Texas Attorney General's new Triad group in El Paso, which consists of a three-way effort among the Sheriff's Department, Police Department, and retired leadership in the area.
- Objective 5:** Expand volunteer activities with the El Paso Shots Across Texas Immunization Coalition.

### Financial Trends

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$46,316	\$12,085	\$16,905	\$17,412	3.00%
Capital					
<b>Totals</b>	<u>\$46,316</u>	<u>\$12,085</u>	<u>\$16,905</u>	<u>\$17,412</u>	3.00%

**RETIRED SENIOR VOLUNTEER PROGRAM**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Volunteers	723	813	825
Volunteer sites	26	27	28
Volunteer services hours	154,261	167,341	170,000

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	

**Authorized Position Detail**

Not Applicable

<b>ON-SITE SEWAGE INSPECTORS</b>
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**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 is to eliminate and prevent health hazards and to reduce potential surface and groundwater pollution through the regulation and proper planning of the location, design, construction, installation, alteration, extension, repair, operation, and maintenance of on-site sewage facilities with a waste water flow of less than or equal to 5,000 gallons per day.

**Goals and Objectives**

- Goal 1:** To ensure on-site sewage facilities are designed, constructed and operated in accordance with current State regulations and the El Paso County Sewage Facility Order.
- Goal 2:** To continue to enforce City, County and State ordinances, rules and regulations for unauthorized waste water discharges.
- Goal 3:** To continue to develop and implement policies and procedures for the On-site Sewage Facilities Program.
- Objective 1:** Conduct 100% of all final inspections requested for on-site sewage facilities within five working days.
- Objective 2:** Conduct 100% of follow up inspections whenever on-site sewage facilities do not meet minimum State standards.
- Objective 3:** Investigate 100% of all complaints received within twenty-one days as required in the El Paso Sewage Facility Order.
- Objective 4:** Review 100% of all permit applications received within ten working days.
- Objective 5:** Review 100% of all subdivision Sewage Disposal Plans within forty-five days as required by State rules.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$250,246	\$143,696	\$269,881	\$277,977	3.00%
Capital					
<b>Totals</b>	<b>\$250,246</b>	<b>\$143,696</b>	<b>\$269,881</b>	<b>\$277,977</b>	<b>3.00%</b>

<b>ON-SITE SEWAGE INSPECTORS</b>
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**Work Program Trends**

<b>Department Activity</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Final inspections	775	900	850
Follow up inspections	15	20	15
Complaint investigations	314	240	230
Permit applications	769	935	900
Subdivision sewage disposal plans	4	7	8
Registration applications inspections	147	120	120

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

**SHELTER FOR BATTERED WOMEN**

**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 provides 24-hour emergency shelter and services, including a 24-hour crisis line. Basic necessities such as food and clothing are supplemented. The shelter will also assist in locating housing, financial aid, and applying for food stamps. Referrals are made to other social services and agencies as needed. Individual and group counseling is also provided in sessions available in English and Spanish. The primary focus of the counseling sessions is learning about the cycle 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 family violence, referrals are made to other appropriate agencies. The El Paso Shelter for Battered Women is the only comprehensive, emergency shelter for domestic violence in the County.

**Goals and Objectives:**

- Goals:** To eliminate domestic violence in El Paso and surrounding counties by providing services to batterers, promoting safety for victims of domestic violence, and affecting social change leading to cultural values that prohibit rather than promote abuse within intimate relationships.
- Objective 1:** Provide the Batterers Intervention and Prevention Program (BIPP) which provides counseling in Spanish and English in a twenty session course that is offered to batterers referred by the courts, Probation department, and the County Attorney's Office.
- Objective 2:** Provide individual or group counseling in addition to other services, so the victim may become a more self-sufficient, independent survivor.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$44,433	\$35,000	\$35,000	\$36,050	3.00%
Capital					
<b>Totals</b>	<b>\$44,433</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$36,050</b>	<b>3.00%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
Responses to hotline calls	5,070	6,156	6,250
Shelter days provided	23,311	26,500	28,000
Nonresidents counseled	1,082	1,800	2,000
BIPP clients	896	900	945

**SHELTER FOR BATTERED WOMEN**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			

**Authorized Position Detail**

Not Applicable

**VETERANS ASSISTANCE**

**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 departments of veterans affairs and related laws, procedures and policies.

**Goals and Objectives**

- Goal:** 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.
- Objective 1:** To attend conferences and seminars to be abreast of all current legislation and mandates of the Veterans Assistance and Texas Veterans Commission.
- Objective 2:** To participate in public speaking engagements on veterans issues.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$58,669	\$59,757	\$59,958	\$60,148	0.32%
Operations	2,338	2,061	2,750	3,003	9.20%
Capital					
<b>Totals</b>	<b>\$61,007</b>	<b>\$61,818</b>	<b>\$62,708</b>	<b>\$63,151</b>	<b>0.71%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Estimated	Projected	Projected
Clients served monthly	3,180	3,400	3,600
Monetary benefits paid to veterans, their dependents and survivors	\$112,000,000	\$115,000,000	\$118,000,000

**Staffing Trends**

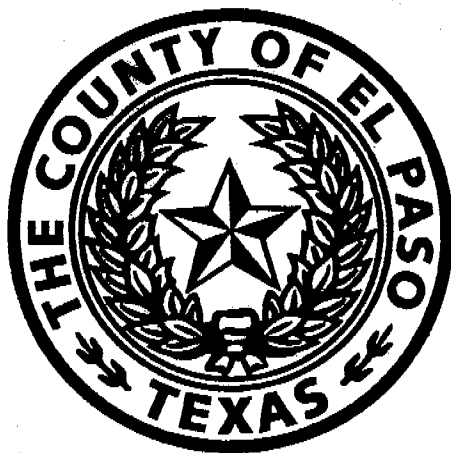
Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	2	2	2
Part-time employees			
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Authorized Position Detail**

Administrative Assistant I	1	Veterans Service Officer	1
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See Personnel Changes for the department in Appendix A





**Fiscal Year 2000 Operating Budget Summary-General Fund Type Resource Development  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
272	Agricultural Co-Op Extension	\$371,736	\$393,843	5.95%
274	Planning and Management Services		203,600	100.00%
275	Planning Department	55,629	244,932	340.30%
276	Economic Development	60,000	60,000	
277	Downtown Management District	31,500	16,000	-49.21%
279	Small Business Development	40,000	40,000	
	<b>Totals</b>	<u>\$558,865</u>	<u>\$958,375</u>	71.49%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Resource Development**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$281,588	\$678,365	140.91%
Operating	253,767	255,794	0.80%
Capital	23,510	24,216	3.00%
<b>Totals</b>	<u>\$558,865</u>	<u>\$958,375</u>	71.49%

## AGRICULTURAL CO-OP 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 in 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

<u>Category</u>	<u>1998</u> <u>Actual</u>	<u>1999</u> <u>Actual</u>	<u>1999</u> <u>Budget</u>	<u>2000</u> <u>Budget</u>	<u>Percentage</u> <u>Change</u> <u>in</u> <u>Budget</u>
Personnel	\$223,115	\$241,603	\$256,691	\$271,941	5.94%
Operations	118,281	110,133	115,045	121,902	5.96%
Capital		2,600			
<b>Totals</b>	<b>\$341,396</b>	<b>\$354,336</b>	<b>\$371,736</b>	<b>\$393,843</b>	<b>5.95%</b>

**AGRICULTURAL CO-OP EXTENSION**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
<b>Educational Programs</b>			
Presentations	1,830	2,000	2,000
Participation	62,162	60,000	60,000
<b>Educational Contacts</b>			
Office contacts	3,224	3,200	3,200
Site visits	3,198	3,000	3,000
Telephone inquiries	16,587	16,000	16,000
Newsletters distributed	361,769	300,000	300,000
<b>Media Outreach</b>			
News releases	124	125	125
Radio programs	49	50	50
Television programs	303	250	250
<b>4-H Program Participation</b>			
Organized clubs	291	350	400
School curriculum	34,691	35,000	35,000
Expanded nutrition program	3,879	3,800	3,800
<b>Volunteer Development</b>			
Volunteers trained	680	700	600
Clientele served by volunteers	51,208	40,000	35,000
<b>Expanded Nutrition Program</b>			
Homemakers trained	1,478	1,400	1,400
Family members reached	6,267	6,200	6,200
Volunteers trained	425	250	250

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	15	15	15
Part-time employees	1	1	1
<b>Totals</b>	<b>16</b>	<b>16</b>	<b>16</b>

**Authorized Position Detail**

Administrative Assistant I	1	Clerk	2
Agriculture Technician-part time	1	County/State Extension Agent-Env. & NR	1
CEA 4-H Program Coordinator	1	County Extension Agent-Adm.	1
CEA Agriculture Agent	1	Home Economist	1
CEA Communications	1	Secretary I	5
CEA Horticulturist	1		

**PLANNING AND MANAGEMENT SERVICES**

**Department Description and Responsibilities**

This department was created beginning fiscal year 2000 along with two other departments in an effort to implement the Texas State Comptroller's recommendation to create and implement a countywide strategic planning process. This department will serve as an intermediary between Commissioners Court and certain departments designated under the Planning and Management Services department.

**Goals and Objectives**

- Goal:** Develop a strategic planning process.
- Objective 1:** Establish a plan for a smooth transition of departments currently under the direct control of Commissioners Court to that of the new management departments.
- Objective 2:** Incorporate detailed departmental missions, goals, and objectives that coincide with and support the broader countywide direction.
- Objective 3:** Seek all possible sources of funding that will improve County Public Works and Facilities.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel				\$193,500	100.00%
Operations				10,100	100.00%
Capital					
<b>Totals</b>				<b>\$203,600</b>	<b>100.00%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
			Not Available

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees			3
Part-time employees			
<b>Totals</b>			<b>3</b>

**Authorized Position Detail**

Administrative Assistant III	1	General Manager	1
Assistant Director	1		

See Personnel Changes for this department in Appendix A

**PLANNING DEPARTMENT**

**Department Description and Responsibilities**

This department was created during fiscal year 1999 in an effort to improve the County's community development. This was previously a branch of the Roads and Bridges department with personnel funded with grant funds.

**Goals and Objectives**

- Goal:** Improve the quality of life in the rural areas of the County.
- Objective 1:** Seek all possible sources of funding that will support community development.
- Objective 2:** Identify the most needed resources and expend all funds efficiently.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel		\$24,838	\$24,897	\$212,924	755.22%
Operations		3,723	7,222	7,792	7.89%
Capital		15,450	23,510	24,216	3.00%
<b>Totals</b>		<b>\$44,011</b>	<b>\$55,629</b>	<b>\$244,932</b>	<b>340.30%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees			5
Part-time employees			
<b>Totals</b>			<b>5</b>

**Authorized Position Detail**

Administrative Assistant/Grants Officer	1	Grant Project Director	1
Grant Compliance Monitoring Specialist	2	Grant Writer	1

See Personnel Changes for this department in Appendix A

**ECONOMIC DEVELOPMENT DIVISION**

**Department Description and Responsibilities**

The Economic Development Division (EDD) is an operating division of the Greater El Paso Chamber of Commerce. Its 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**

**Goal:** To work on 35 relocation/expansion projects, creating 8,000 new jobs, absorbing 2 million square feet of manufacturing space and capital investment of \$200 million in our community.

**Objectives:** This mission is accomplished by (1) re-organizing the Industrial Development Division, (2) expanding the Division's Executive Committee to include key representatives from the various public and private sector entities to form a partnership, (3) launching a National Industry Sales Campaign which had as its basis an aggressive calling campaign to recruit new industry into El Paso, and (4) beginning an Industrial Retention and Expansion initiative, focused on working with industries already in our community, assisting them in areas that would create jobs and induce capital investment.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$60,000	\$45,000	\$60,000	\$60,000	
Capital					
Totals	\$60,000	\$45,000	\$60,000	\$60,000	

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Active contacts	167	170	174
Potential jobs	18,313	18,679	19,053
Potential sq. ft.	4,419,500	4,507,890	4,598,048
Sales calls	135	140	143
Client visits to El Paso/Juarez	119	130	133
Responses to Inquiries	901	919	937

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**DOWNTOWN MANAGEMENT DISTRICT**

**Department Description and Responsibilities**

The El Paso Downtown Management District (DMD) has been formed in an effort to stimulate business development in Central El Paso. Funding for this program was set upon Commissioners Court agreement with the DMD on June 30, 1998. It was agreed that the El Paso DMD would purchase a full graffiti removal system and trash retrieval systems to be used solely in the downtown area with labor and supervision to be provided by County Community Service (Adult Probation). DMD will provide reimbursement to the County for salaries and benefits for each supervisor needed to lead DMD crews in the sanitation efforts. After the reimbursement is paid in full, the County agrees to pay DMD the budgeted amount as contribution to DMD's sanitation efforts.

**Goals and Objectives**

- Goal 1:** To promote, develop, encourage and maintain employment, commerce, economic development and the public welfare in the commercial and retail area of downtown El Paso. Also, to preserve, maintain and enhance the economic health and vitality of the District as a community and business center through direct targeting of cleanliness, security, and parking conditions.
- Goal 2:** To utilize County funds to pay for salaries and benefits for each supervisor needed to lead graffiti and sanitation crews.
- Goal 3:** To renovate, pressure wash sidewalks, clean alleyways and streets, and remove graffiti within the District.
- Objective 1:** Expand current services with the addition of a third crew which will increase the average of cleaning 41,000 sq. ft./month to 61,000 sq. ft./month.
- Objective 2:** Increase the number of community service hours used to clean from a current monthly average of 2,188 hours to 3,212 hours.
- Objective 3:** Propose to develop, promote, and/or subsidize a parking coupon program in which participating merchants and employers may pay discount rates for customer or employee parking in participating lots and garages.
- Objective 4:** Apply the security budget for additional security personnel and equipment.
- Objective 5:** Communicate to the public that downtown is clean, accessible and safe through newsletters, press releases, and occasional staging of media events.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations		\$31,500	\$31,500	\$16,000	-49.21%
Capital					
<b>Totals</b>		<b>\$31,500</b>	<b>\$31,500</b>	<b>\$16,000</b>	<b>-49.21%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Area covered (sq. ft.)	220,620	360,000	738,000



**DOWNTOWN MANAGEMENT DISTRICT**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

<b>SMALL BUSINESS DEVELOPMENT</b>
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**Department Description and Responsibilities**

Small Business Development was established upon the adoption of the 1999 fiscal year budget. It is part of a collaboration between the County of El Paso and the Hispanic Chamber of Commerce to focus on the needs of small business and industry at the local level and compliment existing initiatives. The purpose of this commitment is to establish a better understanding of the difficulties facing small, minority and women-owned business in El Paso and to offer new resources through pro-active approaches for local business growth and development.

**Goals and Objectives**

- Goal 1:** To provide business planning for local small and medium businesses.
- Goal 2:** To encourage business growth for existing business enterprises.
- Goal 3:** To support business training development through assistance and guidance.
- Objective 1:** Implement Business Assistance Teams to visit 250-500 local small to medium businesses to determine their needs; provide city, state, and federal certification support; and develop a comprehensive local Hispanic Business Fact Book and Research Database complimenting current initiatives.
- Objective 2:** Provide direct business assistance for the creation of at least 1,000 new jobs and retention of 250 jobs as a result of up to \$6 million government contracts, subcontracts, and purchase orders; develop a Revitalization Loan Fund to assist for-profit small companies with loans of \$10,000 to \$100,000.
- Objective 3:** Conduct coalition meetings to express views and concerns on legislative, regulatory, and similar issues, information sharing sessions with the World Trade Center on export/import procedures and assistance outreach educational programs in needed neighborhoods; assist in providing training in TQM (Total Quality Management) with academics of higher learning from area universities and colleges.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations		\$36,567	\$40,000	\$40,000	
Capital					
<b>Totals</b>		<b>\$36,567</b>	<b>\$40,000</b>	<b>\$40,000</b>	

<b>SMALL BUSINESS DEVELOPMENT</b>
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**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Business Assistance Team visits		50	50
Certification support		50	50
Sub-contracts		50	51
MBE/WBE Business Assistance		252	257
Bid Matching		\$1,200,000	\$1,224,000
Training curriculum provided (sessions)			
Export/import with World Trade Center		10	10
Educational Community Outreach		10	10
TQM		10	10

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 Operating Budget Summary-General Fund Type Culture and Recreation  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
282	Ascarate Regional County Park	\$663,903	\$742,092	11.78%
284	Coliseum			
285	Agua Dulce Community Center	35,550	14,729	-58.57%
286	Canutillo Community Center	5,250		-100.00%
287	Fabens Community Center	8,800	44,348	403.95%
288	Ascarate Golf Course	717,204	677,333	-5.56%
290	Library	189,579	191,404	0.96%
292	Los Portales	2,500	2,200	-12.00%
293	Montana Vista Community Center	41,650	35,947	-13.69%
294	Rural Parks	117,530	118,810	1.09%
295	Sparks Community Center	40,150	33,887	-15.60%
296	Swimming Pools	252,900	257,305	1.74%
	<b>Totals</b>	<u>\$2,075,016</u>	<u>\$2,118,055</u>	2.07%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Culture and Recreation**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$1,023,297	\$1,117,436	9.20%
Operations	971,090	1,000,619	3.04%
Capital	80,629		-100.00%
	<u>\$2,075,016</u>	<u>\$2,118,055</u>	2.07%

## ASCARATE REGIONAL COUNTY 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. The park provides a clean and safe environment for the recreational needs of the residents of El Paso. Ascarate Park also actively participates in the formation of public policy and programs at the local, state, and federal level pertaining to park and recreational planning and methods of financing affected by the leisure opportunities of the residents of the County.

### Goals and Objectives

- Goal 1:** To strive for improvements that will continue to meet and exceed the challenges conducive to the development and maintenance of a clean, safe and friendly park atmosphere.
- Goal 2:** Develop and maintain a continuous program of education with the public and private sectors, emphasizing the social and economic values of a comprehensive park and recreational area in El Paso, Texas.
- Goal 3:** Provide more park facilities, family picnic shelters, vegetation, grills, benches, jogging/walking trails, playground equipment, improved sewer/restroom facilities, new street and baseball field lighting, remodeled boat docks and concession stands, and new handball, basketball, and tennis courts.
- Objective 1:** Maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations.
- Objective 2:** Implement the "Park Master Plan" as a guide for park improvements that will direct the department on how to best meet the needs of the community.
- Objective 3:** Begin new projects such as the Ascarate Park Tree Farm, the semi-private picnic area, the the Paralyzed Veterans fishing area, and a general up-lift on all park restrooms.

### Financial Trends

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$261,328	\$294,606	\$302,972	\$372,951	23.10%
Operations	307,960	315,708	330,931	369,141	11.55%
Capital	70,806	24,815	30,000		-100.00%
<b>Totals</b>	<b>\$640,094</b>	<b>\$635,129</b>	<b>\$663,903</b>	<b>\$742,092</b>	<b>11.78%</b>

**ASCARATE REGIONAL COUNTY PARK**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Projected</b>
Revenues collected	\$1,039,813	\$302,000	\$312,000

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	11	11	12
Part-time employees			
<b>Totals</b>	<b>11</b>	<b>11</b>	<b>12</b>

**Authorized Position Detail**

El Paso County Parks & Rec. Dir.	1	Lake Attendant/Pool Operator	1
Facilities Mechanic	1	Secretary	1
Grounds Maint. Foreman	1	Utility Worker I	6
Park Manager Region II	1		

See Personnel Changes for this department in Appendix A

<b>COLISEUM</b>
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**Department Description and Responsibilities**

This general fund account was used solely for the purpose of repairing the roof at the County Coliseum. That project has been completed and no funds are budgeted for the 1999 fiscal year. It is shown here only because there are actual and budget figures that are included in the budget summary statements and are necessary to coincide with those figures.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$65,096				
Capital					
<b>Totals</b>	\$65,096				

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Projected</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

<b>AGUA DULCE COMMUNITY CENTER</b>
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**Department Description and Responsibilities**

The Agua Dulce Community Center has not actually been constructed. Funds from this account are being used to aid in assessing the needs of the community and securing funds for construction.

**Goals and Objectives**

- Goal :** Establish a Self-Help Center in the Agua Dulce community.
- Objective 1:** Secure funds to facilitate construction of the community center.
- Objective 2:** Coordinate activities with the Montana Vista and Sparks Community Centers.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations		\$5,104	\$14,300	\$14,729	3.00%
Capital		340	21,250		-100.00%
<b>Totals</b>		<b>\$5,444</b>	<b>\$35,550</b>	<b>\$14,729</b>	<b>-58.57%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Projected</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable



**CANUTILLO COMMUNITY CENTER**

**Department Description and Responsibilities**

The Canutillo Community Center is a multi-use community resource center that is used by the El Paso County Nutrition department to serve meals on a year-round basis. This program is aimed at improving the health and well-being of the residents of the Canutillo area.

**Goals and Objectives**

- Goal :** To enhance the quality of life in the Canutillo community.
- Objective 1:** Provide nutritious meals and facilitate the delivery of health education to area residents.
- Objective 2:** Facilitate the interactions between Canutillo residents and program providers.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations					
Capital			\$5,250		-100.00%
<b>Totals</b>			\$5,250		

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees			Not Applicable
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**FABENS COMMUNITY CENTER**

**Department Description and Responsibilities**

The Fabens Community Center is a multi-use community resource center that is used by the El Paso County Nutrition department to serve meals on a year-round basis. This program is aimed at improving the health and well-being of the residents in the Fabens area.

**Goals and Objectives**

- Goal :** To enhance the quality of life in the Fabens community.
- Objective 1:** Provide nutritious meals and facilitate the delivery of health education to area residents.
- Objective 2:** Facilitate the interactions between Fabens residents and program providers.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel				\$18,914	100.00%
Operations		\$4,068	\$6,395	25,434	297.72%
Capital			2,405		-100.00%
<b>Totals</b>		<b>\$4,068</b>	<b>\$8,800</b>	<b>\$44,348</b>	<b>403.95%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	Not Applicable		

**Authorized Position Detail**

Not Applicable

## ASCARATE GOLF COURSE

### Department Description and Responsibilities

The Ascarate Park Golf Course is the only municipally owned and operated 27-hole golf course that plays host to the largest yearly play figures in the County. The facility offers a clubhouse with restaurant, two auxiliary clubhouses, both men's and women's locker rooms, and a lighted putting green and chipping area for practice. A fleet of fifty-four golf carts are currently available for daily and tournament play, but up to eighty carts can be accommodated. The course is open every day of the year, weather permitting, from sun up to sundown, with the exception of Christmas Day. It is the only golf course to offer a senior citizen monthly or quarterly green fee membership card for citizens 62 years of age or older. There are currently 400 monthly cardholders and 300 quarterly cardholders. The Ascarate Park Golf Course is a self-sustained division of the park administration that provides the citizens of El Paso County an affordable recreational outlet.

### Goals and Objectives

- Goal 1:** To continue providing friendly, courteous service in an atmosphere that encourages the game of golf for individuals of all ages.
- Goal 2:** To expand the range of services provided, and continue to grow and maintain the best possible playing conditions in order to meet and overcome the challenges of increased competition and remain an important, recreational part of our player's lives.
- Objective 1:** Upgrade equipment that is old and rusty as well as purchase grounds maintenance supplies to ensure that the trees and shrubbery and ornamental plants are properly cared for and that all other aspects of the grounds are properly and safely maintained.
- Objective 2:** Maintain the current fleet of golf carts so that every patron will be comfortable with the knowledge that they are renting well cared for public equipment.
- Objective 3:** Keep the locker rooms and restroom facilities supplied to ensure their cleanliness and satisfactory use by the public.
- Objective 4:** Work together with a very active Ascarate Beautification Volunteer Committee to help ensure that improvements already made will be maintained and new ones will be undertaken.

### Financial Trends

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$324,181	\$345,438	\$353,498	\$357,613	1.16%
Operations	206,503	337,883	355,982	319,720	-10.19%
Capital		6,174	7,724		-100.00%
<b>Totals</b>	<b>\$530,684</b>	<b>\$689,495</b>	<b>\$717,204</b>	<b>\$677,333</b>	<b>-5.56%</b>

**ASCARATE GOLF COURSE**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Projected*</b>
Green fees revenues	\$457,038	\$404,485	\$420,000
Golf cart revenues	\$178,382	\$168,977	\$160,000
Driving range revenues	\$7,169	\$19,138	\$10,000
*Pending privatization			

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	18	16	16
Part-time employees			
Totals	18	16	16

**Authorized Position Detail**

Assist Golf Manager	1	Golf Course Superintendent	1
Cashier/Clk. Golf Course	2	Utility Worker I	9
Golf Course Foreman	1	Utility Worker II	2

## LIBRARY

### Department Description and Responsibilities

The County of El Paso maintains four libraries which service the communities of Canutillo, Clint, Fabens and Horizon. The libraries make a voluminous collection of educational, informational, and recreational materials available to every county resident. Library staff consists of five full-time employees and two part-time employees. Their duties include helping patrons locate library materials, answering reference questions, circulating materials, and other clerical duties such as typing, filing, copying, and archiving. The major services of the libraries include storytelling for children of all ages, as well as parents, library tours, bilingual story times and crafts for preschool and primary levels, field trips for preschoolers, summer reading programs, hosting high school research groups, interlibrary loans, and adult literacy tutoring. The County libraries provide a valuable resource for information and learning to the communities they serve.

### Goals and Objectives

- Goal 1:** To set up the automation system and convert the print records into electronic records.
- Goal 2:** Promote library usage by children and parents and provide professional reading guidance for both age groups.
- Goal 3:** To increase library resources by purchasing more books, acquiring new materials, and replacing obsolete items.
- Objective 1:** Implement and successfully adapt library operations to an automated circulation and public access catalog system, educate the public in the use of on-line catalog, and complete the inventory of the collection.
- Objective 2:** Develop a public awareness program to include more programs to provide a means of assessing user needs as they relate to the Library services, and to establish an outreach program.
- Objective 3:** Abide by Texas Public Library guidelines and provide at least one item of library materials per capita or at least \$2.20 per capita for a population of 66,570.

### Financial Trends

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$132,150	\$159,356	\$160,329	\$161,440	0.69%
Operations	22,333	25,582	29,250	29,964	2.44%
Capital	6,285				
<b>Totals</b>	<b>\$160,768</b>	<b>\$184,938</b>	<b>\$189,579</b>	<b>\$191,404</b>	<b>0.96%</b>

**LIBRARY**

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Library materials available to the public	28,000	28,560	29,131
Items catalogued and processed	769	869	886
Reference transactions	5,602	5,700	5,814
Registered borrowers	2,424	2,472	2,522
Library tours for children	306	1,029	1,050
Patrons using library	37,053	37,794	38,550
Story hour programs	2,303	2,400	2,448
Summer reading program	717	731	746
Interlibrary loan	88	60	61
Income tax forms	1,500	1,530	1,561
Circulation statistics	39,959	41,500	42,330
Voter registrations	120	122	125

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	5	5	5
Part-time employees	2	2	2
<b>Totals</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Authorized Position Detail**

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

**LOS PORTALES**

**Department Description and Responsibilities**

Los Portales is a historical building in front of the San Elizario Plaza that provides a variety of services to the community in the area. It houses a Family Research Center with the purpose of promoting community development, education, and public health. The center is staffed with volunteers who not only assist in the self-help center, but also provide tourist information services.

**Goals and Objectives**

- Goals:** To act as a resource to the community and promote the local area and its Mission.
- Objective 1:** Provide information to local community members and visitors about the San Elizario Mission.
- Objective 2:** Facilitate the interaction between local San Elizario residents and community development programs.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$544	\$1,770	\$2,500	\$2,200	-12.00%
Capital					
<b>Totals</b>	<b>\$544</b>	<b>\$1,770</b>	<b>\$2,500</b>	<b>\$2,200</b>	<b>-12.00%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**MONTANA VISTA COMMUNITY CENTER**

**Department Description and Responsibilities**

This is a multi-use community resource center built on County land with funds appropriated to Texas A&M University by the State Legislature. 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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$31,578	\$24,850	\$34,900	\$35,947	3.00%
Capital	1,189		6750		-100.00%
<b>Totals</b>	<b>\$32,767</b>	<b>\$24,850</b>	<b>\$41,650</b>	<b>\$35,947</b>	<b>-13.69%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable





**SPARKS COMMUNITY CENTER**

**Department Description and Responsibilities**

This is a multi-use community resource center built on County land with funds appropriated to Texas A&M University by the State Legislature. 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	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$37,326	\$36,298	\$32,900	\$33,887	3.00%
Capital	917	340	7250		-100.00%
<b>Totals</b>	<b>\$38,243</b>	<b>\$36,638</b>	<b>\$40,150</b>	<b>\$33,887</b>	<b>-15.60%</b>

**Work Program Trends**

Department Activity	1998 Projected	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	Not Applicable		

**Authorized Position Detail**

Not Applicable

<b>SWIMMING POOLS</b>
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**Department Description and Responsibilities**

The County operates four public swimming pools with locations at Fabens, Gallegos Park, and two at Ascarate Park. The pools in Fabens and Canutillo are over twenty years old and each contains 175,000 gallons of water. One pool at Ascarate park is Olympic size and features handicap accomodations. It measures 50 meters long, 25 yards wide, and holds 650,000 gallons of water. The second pool is a children's wading/handicap pool that runs only from 2 to 4 feet in depth. The main responsibility of the department is to maintain outstanding facilities that meet the needs of the citizens and are consistent with functional criteria in order to benefit the park patrons and increase County revenues.

**Goals and Objectives**

- Goal 1:** To maintain the County pools in a safe and sanitary manner as required by the Federal, State and County rules, codes and regulations for swimming pools.
- Goal 2:** To provide the rental of the pool for tournaments and other social events to schools, companies, summer programs, and non-profit organizations.
- Goal 3:** To implement an Aquatic Center and Water front zone within the 10 year range plan of the "Ascarate Park Master Plan."
- Objective 1:** Implement a semi-private picnic area located around and behind the Ascarate swimming pool.
- Objective 2:** Add a slide to enhance the existing facility, and add a pool cover to protect the pool from dirt and to lower maintenance costs.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$102,258	\$112,423	\$123,748	\$123,552	-0.16%
Operations	99,798	112,211	129,152	133,753	3.56%
Capital					
<b>Totals</b>	<b>\$202,056</b>	<b>\$224,634</b>	<b>\$252,900</b>	<b>\$257,305</b>	<b>1.74%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
Swim team & tournaments	\$8,549	\$11,531	\$10,000
Single event pool rental	\$252	\$700	\$1,500
Daily deposit:			
Ascarate	\$20,185	\$14,539	\$30,000
Gallegos	\$7,743	\$6,257	\$10,000
Fabens	\$10,556	\$4,736	\$10,000

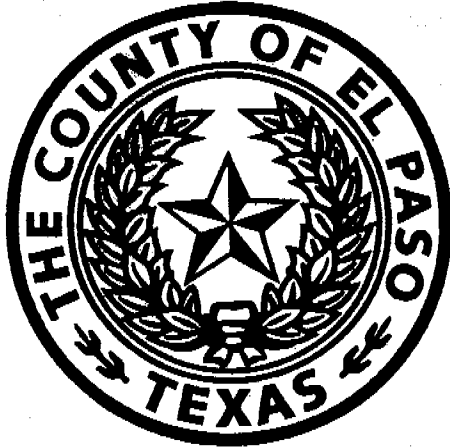
<b>SWIMMING POOLS</b>
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**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	1	1	1
Part-time employees			
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Authorized Position Detail**

Facility Pool Manager	1
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**Fiscal Year 2000 Operating Budget Summary-General Fund Type Community Services  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
300	Community Services Management		\$136,969	100.00%
	Totals		<u>\$136,969</u>	100.00%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Community Services**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel		\$126,869	100.00%
Operating		10,100	100.00%
Capital			
Totals		<u>\$136,969</u>	100.00%



**Fiscal Year 2000 Operating Budget Summary-General Fund Type Public Works  
With Comparative Budgets by Department**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
302	Public Works/Facilities Services			
	Management		\$203,600	100.00%
	Totals		<u>\$203,600</u>	100.00%

**Fiscal Year 2000 Operating Budget Summary by Category-General Fund Type  
Public Works**

<b>Category</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel		\$193,500	100.00%
Operating		10,100	100.00%
Capital			
Totals		<u>\$203,600</u>	100.00%



<b>PUBLIC WORKS/FACILITIES SERVICES MANAGEMENT</b>
--

**Department Description and Responsibilities**

This department was created beginning fiscal year 2000 along with two other departments in an effort to implement the Texas State Comptroller's recommendation to create and implement a countywide strategic planning process. This department will serve as an intermediary between Commissioners Court and certain departments designated under the Public Works/Facilities Services Management department.

**Goals and Objectives**

- Goal:** Provide high quality public works/facilities services to customers and constituents.
- Objective 1:** Evaluate performance of departments that report to the Public Works/Facilities Services Manager.
- Objective 2:** Seek all possible sources of funding that will improve County Public Works and Facilities.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel				\$193,500	100.00%
Operations				10,100	100.00%
Capital					
<b>Totals</b>				<b>\$203,600</b>	<b>100.00%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees			2
Part-time employees			
<b>Totals</b>			<b>2</b>

**Authorized Position Detail**

Administrative Assistant III	1	General Manager	1
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See Personnel Changes for this department in Appendix A

# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

## BUDGET AMENDMENTS

For the Special Revenue Fund Type, no budgetary changes affected any revenue sources.

### CHANGES

This fund experienced a slight increase of 5.91 percent overall, with the Intergovernmental source, experiencing the greatest increase, specifically in state agency revenues for the annual state allocation for training of officers of the Sheriff's department, which had never been budgeted before.

The Taxes line item for the Special Revenue Fund Type experienced a very minimal increase in budgeted taxes, since actual revenues between 1998 and 1999 increased slightly.

Charges for Services were budgeted at a 6.58 percent increase over the 1999 amended budget, to account for increased revenues for extra auto registration and auto sales tax fees based on historical trends. Other budget line items which were increased were law library fines, due to the anticipated increase in the rate from \$20 to \$35, as approved during the last legislative session. The budget was also increased for courthouse security fees and records management fees based on historical trends. This line item will be expected to experience an even greater increase than 6.58 percent though, since all ascarate park revenues are now coded to the Ascarate Park Improvement Fund, rather than to General Fund Type.

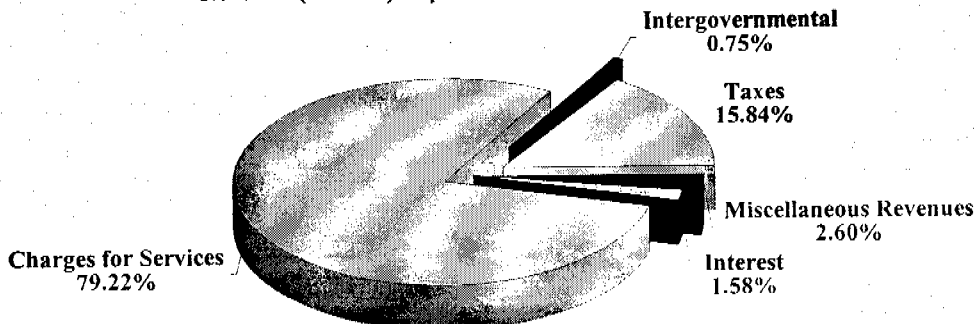
The line item for Interest was increased since it was already anticipated that the Road and Bridge transfer out to General Fund Type would no longer take place, and there will be more funds to invest.

Miscellaneous revenues for the Special Revenue Fund Type were budgeted with a \$16,440 decrease from fiscal year 1998, due to the County no longer receiving money from the Public Defender's Office for continuing legal education, and because there are no longer any donations to set up lights and benches at the San Elizario Placita.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$1,687,500		\$1,687,500	\$1,700,000	\$12,500	0.74%
Intergovernmental	39,000		39,000	81,000	42,000	107.69%
Charges for Services	7,980,000		7,980,000	8,505,000	525,000	6.58%
Interest	134,000		134,000	170,000	36,000	26.87%
Miscellaneous Revenues	295,840		295,840	279,400	(16,440)	-5.56%
<b>Total Revenues and Other Financing Sources</b>	<b>10,136,340</b>		<b>10,136,340</b>	<b>10,735,400</b>	<b>599,060</b>	<b>5.91%</b>
Beginning Fund Balances			4,231,503	7,155,369	2,923,866	69.10%
<b>Total Available Resources</b>	<b>\$10,136,340</b>		<b>\$14,367,843</b>	<b>\$17,890,769</b>	<b>\$3,522,926</b>	<b>24.52%</b>

## Fiscal Year 2000 Budget

Revenues(Sources) - Special Revenue Fund Type



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

## BUDGET AMENDMENTS

The overall budget for Special Revenue was increased for a total of \$48,430 for the County Tourist Promotion Fund transfer to the City of El Paso within the Resource Development program. This transfer was done for the excess hotel motel collections, pursuant to a prior interlocal agreement.

The decrease of \$55,000 for General Government consists of a transfer of \$40,000 from operating to equipment for the Commissary Inmate Profit Fund, and a transfer of \$15,000 from the contingencies maintenance account to pay for contracted services for the main account of the Road and Bridge department under Public Works.

Administration of Justice was increased by a net of \$1,933 transfer from capital for the purpose of paying for contracted services for training of office personnel for the County Attorney's Office.

Resource Development was impacted by the \$48,430 increase for the transfer to the City of El Paso, for a transfer to the Records Management equipment account for \$18,037 to fund for data entry personnel for the County Clerk's Office, and for the decrease from the operating account of the County Clerk Records Management account to the capital account to cover for equipment purchases.

The major transfer that affected the Culture and Recreation program, was for a transfer for the Ascarate Improvement Fund for the purchase of new vehicles and equipment, for upgrades proposed from the Ascarate Park Master Plan.

The Public Works program was affected by a \$20,000 transfer out to meet a grant match requirement for the Fabens Airport, and a \$15,000 transfer in for contracted services for Road and Bridge.

The table below provides for your information, the detail regarding budget changes during fiscal year 1999, and the changes in budgets from 1999 to 2000.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
General Government	\$1,292,240	(\$55,000)	\$1,237,240	\$1,588,334	\$351,094	28.38%
Administration of Justice	231,167	1,933	233,100	231,167	(1,933)	-0.83%
Resource Development	1,485,000	65,867	1,550,867	2,155,430	604,563	38.98%
Culture and Recreation	2,355,940	(114,945)	2,240,995	2,865,155	624,160	27.85%
Public Safety	49,000	0	49,000	115,000	66,000	134.69%
Public Works	3,615,090	(5,000)	3,610,090	4,853,099	1,243,009	34.43%
Capital Outlays	777,833	135,575	913,408	1,449,678	536,270	58.71%
Other Financing Uses	2,006,370	20,000	2,026,370	853,332	(1,173,038)	-57.89%
<b>Total Expenditures and Other Financing Uses</b>	<b>11,812,640</b>	<b>\$48,430</b>	<b>11,861,070</b>	<b>14,111,195</b>	<b>2,250,125</b>	<b>18.97%</b>
Encumbrances			609,321	801,488	192,167	31.54%
Ending Fund Balances			1,897,452	2,978,086	1,080,634	56.95%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$11,812,640</b>		<b>\$14,367,843</b>	<b>\$17,890,769</b>	<b>\$3,522,926</b>	<b>24.52%</b>

# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

## CHANGES

The General Government program for Special Revenue Fund Type was set higher for fiscal year 2000 to mainly account for planned increased expenditures for the Road and Bridge department to pave more roads, for new street lights, and to cover the payment of contracted services for the preparation of plans and specs for three new proposed projects. Additional personnel was also added for next fiscal year. The Commissary Fund of the Sheriff's department was also increased for the anticipated additional expenditures of the new concession stand at the new Jail Annex. The Records Management department was also budgeted higher next year due to budgeting more fund balance reserves for use next year.

Administration of Justice was budgeted at a minimal .83 percent decrease from the prior year, to account for the decrease in revenues next year based on actuals.

The Resource Development line item was budgeted higher for fiscal year 2000 to account for the transfer of excess sales tax to the City of El Paso in fiscal year 2000 for 1999, due to a pending interlocal agreement. The County Clerk's Records Management department also requested additional personnel for next year.

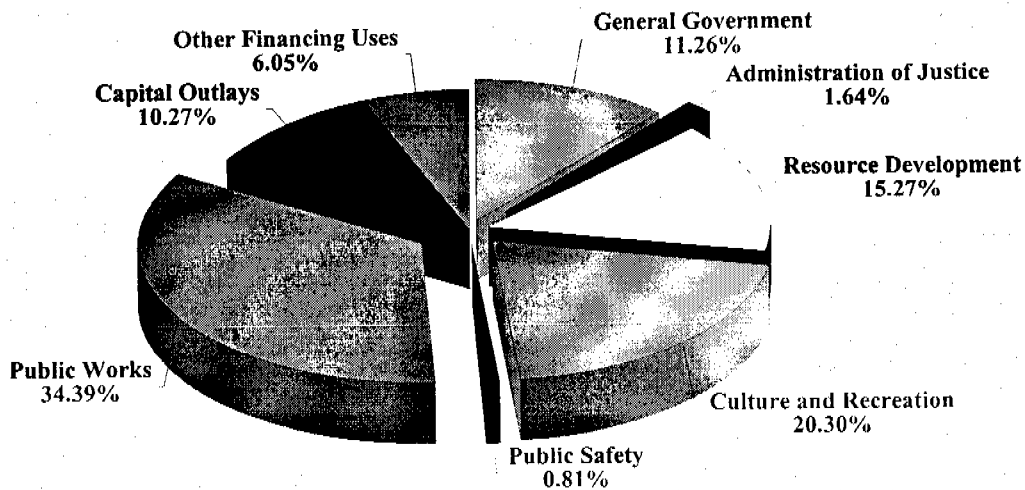
Culture and Recreation saw a \$624,160 increase for next fiscal year for increased operating appropriations for the Coliseum, Ascarate Park Improvement Fund, and Law Library.

Under the Special Revenue Fund Type, Public Safety increased for proposed new travel for employees under the Sheriff's department LEOSE Fund.

The entire increase under Public Works is for the Road and Bridge department for proposed new projects.

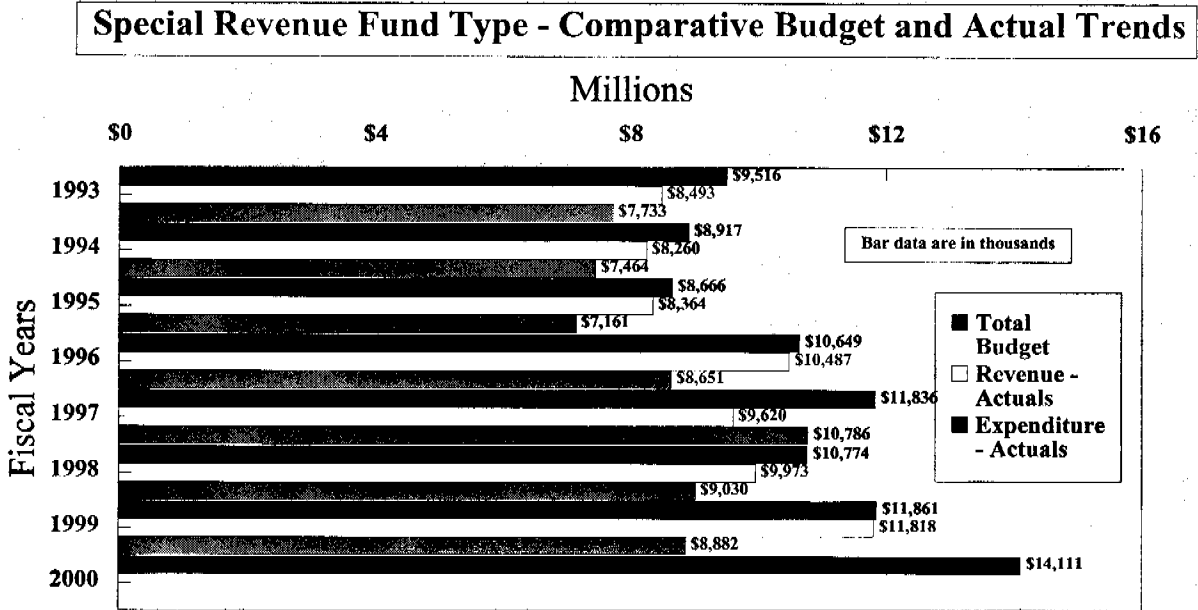
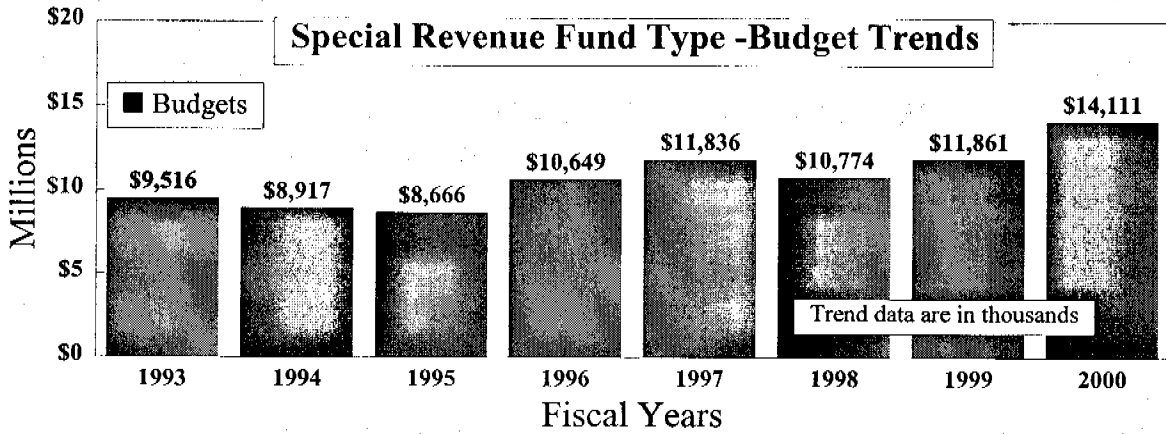
Finally, the increase under the Capital Outlays budget for fiscal year 2000 is mainly attributable to proposed new equipment for Road and Bridge to complete new projects, while the decrease in Other Financing Sources is due to the transfer out to the General Fund Type no longer being supported by Commissioners Court.

**Fiscal Year 2000 Budget  
Appropriations (Uses) - Special Revenue Fund Type**



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the Special Revenue Fund Type overall budget and a comparison of actual revenues and expenditures to budgets.



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE ACTUALS

## CHANGES

Under the Special Revenue Fund Type, the Taxes line item experienced a slight increase of 2.67 percent, for increases in the Hotel Motel occupancy taxes line items. The only departments affected by Hotel-Motel taxes is the Coliseum Tourist Promotion, the Tourist Convention and Amphitheatre, and the County Tourist Promotion Funds, since these revenues may only be used for the purpose of promoting tourism.

Intergovernmental revenues reflects a 11.59 percent increase for a combination of the additional funds received for the Sheriff's department training of officers, and the decrease of approximately \$30,000 for lateral road funds for the Road and Bridge department not yet received.

Actuals for Charges for Services reflect increases for additional monies received in 1999 for extra auto registration and auto sales taxes, as well as increases in courthouse security fees and records management fees. In addition, the fact that Ascarate Park and Golf Course revenues are no longer shown under General Fund Type, but rather under the Ascarate Park Improvement Fund, impacted this item.

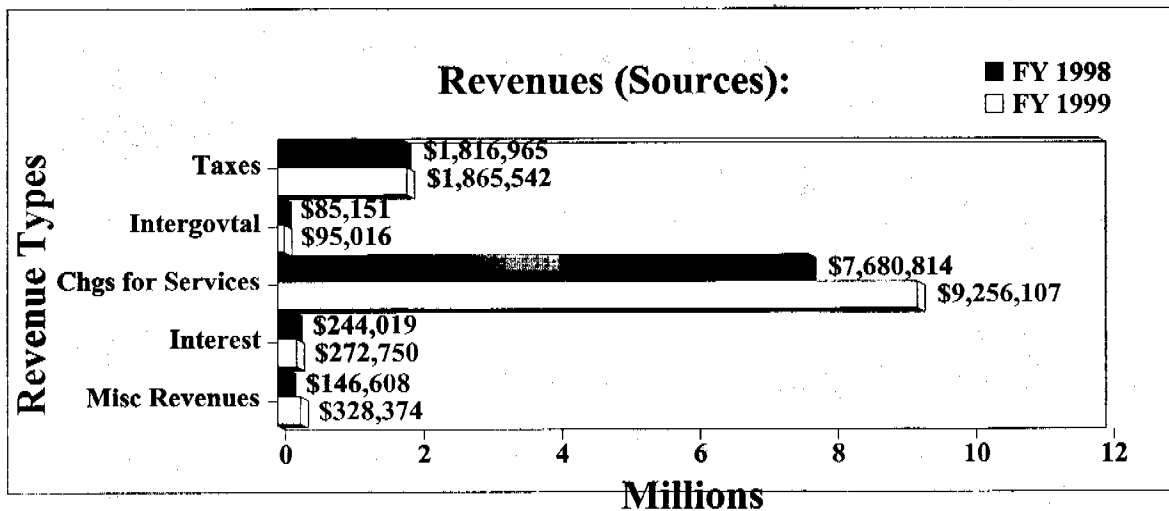
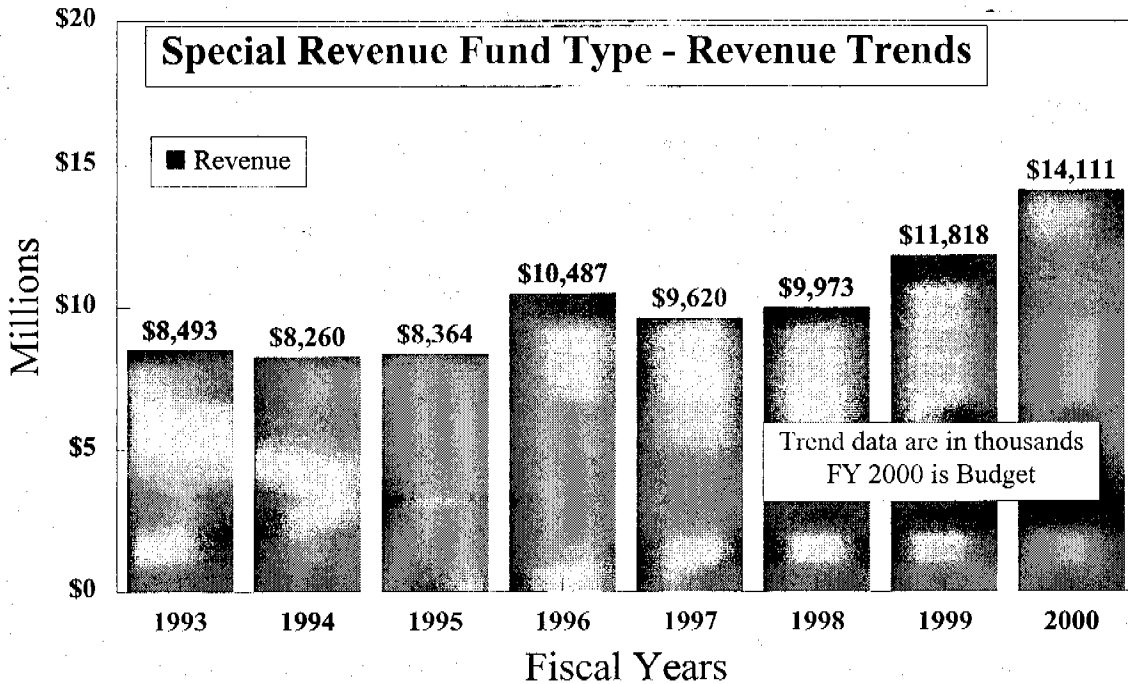
Interest experienced an increase due to more favorable interest rates for investments.

Miscellaneous revenues increased significantly during fiscal year 1999 mainly attributable to the increase for commissary concessions because of two jails now generating revenue, rather than just one.

The table below, and the tables on the next page provide information regarding changes between actuals for fiscal year 1998 and 1999, in addition to revenue trends since 1993.

	Actual Sources		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$1,816,965	\$1,865,542	\$48,577	2.67%
Intergovernmental	85,151	95,016	9,865	11.59%
Charges for Services	7,680,814	9,256,107	1,575,293	20.51%
Interest	244,019	272,750	28,731	11.77%
Miscellaneous Revenues	146,608	328,374	181,766	123.98%
<b>Total Revenues and Other</b>				
<b>Financing Sources</b>	9,973,557	11,817,789	1,844,232	18.49%
Beginning Fund Balances	3,288,070	4,231,503	943,433	28.69%
<b>Total Available Resources</b>	<b>\$13,261,627</b>	<b>\$16,049,292</b>	<b>\$2,787,665</b>	<b>21.02%</b>

# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE ACTUALS



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE ACTUALS

## CHANGES

The General Government program under the Special Revenue Fund Type experienced a 35.30 percent increase for increases in the operating expenditures for the Road and Bridge and Commissary Inmate Profit Funds.

Administration of Justice saw a 28.60 percent increase in expenditures for fiscal year 1999 for the increase in the transfer of collections from the County and District Clerk's Offices to the Alternative Dispute Resolution Center. The County Attorney Commissions Fund also saw a small increase in expenditures.

The decrease in Resource Development is directly attributable to the transfer of excess sales tax to the City of El Paso during fiscal year 2000, since there was still a pending interlocal agreement.

Culture and Recreation experienced a minimal decrease of expenditures in fiscal year 1999 due to lower levels of spending for the County Law Library and County Tourist Promotion Funds.

Public Works increased due to increases in training expenditures for the Sheriff's officers.

Capital Outlays increased for greater spending levels for the Records Management, Ascarate Park Improvement and Road and Bridge Funds for equipment.

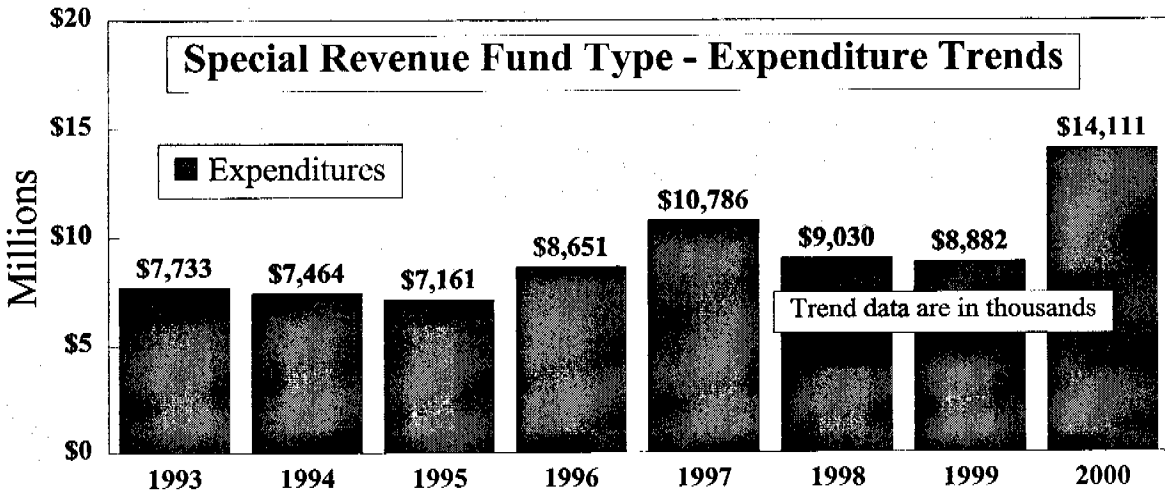
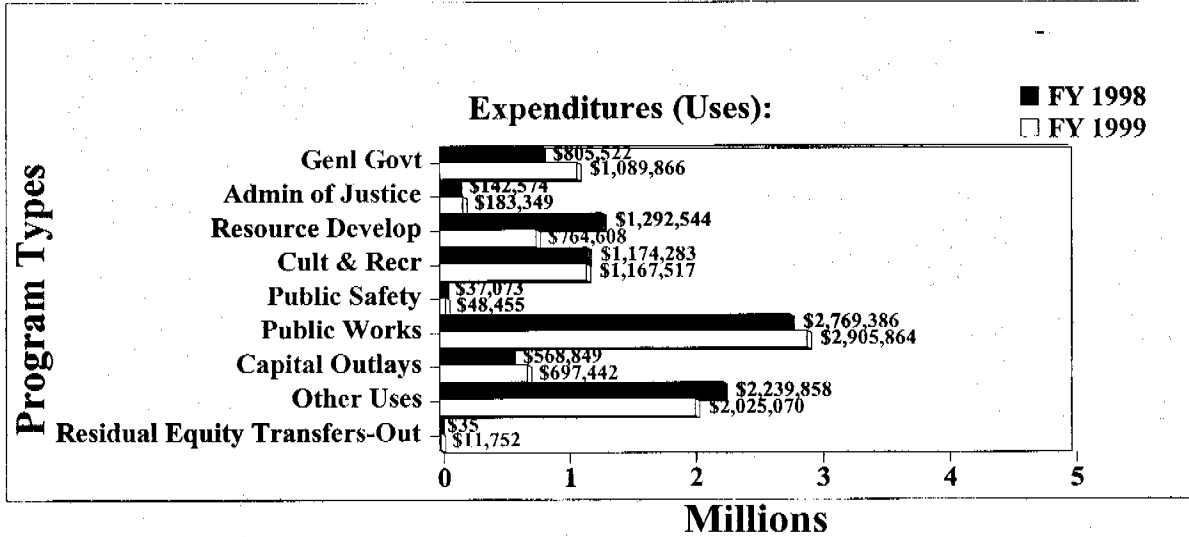
Other Financing Uses decreased due to a combination of an increase of transfers out to the City and a decrease of the transfer to the General Fund Type.

	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government	\$805,522	\$1,089,866	\$284,344	35.30%
Administration of Justice	142,574	183,349	40,775	28.60%
Resource Development	1,292,544	764,608	(527,936)	-40.84%
Culture and Recreation	1,174,283	1,167,517	(6,766)	-0.58%
Public Safety	37,073	48,455	11,382	30.70%
Public Works	2,769,386	2,905,864	136,478	4.93%
Capital Outlays	568,849	697,442	128,593	22.61%
Other Financing Uses	2,239,858	2,025,070	(214,788)	-9.59%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	9,030,089	8,882,171	(147,918)	-1.64%
Residual Equity Transfers-Out	35	11,752	11,717	33477.14%
Ending Fund Balances	4,231,503	7,155,369	2,923,866	69.10%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$13,261,627</b>	<b>\$16,049,292</b>	<b>\$2,787,665</b>	<b>21.02%</b>



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-SPECIAL REVENUE FUND TYPE WITH COMPARATIVE ACTUALS

The tables below provide information for the comparison of actuals for fiscal years 1998 and 1999, and comparative actuals since fiscal year 1993.

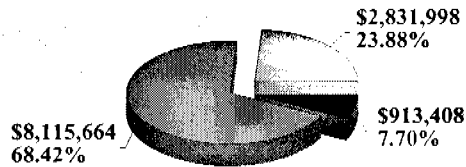
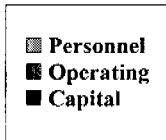


## BUDGET SUMMARY FOR FISCAL YEAR 2000 BY CATEGORY - SPECIAL REVENUE FUND TYPE WITH EXPENDITURE ACTUALS

Character	Actuals		Changes		Budget		Changes	
					Adopted w/Amends	Adopted		
	FY 1998	FY 1999	Amounts	Percentages	FY 1999	FY 2000	Amounts	Percentages
Personnel	\$2,338,807	\$2,590,396	\$251,589	10.76%	\$2,831,998	\$2,922,499	\$90,501	3.20%
Operating	6,122,433	5,594,333	(528,100)	-8.63%	8,115,664	9,739,018	1,623,354	20.00%
Capital	568,849	697,442	128,593	22.61%	913,408	1,449,678	536,270	58.71%
<b>Totals</b>	<b>\$9,030,089</b>	<b>\$8,882,171</b>	<b>(\$147,918)</b>	<b>-1.64%</b>	<b>\$11,861,070</b>	<b>\$14,111,195</b>	<b>\$2,250,125</b>	<b>18.97%</b>

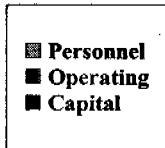
### Operating Budgets

FY 1999



### Operating Budgets

FY 2000



**Fiscal Year 2000 Operating Budget Summary-Special Revenue Fund Type  
With Comparative Budgets by Fund**

<b>Page No.</b>	<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
313	Fabens Airport	\$89,400	\$61,000	-31.77%
315	Alternative Dispute Resolution Center	130,000	130,000	
317	Ascarate Park Improvements	959,000	1,699,000	77.16%
319	County Attorney Commissions	140,000	125,000	-10.71%
321	County Attorney Labor Disputes			
323	County Clerk Records Management and Preservation	560,000	570,430	1.86%
326	County Tourist Promotion	198,750	175,000	-11.95%
328	Coliseum Tourist Promotion	918,750	960,000	4.49%
331	Commissary Inmate Profit	280,000	300,000	7.14%
333	Continuing Legal Education Fund			
335	Court Reporter Service Fund	120,000	132,000	10.00%
337	District Attorney 10% Drug Forfeitures	1,300	1,332	2.46%
339	Road and Bridges Administration	997,240	1,348,334	35.21%
342	Roads and Bridges	5,829,760	6,028,099	3.40%
343	County Graffiti Eradication			
345	County Law Library	260,240	375,000	44.10%
347	Records Management and Preservation Fund	120,000	185,000	54.17%
350	San Elizario Placita Fund	19,200	16,000	-16.67%
352	Courthouse Security Fund	265,000	390,000	47.17%
354	Sheriff's Department Auction Proceeds			
356	Sheriff's Lease Fund	49,000	115,000	134.69%
358	Tourist Promotion Functions	923,430	1,500,000	62.44%
	<b>Totals</b>	<b>\$11,861,070</b>	<b>\$14,111,195</b>	<b>18.97%</b>

**Fiscal Year 2000 Operating Budget Summary by Category-Special Revenue Fund Type  
With Comparative Budgets by Fund**

<b>Department</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percent Change</b>
Personnel	\$2,831,998	\$2,922,499	3.20%
Operating	8,225,609	9,739,018	18.40%
Capital	803,463	1,449,678	80.43%
	<b>\$11,861,070</b>	<b>\$14,111,195</b>	<b>18.97%</b>

**Fiscal Year 2000 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 consist of utility costs associated with the runway lights.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$93,663	\$99,373	\$99,373	\$80,426	-19.07%
<b>Revenue:</b>					
Other	6,140	4,863	3,400	3,400	
<b>Total revenue</b>	6,140	4,863	3,400	3,400	
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	6,140	4,863	3,400	3,400	
<b>Expenditures:</b>	430	3,810	89,400	61,000	-31.77%
<b>Other financing uses:</b>					
Transfers out		20,000			
<b>Total expenditures and transfers</b>	430	23,810	89,400	61,000	-31.77%
<b>Encumbrances</b>				5,471	100.00%
<b>Ending fund balance</b>	\$99,373	\$80,426	\$13,373	\$17,355	29.78%

**FABENS AIRPORT**

**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.

**Goals and Objectives**

- Goal 1:** To provide public access to the County Airport and continue providing support to the agricultural community in the immediate area.
- Goal 2:** To maintain the facility and the surface of the runway to continue accomodating the aviation needs of the surrounding community.
- Objective 1:** Work closely with the Texas Department of Transportation in order to implement an Aviation Capital Improvement Program.
- Objective 2:** Provide a portion of the finances required to resurface the runway.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$430	\$23,810	\$89,400	\$61,000	-31.77%
Capital					
Totals	\$430	\$23,810	\$89,400	\$61,000	-31.77%

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>		\$8,165	\$8,165	\$13,032	100.00%
<b>Revenue:</b>					
Alternative dispute resolution fees	\$104,905	107,289	130,000	130,000	
<b>Total revenue</b>	<u>104,905</u>	<u>107,289</u>	<u>130,000</u>	<u>130,000</u>	
<b>Expenditures:</b>	<u>96,740</u>	<u>102,422</u>	<u>130,000</u>	<u>130,000</u>	
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>96,740</u>	<u>102,422</u>	<u>130,000</u>	<u>130,000</u>	
<b>Ending fund balance</b>	<u>\$8,165</u>	<u>\$13,032</u>	<u>\$8,165</u>	<u>\$13,032</u>	59.61%

**ALTERNATIVE DISPUTE RESOLUTION CENTER**

**Department Description and Responsibilities**

The El Paso County Dispute Resolution Center was established in May of 1988 when El Paso County entered into an agreement with the Rio Grande Council of Governments to provide referral, consultation and mediation services. The center is supported through a \$10.00 filing fee for each civil case filed in the County or District Court. The Mediation process is accomplished with the use of volunteer mediators. Volunteer mediators receive 40 hours of required training in mediation skills. Thirty-two hours of Family Training and twelve hours of Continuing Education are also planned. The voluntary process facilitates an agreement designed by the parties. Funding for the three full-time employees and one part-time employee is provided by the Rio Grande Council of Governments.

**Goals and Objectives**

- Goal 1:** To reduce the civil caseload on County and District Courts by offering an alternative method of dispute settlement through mediation.
- Goal 2:** To increase efficiency within the Dipute Resolution Center.
- Objective 1:** To recruit and train additional Pro Bono Mediators, as well as cross-train within the DRC.
- Objective 2:** To assist in the development of other mediation programs for the school districts and other governmental entities.
- Objective 3:** To promote the use of Alternative Dispute Resolution Procedures through education and further outreach to the community.
- Objective 4:** To use enhanced software tracking capabilities to improve data collection and case documentation.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$96,740	\$102,422	\$130,000	\$130,000	
Capital					
Totals	\$96,740	\$102,422	\$130,000	\$130,000	

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Mediation cases	1,068	1,145	1,245
Citizens assisted	2,136	2,290	2,490
Moderated settlement cases	150	70	50
Basic 40 hour training	1	1	1
32 hour family training	1	1	1
Professional training	1	1	1

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$6,000	\$15,290	\$15,290	\$986,509	6351.99%
<b>Revenue:</b>					
Golf Course Concession and Fees		621,983	610,000	615,000	0.82%
Park Fees		354,197	302,000	312,000	3.31%
Swimming Pool Fees		27,627	28,000	28,000	
Other	9,290	18,969	9,000	9,000	
<b>Total revenue</b>	<u>9,290</u>	<u>1,022,776</u>	<u>949,000</u>	<u>964,000</u>	1.58%
<b>Expenditures:</b>		<u>51,557</u>	<u>959,000</u>	<u>1,369,000</u>	42.75%
<b>Other financing uses:</b>					
Transfers out				330,000	100.00%
<b>Total expenditures and transfers</b>		<u>51,557</u>	<u>959,000</u>	<u>1,699,000</u>	77.16%
<b>Encumbrances</b>				44,565	100.00%
<b>Ending fund balance</b>	<u>\$15,290</u>	<u>\$986,509</u>	<u>\$5,290</u>	<u>\$206,944</u>	3811.98%



**ASCARATE PARK IMPROVEMENTS**

**Department Description and Responsibilities**

This department was established by Commissioner's Court during the fiscal year 1998 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. Additionally, beginning in fiscal year 1999, all fees collected by the Golf Course and park toll booth fees will be collected in this index. Together, both sources of revenue will be used to make much needed improvements to Ascarate Park.

**Goals and Objectives**

- Goal 1:** To collect revenues and designate that revenue to be used for improvements to Ascarate Park.
- Goal 2:** To improve the image of the Park through the implementation of various projects.
- Objective 1:** Identify those areas of the park which are most in need of upgrade or repair and make the needed changes.
- Objective 2:** To begin Phase 1 of the "Park Master Plan," which includes the construction of boat docks and ramps, fishing piers, and a jogging trail.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations		\$30,082	\$959,000	\$1,699,000	77.16%
Capital		21,475			
Totals		\$51,557	\$959,000	\$1,699,000	77.16%

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$83,352	\$98,164	\$98,164	\$95,640	-2.57%
<b>Revenue:</b>					
Commissions	115,113	101,904	75,000	75,000	
Other	3,027	2,202			
<b>Total revenue</b>	<u>118,140</u>	<u>104,106</u>	<u>75,000</u>	<u>75,000</u>	
<b>Expenditures:</b>	<u>103,328</u>	<u>106,630</u>	<u>140,000</u>	<u>125,000</u>	-10.71%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>103,328</u>	<u>106,630</u>	<u>140,000</u>	<u>125,000</u>	-10.71%
<b>Encumbrances</b>			6,314	25,185	298.88%
<b>Ending fund balance</b>	<u>\$98,164</u>	<u>\$95,640</u>	<u>\$26,850</u>	<u>\$20,455</u>	-23.82%

**COUNTY ATTORNEY COMMISSIONS**

**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.

**Goals and Objectives**

- Goal 1:** Review potential claims against vendors, suppliers, and other governmental entities, and advise the County on how to proceed.
- Objective 1:** Insure prompt payment of monies owed as a result of damage to County property, subrogation claims, and delinquent Hotel/Motel taxes.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel		\$1,371	\$1,386		-100.00%
Operations	\$45,118	79,556	101,714	\$101,167	-0.54%
Capital	58,210	25,703	36,900	23,833	-35.41%
Totals	\$103,328	\$106,630	\$140,000	\$125,000	-10.71%

**Work Program Trends**

Department Activity	1998	1999	2000
	Projected	Projected	Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$741	\$24	\$24	\$24	
<b>Revenue:</b>					
State agency revenue					
Other					
<b>Total revenue</b>					
<b>Expenditures:</b>					
		717			
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>			717		
<b>Ending fund balance</b>	\$24	\$24	\$24	\$24	

**COUNTY ATTORNEY LABOR DISPUTES**

**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. Currently, nothing has been budgeted because funds are low. Once funds become available, specific goals and objectives can be met.

**Goals and Objectives**

**Goal 1:** Provide legal representation to the County, Commissioners Court, and County officials and employees.

**Objective 1:** Represent the County in civil lawsuits and monitor cases in which the County is represented by outside counsel.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$717				
Capital					
<b>Totals</b>	<b>\$717</b>				

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees			Not Applicable
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$155,835	\$156,547	\$156,547	\$196,799	25.71%
<b>Revenue:</b>					
Records management and preservation fee	520,851	566,316	495,000	525,000	6.06%
Other	5,009	5,009		4,000	100.00%
<b>Total revenue</b>	<u>525,860</u>	<u>571,325</u>	<u>495,000</u>	<u>529,000</u>	6.87%
<b>Expenditures:</b>	<u>525,148</u>	<u>531,073</u>	<u>560,000</u>	<u>570,430</u>	1.86%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>525,148</u>	<u>531,073</u>	<u>560,000</u>	<u>570,430</u>	1.86%
<b>Encumbrances</b>			30,722	18,301	-40.43%
<b>Ending fund balance</b>	<u>\$156,547</u>	<u>\$196,799</u>	<u>\$60,825</u>	<u>\$137,068</u>	125.35%

<b>COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION</b>
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**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:

- administer an efficient and effective records management program and provide assistance to departments in its implementation;
- identify, catalog and preserve records of permanent and essential value;
- ensure that all records management activities are done in accordance with 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:** To ensure the safe and efficient handling of documents for both the general public and other county departments.
- Objective 1:** Use available technology to automate the processing and control of documents, reduce storage space, improve efficiency, reduce long-term costs, and streamline records management operations.
- Objective 2:** Develop and implement a disaster recovery plan for the records center.
- Objective 3:** 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 4:** Plan, formulate, and prescribe records disposition policies, systems, standards and procedures.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage in Budget</b>
Personnel	\$364,784	\$404,326	\$432,769	\$439,671	1.59%
Operations	146,510	111,852	126,631	130,759	3.26%
Capital	13,854	14,895	600		-100.00%
<b>Totals</b>	<b>\$525,148</b>	<b>\$531,073</b>	<b>\$560,000</b>	<b>\$570,430</b>	<b>1.86%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Documents scanned			
Deeds, assumed names, UCCs, and financing statements	100,000	100,000	102,000
Vital statistics	30,000	30,500	31,110
Filings			
Probate	1,500	1,500	1,530
Mental health	700	700	714
Criminal	18,500	19,000	19,380
Civil	2,000	2,050	2,091
Criminal dispositions	20,000	20,500	20,910

**COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	21	19	20
Part-time employees	2	—	—
Totals	23	19	20

**Authorized Position Detail**

Deputy Clerk	15	Senior Clerk	3
Records Management Administrator	1	Supervisor	1

See Personnel Changes for this department in Appendix A



**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$26,491	\$113,741	\$113,741	\$232,267	104.21%
<b>Revenue:</b>					
<b>Taxes:</b>					
Hotel occupancy taxes	181,696	186,554	168,750		-100.00%
Other	4,941	7,516			
<b>Total revenue</b>	<u>186,637</u>	<u>194,070</u>	<u>168,750</u>		<u>-100.00%</u>
<b>Expenditures:</b>	<u>99,387</u>	<u>75,544</u>	<u>198,750</u>	<u>175,000</u>	<u>-11.95%</u>
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>99,387</u>	<u>75,544</u>	<u>198,750</u>	<u>175,000</u>	<u>-11.95%</u>
<b>Encumbrances</b>			25,890	10,969	
<b>Ending fund balance</b>	<u>\$113,741</u>	<u>\$232,267</u>	<u>\$57,851</u>	<u>\$46,298</u>	<u>-19.97%</u>

**COUNTY TOURIST PROMOTION**

**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 of El Paso. The principal source of revenues is the Hotel/Motel Occupancy Tax.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$99,387	\$75,544	\$198,750	\$175,000	-11.95%
Capital					
<b>Totals</b>	<b>\$99,387</b>	<b>\$75,544</b>	<b>\$198,750</b>	<b>\$175,000</b>	<b>-11.95%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$293,263	\$213,481	\$213,481	\$347,069	62.58%
<b>Revenue:</b>					
Hotel occupancy taxes	726,786	932,771	843,750	850,000	0.74%
Other	15,856	15,964		10,000	100.00%
<b>Total revenue</b>	<u>742,642</u>	<u>948,735</u>	<u>843,750</u>	<u>860,000</u>	1.93%
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>742,642</u>	<u>948,735</u>	<u>843,750</u>	<u>860,000</u>	1.93%
<b>Expenditures:</b>	<u>822,424</u>	<u>815,147</u>	<u>918,750</u>	<u>960,000</u>	4.49%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>822,424</u>	<u>815,147</u>	<u>918,750</u>	<u>960,000</u>	4.49%
<b>Encumbrances</b>			60,361	85,771	42.10%
<b>Ending fund balance</b>	<u>\$213,481</u>	<u>\$347,069</u>	<u>\$78,120</u>	<u>\$161,298</u>	106.47%

**COLISEUM TOURIST PROMOTION**

**Department Description and Responsibilities**

The El Paso County Coliseum consists of a 6,700 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 includes Rodeos, Monster truck shows, indoor Motor-Cross, the Circus, and minor-league Hockey.

**Goals and Objectives**

- Goal 1:** To provide the citizens of El Paso a wide variety of wholesome entertainment and pleasurable activities.
- Goal 2:** To develop and attract new multiple-day family shows which will increase out-of-town attendees.
- Goal 3:** Increase 1998-99 revenue by 5% while still providing the client with the best possible customer service.
- Goal 4:** Promote through the various forms of media and networks a new image - a safe, clean environment for family entertainment.
- Goal 5:** Reduce cost of utilities by 10% by implementing cost effective methods in daily and event operations.
- Goal 6:** Increase use of the Equestrian Center for a wider range of events.
- Objective 1:** Maintain Hotel/Motel Association membership and attend out of town trade shows in order to network with promoters of family shows and schedule more family events.
- Objective 2:** Review past event records and use them to negotiate a higher percentage on contracts, as well as creating new events that target high attendance and major concert presenters.
- Objective 3:** Develop a new logo and include it on stationery, business cards, and promotional items to use in marketing efforts; work with the news media to highlight the positive changes at the Coliseum.
- Objective 4:** Implement efficient cleaning materials to stop bacteria and aid in having a cleaner Coliseum; schedule additional clean up crews; and place a bathroom matron to maintain bathroom cleanliness.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel	\$330,005	\$372,296	\$389,521	\$389,521	
Operations	471,842	437,983	524,229	570,479	8.82%
Capital	20,577	4,868	5,000		-100.00%
<b>Totals</b>	<b>\$822,424</b>	<b>\$815,147</b>	<b>\$918,750</b>	<b>\$960,000</b>	<b>4.49%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Actual</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
Event attendance	323,000	338,000	355,000
Parking fees	68,000	71,000	74,000
Rental fees	\$209,924	\$219,000	\$231,000
<b>Total performances</b>	<b>\$140</b>	<b>\$148</b>	<b>\$155</b>

<b>COLISEUM TOURIST PROMOTION</b>
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**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	14	14	14
Part-time employees			
<b>Totals</b>	<b>14</b>	<b>14</b>	<b>14</b>

**Authorized Position Detail**

Assistant Coliseum Director	1	Facility/Events Plumber/Maint.	1
Assistant Facility Foreman	1	Maintenance Carpenter	1
Coliseum Director	1	Maintenance Worker I	5
Event Booking Manager	1	Shop Foreman/Mechanic/Maintenance	1
Facility Foreman	1	Special Events Manager	1

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$122,185	\$57,892	\$57,892	\$121,644	110.12%
<b>Revenue:</b>					
Detention facility-commissary	65,000	262,760	250,000	250,000	
Other	4,513	3,061			
<b>Total revenue</b>	<u>69,513</u>	<u>265,821</u>	<u>250,000</u>	<u>250,000</u>	
<b>Expenditures:</b>	<u>133,806</u>	<u>202,069</u>	<u>280,000</u>	<u>300,000</u>	7.14%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>133,806</u>	<u>202,069</u>	<u>280,000</u>	<u>300,000</u>	7.14%
<b>Encumbrances</b>			61,797	61,042	-1.22%
<b>Ending fund balance</b>	<u>\$57,892</u>	<u>\$121,644</u>	<u>(\$33,905)</u>	<u>\$10,602</u>	-131.27%

**COMMISSARY INMATE PROFIT**

**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$48,758	\$183,835	\$240,000	\$240,000	
Capital	85,048	18,234	40,000	60,000	50.00%
<b>Totals</b>	<b>\$133,806</b>	<b>\$202,069</b>	<b>\$280,000</b>	<b>\$300,000</b>	<b>7.14%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Commissary sales	\$899,355	\$1,000,000	\$1,020,000

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees		Not Applicable	
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 Operating Budget Summary - Special Revenue  
Continuing Legal Education Fund  
With comparative actuals and budget**

This fund has had no activity since fiscal year 1997. It is included here only to tie to the Budget Summary statement for all Special Revenue funds.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>		\$35			
<b>Revenue:</b>					
Continuing legal education fee					
Other					
<b>Total revenue</b>					
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>					
<b>Residual equity transfer out</b>		\$35			
<b>Ending fund balance</b>					



**CONTINUING LEGAL EDUCATION**

**Department Description and Responsibilities**

This fund has had no activity since fiscal year 1997. In fiscal year 1998 it was closed and any remaining fund balance was transferred to the General Fund. It is shown here only because there are 1997 actual figures that are included in the Budget Summary statement for all Special Revenue funds and are necessary to coincide with those figures.

<b><u>Financial Trends</u></b>					
<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations					
Capital					
Totals					

<b><u>Work Program Trends</u></b>			
<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

<b><u>Staffing Trends</u></b>			
<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$2,910	\$4,398	\$4,398	\$10,323	134.72%
<b>Revenue:</b>					
Court Reporter Fees	120,966	125,542	120,000	125,000	4.17%
Other	522	383			
<b>Total revenue</b>	<u>121,488</u>	<u>125,925</u>	<u>120,000</u>	<u>125,000</u>	4.17%
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out	120,000	120,000	120,000	132,000	10.00%
<b>Total expenditures and transfers</b>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>132,000</u>	10.00%
<b>Ending fund balance</b>	<u>\$4,398</u>	<u>\$10,323</u>	<u>\$4,398</u>	<u>\$3,323</u>	-24.44%

<b>COURT REPORTER SERVICE FUND</b>
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**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**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations	\$120,000	\$120,000	\$120,000	\$132,000	10.00%
Capital					
<b>Totals</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$132,000</b>	<b>10.00%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Projected</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$1,276	\$1,312	\$1,312	\$1,336	1.83%
<b>Revenue:</b>					
State drug forfeiture					
Other	36	24			
<b>Total revenue</b>	<u>36</u>	<u>24</u>			
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out			1,300	1,332	2.46%
<b>Total expenditures and transfers</b>			<u>1,300</u>	<u>1,332</u>	2.46%
<b>Ending fund balance</b>	<u>\$1,312</u>	<u>\$1,336</u>	<u>\$12</u>	<u>\$4</u>	-66.67%

**DISTRICT ATTORNEY 10% DRUG FORFEITURES**

**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations			\$1,300	\$1,332	2.46%
Capital					
<b>Totals</b>			<b>\$1,300</b>	<b>\$1,332</b>	<b>2.46%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning Fund Balance</b>	\$1,949,045	\$2,684,220	\$2,684,220	\$3,789,410	41.17%
<b>Revenue:</b>					
Auto sales tax	1,912,826	2,164,040	1,800,000	1,900,000	5.56%
Auto registration fees	433,894	360,000	360,000	360,000	
Extra auto license fees	3,914,041	4,226,027	3,600,000	3,700,000	2.78%
Other	284,525	279,700	167,000	189,000	13.17%
<b>Total revenue</b>	<u>6,545,286</u>	<u>7,029,767</u>	<u>5,927,000</u>	<u>6,149,000</u>	3.75%
<b>Expenditures:</b>	<u>3,870,253</u>	<u>4,304,507</u>	<u>5,206,930</u>	<u>7,376,433</u>	41.67%
<b>Other financing uses:</b>					
Transfers out	1,939,858	1,620,070	1,620,070		-100.00%
<b>Total expenditures and transfers</b>	<u>5,810,111</u>	<u>5,924,577</u>	<u>6,827,000</u>	<u>7,376,433</u>	8.05%
<b>Encumbrances</b>			374,131	512,965	37.11%
<b>Ending fund balance</b>	<u>\$2,684,220</u>	<u>\$3,789,410</u>	<u>\$1,410,089</u>	<u>\$2,049,012</u>	45.31%

**ROAD AND BRIDGES ADMINISTRATION**

**Department Description and Responsibilities**

The Roads and Bridges Administration is responsible for the day-to-day administrative activities of the department. These 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 provide a safe and well maintained County Road System by paving roads where at least 60% of a subdivision has dwellings. Also, to upgrade the collector roads system by providing a pavement to support higher volumes and heavier traffic.
- 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**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel	\$271,755	\$281,300	\$330,424	\$348,966	5.61%
Operations	485,008	548,631	666,816	999,368	49.87%
Capital					
<b>Totals</b>	<b>\$756,763</b>	<b>\$829,931</b>	<b>\$997,240</b>	<b>\$1,348,334</b>	<b>35.21%</b>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Projected</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
New Road dedications (miles)			
Road surfacing			
New paving (miles)	15	25	26
Resurfacing (miles)	25	40	41
Road resurfacing Fabens project	2.5	4.5	4.6
Collector roads overlayed with 1 & 1/2 " HMAc	12	12	12

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	7	7	9
Part-time employees			
<b>Totals</b>	<b>7</b>	<b>7</b>	<b>9</b>

**ROAD AND BRIDGES ADMINISTRATION**

**Authorized Position Detail**

Administrative Assistant II	1	Operations/Liaison Officer	1
Assistant Roads And Bridges Administrator	1	Public Works Director/Road Engineer	1
Civil Engineer	1	Subdivision Coordinator	1
Drafter II	1	Zoning Inspector	1
Geographic Information System Coordinator	1		

See Personnel Changes for this department in Appendix A



## ROADS AND BRIDGES

### 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	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,300,543	\$1,450,840	\$1,594,485	\$1,642,099	2.99%
Operations	3,408,271	3,071,284	3,566,275	3,150,000	-11.67%
Capital	344,534	572,522	669,000	1,236,000	84.75%
Totals	<u>\$5,053,348</u>	<u>\$5,094,646</u>	<u>\$5,829,760</u>	<u>\$6,028,099</u>	3.40%

### Work Program Trends

Department Activity	1998 Actual	1999 Projected	2000 Projected
Work program trends are shown under Road and Bridge Administration			

### Staffing Trends

Authorized Positions	1998	1999	2000
Full-time employees	57	57	63
Part-time employees			
Totals	<u>57</u>	<u>57</u>	<u>63</u>

### Authorized Position Detail

Auto Mechanic I	1	Maintenance Foreman	3
Auto Mechanic II	3	Maintenance Welder	2
Auto Mechanic III	3	Office Manager	1
Construction Foreman	1	Road Superintendent	1
Equipment Maintenance Foreman	1	Traffic. Sign/Tech Mark	1
Heavy Equipment Operator I	3	Truck Driver I	18
Heavy Equipment Operator II	2	Truck Driver II	8
Heavy Equipment Operator III	10	Truck Driver III	5

See Personnel Changes for this department in Appendix A

**Fiscal Year 2000 Operating Budget Summary - Special Revenue**  
**County Graffiti Eradication**  
**With comparative actuals and budget**

The County Graffiti Eradication fund is used to account for the receipts and disbursements related to the removal of graffiti from neighborhood homes and businesses.

	Actual Sources and Uses		Operating Budgets -		Change in Budget
	FY 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>		\$47	\$47	\$102	117.02%
<b>Revenue:</b>					
State agency revenues					
Other	\$47	55			
<b>Total revenue</b>	<u>47</u>	<u>55</u>			
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>					
<b>Ending fund balance</b>	<u>\$47</u>	<u>\$102</u>	<u>\$47</u>	<u>\$102</u>	117.02%

**COUNTY GRAFFITI ERADICATION**

**Department Description and Responsibilities**

The County Graffiti Eradication fund is used to account for the receipts and disbursements related to the removal of graffiti from neighborhood homes and businesses. Revenues in this account come from locally assessed court costs for graffiti-related convictions. Because this program is part of the Special Revenue funds, it will generate its own revenue from which to operate. With fiscal year 1999 being its first full year of operations, revenue trends were not available to make accurate estimations of fund balance, and no budgeted expenditures were set up. As can be seen on the Budget Summary for this account, there were minimal revenues received in fiscal year 1998, and this program is shown in order to coincide with the figures on the Budget Summary for all Special Revenue funds.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations					
Capital					
Totals					

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees			
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	(205,018)	(250,736)	(250,736)	(261,140)	4.15%
<b>Revenue:</b>					
Law library filing fees	209,796	225,220	200,000	340,000	70.00%
Other	21,826	14,936	20,240	15,000	-25.89%
<b>Total revenue</b>	<u>231,622</u>	<u>240,156</u>	<u>220,240</u>	<u>355,000</u>	<u>61.19%</u>
<b>Expenditures:</b>	<u>277,340</u>	<u>250,560</u>	<u>260,240</u>	<u>375,000</u>	<u>44.10%</u>
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>277,340</u>	<u>250,560</u>	<u>260,240</u>	<u>375,000</u>	<u>44.10%</u>
<b>Residual equity transfer in</b>					
<b>Encumbrances</b>			9,799	9,722	-0.79%
<b>Ending fund balance</b>	<u>(250,736)</u>	<u>(261,140)</u>	<u>(300,535)</u>	<u>(290,862)</u>	<u>-3.22%</u>

**COUNTY LAW LIBRARY**

**Department Description and Responsibilities**

The El Paso County Law Library is the only legal research facility accessible to the public in the entire southwest region that provides a comprehensive legal research collection encompassing federal, regional, state and local jurisdictions. The Law Library serves as the main judicial library for the County. It is available to all judges, attorney's and the general public. 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.

**Goals and Objectives**

- Goal 1:** To refine the library collection and services to best meet the needs of the entire community.
- Goal 2:** To upgrade the computer network to meet the increasing demand for dependable computer-assisted legal research.
- Goal 3:** To increase revenue.
- Objective 1:** Continue the implementation of the self-help section to aid the pro se litigant, provide library tours, and make available computer stations for CDROM research.
- Objective 2:** Continue the project of the system upgrade over the next few years, while maintaining a functional network and managing costs; continue providing internet access to supplement the library collection and retrieve current information not yet available on CDROM or hard copy.
- Objective 3:** Resume the Continuing Legal Education seminars; investigate the institution of user fees for certain services but carefully assess if those fees would unfairly deny access to legal information because of the inability to pay.

**Financial Trends**

Category	1998	1999	1999	2000	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$71,720	\$73,967	\$76,413	\$102,242	33.80%
Operations	201,329	176,429	183,827	242,913	32.14%
Capital	4,291	164		29,845	
<b>Totals</b>	<b>\$277,340</b>	<b>\$250,560</b>	<b>\$260,240</b>	<b>\$375,000</b>	<b>44.10%</b>

**Work Program Trends**

Department Activity	1998	1999	2000
	Actual	Projected	Projected
Average daily registered users	45	45	46
Library tours	6	6	6
Fax service requests processed	50	60	61

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	4	3	3
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>3</b>	<b>3</b>

**Authorized Position Detail**

Assistant Librarian	2	Law Librarian	1
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**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$78,279	\$148,802	\$148,802	\$148,939	0.09%
<b>Revenue:</b>					
Records management and preservation fee	109,971	112,980	70,000	105,000	50.00%
Other	2,887	2,838			
<b>Total revenue</b>	<u>112,858</u>	<u>115,818</u>	<u>70,000</u>	<u>105,000</u>	50.00%
<b>Expenditures:</b>	<u>42,335</u>	<u>115,681</u>	<u>120,000</u>	<u>185,000</u>	54.17%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>42,335</u>	<u>115,681</u>	<u>120,000</u>	<u>185,000</u>	54.17%
<b>Encumbrances</b>			50,004	27,497	-45.01%
<b>Ending fund balance</b>	<u>\$148,802</u>	<u>\$148,939</u>	<u>\$48,798</u>	<u>\$41,442</u>	-15.07%

**RECORDS MANAGEMENT AND PRESERVATION**

**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	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel		\$6,296	\$7,000		-100.0%
Operations		69,804	61,037	\$85,000	39.3%
Capital	\$42,335	39,581	51,963	100,000	92.44%
<b>Totals</b>	<b>\$42,335</b>	<b>\$115,681</b>	<b>\$120,000</b>	<b>\$185,000</b>	<b>54.17%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
<b>Microfilm:</b>			
Processed	2450	2475	2,525
Duplicated	5,125	5,150	5,253
<b>Records Center Retrievals:</b>			
Files	10,350	10,380	10,588
Boxes	350	400	408
<b>Storage:</b>			
Boxes	18,000	18,000	18,360
Shucks	21,780	22,000	22,440
Books	5,750	5,881	5,999
Microfilm rolls (silver)	16,750	16,755	17,090
<b>Refiles:</b>	24,250	25,000	25,500

**RECORDS MANAGEMENT AND PRESERVATION**

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable



**Fiscal Year 2000 Operating Budget Summary - Special Revenue**  
**San Elizario Placita Fund**  
**With comparative actuals and budget**

The San Elizario Placita Fund was set up to account for donations and expenditures to enhance the San Elizario area and its Mission.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>				\$11,152	100.00%
<b>Revenue:</b>					
Contributions		\$12,195		\$5,000	100.00%
Other		173			
<b>Total revenue</b>		<u>12,368</u>		<u>5,000</u>	100.00%
<b>Expenditures:</b>					
		1,216	\$19,200	\$16,000	-16.67%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>		<u>1,216</u>	<u>19,200</u>	<u>16,000</u>	-16.67%
<b>Ending fund balance</b>		<u>\$11,152</u>	<u>(\$19,200)</u>	<u>\$152</u>	-100.79%

**SAN ELIZARIO PLACITA**

**Department Description and Responsibilities**

The San Elizario Placita Fund was set up to account for donations and expenditures to enhance the San Elizario area and its Mission. The Placita is a community plaza located near the San Elizario Mission. It has undergone many improvements over the past year in an effort to embellish the area and encourage continuing pride and enthusiasm among area residents and interested tourists. Revenues for this program arise from donations by local businesses and other community members. Expenditures will consist of purchases for lighting and seating.

**Goals and Objectives**

**Goals:** To contribute to efforts and help renovate the area for local residents to enjoy.

**Objectives:** Further upgrade and enhance the Placita by soliciting local businesses and community members for the donation of funds to continue upgrading the lighting and seating in the Placita.

**Financial Trends**

<u>Category</u>	<u>1998 Actual</u>	<u>1999 Actual</u>	<u>1999 Budget</u>	<u>2000 Budget</u>	<u>Percentage Change in Budget</u>
Personnel					
Operations		\$1,216	\$19,200	\$16,000	-16.67%
Capital					
Totals		<u>\$1,216</u>	<u>\$19,200</u>	<u>\$16,000</u>	<u>-16.67%</u>

**Work Program Trends**

<u>Department Activity</u>	<u>1998 Projected</u>	<u>1999 Projected</u>	<u>2000 Projected</u>
	Not Available		

**Staffing Trends**

<u>Authorized Positions</u>	<u>Fiscal Year</u>		
	<u>1998</u>	<u>1999</u>	<u>2000</u>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
Totals	Not Applicable		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$63,549	\$124,081	\$124,081	\$124,365	0.23%
<b>Revenue:</b>					
Courthouse security fees	238,404	262,927	190,000	290,000	52.63%
Other	2,128	2,357			
<b>Total revenue</b>	<u>240,532</u>	<u>265,284</u>	<u>190,000</u>	<u>290,000</u>	52.63%
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out	180,000	265,000	265,000	390,000	47.17%
<b>Total expenditures and transfers</b>	<u>180,000</u>	<u>265,000</u>	<u>265,000</u>	<u>390,000</u>	47.17%
<b>Ending fund balance</b>	<u>\$124,081</u>	<u>\$124,365</u>	<u>\$49,081</u>	<u>\$24,365</u>	-50.36%

**COURTHOUSE SECURITY FUND**

**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$180,000	\$265,000	\$265,000	\$390,000	47.17%
Capital					
<b>Totals</b>	<b>\$180,000</b>	<b>\$265,000</b>	<b>\$265,000</b>	<b>\$390,000</b>	<b>47.17%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees			Not Applicable
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$11,426	\$11,752	\$11,752	\$11,801	0.42%
<b>Revenue:</b>					
Program income					
Other	326	49			
<b>Total revenue</b>	326	49			
<b>Expenditures:</b>					
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>					
<b>Ending fund balance</b>	\$11,752	\$11,801	\$11,752	\$11,801	0.42%

**SHERIFF 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. There has been no expenditure-related activity in this fund for the years shown within the scope of this text. However, as can be seen on the Budget Summary for this account, there were actual revenues received within the time periods shown. For this reason, the fund has been kept open and is shown in order to coincide with the figures on the Budget Summary for all Special Revenue funds.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations					
Capital					
<b>Totals</b>					

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Projected</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	Not Applicable		

**Authorized Position Detail**

Not Applicable

**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$50,979	\$63,658	\$63,658	\$78,344	23.07%
<b>Revenue:</b>					
State agency revenues	47,961	61,466		45,000	100.00%
Other	1,791	1,675			
<b>Total revenue</b>	<u>49,752</u>	<u>63,141</u>		<u>45,000</u>	100.00%
<b>Expenditures:</b>	<u>37,073</u>	<u>48,455</u>	<u>\$49,000</u>	<u>\$115,000</u>	134.69%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>37,073</u>	<u>48,455</u>	<u>49,000</u>	<u>115,000</u>	134.69%
<b>Ending fund balance</b>	<u>\$63,658</u>	<u>\$78,344</u>	<u>\$14,658</u>	<u>\$8,344</u>	-43.08%

**SHERIFF LEOSE FUND**

**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**

- Goal:** 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.
- Objective 2:** Fully implement the Detention Officer Training (D.O.T.) program.
- Objective 3:** To increase physical performance through the Physical Fitness Assessment Program.

**Financial Trends**

Category	1998 Actual	1999 Actual	1999 Budget	2000 Budget	Percentage Change in Budget
Personnel					
Operations	\$37,073	\$48,455	\$49,000	\$115,000	134.69%
Capital					
<b>Totals</b>	<b>\$37,073</b>	<b>\$48,455</b>	<b>\$49,000</b>	<b>\$115,000</b>	<b>134.69%</b>

**Work Program Trends**

Department Activity	1998 Projected	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	Not Applicable		
Part-time employees	Not Applicable		
<b>Totals</b>	<b>Not Applicable</b>		

**Authorized Position Detail**

Not Applicable



**Fiscal Year 2000 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 1998	FY 1999	FY 1999	FY 2000	
<b>Beginning balance</b>	\$121,197	\$248,430	\$248,430	\$746,217	200.37%
<b>Revenue:</b>					
Hotel occupancy taxes	908,483	746,217	675,000	850,000	25.93%
Other					
<b>Total revenue</b>	<u>908,483</u>	<u>746,217</u>	<u>675,000</u>	<u>850,000</u>	25.93%
<b>Other financing sources:</b>					
Transfers in					
<b>Total revenue and transfers</b>	<u>908,483</u>	<u>746,217</u>	<u>675,000</u>	<u>850,000</u>	25.93%
<b>Expenditures:</b>	<u>781,250</u>	<u>248,430</u>	<u>923,430</u>	<u>1,500,000</u>	62.44%
<b>Other financing uses:</b>					
Transfers out					
<b>Total expenditures and transfers</b>	<u>781,250</u>	<u>248,430</u>	<u>\$923,430</u>	<u>1,500,000</u>	62.44%
<b>Ending fund balance</b>	<u>\$248,430</u>	<u>\$746,217</u>		<u>\$96,217</u>	100.00%

**TOURIST PROMOTION FUNCTIONS**

**Department Description and Responsibilities**

This department was privatized during the 1998 fiscal year. It is now operated by a private firm. Most of the employees that were formerly County employees have been rehired by the firm. This index is still used for the sole purpose of collecting Hotel/Motel taxes ultimately remitted to the City to be used for tourist promotion functions.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$781,250	\$248,430	\$923,430	\$1,500,000	62.44%
Capital					
Totals	\$781,250	\$248,430	\$923,430	\$1,500,000	62.44%

**Work Program Trends**

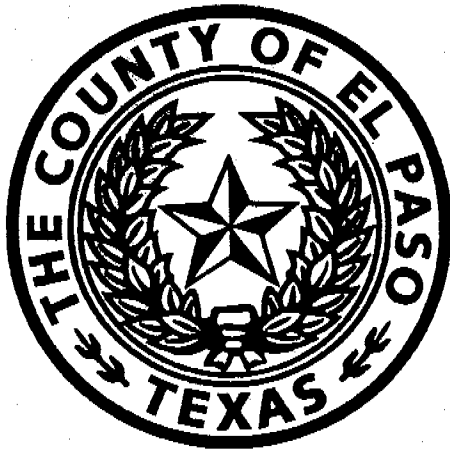
<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable



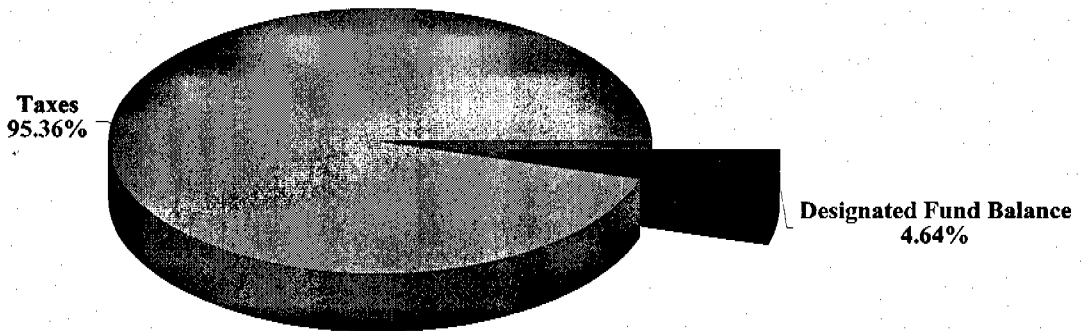
# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- DEBT SERVICE FUND TYPE WITH COMPARATIVE BUDGET

## CHANGES

Under the Debt Service Fund Type, the reason for the decrease in the amount budgeted for Taxes is due to debt requirement changes, as shown in the amortization schedules, and the increase of fund balance used to pay off debt. Although it is not reflected in the table below, designated fund balance for fiscal year 2000 increased to \$792,683 from \$697,093 in fiscal year 1999.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$16,371,147		\$16,371,147	\$16,287,984	(\$83,163)	-0.51%
<b>Total Revenues and Other</b>						
<b>Financing Sources</b>	16,371,147		16,371,147	16,287,984	(83,163)	-0.51%
Beginning Fund Balances			1,392,240	1,251,418	(140,822)	-10.11%
<b>Total Available Resources</b>	\$16,371,147		\$17,763,387	\$17,539,402	(\$223,985)	-1.26%

### Fiscal Year 2000 Budget Revenue (Sources) - Debt Service Fund Type

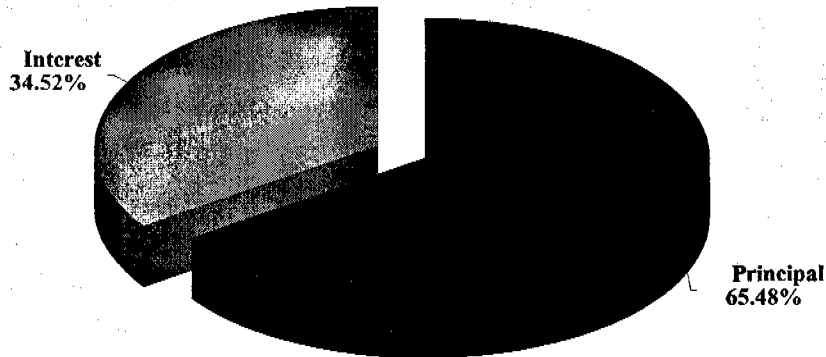


## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- DEBT SERVICE FUND TYPE WITH COMPARATIVE BUDGET

Under the Debt Service Fund Type, there was a shift in the amortization schedules from the amount of interest and principal that must be paid, which is evident in the table below.

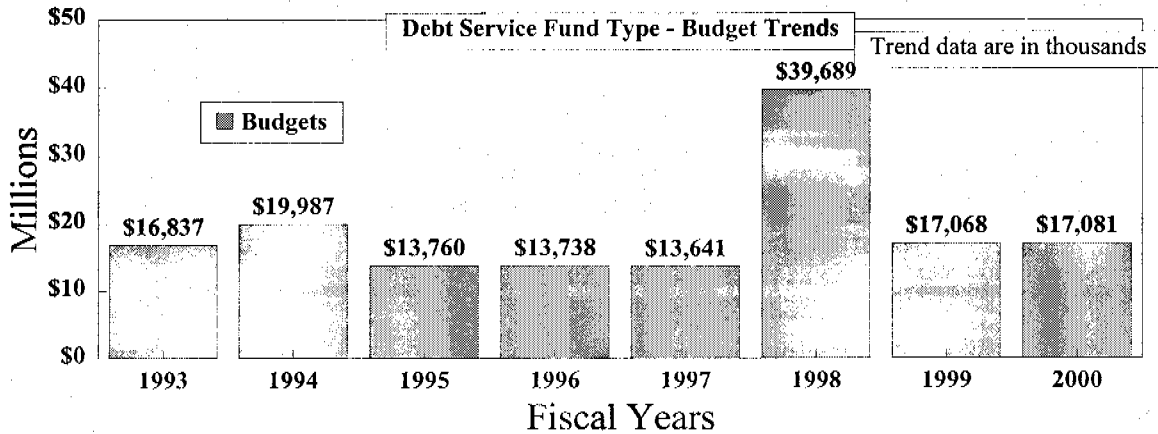
	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
Principal	\$8,930,440		\$8,930,440	\$11,185,000	\$2,254,560	25.25%
Interest	8,137,800		8,137,800	5,895,667	(2,242,133)	-27.55%
Other Debt Related Costs						
Other Financing Uses						
<b>Total Expenditures and Other Financing Uses</b>	<b>17,068,240</b>		<b>17,068,240</b>	<b>17,080,667</b>	<b>12,427</b>	<b>0.07%</b>
Ending Fund Balances			695,147	458,735	(236,412)	-34.01%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$17,068,240</b>		<b>\$17,763,387</b>	<b>\$17,539,402</b>	<b>(\$223,985)</b>	<b>-1.26%</b>

**Fiscal Year 2000 Budget  
Appropriations (Uses) - Debt Service Fund Type**

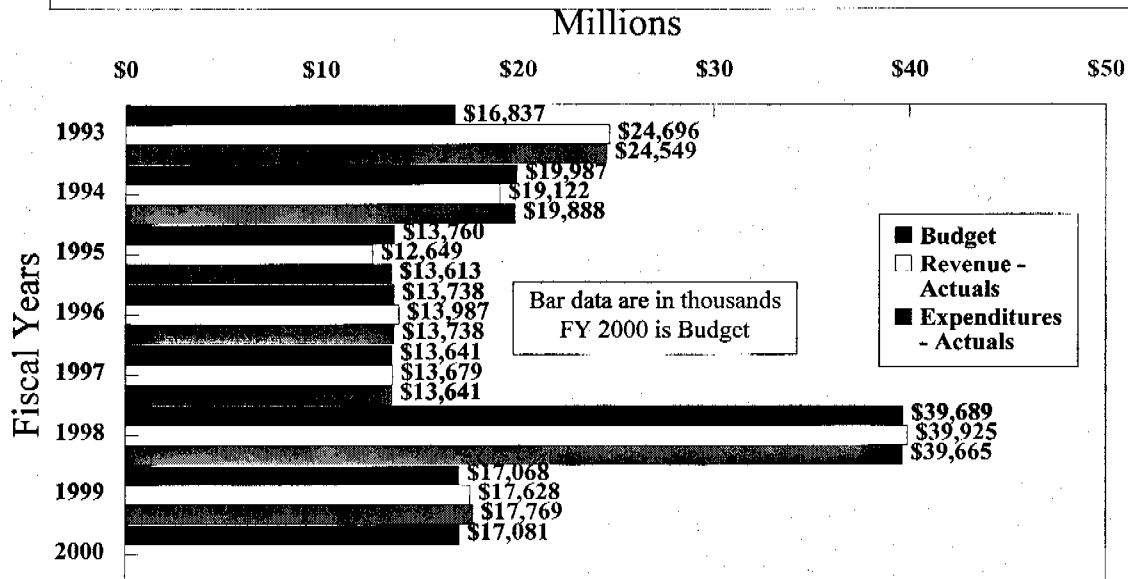


## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- DEBT SERVICE FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the Debt Service Fund Type overall budget, and a comparison of actual revenues and expenditures to budgets.



### Debt Service Fund Type - Comparative Budget and Actual Trends

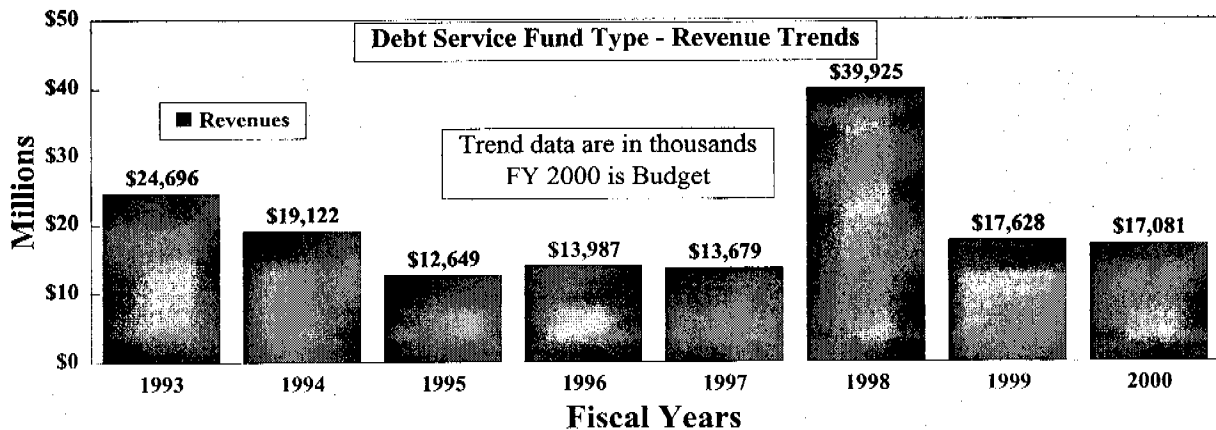
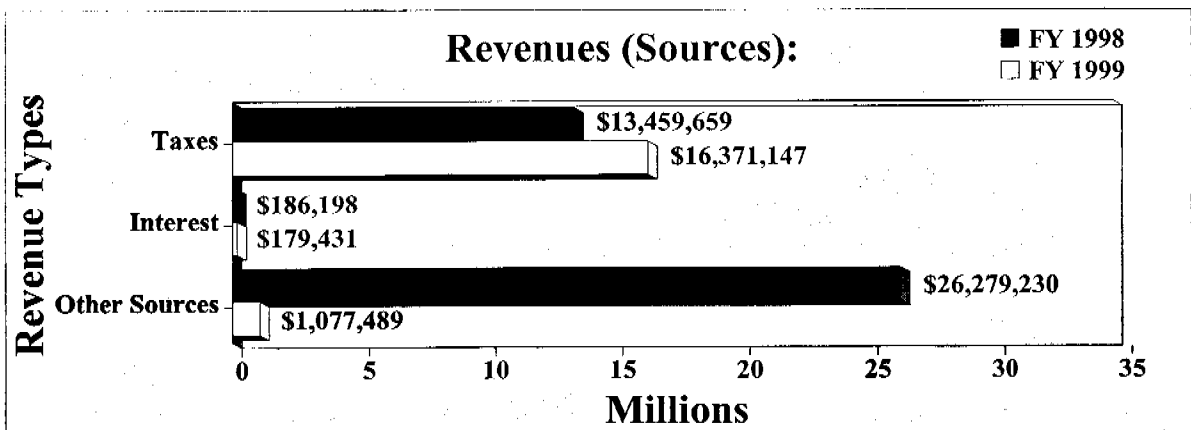


# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- DEBT SERVICE FUND TYPE WITH COMPARATIVE ACTUALS

## CHANGES

Again, since the County no longer sought out as much debt in fiscal year 1999, to finance County Projects, there is a significant decrease in the Other Financing Sources category of the Debt Service Fund Type.

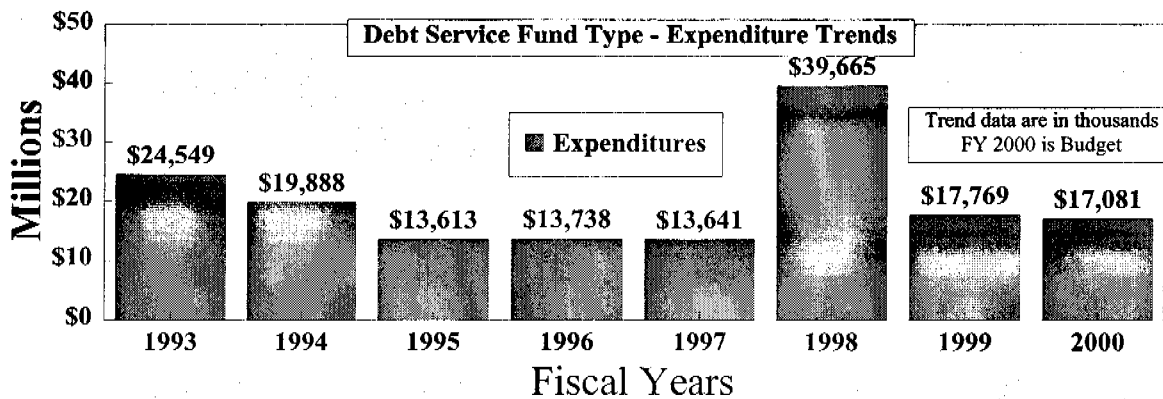
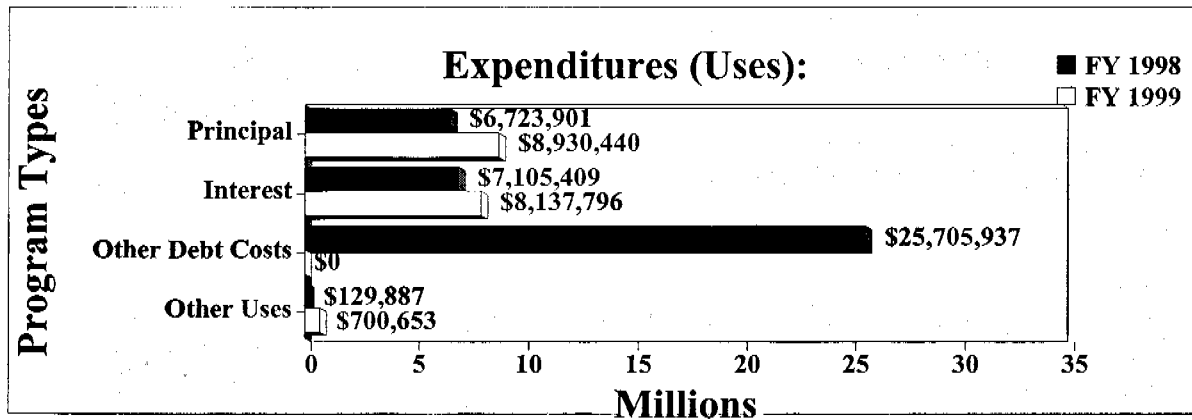
	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$13,459,659	\$16,371,147	\$2,911,488	21.63%
Interest	186,198	179,431	(6,767)	-3.63%
Other Financing Sources	26,279,230	1,077,489	(25,201,741)	-95.90%
<b>Total Revenues and Other Financing Sources</b>	<b>39,925,087</b>	<b>17,628,067</b>	<b>(22,297,020)</b>	<b>-55.85%</b>
Beginning Fund Balances	1,132,287	1,392,240	259,953	22.96%
<b>Total Available Resources</b>	<b>\$41,057,374</b>	<b>\$19,020,307</b>	<b>(\$22,037,067)</b>	<b>-53.67%</b>



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY- DEBT SERVICE FUND TYPE WITH COMPARATIVE ACTUALS

The most significant change that occurred in fiscal year 1999 was the decrease of \$25,705,937 under the Other Debt Related Costs category. This is due to the County no longer actively seeking debt to finance County upgrades or projects. The increase in the Principal and Interest line items is based off of amortization schedules for the Debt Service Fund Type.

	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Principal	\$6,723,901	\$8,930,440	\$2,206,539	32.82%
Interest	7,105,409	8,137,796	1,032,387	14.53%
Other Debt Related Costs	25,705,937		(25,705,937)	-100.00%
Other Financing Uses	129,887	700,653	570,766	439.43%
<b>Total Expenditures and Other Financing Uses</b>	<b>39,665,134</b>	<b>17,768,889</b>	<b>(21,896,245)</b>	<b>-55.20%</b>
Ending Fund Balances	1,392,240	1,251,418	(140,822)	-10.11%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$41,057,374</b>	<b>\$19,020,307</b>	<b>(\$22,037,067)</b>	<b>-53.67%</b>





**DEBT SERVICE FUNDS**

**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$39,665,134	\$17,068,236	\$17,068,240	\$17,080,667	0.07%
Capital					
<b>Totals</b>	<b>\$39,665,134</b>	<b>\$17,068,236</b>	<b>\$17,068,240</b>	<b>\$17,080,667</b>	<b>0.07%</b>

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Projected</b>	<b>2000 Projected</b>
Bonds Issued	2		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees		Not Applicable	
Part-time employees			
<b>Totals</b>			

**Authorized Position Detail**

Not Applicable

**County of El Paso, Texas**  
**Schedule of Outstanding Bonded Indebtedness**  
As of October 1, 1999

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**Limited Tax Bonds**

**General Obligation Bonds:**

General Obligation Refunding Series 1985	\$493,284
General Obligation Refunding Series 1992	2,525,000
General Obligation Refunding Series 1992B	25,720,000
General Obligation Series 1993A	9,595,000
General Obligation Refunding Series 1993B	12,435,000
General Obligation Refunding Series 1993C	4,950,000
General Obligation Refunding Series 1998	26,250,000
	81,968,284

**Certificates of Obligation:**

Certificate of Obligation Series 1990	350,000
Certificate of Obligation Series 1992A	910,000
Certificate of Obligation Series 1993	1,385,000
Certificate of Obligation Series 1994A	2,160,000
Certificate of Obligation Series 1997	8,595,000
Certificate of Obligation Series 1998	21,075,000
	34,475,000

**Total Limited Tax Bonds**

**\$116,443,284**

**Limited Tax Maintenance Bonds**

**Public Property Finance Contractual Obligations:**

P.P.F. Contractual Obligation 1990A	600,000	
<b>Total Limited Tax Maintenance Bonds</b>		<b>600,000</b>

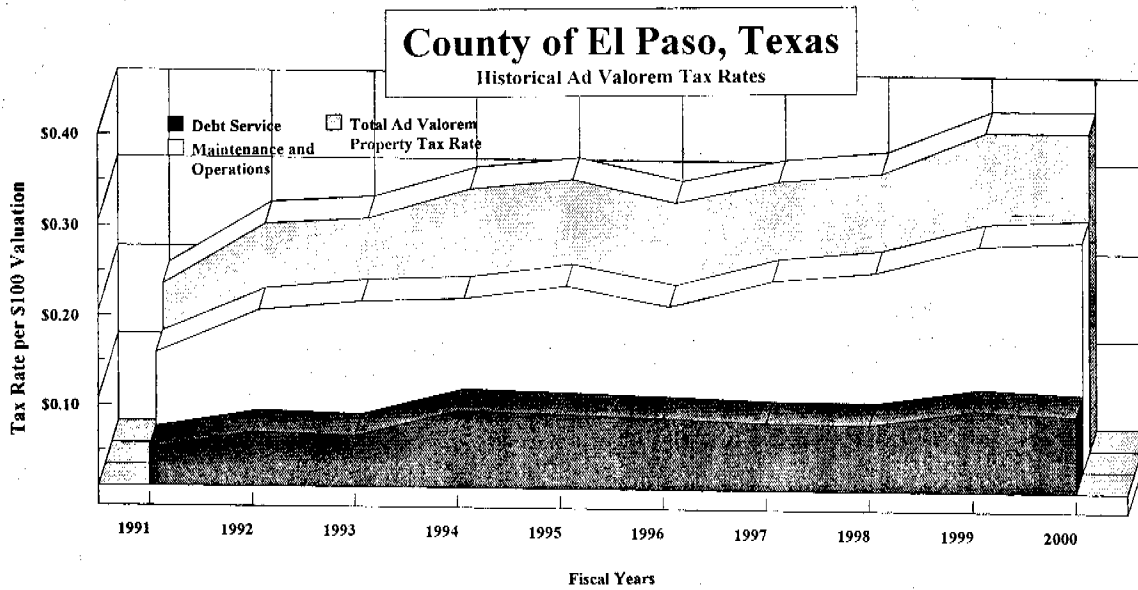
**Total Limited Tax and Limited Tax Maintenance Bonds**

**\$117,043,284**

During fiscal year 1999 the County made payments of \$8,930,440 on principal and \$8,137,796 for interest totaling \$17,068,236 on existing debt. At September 30, 1999, the County had \$117,043,284 in principal outstanding debt issues, as shown above.

As of September 30, 1999, the County had net bonded debt amounting to \$115,791,866, an assessed value ratio of .70 percent and a debt per capita ratio of \$164.24. 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, 1999, the County's net general obligation bonded debt of \$115,791,866 was well below the legal limit of \$841,705,000.

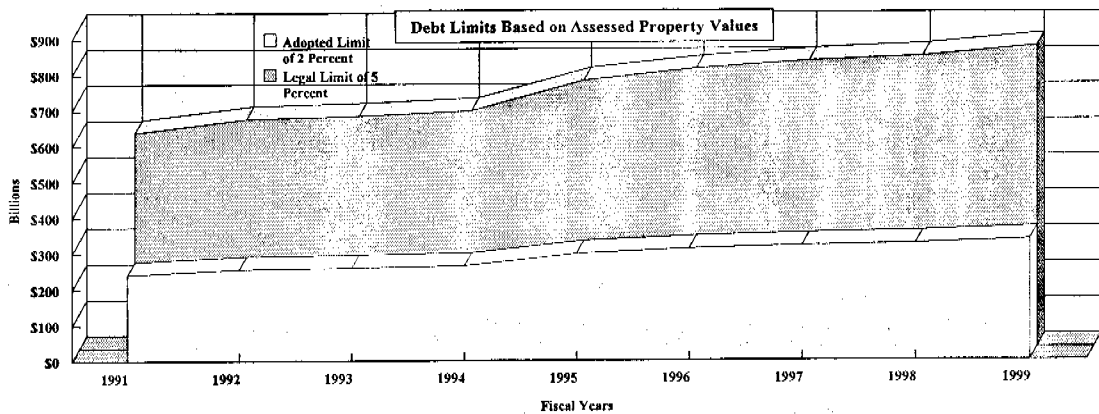
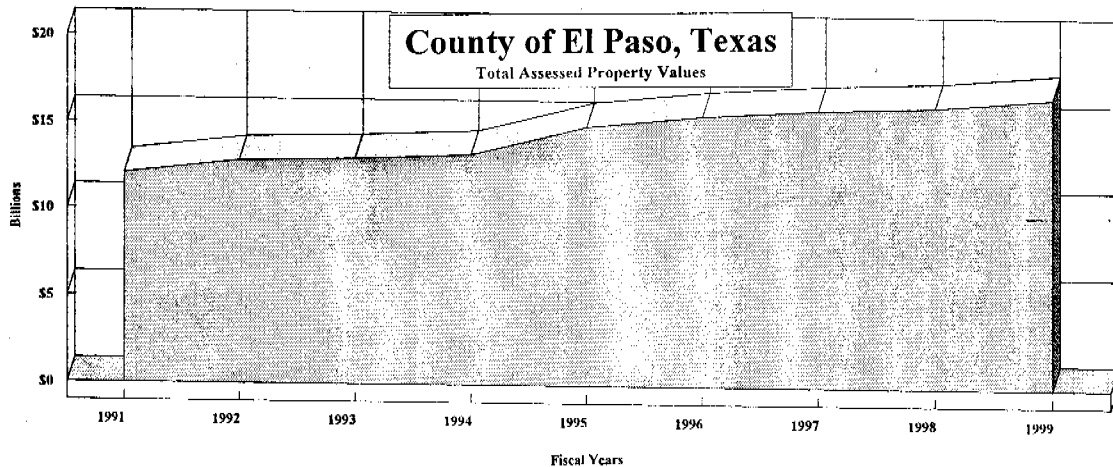
With regards to the County's bond ratings, Moody's Investors Service has upgraded the County to a rating of A1. Ratings may be changed, suspended or withdrawn as a result of changes in, or unavailability of information. The County's latest rating from the Standards and Poor's Corporation is AA-. The 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.



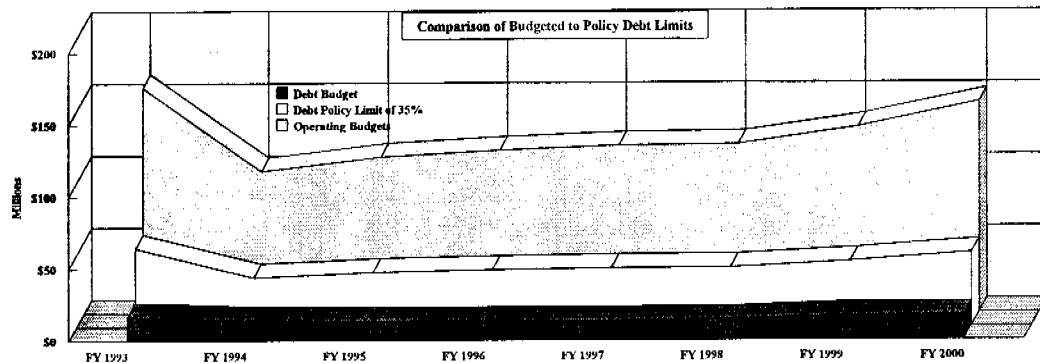
### Schedule of Total Assessed Property Values and Property Tax Rates

(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%
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	12,974,093	0.193027	0.067355	0.260382	648,705	259,482
1994	13,259,806	0.197275	0.096021	0.293296	662,990	265,196
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	16,027,841	0.220215	0.085185	0.305400	801,392	320,557
1998	16,274,987	0.230603	0.084397	0.315000	813,749	325,500
1999	16,834,100	0.260211	0.101223	0.361434	841,705	336,682
2000	Not Available	0.265855	0.095579	0.361434		



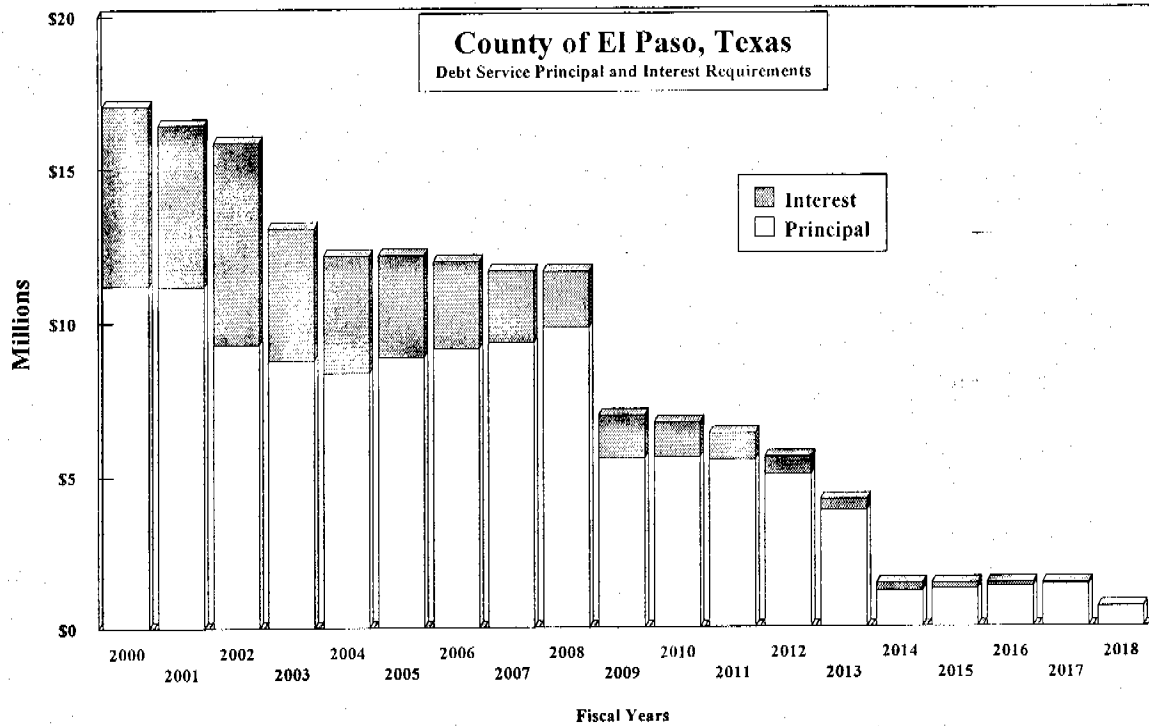
The County's total debt may not exceed 5 percent of its net assessed property values.



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.

(Amounts expressed in thousands)

Debt Limits	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
Operating Budgets	\$156,897	\$98,468	\$108,330	\$112,991	\$116,085	\$116,874	\$128,868	\$145,981
Debt Policy Limit of 35% of the Budget	54,914	34,464	37,916	39,547	40,630	40,906	45,104	51,093
Debt Service Budgeted	16,837	14,349	13,759	13,738	13,738	14,200	17,081	17,068
Debt Service as a Percentage of the Budget	10.73%	14.57%	12.70%	12.16%	11.83%	12.15%	13.25%	11.69%



**Debt Service Principal and Interest Requirements**  
For Fiscal Years 1999 - 2018

Fiscal Year	Principal	Interest	Total
2000	\$11,185,000	\$5,895,665	\$17,080,665
2001	11,165,000	5,298,426	16,463,426
2002	9,268,284	6,612,599	15,880,883
2003	8,765,000	4,300,470	13,065,470
2004	8,345,000	3,820,724	12,165,724
2005	8,845,000	3,332,397	12,177,397
2006	9,130,000	2,835,108	11,965,108
2007	9,315,000	2,341,815	11,656,815
2008	9,815,000	1,818,155	11,633,155
2009	5,555,000	1,406,953	6,961,953
2010	5,595,000	1,133,984	6,728,984
2011	5,510,000	858,867	6,368,867
2012	5,015,000	594,406	5,609,406
2013	3,830,000	373,163	4,203,163
2014	1,170,000	249,738	1,419,738
2015	1,230,000	191,406	1,421,406
2016	1,300,000	129,919	1,429,919
2017	1,370,000	65,038	1,435,038
2018	635,000	15,875	650,875
	<b>\$117,043,284</b>	<b>\$41,274,708</b>	<b>\$158,317,992</b>

**County of El Paso, Texas**  
**Description of Indebtedness**  
**October 1, 1999**

**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.

**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.

**County of El Paso, Texas**  
**Description of Indebtedness**  
**October 1, 1999**

**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.

**Certificate of Obligation, Series 1997**

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations incurred for the construction and equipping of the addition to the County's Jail Annex, juvenile administration building, public works, an automatic sprinkler system for Ascarate Park, improvements to the County's parks and the purchase of materials, supplies, equipment and machinery relating to the park system.

**County of El Paso, Texas**  
**Description of Indebtedness**  
**October 1, 1999**

**Certificate of Obligation, Series 1998**

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations to be incurred for additions, renovations and equipment for the County Courthouse and other County facilities, for additions and improvements to the County's computer and data processing system, for improvements and furnishings for the County's computer center.

**General Obligation Refunding Bonds, Series 1998**

This fund is used for the payment of principal and interest on bonds issued to advance refund portions of Certificates of Obligation, series 1990, Series 1992-A, Series 1994 and General Obligation Jail Bonds, Series 1993-A.





## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

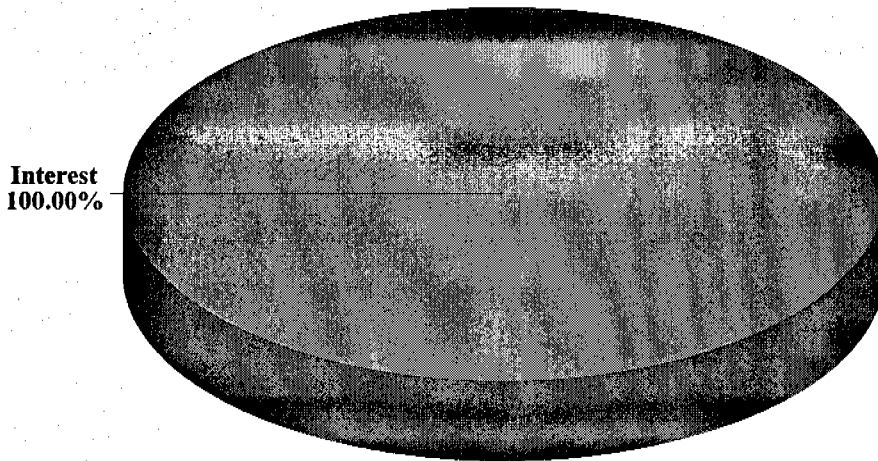
The only budget change that occurred for the Capital Projects Fund Type was for revenues received from the City of El Paso for a one-time upgrade provided to the Municipal Court of the City of El Paso.

Interest is budgeted at a lower rate for next fiscal year due to there being less of an amount of investable funds due to Capital Projects being paid off.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Interest	\$369,625		\$369,625	\$353,000	(\$16,625)	-4.50%
Intergovernmental		\$14,160	14,160		(14,160)	-100.00%
<b>Total Revenues and Other</b>						
<b>Financing Sources</b>	369,625	\$14,160	383,785	353,000	(30,785)	-8.02%
Beginning Fund Balances			26,210,886	18,218,361	(7,992,525)	-30.49%
<b>Total Available Resources</b>	\$369,625		\$26,594,671	\$18,571,361	(\$8,023,310)	-30.17%

### Fiscal Year 2000 Budget

#### Revenues (Sources) - Capital Projects Fund Type

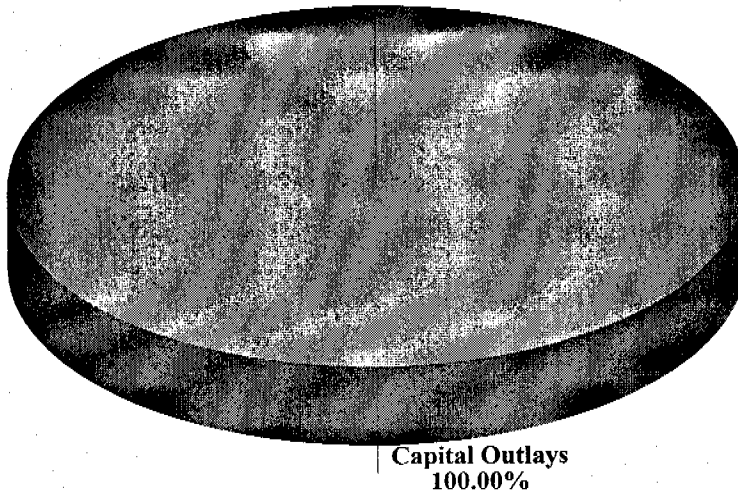


## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

Capital Outlays for fiscal year 2000 were estimated to be \$680,492 higher than fiscal year 1999 due to proposed increases such as capital upgrades for various departments, renovations for the Coliseum building, and construction on the 5th and 7th floors of the Courthouse.

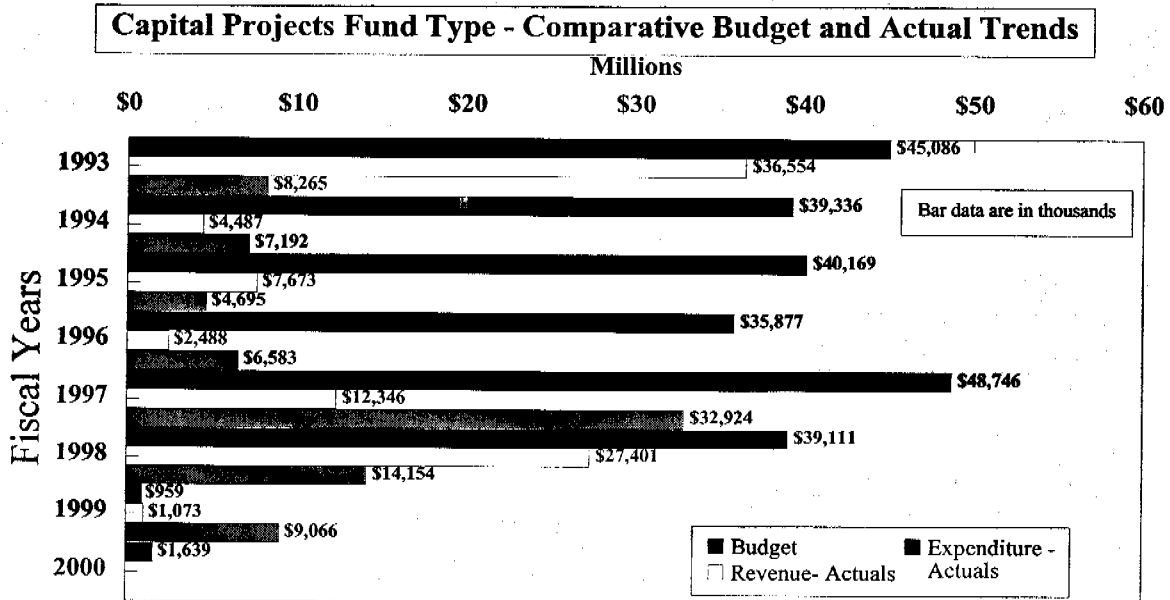
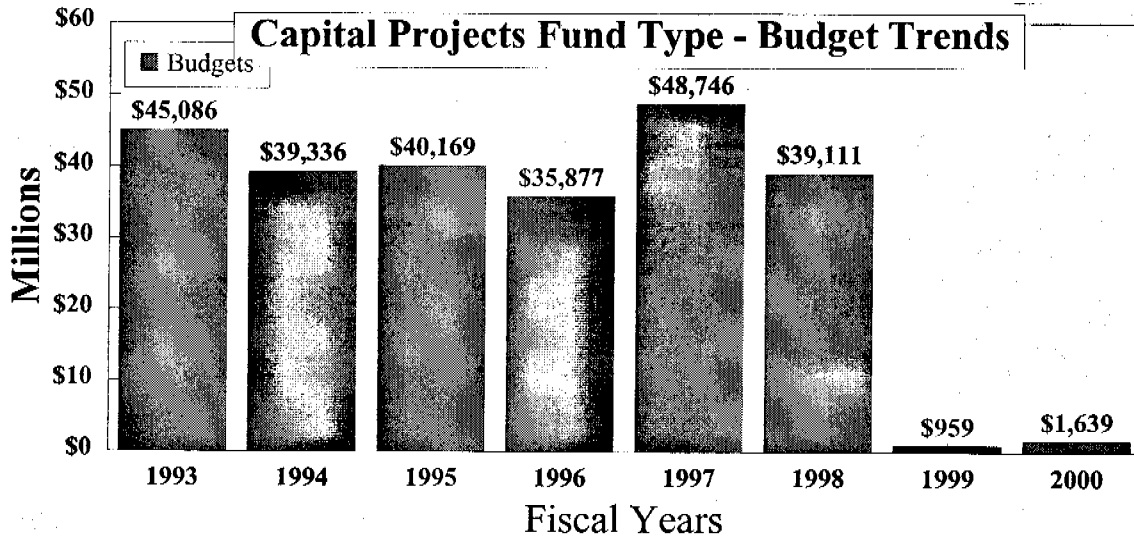
	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
Capital Outlays	\$944,485	\$14,160	\$958,645	\$1,639,137	\$680,492	70.98%
<b>Total Expenditures and Other</b>						
<b>Financing Uses</b>	944,485	14,160	958,645	1,639,137	680,492	70.98%
Encumbrances			8,976,503	3,263,252	(5,713,251)	-63.65%
Ending Fund Balances			25,636,026	13,668,972	(11,967,054)	-46.68%
<b>Total Expenditures, Appropriations and Fund Balances</b>	\$944,485		\$26,594,671	\$18,571,361	(\$8,023,310)	-30.17%

### Fiscal Year 2000 Budget Appropriations (Uses)- Capital Projects Fund Type



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the Capital Project Fund Type budgets since fiscal year 1993, and a comparison of actual revenues and expenditures to budgets.



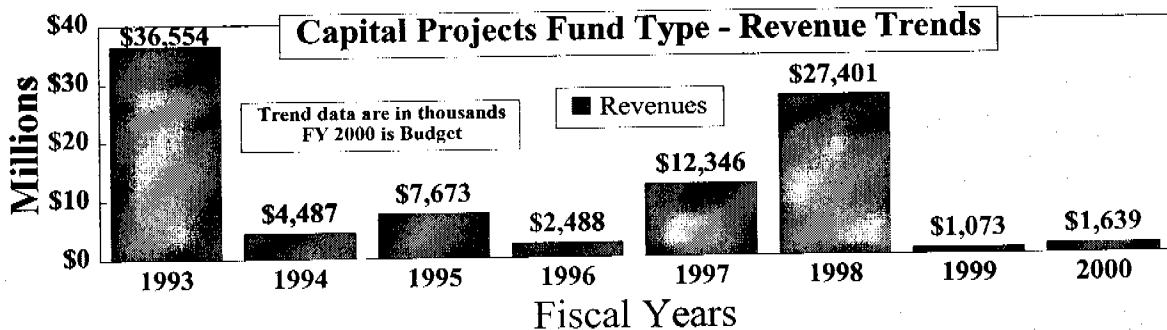
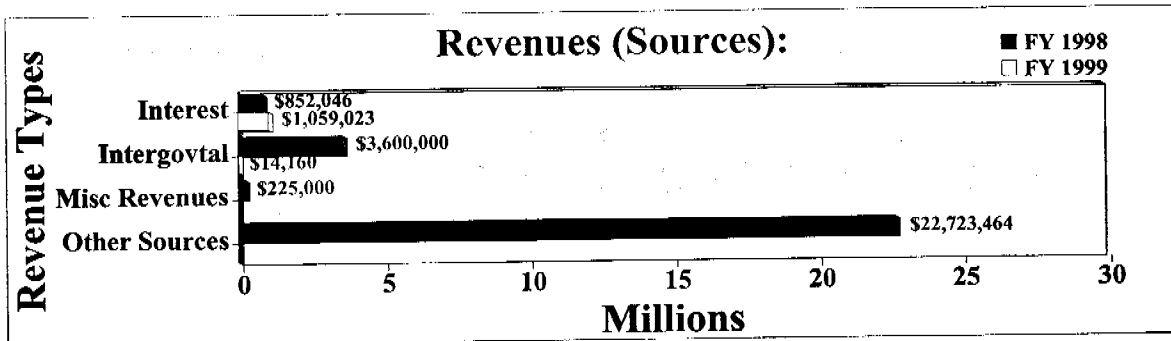
# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE ACTUALS

## CHANGES

The line item for Capital Projects shows a favorable increase of \$206,977 due to the more profitable increase in interest rates for the investments made for Capital Projects.

Decreases in the Intergovernmental, Miscellaneous and Other Financing Sources line items are due to the County no longer receiving revenues for the upgrades to the Municipal Court of the City of El Paso, for judgement settlements, from the proceeds of bonds, nor from the U.S. Marshall's Office for the construction of the Juvenile Admin Building.

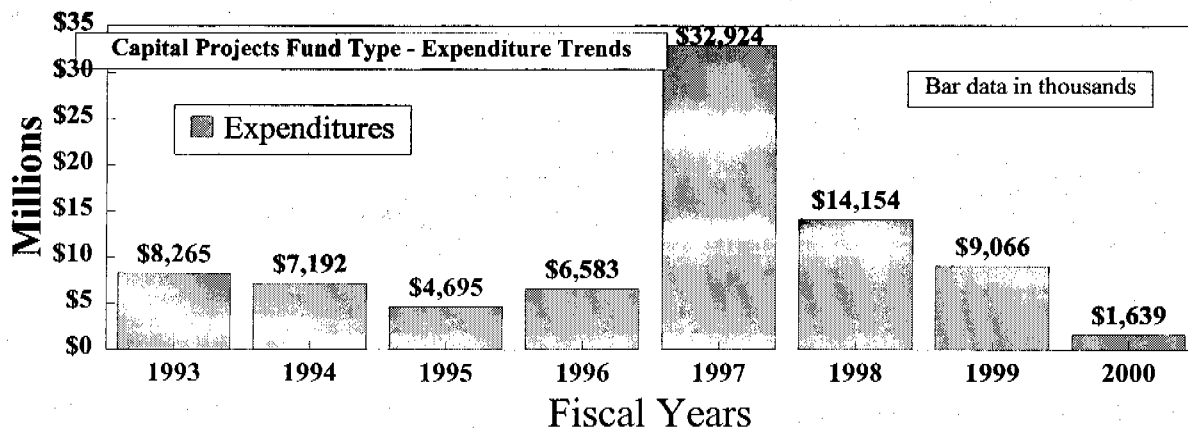
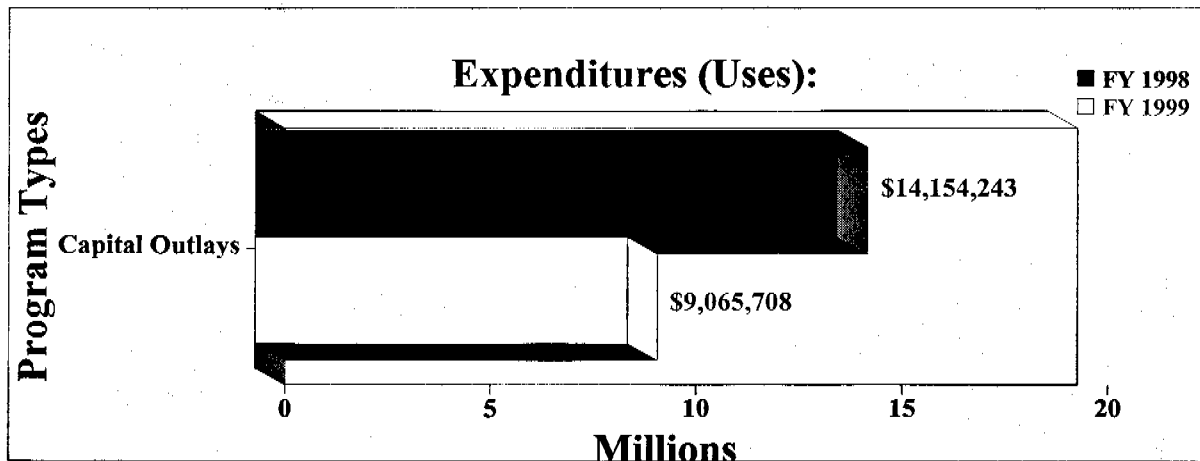
	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Interest	\$852,046	\$1,059,023	\$206,977	24.29%
Intergovernmental	3,600,000	14,160	(3,585,840)	-99.61%
Miscellaneous Revenues	225,000		(225,000)	-100.00%
Other Financing Sources	22,723,464		(22,723,464)	-100.00%
<b>Total Revenues and Other Financing Sources</b>	<b>27,400,510</b>	<b>1,073,183</b>	<b>(26,327,327)</b>	<b>-96.08%</b>
Beginning Fund Balances	12,964,619	26,210,886	13,246,267	102.17%
<b>Total Available Resources</b>	<b>\$40,365,129</b>	<b>\$27,284,069</b>	<b>(\$13,081,060)</b>	<b>-32.41%</b>



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE ACTUALS

The following table shows the decrease of \$5,088,535, for Capital Projects as a whole mainly attributable to the new Jail Annex being completed.

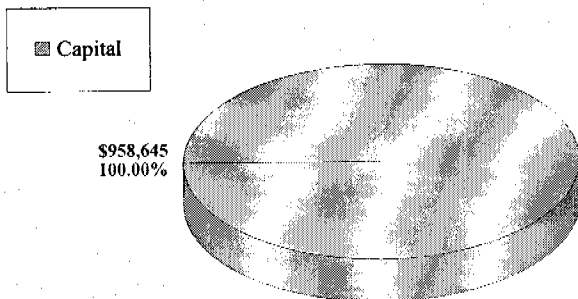
	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Capital Outlays	\$14,154,243	\$9,065,708	(\$5,088,535)	-35.95%
<b>Total Expenditures and Other</b>				
Financing Uses	14,154,243	9,065,708	(5,088,535)	-35.95%
Ending Fund Balances	26,210,886	18,218,361	(7,992,525)	-30.49%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$40,365,129</b>	<b>\$27,284,069</b>	<b>(\$13,081,060)</b>	<b>-32.41%</b>



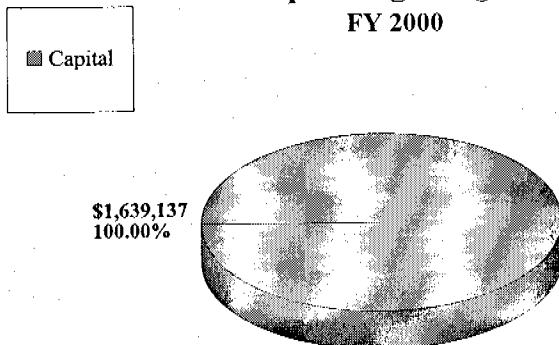
**BUDGET SUMMARY FOR FISCAL YEAR 2000 BY CATEGORY-  
CAPITAL PROJECTS FUND TYPE WITH PRIOR YEAR EXPENDITURE ACTUALS**

Character	Actuals		Changes		Budget		Changes	
	FY 1998	FY 1999	Amounts	Percentages	Adopted w/Amends	Adopted	Amounts	Percentages
					FY 1999	FY 2000		
Capital	\$14,154,243	\$9,065,708	(\$5,088,535)	-35.95%	\$958,645	\$1,639,137	\$680,492	70.98%
Totals	\$14,154,243	\$9,065,708	(\$5,088,535)	-35.95%	\$958,645	\$1,639,137	\$680,492	70.98%

**Operating Budgets  
FY 1999**



**Operating Budgets  
FY 2000**



**CAPITAL PROJECT FUNDS**

**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**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations					
Capital	\$14,154,243	\$9,065,708	\$958,645	\$1,639,137	70.98%
Totals	\$14,154,243	\$9,065,708	\$958,645	\$1,639,137	70.98%

**Work Program Trends**

<b>Department Activity</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>2000 Projected</b>
	Not Available		

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1998</b>	<b>1999</b>	<b>2000</b>
Full-time employees			Not Applicable
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

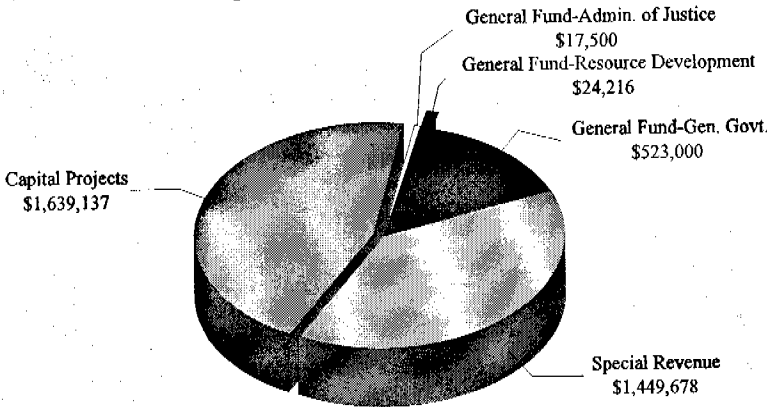


# Capital Project Planning

The County of El Paso adopted its fiscal year 2000 operating budget which includes only minimal capital outlay appropriations at the departmental level. Six fiscal years prior, the Commissioners Court issued Certificates of Obligation in the amount of \$3,210,000 for capital equipment and

improvements for various county departments and projects to be repaid from ad valorem property taxes. In past years, all departmental capital outlay requests were budgeted and paid for with appropriations in each respective departmental budget. In fiscal year 1999 the County worked on establishing a capital improvement plan which would be maintained on a yearly basis enabling the County to more adequately maintain its major equipment and vehicle fleet. Consequently, Commissioners Court issued Certificates of Obligation in the amount of \$22,644,998 for various projects, \$5,049,277 of which will cover county-

**2000 Capital Budgeting(Excluding Carryover)**



wide equipment and vehicle requests. Additional projects resulting from this issue include \$9,244,217 for a county-wide data processing upgrade, \$6,564,060 for the build out of the 5th and 7th floors of the County Courthouse and improvements to the 2nd floor, \$1,383,502 for County Coliseum renovations, and \$403,942 for the construction or purchase of a new building for the Agricultural Co-op Extension Service. Currently, capital projects are budgeted on a project basis in the year of funding or when bond proceeds are received. On October 1, 1999 approximately \$16,883,500 of appropriations carried forward with regards to capital projects in progress. A major portion of this is for the projects which began in fiscal year 1998. Of the County's total fiscal year 2000 budget, \$3,653,531 represents new capital project budgets by the County as reflected in the above pie chart. Capital expenditures projected for fiscal year 2000 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>Administration of Justice</u>		
	County Attorney (RETGH Legal)	\$2,500	Equipment
	388 <sup>TH</sup> District Court	15,000	Equipment
	<u>General Government</u>		
	Consolidated Data Processing	93,000	Equipment
	General and Administrative	430,000	Equipment & Land

**General Fund-cont.****Resource Development**

Planning Department	<u>24,216</u>	Equipment, Furniture, & Renovations
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<b>Total General Fund</b>	<b><u>\$564,716</u></b>	
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**Special Revenue****Administration of Justice**

County Attorney - Commissions	\$23,833	Equipment
County Law Library	29,845	Equipment

**General Government**

Commissary Inmate Profit	60,000	Equipment
Records Management and Preservation	100,000	Equipment

**Public Works**

Road & Bridge	<u>1,236,000</u>	Equipment & Construction
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<b>Total Special Revenue</b>	<b><u>\$1,449,678</u></b>	
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**Capital Projects**

New appropriations-Ascarate Sprinkler	\$36,288	Supplemental Funding
New appropriations-Jail Improvement	3,750	Supplemental Funding
New appropriations-Jail Annex	138,054	Supplemental Funding
New appropriations-Jail Annex Module	9,954	Supplemental Funding
New appropriations-Capital Outlays	14,963	Supplemental Funding
New appropriations-Eastlake & Old Hueco Tanks Road Project	55,324	Supplemental Funding
New appropriations-Landmark Building	1,724	Supplemental Funding
New appropriations-County Courthouse 1995	276,892	Supplemental Funding
New appropriations-Road and Bridge Warehouse	2,092	Supplemental Funding
New appropriations-Juvenile Administration Building	69,230	Supplemental Funding
New appropriations-Park Improvements	19,328	Supplemental Funding
New appropriations-Data Processing Upgrade	211,585	Supplemental Funding
New appropriations-Capital Outlays 1998	207,236	Supplemental Funding

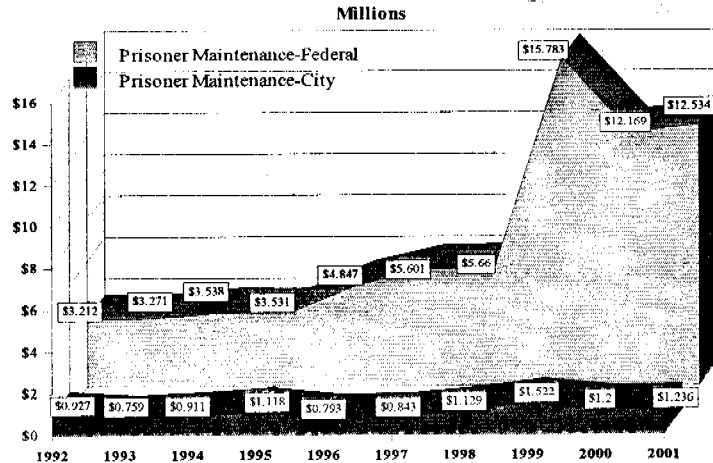
**Capital Projects-cont.**

New appropriations-Coliseum Renovations	97,734	Supplemental Funding
New appropriations-Agricultural Co-op Building	28,622	Supplemental Funding
New appropriations-County Courthouse 1998	<u>466,361</u>	Supplemental Funding
<b>Total Budgeted Capital Projects</b>	<b><u>\$1,639,137</u></b>	
<b>Carryover appropriation projects:</b>		
Ascarate Sprinkler System	\$537,468	New sprinkler system at Ascarate Golf Course
Courthouse Furnishings	6,488	Miscellaneous Furnishings
Jail Improvements	107,178	Meeting jail standards on existing jail
Jail Annex	1,420,863	New jail detention facility in East El Paso
Jail Annex Module	177,995	New pod for jail facility in East El Paso
Capital Outlays	268,118	Equipment and vehicles for various departments
Eastlake & Old Hueco Tanks Road Project	732,453	Developing and paving new roads
Landmark Building	14,003	Renovation of Landmark Building
County Courthouse 1995	608,723	Renovation of 11 <sup>th</sup> floor of County Courthouse for new courts
Road & Bridge Central Warehouse	40,067	Renovation of multi-purpose warehouse
Juvenile Administration Building	549,836	Construction of an administration building
Park Improvements	248,599	Improvements to various County parks
Data Processing Upgrade	1,821,826	Upgrading hardware and software county-wide
Capital Outlays 1998	2,259,679	Equipment and vehicles for various departments
Coliseum Renovations	1,310,615	Improvements to the County Coliseum
Agricultural Co-op Building	406,694	Purchase/construction of a building for the Agricultural Co-op Extension Service
County Courthouse 1998	6,372,895	Building out 2 <sup>nd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> floors of County Courthouse for various departments
Total Carryover appropriations	<u>\$16,883,500</u>	
<b>Total County Capital Expenditures Budgeted</b>	<b><u>\$20,537,031</u></b>	

# 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 \$3,384,879. 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. It is anticipated that this project will be expended in entirety by the end of fiscal year 2000.

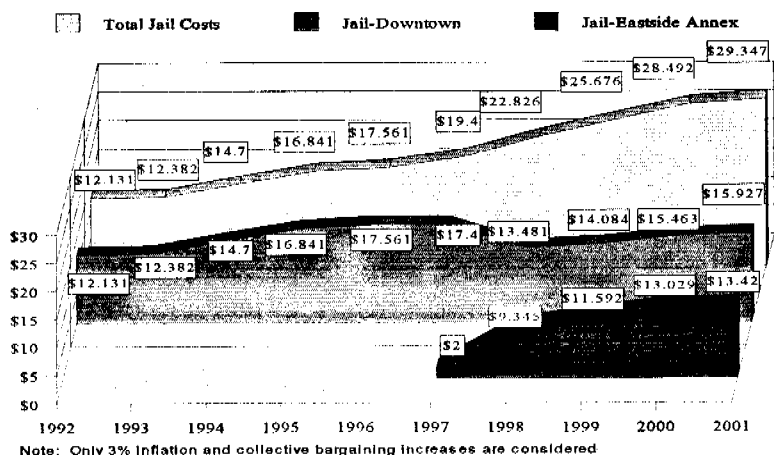
**Trend of County Jail Inmate Revenues**



Cost to Date: \$3,318,683  
 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. This project was funded by contractual obligations in the amount of \$35,000,000, \$2,500,000 from the United States Marshal service and interest accrued. This facility, referred to as the Leo Samaniego Law Enforcement Complex, houses a

**Actual/Projected Trend of Costs of Jail Operations**



capacity of 864 inmates to alleviate overcrowding conditions being experienced for the past few years at the downtown detention facility. Since completion the downtown jail has not exceeded the originally intended capacity. Construction on this jail annex started in fiscal year 1996 and was completed in December of 1997. It was first occupied by prisoners on December 22, 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. The full financial impact of this project on the County's budget approximates 13 million dollars annually based on current budgeted costs. The graphic depiction of the prior page 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 addressed. Pressure mounted from the press, the public and the Texas Commission on Jail Standards to be in compliance with the State's jail standards. Since the original approval of this project, the County experienced seemingly endless delays which were translated basically as noncompliance by the County. The substantial portion of the operational costs will be passed on to the taxpayers of El Paso County and the County will 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 provides 864 new beds, the County Sheriff had 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 needed to increase its jail inmate capacity by only 564 beds and that is part of the reason for additional revenue to the County. The County has made 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. The taxpayers of El Paso are becoming aware that the full financial impact will be upon the County of El Paso this fiscal year since the construction of the new jail annex module was completed in the 1998 fiscal year and it is now fully operational with all modules opening during fiscal year 2000.

Cost to Date:	\$42,710,949
Fund:	General Fund
Operating Budget Impact:	
Personnel:	\$9,645,791
Operating:	\$3,383,074
Capital:	None
Department:	County Sheriff

3. **Jail Annex Module:** This relates to capital expenditures for the addition of a new module on the new jail annex. The decision was made to issue additional debt to construct an additional pod onto the new jail. Projections indicated that these additional 576 beds would be needed in the near future and the costs to upgrade this facility made this a prudent decision at the time. This project was completed in June 1998, therefore,

fiscal year 1999 included most of the financial effect. Bond proceeds in the amount of \$5,670,000 along with \$3,600,000 from the United States Marshal service were used to construct these additions to the jail annex. This pod will open during fiscal year 2000 and is expected to be near capacity before the end of the year.

Cost to Date: \$9,220,675  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: Refer to Jail Annex  
    Operating: Refer to Jail Annex  
    Capital: Refer to Jail Annex  
Department: County Sheriff

4. **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. It is expected that this project will be completed and funds depleted during fiscal year 2000.

Cost to Date: \$3,216,057  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Various

5. **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. It is also anticipated that this project will exhaust its funding during the fiscal year.

Cost to Date: \$2,922,754  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: \$525,729  
    Operating: \$36,948  
    Capital: None  
Department: 383rd and 384th District Courts, and  
                  Criminal Law Magistrate

6. **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. These funds have since been pledged to change the scope of the project to construct a new Interstate 10 interchange near Fabens.

Cost to Date: None  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Roads and Bridges

7. **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 with the intent of being renovated for an approximate cost of \$1,000,000. It was anticipated that this building would be utilized to house many County departments and other agencies were expected to lease space from the County. The pending use of the facility is being reviewed by the Commissioners Court.

Cost to Date: \$1,039,021  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: \$82,203  
    Capital: None  
Department: Facilities Management

8. **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, not including earned interest in the amount of \$42,484 and transfers in of \$425,000.

Cost to Date: \$1,425,144  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Various

9. **Ascarate Sprinkler System:** This relates to capital expenditures for the addition of a new sprinkler system at the Ascarate Golf Course located inside Ascarate Regional Park. This sprinkler system is proposed to better develop the golf course greens and fairways thereby enhancing the quality of the Course. Bond proceeds in the amount of \$500,000 will be used to construct this system. This project is being reviewed by the Commissioners Court since privatization of the Golf Course is being considered.

Cost to Date: \$3,146  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Ascarate Golf Course

10. **Park Improvements:** This relates to capital expenditures for improvements at various County parks. These improvements will include structural improvements and equipment. Bond proceeds in the amount of \$430,000 will be used to make these improvements.

Cost to Date: \$212,124  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Various

11. **Juvenile Administration Building:** This relates to capital expenditures for the addition of a new Juvenile Administration Building to be located beside the current Juvenile Detention Facility. This building will provide much needed and mandated administrative office space for the Juvenile Probation Officers and support staff. Bond proceeds in the amount of \$2,150,000 will be used to construct this building.

Cost to Date: \$1,764,368  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: \$1,450,000  
    Operating: \$285,000  
    Capital: None  
Department: Juvenile Probation

12. **Data Processing Upgrade.** This project relates to capital expenditures for the purchase of data processing hardware and software to upgrade computer systems county-wide. These upgrades will provide or enhance essential automation to County departments. They will also coincide with the upgrades done to existing computer programs to be



Year 2000 compliant. Bond proceeds in the amount of \$9,244,217 will be used to make these purchases.

Cost to Date: \$7,598,242  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: County-wide

13. **Capital Outlays 98.** This relates to a variety of capital expenditures for most, if not all County departments in the form of office machines (excluding computers), furniture, other equipment, and vehicles. Funding for this project is provided by contractual obligations issued in 1998 in the amount of \$5,049,277 rather than within each departmental budget.

Cost to Date: \$2,893,294  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: County-wide

14. **Coliseum Renovations.** This project involves the renovation of the existing County Coliseum to attract more events for the public. This facility will undergo improvements to its roof, restrooms and air conditioning. Bond proceeds in the amount of \$1,383,502 will be used for these improvements.

Cost to Date: \$102,120  
Fund: Capital Projects Fund  
Operating Budget Impact:  
    Personnel: None  
    Operating: None  
    Capital: None  
Department: Coliseum

15. **Agricultural Co-op Building.** This project involves capital expenditures for the construction or purchase of a building to house the Agricultural Co-op Extension Service. Commissioners Court concluded that it would be more cost efficient to either construct or purchase a building rather than leasing year after year. Bond proceeds in the amount of \$403,942 will be used to finance this project.

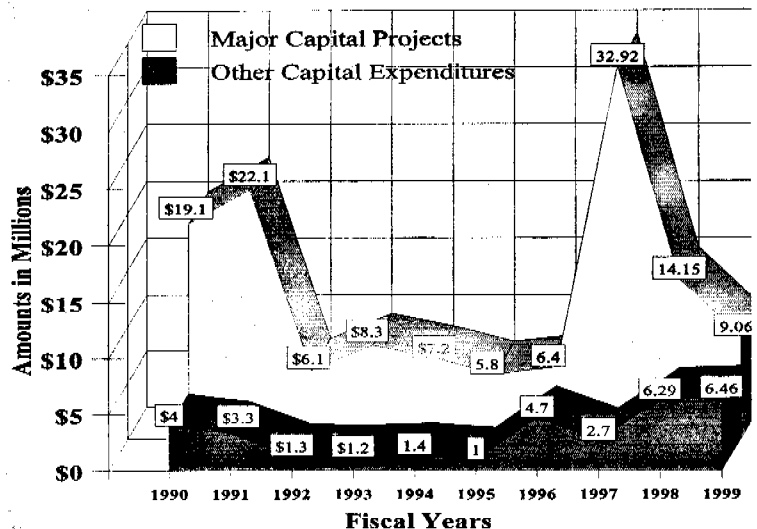
Cost to Date: \$4,943  
 Fund: Capital Projects Fund  
 Operating Budget Impact:  
     Personnel: None  
     Operating: None as of yet (Future rental savings of \$60,980/yr)  
     Capital: None  
 Department: Agricultural Co-op Extension Service

16. **Courthouse 98.** This relates to capital expenditures for renovations to the existing county courthouse approximating \$6,564,060. When the courthouse was constructed, the 5th, 7th, and 11th floors were left unfinished for future expansion. In 1995, contractual obligations were issued to cover renovations on the 11th floor to house several new courts. Proceeds from contractual obligations issued in 1998 will fund the build out of the 5th and 7th floors and renovations to the 2nd floor which will benefit several departments.

Cost to Date: \$314,970  
 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 had not initiated any extensive capital planning initiatives other than that of fiscal year 1994 mentioned previously until fiscal year 1998. Capital expenditures at the departmental level within the County had been funded on an as need basis from year to year as determined by the commissioners court. This fiscal year, only a minimal amount was funded at the departmental level for capital expenditures. As the graph to the right shows, the County's capital projects mainly relate to

**County Capital Expenditures  
 For the Last Ten Fiscal Years**



major capital expenditures. The commissioners court is seriously addressing future capital needs in order to systematically prevent its equipment and vehicles from all becoming obsolete and outdated all at once. A capital plan is in progress for the next five years which will 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, Jail Annex, Jail Improvements, Road and Bridge Warehouse, Landmark Building and other capital project expenditures during construction periods. As those projects were being completed, the graph above 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 Jail Annex project, capital outlays for major software projects and the County Courthouse 95 construction project expanding out the 11th floor. Another project which was funded during fiscal year 1995 was the Eastlake and Old Hueco Tanks Roads Project. Projects such as the Juvenile Administration Building and Post Adjudication Facility which began in fiscal year 1999 should be completed in early fiscal year 2000. Projects which initiated in fiscal year 1998 include the Data Processing Upgrade, Capital Outlays 98, Courthouse 98, Agricultural Co-op Building and Coliseum Renovations.

One notable improvement the Commissioners Court made toward forecasting future capital needs was by appointing an equipment committee. This committee will be preparing a formalized capital plan which will be submitted to the Commissioners Court for review and approval. This plan will contain policies and equipment replacement procedures that will attempt to project future capital needs of the County on a multi-year basis. The ultimate goal is to fund and replace equipment annually without having to go out on capital bonds issues every four to five years, which are funded by levying taxes.

## **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, major ongoing projects involve the construction of the new Juvenile Administration Building located in central El Paso next to the Juvenile Detention Facility, building out the 2nd, 5th and 7th floors of the County Courthouse, improvements to the County Coliseum and purchase or construction of an Agricultural Co-op Building.

## **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 and the purchase of equipment. Current year paving is estimated at \$2,100,000, which is up by \$900,000 from the prior fiscal year budget. Much of the heavy duty road work equipment of this department was in need of replacement and is being replaced gradually since fiscal year 1996. For fiscal year 2000, the Road and Bridges department reflects \$1,236,000 for equipment purchases and proposed construction, an increase of 84.75%.

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 has and is expected to continue increased communication with the El Paso

Police Department via computer and the CJIS program which has resulted in processing criminal cases more expeditiously.

The data processing upgrade will benefit all County departments by utilizing the most updated hardware and software. County-wide equipment requests will also be covered in a separate project.

**County of El Paso, Texas**  
**Description of Capital Projects**  
**October 1, 1999**

**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, 1999**

**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.

**Jail Annex Module Capital Projects Funds**

This fund is used to account for the construction of additional prisoner housing modules at the County Jail Annex. Proceeds from Certificates of Obligation 1997 are used to finance this project.

**Ascarate Park Sprinkler System Capital Projects Fund**

This fund is used to account for the construction of an automatic sprinkler system at the Ascarate Park Golf Course. Proceeds from Certificates of Obligation 1997 are used to finance this project.

**Juvenile Justice Administration Capital Project Fund**

This fund is used to account for the construction of an Administrative building for the Juvenile Justice Department. Proceeds from Certificates of Obligation 1997 are used to finance this project.

**Ascarate Park Improvement Capital Projects Fund**

This fund is used to account for the improvements to all County Parks. Proceeds from Certificates of Obligation 1997 are used to finance this project.

**Data Processing Upgrade Capital Projects Funds**

This fund is used to account for the purchase of hardware and software to upgrade the County's computer systems. Proceeds from Certificates of Obligation 1998 are used to finance this project.

**Capital Outlays 98 Capital Projects Fund**

This fund is used to account for purchase of equipment and software for various County departments. Proceeds from Certificates of Obligation 1998 are used to finance this project.

**County of El Paso, Texas**  
**Description of Capital Projects**  
**October 1, 1999**

**Courthouse 98 Capital Projects Fund**

This fund is used to account for renovations and build out of vacant floors in the County Courthouse Building. Proceeds from Certificates of Obligation 1998 are used to finance this project.

**Coliseum Renovations Capital Projects Fund**

This fund is used to account for renovations and repairs to the County Coliseum. Proceeds from Certificates of Obligation 1998 are used to finance this project.

**Agriculture Co-Op Building Capital Projects Fund**

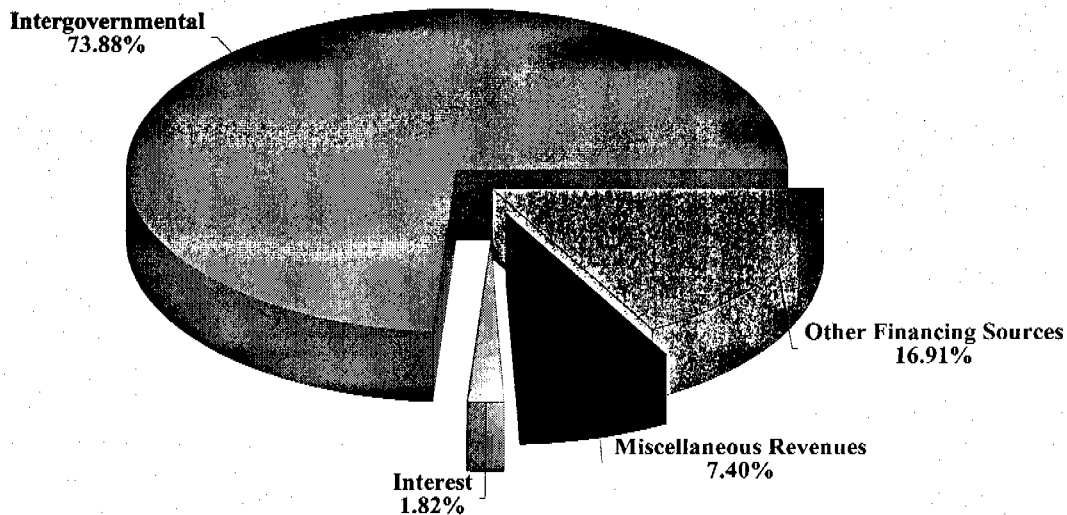
This fund is used to account for the purchase and/or construction of a building for the County Agricultural Extension service. Proceeds from Certificates of Obligation 1998 are used to finance this project.

## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANT FUND TYPE WITH COMPARATIVE BUDGET

The reason for the large differences between the various revenue and expenditure budgets and actuals for the Grants Fund Type as a whole is due to timing factors. At the beginning of the fiscal year, the only two grants that have been budgeted are the Nutrition Program, whose main purpose is to meet the nutritional needs of the elderly, and the Child Protective Services grant, whose funds are used to provide representation for children in all actions brought before the courts for abused and neglected children. As can be seen in the table below, the majority of grants are set up during the fiscal year when grants are awarded.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Intergovernmental	\$163,366	\$8,530,201	\$8,693,567	\$295,599	(\$8,397,968)	-96.60%
Interest		214,166	214,166		(214,166)	-100.00%
Miscellaneous Revenues	43,100	827,148	870,248	39,644	(830,604)	-95.44%
Other Financing Sources	1,016,030	973,492	1,989,522	1,058,774	(930,748)	-46.78%
<b>Total Revenues and Other Financing Sources</b>	<u>1,222,496</u>	<u>10,545,007</u>	<u>11,767,503</u>	<u>1,394,017</u>	<u>(10,373,486)</u>	<u>-88.15%</u>
Beginning Fund Balances			2,728,389	1,417,339	(1,311,050)	-48.05%
<b>Total Available Resources</b>	<u>\$1,222,496</u>		<u>\$14,495,892</u>	<u>\$2,811,356</u>	<u>(\$11,684,536)</u>	<u>-80.61%</u>

**Fiscal Year 2000 Budget  
Revenues(Sources) - Grant Fund Type**

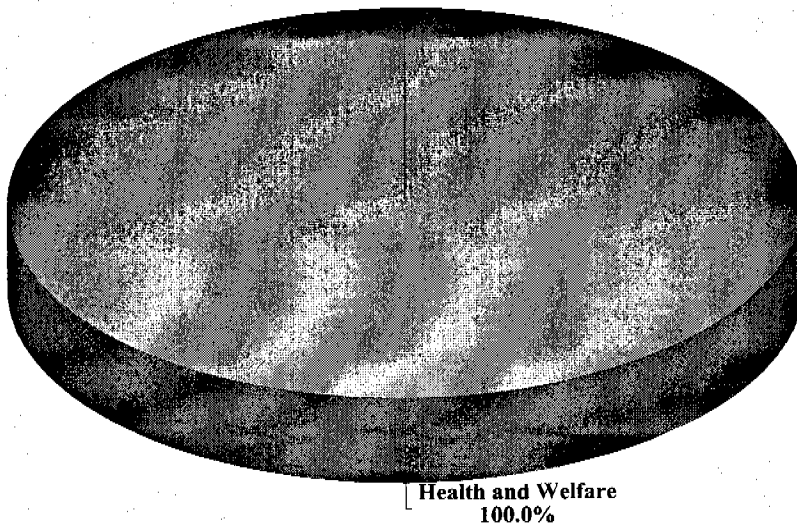




**FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANT  
FUND TYPE WITH COMPARATIVE BUDGET**

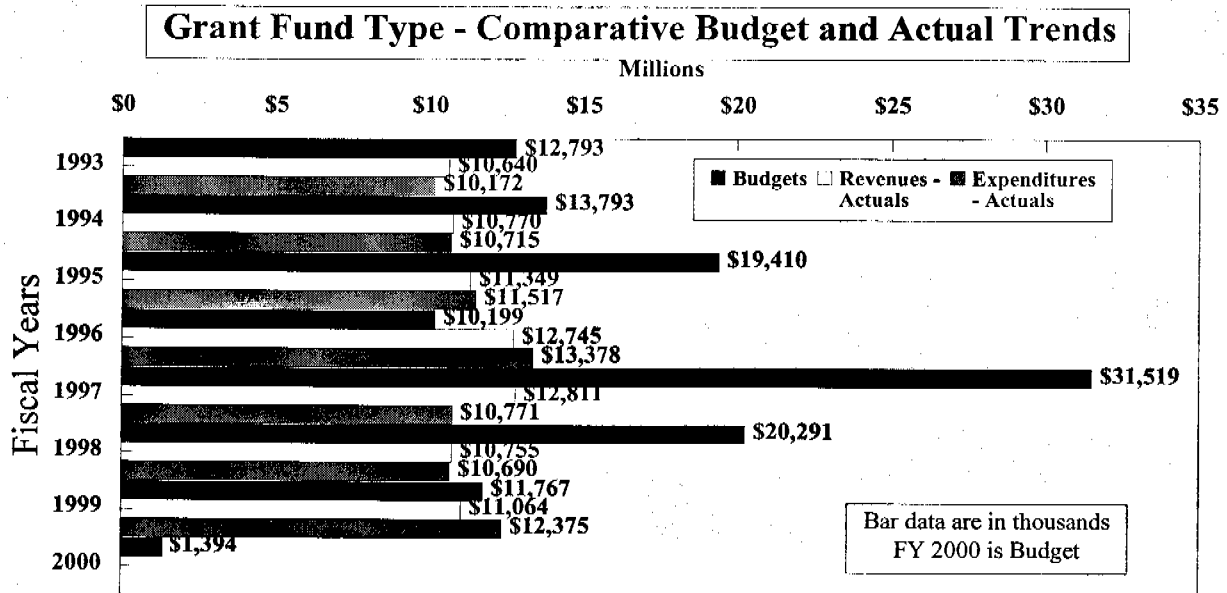
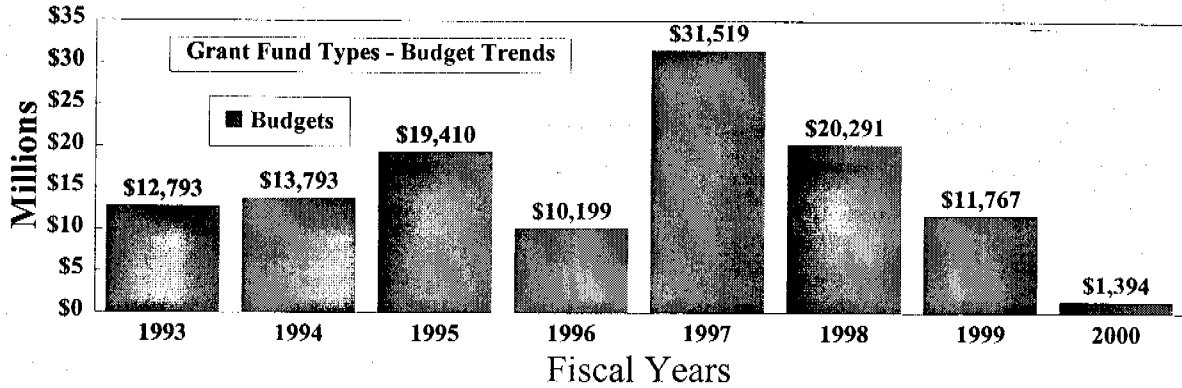
	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
General Government		\$6,000	\$6,000		(\$6,000)	-100.00%
Administration of Justice		2,674,678	2,674,678		(2,674,678)	-100.00%
Health and Welfare	\$1,222,496	1,368,997	2,591,493	1,394,017	(1,197,476)	-46.21%
Community Services		942,763	942,763		(942,763)	-100.00%
Public Safety		3,828,880	3,828,880		(3,828,880)	-100.00%
Public Works		77,424	77,424		(77,424)	-100.00%
Culture and Recreation		38,916	38,916		(38,916)	-100.00%
Capital Outlays		1,607,349	1,607,349		(1,607,349)	-100.00%
Other Financing Uses						
<b>Total Expenditures and Other</b>						
Financing Uses	1,222,496	10,545,007	11,767,503	1,394,017	(10,373,486)	-88.15%
Ending Fund Balances			2,728,389	1,417,339	(1,311,050)	-48.05%
<b>Total Expenditures, Appropriation and Fund Balances</b>	\$1,222,496		\$14,495,892	\$2,811,356	(\$11,684,536)	-80.61%

**Fiscal Year 2000 Budget  
Appropriations (Uses) - Grant Fund Type**



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANT FUND TYPE WITH COMPARATIVE BUDGET

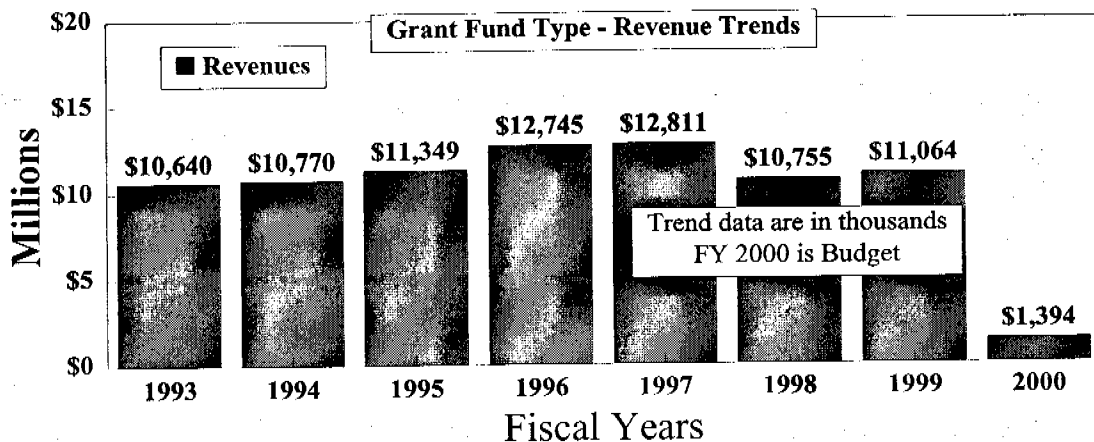
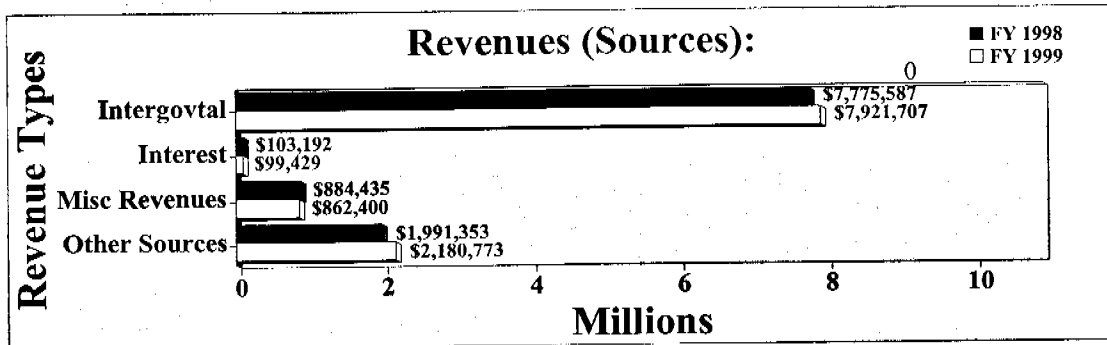
The following table provide information regarding the Grants Fund Type budgets and a comparison of actual revenue and expenditures to budgets.



# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANT FUND TYPE WITH COMPARATIVE ACTUALS

As reflected in the table below, Intergovernmental revenues are the greatest source of revenues for the Grants Fund Type as a whole, while Interest represents only a small portion. The Other Financing Sources portion of grants shows an increase of \$189,420 as is to be expected, since many of the grants of the County are no longer in their first year of operations, so a greater amount of transfer in is needed from the General Fund Type.

	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Intergovernmental	\$7,775,587	\$7,921,707	\$146,120	1.88%
Interest	103,192	99,429	(3,763)	-3.65%
Miscellaneous Revenues	884,435	862,400	(22,035)	-2.49%
Other Financing Sources	1,991,353	2,180,773	189,420	9.51%
<b>Total Revenues and Other Financing Sources</b>	<u>10,754,567</u>	<u>11,064,309</u>	<u>309,742</u>	<u>2.88%</u>
Beginning Fund Balances	2,663,638	2,728,389	64,751	2.43%
<b>Total Available Resources Financing Sources</b>	<u>\$13,418,205</u>	<u>\$13,792,698</u>	<u>\$374,493</u>	<u>2.79%</u>



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANT FUND TYPE WITH COMPARATIVE ACTUALS

The overall increase in the Grant Fund Type of 15.77 percent reflects the commitment of many departments in the County to seek outside sources of funding to fund items such as equipment and salary increases.

The increase in the General Government portion of expenditures was to provide for funding for the Commissioners Court Retreat, whereby they formulated County-wide goals and objectives.

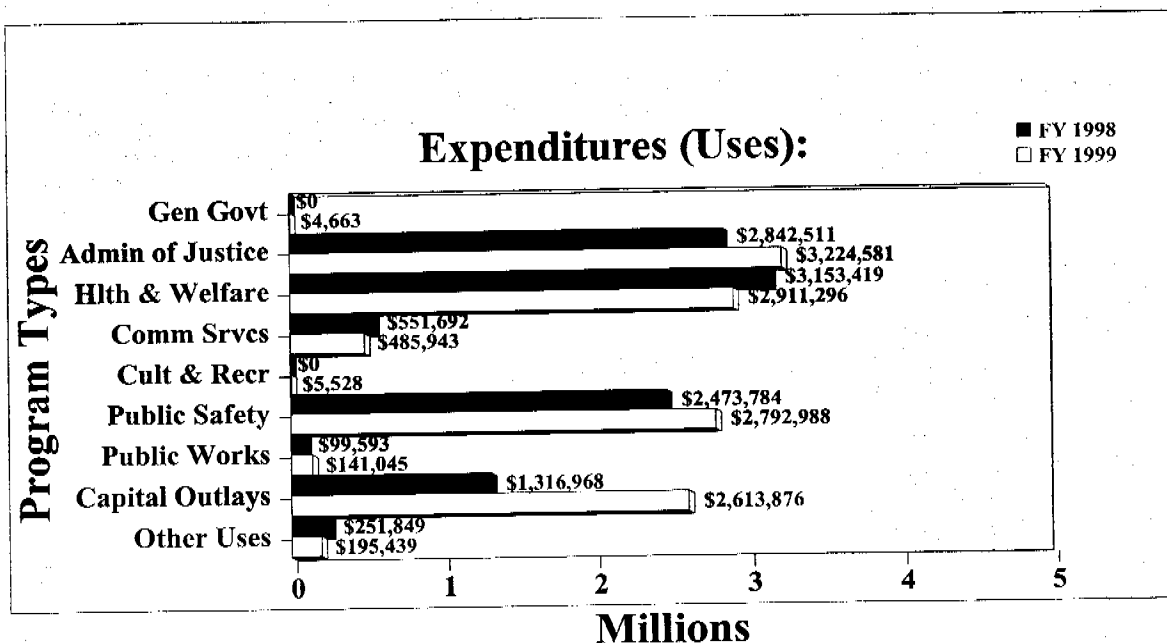
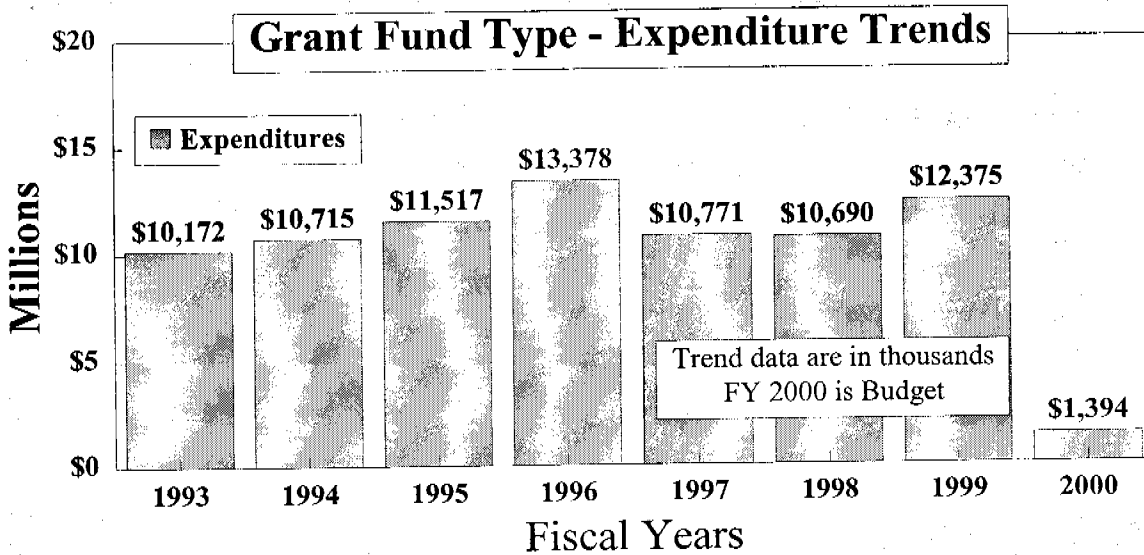
In addition, the increase in the Culture and Recreation expenditures is for new funding for the construction of a lake boat ramp at Ascarate Park, and for the purchase of new books at the County Library.

The following table depicts actuals for fiscal year 1998 and 1999 and changes.

	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government		\$4,663	\$4,663	100.00%
Administration of Justice	2,842,511	3,224,581	382,070	13.44%
Health and Welfare	3,153,419	2,911,296	(242,123)	-7.68%
Community Services	551,692	485,943	(65,749)	-11.92%
Culture and Recreation		5,528	5,528	100.00%
Public Safety	2,473,784	2,792,988	319,204	12.90%
Public Works	99,593	141,045	41,452	41.62%
Capital Outlays	1,316,968	2,613,876	1,296,908	98.48%
Other Financing Uses	251,849	195,439	(56,410)	-22.40%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	10,689,816	12,375,359	1,685,543	15.77%
Ending Fund Balances	2,728,389	1,417,339	(1,311,050)	-48.05%
<b>Total Expenditures, Appropriations and Fund Balances</b>	<b>\$13,418,205</b>	<b>\$13,792,698</b>	<b>\$374,493</b>	<b>2.79%</b>

# FISCAL YEAR 2000 OPERATING BUDGET SUMMARY-GRANTS WITH COMPARATIVE ACTUALS

The following table depicts the expenditure trends since 1993, as well as a comparison of actual

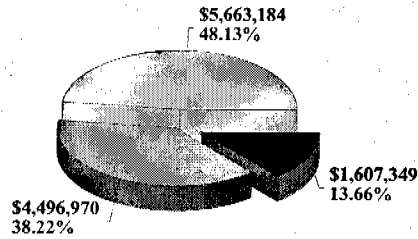
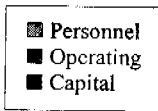


**BUDGET SUMMARY FOR FISCAL YEAR 2000 BYCATEGORY - GRANTS  
FUND TYPE WITH PRIOR YEAR EXPENDITURE ACTUALS**

Character	Actuals		Changes		Budget		Changes	
	FY 1998	FY 1999	Amounts	Percentages	Adopted w/Amends	Adopted	Amounts	Percentages
					FY 1999	FY 2000		
Personnel	\$4,955,009	\$5,765,355	\$810,346	16.35%	\$5,663,184	\$719,571	(\$4,943,613)	-87.29%
Operating	4,417,839	3,996,128	(421,711)	-9.55%	4,496,970	674,446	(3,822,524)	-85.00%
Capital	1,316,968	2,613,876	1,296,908	98.48%	1,607,349		(1,607,349)	-100.00%
<b>Totals</b>	<b>\$10,689,816</b>	<b>\$12,375,359</b>	<b>\$1,685,543</b>	<b>15.77%</b>	<b>\$11,767,503</b>	<b>\$1,394,017</b>	<b>(\$10,373,486)</b>	<b>-88.15%</b>

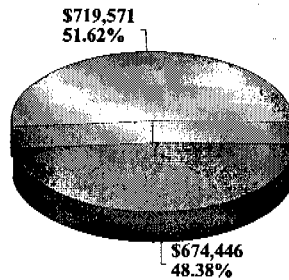
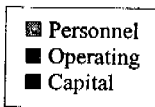
**Operating Budgets**

FY 1999



**Operating Budgets**

FY 2000



**GRANT FUNDS**

**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. Major sources of funding include the Texas Criminal Justice Division, Texas Department of Housing and Community Affairs, Office of National Drug Control Policy, and the Area Agency on Aging/Rio Grande Council of Governments. Grants serve a variety of purposes, including, but not limited to, serving nutritious meals to senior citizens, improving living condition in rural areas, battling drug trafficking and the prosecution of offenders.

**Financial Trends**

Category	1999				Percentage Change in Budget
	1998 Actual	Actual	Budget	2000 Budget	
Personnel	\$4,955,009	\$5,754,441	\$5,663,184	\$719,571	-87.29%
Operations	4,165,990	4,106,473	4,496,970	674,446	-85.00%
Capital	1,316,968	5,498,181	1,607,349		-100.00%
<b>Totals</b>	<b>\$10,437,967</b>	<b>\$15,359,095</b>	<b>\$11,767,503</b>	<b>\$1,394,017</b>	<b>-88.15%</b>

**Work Program Trends**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

**Staffing Trends**

Authorized Positions	Fiscal Year		
	1998	1999	2000
Full-time employees	116	111	122
Part-time employees	1	3	2
<b>Totals</b>	<b>117</b>	<b>114</b>	<b>124</b>

**Authorized Position Detail**

Administrative Assistant	4	Juvenile Justice Prosecutor	1
Assistant Center Director	1	Juvenile Service Coordinator	1
Assistant Program Coordinator	1	Legal Secretary	5
Assistant Program Director	1	Lieutenant	2
Captain	1	Local Area Network Technician	1
Chief Pros.-Task Force	1	Nutrition Center Director	4
Civ. Evidence Custodian	1	Nutrition Project Manager	1
Civ. Training Director	1	Office Coordinator	1
Clerk	4	Office Manager	1
Clerk, Part-time	1	Paralegal	2
Community Prosecutor	1	Patrolman	19
Computer Analyst	1	Pre-Emply/Wrk. Mat. Skl. Int.	1
CPS Attorney	4	Probation Officer	1
Crime Analyst	1	Program Accountant	1
Criminal Intelligence Analyst	1	Program Coordinator	1
Data Entry Clerk	1	Project Clerk (Asset Tracing Inv.)	1
Detective	28	Secretary	2
Director-RIC	1	Sergeant	3
Education Coordinator	1	Service Coordinator I	1
First Assistant County Attorney	1	Services Coordinator II	1
Homebound Information Specialist	1	Special Prosecutor	2
Information and Referral Specialist	1	Staff Attorney	5
Instructor	2	Supervisory Attorney	1
Intelligence Analyst	1	Tactical Secretary	1
Intensive Supervision Probation Tracker	1	Transit Coordinator	1
Investigator	1	Vocation Preparation Instructor, Part-time	1

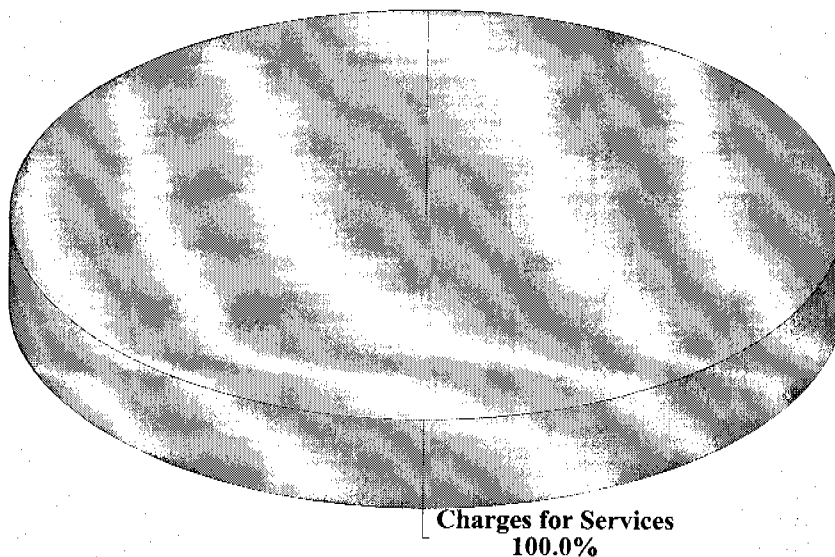
See Personnel Changes for Grants in Appendix A

## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY - ENTERPRISE FUND TYPE WITH COMPARATIVE BUDGET

Overall for the Enterprise Fund Type, total budgets for revenue and expenditures increased by 2.69 percent. This increase was to account for estimated new water hookups for the East Montana Water Project. For the expenditure side, Principal and Interest payments are budgeted lower based on the lower amount of debt to be repaid.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Revenues (Sources):</b>						
Charges for Services	\$419,579		\$419,579	\$430,875	\$11,296	2.69%
<b>Total Revenues and Other</b>						
Financing Sources	419,579		419,579	430,875	11,296	2.69%
Beginning Fund Balances and Retained Earnings			483,148	372,944	(110,204)	-22.81%
<b>Total Available Resources</b>	<b>\$419,579</b>		<b>\$902,727</b>	<b>\$803,819</b>	<b>(\$98,908)</b>	<b>-10.96%</b>

### Fiscal Year 2000 Budget Revenues-Sources - Enterprise Fund Type

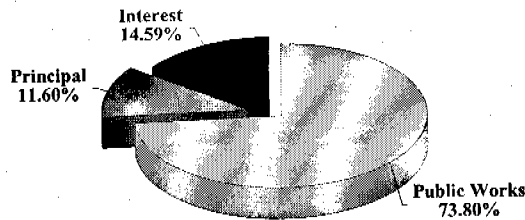




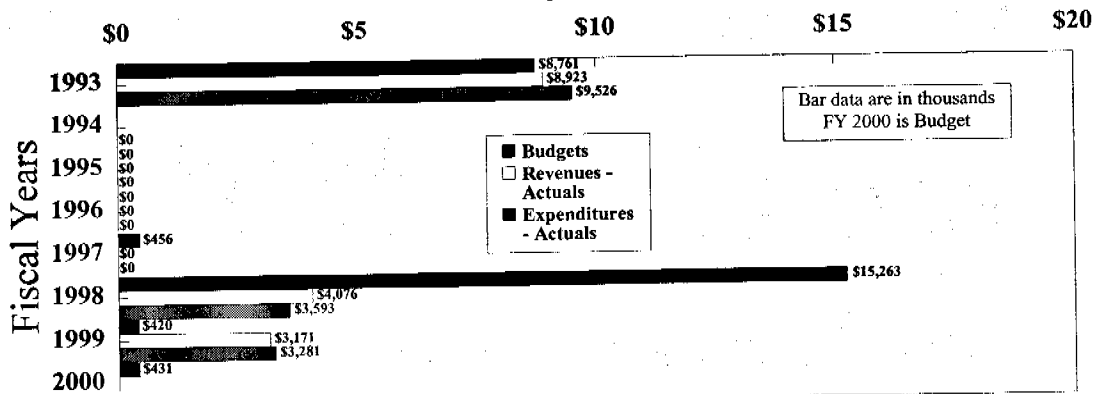
## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY - ENTERPRISE FUND TYPE WITH COMPARATIVE BUDGET

	OPERATING BUDGETS				CHANGES	
	Adopted FY 1999	Amendments FY 1999	Total Budget FY 1999	Total Budget FY 2000	AMOUNT	%
<b>Expenditures (Uses):</b>						
Public Works	\$292,958		\$292,958	\$318,000	\$25,042	8.55%
Principal	60,000		60,000	50,000	(10,000)	-16.67%
Interest	66,621		66,621	62,875	(3,746)	-5.62%
<b>Total Expenditures and Other Financing Uses</b>	<b>419,579</b>		<b>419,579</b>	<b>430,875</b>	<b>11,296</b>	<b>2.69%</b>
Retained Earnings			201,383	260,137	58,754	29.18%
Ending Fund Balance			281,765	112,807	(168,958)	-59.96%
<b>Total Fund Balance and Retained Earnings</b>			<b>483,148</b>	<b>372,944</b>	<b>(110,204)</b>	<b>-22.81%</b>
<b>Total Expenditures, Appropriations Retained Earnings and Fund Balances</b>	<b>\$419,579</b>		<b>\$902,727</b>	<b>\$803,819</b>	<b>(\$98,908)</b>	<b>-10.96%</b>

**Fiscal Year 2000 Budget  
Appropriations (Uses) - Enterprise Fund Type**



**Enterprise Fund Type - Comparative Budget and Actual Trends**  
Millions

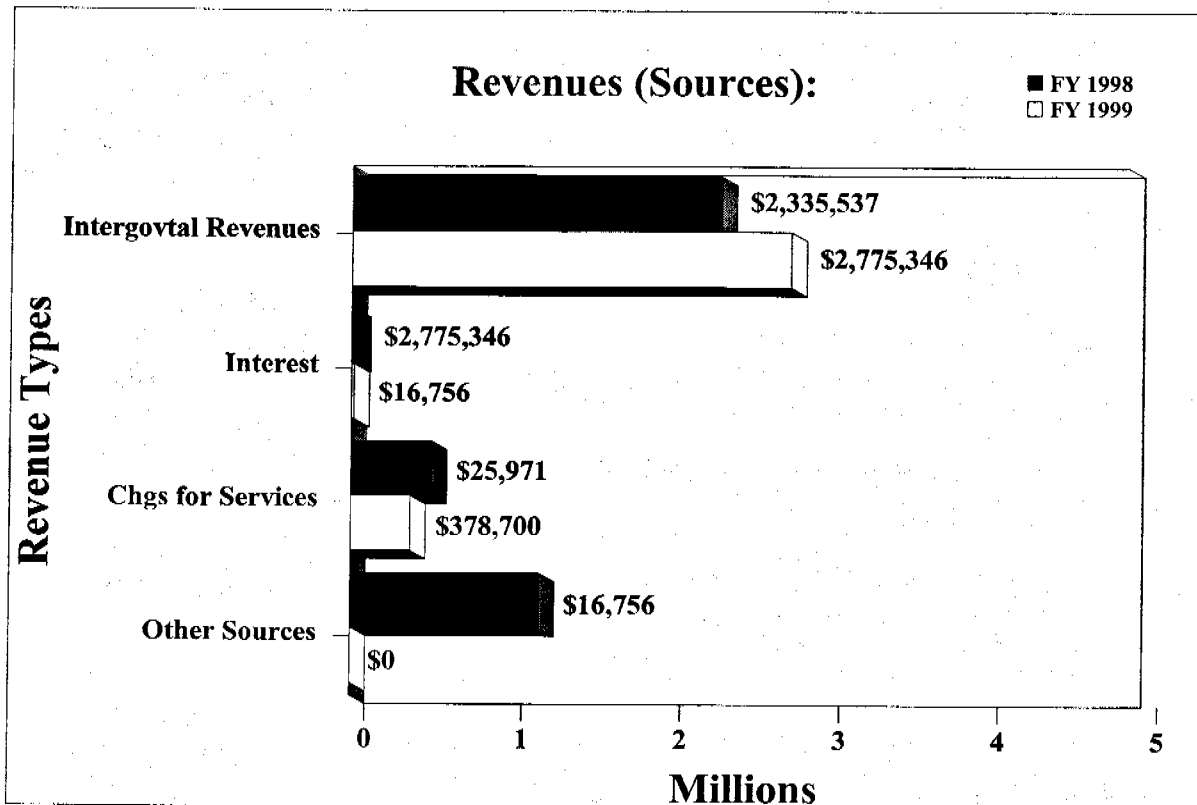


## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY - ENTERPRISE FUND TYPE WITH COMPARATIVE ACTUALS

The decrease under the East Montana Fund Type for Other Financing Sources is due to no longer receiving bond proceeds for the purchase of several water systems in the East Montana area. It is also evident that there are no longer as many individuals purchasing water hookups, since the Charges for Services line item went down.

The Interest line item also decreased due to a lower amount of investable funds.

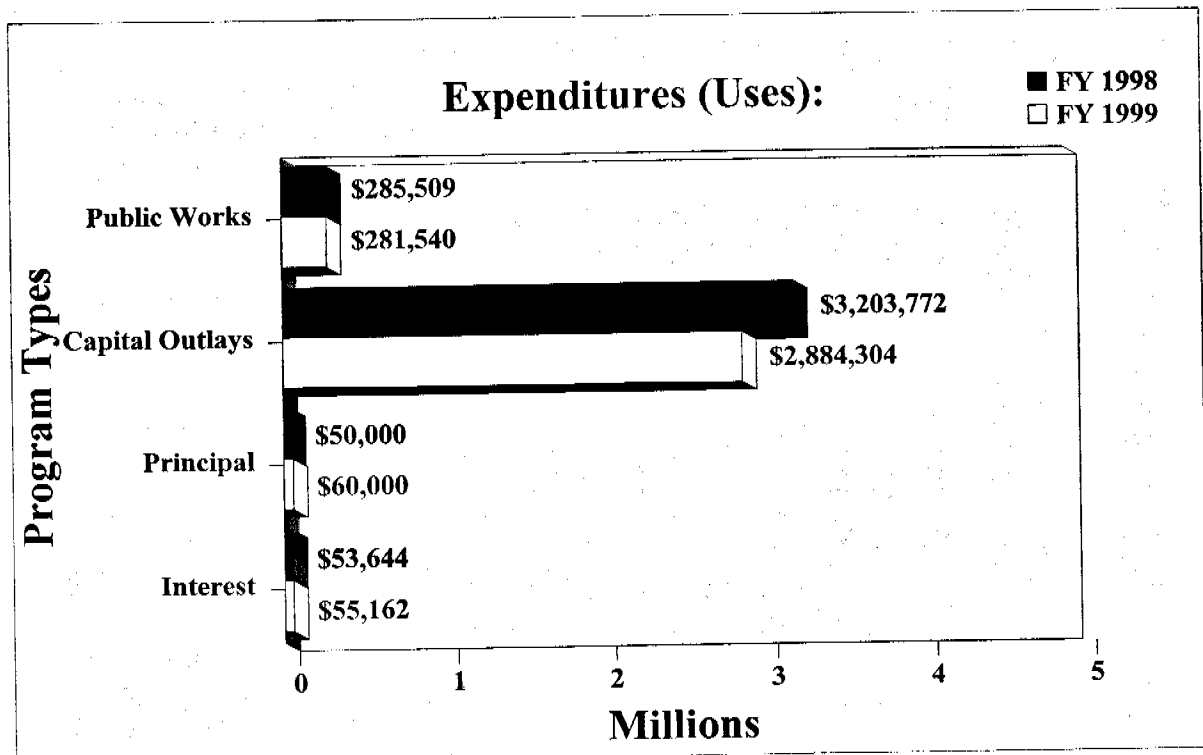
	ACTUAL SOURCES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Revenues (Sources):</b>				
Intergovernmental Revenues	\$2,335,537	\$2,775,346	\$439,809	18.83%
Interest	25,971	16,756	(9,215)	-35.48%
Charges for Services	514,565	378,700	(135,865)	-26.40%
Other Financing Sources	1,200,000		(1,200,000)	-100.00%
<b>Total Revenues and Other Financing Sources</b>	<b>4,076,073</b>	<b>3,170,802</b>	<b>(905,271)</b>	<b>-22.21%</b>
Beginning Fund Balances and Retained Earnings		483,148	483,148	100.00%
<b>Total Available Resources</b>	<b>\$4,076,073</b>	<b>\$3,653,950</b>	<b>(\$422,123)</b>	<b>-10.36%</b>



## FISCAL YEAR 2000 OPERATING BUDGET SUMMARY - ENTERPRISE FUND TYPE WITH COMPARATIVE ACTUALS

The decrease under the East Montana Fund Type Public Works and Capital Outlays, is due to the East Montana Water Project no longer being in its first year of operations. Principal and Interest actuals are based on amortization schedules.

	ACTUAL USES		CHANGES	
	FY 1998	FY 1999	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Public Works	\$285,509	\$281,540	(\$3,969)	-1.39%
Capital Outlays	3,203,772	2,884,304	(319,468)	-9.97%
Principal	50,000	60,000	10,000	20.00%
Interest	53,644	55,162	1,518	2.83%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	3,592,925	3,281,006	(311,919)	-8.68%
Retained Earnings	201,383	260,137	58,754	29.18%
Ending Fund Balance	281,765	112,807	(168,958)	-59.96%
<b>Total Fund Balance and</b>				
<b>Retained Earnings</b>	483,148	372,944	(110,204)	-22.81%
<b>Total Expenditures, Appropriations</b>				
<b>Retained Earnings and</b>				
<b>Fund Balances</b>	\$4,076,073	\$3,653,950	(\$422,123)	-10.36%



**BUDGET SUMMARY FOR FISCAL YEAR 2000 BY CATEGORY -  
ENTERPRISE FUND TYPE WITH PRIOR YEAR EXPENDITURE ACTUALS**

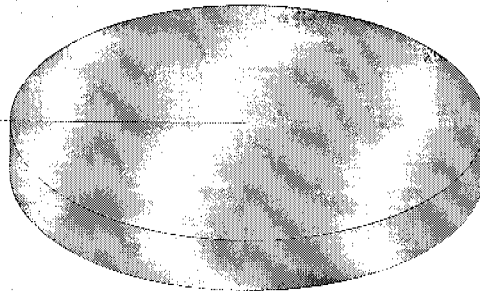
Character	Actuals		Changes		Budget		Changes	
	FY 1998	FY 1999	Amounts	Percentages	dopted w/Amend	Adopted	Amounts	Percentages
					FY 1999	FY 2000		
Operating	\$389,153	\$396,702	\$7,549	1.94%	\$419,579	\$430,875	\$11,296	2.69%
Capital	3,203,772	2,884,304	(319,468)	-9.97%				
<b>Totals</b>	<b>\$3,592,925</b>	<b>\$3,281,006</b>	<b>(\$311,919)</b>	<b>-8.68%</b>	<b>\$419,579</b>	<b>\$430,875</b>	<b>\$11,296</b>	<b>2.69%</b>

**Operating Budgets**

FY 1999

■ Operating

\$419,579  
100.00%

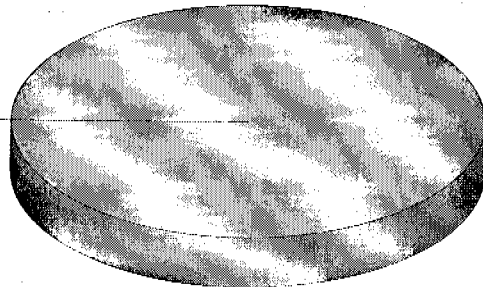


**Operating Budgets**

FY 2000

■ Operating

\$430,875  
100.00%



**ENTERPRISE FUNDS**

**Department Description and Responsibilities**

The Enterprise Fund was established when the East Montana Water Project began in fiscal year 1997. Its primary responsibility is to provide the area around East Montana with suitable drinking water. It currently consists of two revenue bond issues and one grant. This first bond issue was for the purchase of seven small water systems, while the second bond issue was for emergency maintenance and repair of these systems. The grant is for the construction of one East Montana Water System. This system will take the existing seven systems, upgrade them, and include them in the main East Montana Water System to form one system connected to a better water source than the one the separate systems were connected to. The revenues collected from all water customers in the East Montana area are being used to run the system and to repay the bond issue and interest.

**Financial Trends**

<b>Category</b>	<b>1998 Actual</b>	<b>1999 Actual</b>	<b>1999 Budget</b>	<b>2000 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$389,153	\$396,702	\$419,579	\$430,875	2.69%
Capital	3,203,772	2,884,304			
Totals	<u>\$3,592,925</u>	<u>\$3,281,006</u>	<u>\$419,579</u>	<u>\$430,875</u>	2.69%

**Work Program Trends**

<b>Department Activity</b>	<b>1997 Actual</b>	<b>1998 Projected</b>	<b>1999 Projected</b>
Number of water hookups	N/A	1,018	1,100

**Staffing Trends**

<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1997</b>	<b>1998</b>	<b>1999</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**Authorized Position Detail**

Not Applicable

# **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.

# Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1998	1999	2000

## General Fund

### General Government:

County Auditor	44.00	44.00	46.50
Commissioner Precinct No. 1	2.00	2.00	2.00
Commissioner Precinct No. 2	2.00	2.00	3.00
Commissioner Precinct No. 3	2.00	2.00	3.00
Commissioner Precinct No. 4	2.00	2.00	2.00
County Judge	5.00	4.00	5.00
County Clerk Criminal Fee Collections	6.00	6.00	7.00
Consolidated Data Processing	46.50	45.50	53.00
County Clerk	39.50	38.00	41.00
Communications Center	4.00	4.00	4.00
District Clerk	65.00	63.00	69.00
Elections	10.00	10.00	10.00
Facilities Management	31.00	32.00	31.50
Personnel	8.00	8.00	8.00
County Purchasing	15.00	16.00	18.00
County Tax Office	63.50	62.50	62.50
County Solid Waste	6.00	6.00	6.00
<b>Total General Government</b>	351.50	347.00	371.50

### Administration of Justice:

Eighth Court of Appeals	4.00	4.00	4.00
34th District Court	3.00	3.00	3.00
41st District Court	3.00	3.00	3.00
65th District Court	3.00	3.00	3.00
120th District Court	4.00	4.00	4.00
168th District Court	3.00	3.00	3.00
171st District Court	3.00	3.00	3.00
205th District Court	3.00	3.00	3.00
210th District Court	3.00	3.00	3.00
243rd District Court	3.00	3.00	3.00
327th District Court	4.00	4.00	4.00
346th District Court	3.00	3.00	3.00
383rd District Court	3.00	3.00	3.00
384th District Court	3.00	3.00	3.00
388th District Court			3.00
County Attorney	45.00	47.00	49.00
County Attorney Bond Forfeitures	3.00	3.00	6.00
County Attorney RETGH Legal	5.00	5.00	5.50
County Court At Law No. 1	3.00	3.00	3.00

# Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1998	1999	2000

## General Fund - continued

**Administration of Justice-continued:**

County Court At Law No. 2	3.00	3.00	3.00
County Court At Law No. 3	3.00	3.00	3.00
County Court At Law No. 4	3.00	3.00	3.00
County Court At Law No. 5	3.00	3.00	3.00
County Court At Law No. 6	3.00	3.00	3.00
County Court At Law No. 7		3.00	3.00
County Court at Law Judges	6.00	7.00	7.00
Child Abuse Master	4.00	4.00	4.00
Council Of Judges Administration	11.00	12.00	13.00
County Court At Law Administration	13.50	14.00	14.00
District Attorney	89.00	95.00	100.00
District Judges Salary Supplement	13.00	13.00	14.00
Family Court I	4.00	4.00	4.00
Family Court II	4.00	4.00	4.00
Impact Court	4.00	4.00	4.00
Justice Of The Peace No. 1	3.00	3.00	3.50
Justice Of The Peace No. 2	3.00	3.00	4.00
Justice Of The Peace No. 3	5.00	5.00	5.00
Justice Of The Peace No. 4	4.00	4.00	5.00
Justice Of The Peace No. 5	3.00	3.00	3.00
Justice Of The Peace No. 6	8.00	9.00	10.00
Justice Of The Peace No. 7	4.00	4.00	6.00
Juvenile Court Referee	4.00	5.00	5.00
Criminal Law Magistrate I	4.00	4.00	5.00
Criminal Law Magistrate II	4.00		
County Probate Court	7.00	7.00	7.00
Public Defender	26.50	28.50	35.50
<b>Total Administration of Justice</b>	340.00	353.50	382.50

**Public Safety:**

Constable Precinct No. 1	1.00	1.00	1.00
Constable Precinct No. 2	1.00	1.00	1.00
Constable Precinct No. 3	1.00	1.00	1.00
Constable Precinct No. 4	1.00	1.00	1.00
Constable Precinct No. 5	1.00	1.00	1.00
Constable Precinct No. 6	1.00	1.00	1.00
Constable Precinct No. 7	1.00	1.00	1.00



## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1998	1999	2000
<b><u>General Fund - continued</u></b>			
<b>Public Safety-continued:</b>			
Juvenile Probation	120.00	118.50	172.50
County Sheriff-Detention Facility	343.00	328.00	370.00
County Sheriff-Jail Annex	224.00	278.00	310.00
County Sheriff-Law Enforcement	253.00	252.00	252.00
County Sheriff-Courthouse Security	13.00	13.00	13.00
<b>Total Public Safety</b>	960.00	996.50	1,124.50
<b>Health and Welfare:</b>			
County Child Welfare		1.00	1.00
General Assistance	10.00	10.00	10.00
Medical Examiner	12.50	10.50	11.00
Veterans Assistance	2.00	2.00	2.00
<b>Total Health and Welfare</b>	24.50	23.50	24.00
<b>Resource Development:</b>			
Agricultural Co-Op Extension	15.50	15.50	15.50
Planning and Management Services			3.00
Community Development			5.00
<b>Total Resource Development</b>	15.50	15.50	23.50
<b>Culture and Recreation:</b>			
Ascarate Regional County Park	11.00	11.00	12.00
Ascarate Golf Course	18.00	16.00	16.00
County Library	6.00	6.00	6.00
Rural Parks	4.00	4.00	4.00
Swimming Pools	1.00	1.00	1.00
<b>Total Culture and Recreation</b>	40.00	38.00	39.00
<b>Community Service:</b>			
Community Services Management			2.00
<b>Total Community Service</b>			2.00
<b>Public Works:</b>			
Public Works/Facilities Management			2.00
<b>Total Public Works</b>			2.00
<b>Total General Fund</b>	1,731.50	1,774.00	1,969.00

## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1998	1999	2000
<b><u>Special Revenue Fund</u></b>			
<b>General Government:</b>			
County Clerk Records Mgmt. and Preservation	22.00	19.00	20.00
<b>Total General Government</b>	22.00	19.00	20.00
<b>Resource Development:</b>			
Coliseum Tourist Promotion	14.00	14.00	14.00
<b>Total Resource Development</b>	14.00	14.00	14.00
<b>Public Works:</b>			
General Administration-Roads and Bridges	7.00	7.00	9.00
Road and Bridges	57.00	57.00	63.00
<b>Total Public Works</b>	64.00	64.00	72.00
<b>Culture and Recreation:</b>			
County Law Library	3.00	3.00	3.00
<b>Total Culture and Recreation</b>	3.00	3.00	3.00
<b>Total Special Revenue</b>	103.00	100.00	109.00
<b><u>Grant Fund</u></b>			
Grants	116.50	112.50	123.00
<b>Grand Total-All Funds</b>	1,951.00	1,986.50	2,201.00

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
------------	----------------	------------------	----------------

The Commissioners Court's policy during budgetary hearings is generally no new positions with the exception of those new positions listed below. The Court on various occasions approves proposed restructuring or reorganization by various departments as represented below. The salary committee, appointed by Commissioners Court, reviews and approves any staffing changes before the Court takes action.

### GENERAL FUND

#### **GENERAL GOVERNMENT**

##### County Auditor and Treasury

Accountant I	1	October 1, 1999
Budget and Grants Supervisor	(1)	October 1, 1999
Budget Supervisor	1	October 1, 1999
Clerk Part-time	(1)	October 1, 1999
Grants Supervisor	1	October 1, 1999
Internal Auditor I	1	October 1, 1999
Total	2	

The above resulted from the separation of the budget and grants section approved by Commissioners Court during budget hearings.

##### Commissioner Precinct No. 2

Administrative Secretary	1	October 1, 1999
Total	1	

The above resulted from the addition of one position by Commissioners Court during budget hearings.

##### Commissioner Precinct No. 3

Commissioners Court Administrative Assistant	1	October 1, 1999
Total	1	

The above resulted from the addition of one position by Commissioners Court during budget hearings.

##### County Judge

Administrative Assistant	1	October 1, 1999
Administrative Secretary	(1)	October 1, 1999
Chief Administrative Assistant	(1)	October 1, 1999
Commissioners Court Admin. Assistant	1	October 1, 1999
Graduate Intern	1	October 1, 1999
Total	1	

The above resulted from approved restructuring and the addition of one position by Commissioners Court during budget hearings.

##### County Clerk Criminal Fee Collection

Caseworker	1	October 1, 1999
Total	1	

The above resulted from the addition of one position by Commissioners Court during budget hearings.

##### Consolidated Data Processing

Accounting Clerk III	1	Restructuring during FY99
Administrative Secretary/Coordinator	(1)	Restructuring during FY99
Computer Operator II	(2)	Restructuring during FY99
Data Processing Shift Supervisor I	(3)	Restructuring during FY99
Network Engineer I	2	Restructuring during FY99
Network Engineer II	5	Restructuring during FY99
Network Engineer III	4	Restructuring during FY99
Operations Research Analyst III	1	Restructuring during FY99
Program Analyst I	(1)	Restructuring during FY99
Program Analyst II	1	Restructuring during FY99
Program Analyst III	(2)	Restructuring during FY99
System Engineer I	1	Restructuring during FY99
System Engineer II	1	Restructuring during FY99
System Engineer IV	1	Restructuring during FY99
Total	8	

The above resulted from approved restructuring by Commissioners Court during FY99.

(Continued on next page)

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
County Clerk	Deputy Clerk	3	October 1, 1999
	Total	<u>3</u>	
	The above resulted from the addition of three positions by Commissioners Court during budget hearings.		
District Clerk	Administrative Assistant I	1	Restructuring during FY99
	Clerk	2	Restructuring during FY99
	Clerk, Part-time	(2)	Restructuring during FY99
	Court Clerk	1	October 1, 1999
	DP Shift Supervisor	1	Restructuring during FY99
	Network Engineer	1	Restructuring during FY99
	Office Manager	(1)	Restructuring during FY99
	Secretary	(1)	Restructuring during FY99
	Support Clerk	4	Restructuring during FY99
	Total	<u>6</u>	
	The above resulted from approved restructuring by Commissioners Court during FY99 and the addition of one position during budget hearings.		
Facilities Management	Administrative Assistant I	(1)	October 1, 1999
	Administrative Assistant II	1	October 1, 1999
	Assistant Maintenance Supervisor	(1)	October 1, 1999
	Custodian	(2)	October 1, 1999
	Custodian, PT	1	October 1, 1999
	Maintenance Mechanic I	1	October 1, 1999
	Maintenance Mechanic II	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from approved restructuring by the salary committee appointed by Commissioners		
Purchasing	Buyer	1	October 1, 1999
	Inventory Control Clerk	1	October 1, 1999
	Total	<u>2</u>	
	The above resulted from the addition of two positions approved by Commissioners Court during budget hearings.		
Tax Office	Accountant	(1)	Restructuring during FY99
	Accounting Manager	1	Restructuring during FY99
	Administrative Assistant I	1	Restructuring during FY99
	Administrative Assistant (Tax)	(1)	Restructuring during FY99
	Auto Title Clerk II	(5)	Restructuring during FY99
	Auto Title Clerk III	5	Restructuring during FY99
	Total	<u>1</u>	
	The above resulted from approved restructuring by Commissioners Court during FY99.		
<b>TOTAL GENERAL GOVERNMENT</b>		<u>25</u>	
<b>ADMINISTRATION OF JUSTICE</b>			
Impact Court	Assistant Court Coordinator	1	Restructuring during FY99
	Clerk/Bailiff	(1)	Restructuring during FY99
	Total	<u>0</u>	
	The above resulted from approved restructuring by Commissioners Court during FY99.		
388TH District Court	Bailiff	1	October 1, 1999
	Certified Court Reporter	1	October 1, 1999
	Court Coordinator	1	October 1, 1999
	Total	<u>3</u>	
	The above resulted from the addition of a new district court as mandated by State legislature.		

(Continued on next page)

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
County Attorney	Civil Attorney	7	Restructuring during FY99
	Civil Attorney I	(2)	Restructuring during FY99
	Civil Attorney II	(5)	Restructuring during FY99
	Family Violence Attorney	1	October 1, 1999
	Juvenile Prosecutor	1	October 1, 1999
	Legal Collections Assistant III	(2)	October 1, 1999
	Network Engineer II	1	Restructuring during FY99
	Network Engineer III	1	Restructuring during FY99
	Total	<u>2</u>	
	The above resulted from approved restructuring by Commissioners Court during FY99 and during budget hearings.		
County Attorney Bond Forfeitures	Legal Collections Assistant III	2	October 1, 1999
	Legal Secretary I	1	October 1, 1999
	Total	<u>3</u>	
	The above resulted from the addition of three positions by Commissioners Court during budget hearings.		
County Attorney-RETGH Legal	Paralegal, PT	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
Council of Judges Administration	Floating Court Reporter	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of two positions approved by Commissioners Court during budget hearings.		
District Attorney	Administrative Assistant	(1)	Restructuring during FY99
	Appellate Attorney	1	October 1, 1999
	Clerk III	3	October 1, 1999, Restructuring
	Legal Secretary II	(1)	Restructuring during FY99
	Service Coordinator (D. Baeza WCM)	(1)	Restructuring during FY99
	Special Project Director III	1	Restructuring during FY99
	Staff Attorney (DA)	2	October 1, 1999
	Supervisor - Legal Secretary	1	Restructuring during FY99
	Total	<u>5</u>	
		The above resulted from approved restructuring by Commissioners Court and the addition of five positions during budget hearings.	
District Judges - Salary Supplement	District Judge	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of a new district court as mandated by State legislature.		
Justice of the Peace No. 1	Senior Clerk	(2)	October 1, 1999
	Senior Clerk I	1	October 1, 1999
	Senior Clerk II	1	October 1, 1999
	Senior Clerk I, PT	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from approved restructuring by the Commissioners Court and the addition of one position during budget hearings.		
Justice of the Peace No. 2	Senior Clerk	(2)	October 1, 1999
	Senior Clerk I	2	October 1, 1999
	Senior Clerk II	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from approved restructuring by the Commissioners Court and the addition of one position during budget hearings.		

(Continued on next page)

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
Justice of the Peace No. 4	Senior Clerk I	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
Justice of the Peace No. 6	Senior Clerk I	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
Justice of the Peace No. 7	Senior Clerk I	2	October 1, 1999
	Total	<u>2</u>	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
Criminal Law Magistrate I	Caseworker	1	October 1, 1999
	Total	<u>1</u>	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
Public Defender	Investigator	2	October 1, 1999
	Legal Secretary I	1	October 1, 1999
	Legal Secretary II	(1)	October 1, 1999
	Senior Trial Attorney	1	October 1, 1999
	Trial Attorney	4	October 1, 1999
	Total	<u>7</u>	
	The above resulted from the addition of seven positions by Commissioners Court during budget hearings.		
<b>TOTAL ADMINISTRATION OF JUSTICE</b>		<u><u>30</u></u>	
<b>PUBLIC SAFETY</b>			
Juvenile Probation	Cook I	2	October 1, 1999
	Cook I, On-Call	2	October 1, 1999
	Counselors	2	October 1, 1999
	Director - Employee Operations	1	October 1, 1999
	Director - Field Services	(1)	October 1, 1999
	Director - Probation Services	1	October 1, 1999
	Director - Special Projects	(1)	October 1, 1999
	Juvenile Corrections Officer	30	October 1, 1999
	Juvenile Corrections Officer - Part Time	13	October 1, 1999
	Juvenile Corrections Officer Team Leader	1	October 1, 1999
	Juvenile Court Records Mgmt. Officer	(1)	October 1, 1999
	Juvenile Court Records Mgmt. Officer (Suppl.)	1	October 1, 1999
	Juvenile Detention Officer	(1)	October 1, 1999
	Maintenance Assistant	1	October 1, 1999
	Secretary I	1	October 1, 1999
	Secretary/Receptionist	1	October 1, 1999
	Senior Corrections Officer	(1)	October 1, 1999
	Senior Juvenile Detention Officer	1	October 1, 1999
	Summons Server	2	October 1, 1999
	Total	<u>54</u>	
	The above resulted from the addition of several positions by Commissioners Court during budget hearings.		

(Continued on next page)

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
County Sheriff-Detention Facility	Clerk (Sheriff)	(1)	October 1, 1999
	Detention Officer	32	October 1, 1999
	Floor Control Officer	10	October 1, 1999
	Procurement & Indigency Specialist	1	October 1, 1999
	Secretary	1	October 1, 1999
	Secretary/Sheriff Dept.	<u>(1)</u>	October 1, 1999
	Total	<u>42</u>	
The above resulted from the addition of several positions by Commissioners Court during budget hearings.			
County Sheriff-Jail Annex	Cashier	1	October 1, 1999
	Detention Officer	30	October 1, 1999
	Maintenance Technician	<u>1</u>	October 1, 1999
	Total	<u>32</u>	
The above resulted from the addition of several positions by Commissioners Court during budget hearings.			
County Sheriff-Law Enforcement	Abandoned Motor Vehicle Technician	(1)	October 1, 1999
	Clerk	1	October 1, 1999
	Crime Scene Technician	1	October 1, 1999
	Data Entry Clerk	1	October 1, 1999
	Deputy	(1)	October 1, 1999
	Detective	(5)	October 1, 1999
	Patrolman	3	October 1, 1999
	Sergeant	<u>1</u>	October 1, 1999
	Total	<u>1</u>	
The above resulted from the addition of several positions by Commissioners Court during budget hearings.			
<b>TOTAL PUBLIC SAFETY</b>		<u><u>128</u></u>	
<b>HEALTH AND WELFARE</b>			
General Assistance	Community Svc. Aide	1	Restructuring during FY99
	Secretary	<u>(1)</u>	Restructuring during FY99
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during FY99.			
Medical Examiner	Investigator, PT	<u>1</u>	October 1, 1999
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during FY99.			
<b>TOTAL HEALTH AND WELFARE</b>		<u><u>1</u></u>	
<b>RESOURCE DEVELOPMENT</b>			
Planning and Management Services	Administrative Assistant III	1	October 1, 1999
	Assistant Director	1	October 1, 1999
	General Manager	<u>1</u>	October 1, 1999
	Total	<u>3</u>	
The above resulted from the creation of a new department to implement recommendations made by the State Comptroller.			

(Continued on next page)

## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
Planning Department	Administrative Assistant/Grants Officer	1	Restructuring during FY99
	Grant Compliance Monitoring Specialist	2	Restructuring during FY99
	Grant Project Director	1	Restructuring during FY99
	Grant Writer	1	Restructuring during FY99
	Total	5	
	The above resulted from the creation of a separate department for personnel previously funded by grants.		
<b>TOTAL RESOURCE DEVELOPMENT</b>		<b>8</b>	
<b>CULTURE AND RECREATION</b>			
Ascarate Regional County Park	Park Manager Region II	1	Restructuring during FY99
	Total	1	
	The above resulted from the addition of one position by Commissioners Court during FY99.		
<b>TOTAL CULTURE AND RECREATION</b>		<b>1</b>	
<b>COMMUNITY SERVICE</b>			
Community Services Management	Administrative Assistant III	1	October 1, 1999
	General Manager I	1	October 1, 1999
	Total	2	
	The above resulted from the creation of a new department to implement recommendations made by the State Comptroller.		
<b>TOTAL COMMUNITY SERVICE</b>		<b>2</b>	
<b>PUBLIC WORKS</b>			
Community Services Management	Administrative Assistant III	1	October 1, 1999
	General Manager I	1	October 1, 1999
	Total	2	
	The above resulted from the creation of a new department to implement recommendations made by the State Comptroller.		
<b>TOTAL PUBLIC WORKS</b>		<b>2</b>	
<b>TOTAL GENERAL FUND</b>		<b>197</b>	
<b><u>SPECIAL REVENUE</u></b>			
<b>GENERAL GOVERNMENT</b>			
County Clerk Records Mgmt. & Preservation	Deputy Clerk	1	October 1, 1999
	Total	1	
	The above resulted from the addition of one position by Commissioners Court during budget hearings.		
<b>TOTAL GENERAL GOVERNMENT</b>		<b>1</b>	

(Continued on next page)



## Listing of Changes in Authorized Positions

Department	Position Title	Position Changes	Effective Date
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**PUBLIC WORKS**

General and Administrative Road & Bridge	G/S Coordinator	1	October 1, 1999
	Operations/Liaison Officer	1	October 1, 1999
	Total	2	

The above resulted from the addition of one position by Commissioners Court during budget hearings.

Roads and Bridges	Auto Mechanic III	1	October 1, 1999
	Truck Driver I	5	October 1, 1999
	Total	6	

The above resulted from the addition of six positions by Commissioners Court during budget hearings.

**TOTAL PUBLIC WORKS** 8

**TOTAL SPECIAL REVENUE** 9

**GRANTS**

Various	Aftercare Tracker	(1)	During FY99
	Assistant Center Director	1	During FY99
	Assistant Program Director	1	During FY99
	Civil Attorney I	(1)	During FY99
	CPS Attorney	4	During FY99
	CPS Attorney I	(1)	During FY99
	Crime Analyst	1	During FY99
	Detective	5	During FY99
	Grant Projects Coordinator	(1)	During FY99
	Grants Compliance/Monitoring Spec.	(1)	During FY99
	Homebound Information Specialist	1	During FY99
	Homebound Supervisor	1	During FY99
	Information and Referral Specialist	1	During FY99
	Investigator	1	During FY99
	ISP Tracker	1	During FY99
	Juvenile Justice Prosecutor	1	During FY99
	Legal Secretary	2	During FY99
	Mediation Coordinator	(1)	During FY99
	Nutrition Center Director	4	During FY99
	Nutrition Project Manager	1	During FY99
	Office Coordinator	1	During FY99
	Orientation Instructor, Part-time	(1)	During FY99
	Paralegal	1	During FY99
	Probation Officer II	(5)	During FY99
	Probation Officer ISP	(3)	During FY99
	Program Accountant	1	During FY99
	Secretary I, Part-time	(1)	During FY99
	Senior Attorney	(1)	During FY99
	Staff Attorney	1	During FY99
	Vocation Preparation Instructor, Part-time	1	During FY99

**TOTAL GRANTS**

13

The above resulted from approved restructuring and the addition and deletion of grants.

# **County of El Paso, Texas**

## **Appendix B**

### **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 1999 tax year, the commissioners court levied an overall rate of \$0.361434 per \$100 assessed valuation. Of this overall levy, a rate of \$0.265855 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$0.095579 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.

WEDNESDAY, SEPTEMBER 29, 1999  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK  
WITH THE FOLLOWING MEMBERS BEING PRESENT

HON. DOLORES BRIONES,	COUNTY JUDGE, PRESIDING
CHARLES HOOTEN,	COMMISSIONER, PCT. # 1
CARLOS AGUILAR III,	COMMISSIONER, PCT. # 2
MIGUEL A. TERAN,	COMMISSIONER, PCT. # 3
DANIEL R. HAGGERTY,	COMMISSIONER, PCT. # 4
SUE ANNE WARREN, DEPUTY CLERK	
IRENE MOLINAR, DEPUTY CLERK	

---

APPROVED - ADOPT PROPERTY TAX RATE FOR COUNTY OF EL PASO  
OF \$0.361434 PER \$100 ASSESSED VALUATION FOR 1999 TAX YEAR

SEPTEMBER 29, 1999

MOTION # 22 (Item # 51)

On this day, on motion of Commissioner Hooten, seconded by Commissioner Aguilar, it is the order of the Court, pursuant to *Property Tax Code §26.05(d)*, to adopt a property tax rate for the County of El Paso of \$0.361434 per \$100 assessed valuation for the 1999 tax year, the same tax rate adopted for the previous year, apportioned as follows: \$0.265855 per \$100 assessed valuation for maintenance and operations, and \$0.095579 per \$100 assessed valuation for the payment of principal and interest on the debt of the County. Further, the County Tax Assessor Collector is authorized to assess and collect taxes for the County of El Paso, effective October 1, 1999.

VOTE: YES - Hooten, Aguilar, Teran, Haggerty  
NOT PRESENT - Judge Briones

NO - None

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THE STATE OF TEXAS    )  
  )  
COUNTY OF EL PASO    )

KNOW ALL MEN BY THESE PRESENTS:

October 7, 1999

I hereby certify that the foregoing is a true and correct copy of an extract from the Minutes of the El Paso County Commissioners Court Meeting held September 29, 1999.

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

  
SUE ANNE WARREN, DEPUTY CLERK

# **County of El Paso, Texas**

## **Appendix C**

### **Commissioners Court Order Approving the Operating Budget for the Fiscal Year Beginning October 1, 1999**

WEDNESDAY, OCTOBER 6, 1999  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK  
WITH THE FOLLOWING MEMBERS BEING PRESENT

HON. DOLORES BRIONES,  
CHARLES HOOTEN,  
CARLOS AGUILAR III,  
MIGUEL A. TERAN,  
DANIEL R. HAGGERTY,

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

SUE ANNE WARREN, DEPUTY CLERK  
IRENE MOLINAR, DEPUTY CLERK

---

APPROVED AND ADOPTED - COUNTY OF EL PASO ANNUAL OPERATING  
BUDGET FOR FISCAL YEAR 1999-2000, AS AMENDED

OCTOBER 6, 1999

MOTION # 30 (Item # 27)

On this day, on motion of Commissioner Teran, seconded by County Judge Briones, 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 by the motions approved today, for the fiscal year beginning October 1, 1999 and ending September 30, 2000.

The total budget for Fiscal Year 1999-2000 is \$145,980,953.00.

A copy of the budget has been filed in the County Clerk's Office.

VOTE: YES - Judge Briones, Aguilar, Teran

NO - Hooten, Haggerty

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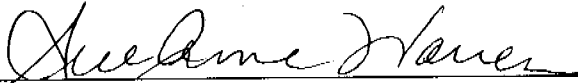
THE STATE OF TEXAS )  
)  
COUNTY OF EL PASO )

KNOW ALL MEN BY THESE PRESENTS:

October 18, 1999

I hereby certify that the foregoing is a true and correct copy of an extract from the Minutes of the El Paso County Commissioners Court Meeting held October 6, 1999.

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

  
SUE ANNE WARREN, DEPUTY CLERK

# **County of El Paso, Texas**

## **Appendix D**

### **Statistical Information**

**County of El Paso, Texas**  
**General Governmental Expenditures by Function (1)**  
**Last Ten Fiscal Years**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

Fiscal Year	General Government	Administration of Justice	Public Safety	Health and Welfare	Community Services	Culture and Recreation	Resource Development	Public Works	Debt Service	Capital Outlays	Total
1990	\$13,166	\$10,885	\$21,234	\$10,112	\$1,254	\$2,002	\$3,299	\$1,679	\$7,340	\$23,171	\$94,142
1991	15,223	12,885	24,390	12,134	1,575	2,325	3,755	1,611	7,436	25,406	106,740
1992	16,241	12,645	26,328	11,129	2,581	3,698	3,390	1,515	12,677	7,418	97,622
1993	12,529	13,353	27,254	11,865	2,077	2,022	3,114	1,929	9,144	9,520	92,807
1994	15,033	14,044	30,392	8,705	2,131	2,178	1,897	2,307	14,466	8,609	99,762
1995	15,348	14,203	34,078	9,423	2,197	2,379	1,596	2,549	13,613	7,082	102,468
1996	15,972	17,046	34,913	9,552	1,007	2,203	1,810	2,982	13,738	11,180	110,403
1997	17,226	18,529	37,349	7,564	522	2,683	1,855	3,556	13,641	36,028	138,953
1998	18,042	19,441	43,221	8,820	552	2,850	1,694	2,869	13,829	17,242	128,560
1999	25,285	20,994	47,986	8,077	486	3,055	1,258	3,047	17,068	12,642	139,898

(1) Includes general, special revenue, debt service, and capital projects funds.

**General Governmental Expenditures By Function**  
 Fiscal Year 1999

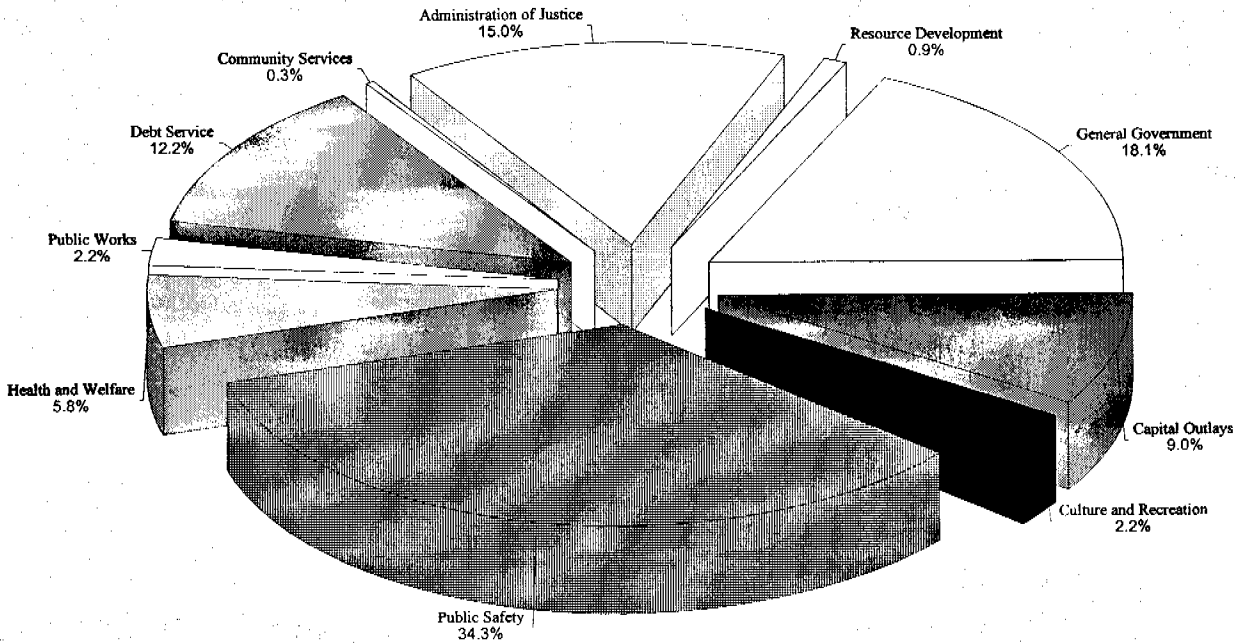


Table 2

**County of El Paso, Texas  
General Governmental Revenues by Source (1)  
Last Ten Fiscal Years  
(Unaudited)  
(Amounts Expressed in Thousands)**

Fiscal Year	Taxes	Licenses and Permits	Inter-governmental	Charges for Services	Fines	Interest	Miscellaneous	Total
1990	\$40,941	\$176	\$11,938	\$13,210	\$1,494	\$4,923	\$1,746	\$74,428
1991	40,413	168	10,851	13,778	1,514	3,544	2,122	72,390
1992	49,416	199	11,628	19,270	2,040	1,897	1,900	86,350
1993	54,108	191	12,110	20,880	2,079	2,338	1,491	93,197
1994	60,614	198	10,980	20,390	1,861	2,488	1,506	98,037
1995	63,077	193	10,630	18,827	2,130	4,176	1,875	100,908
1996	64,589	193	11,523	20,714	1,989	3,857	2,579	105,444
1997	70,759	165	14,555	22,002	3,026	3,130	2,677	116,314
1998	74,655	153	13,251	23,942	4,344	3,399	3,295	123,039
1999	84,360	152	10,394	34,872	4,828	3,793	3,433	141,832

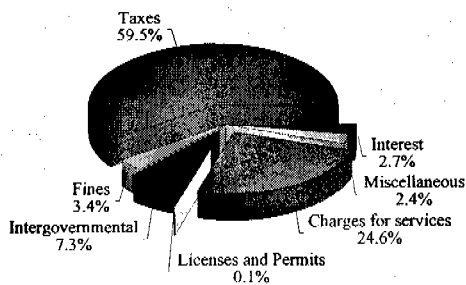
(1) Includes general, special revenue, debt service and capital project funds.

Table 2A

**County of El Paso, Texas  
General Governmental Tax Revenues by Source  
Last Ten Fiscal Years  
(Unaudited)  
(Amounts Expressed in Thousands)**

Fiscal Year	Property Tax	Sales Tax	Hotel Occupancy Tax	Bingo Tax	Bank franchise Tax	Mixed Beverage Tax	Total
1990	\$23,440	\$15,145	\$1,347	\$153	\$70	\$786	\$40,941
1991	22,015	15,969	1,408	150	49	822	40,413
1992	29,853	17,137	1,442	135	-	849	49,416
1993	33,237	18,452	1,493	73	-	853	54,108
1994	38,160	19,915	1,572	118	-	849	60,614
1995	40,581	20,009	1,543	111	-	833	63,077
1996	42,290	19,727	1,669	97	-	806	64,589
1997	47,604	20,481	1,779	84	-	811	70,759
1998	50,407	21,519	1,817	65	-	848	74,656
1999	59,055	22,509	1,866	61	-	869	84,360

General Governmental Revenues by Source  
Fiscal Year 1999



General Governmental Tax Revenues by Source  
Fiscal Year 1999

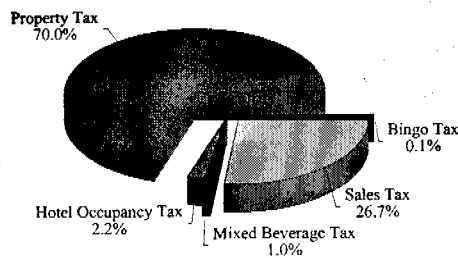




Table 3

**County of El Paso, Texas**  
**Property Tax Levies and Collections**  
**Last Ten Fiscal Years**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent Current Taxes Collected	Delinquent Tax Collections	Total Tax Collections	Ratio of Total Tax Collections to Total Tax Levy	Outstanding Delinquent Taxes	Ratio of Delinquent Taxes to Total Tax Levy
1990	\$23,354	\$21,934	93.92%	\$1,506	\$23,440	100.37%	\$3,226	13.81%
1991	22,169	20,629	93.92	1,386	22,015	99.31	3,389	15.29
1992	30,548	28,623	93.05	1,230	29,853	97.72	4,046	13.24
1993	33,343	31,270	93.70	1,967	33,237	99.68	4,242	12.72
1994	38,052	36,193	93.78	1,967	38,160	100.28	4,299	11.30
1995	40,495	38,676	95.11	1,905	40,581	100.21	4,538	11.21
1996	41,882	40,387	95.51	1,903	42,290	100.97	4,617	11.02
1997	47,678	45,481	96.43	2,123	47,604	99.84	4,822	10.11
1998	50,483	48,379	95.39	2,028	50,407	99.85	4,848	9.60
1999	58,987	56,975	96.59	2,080	59,055	100.12	5,223	8.86

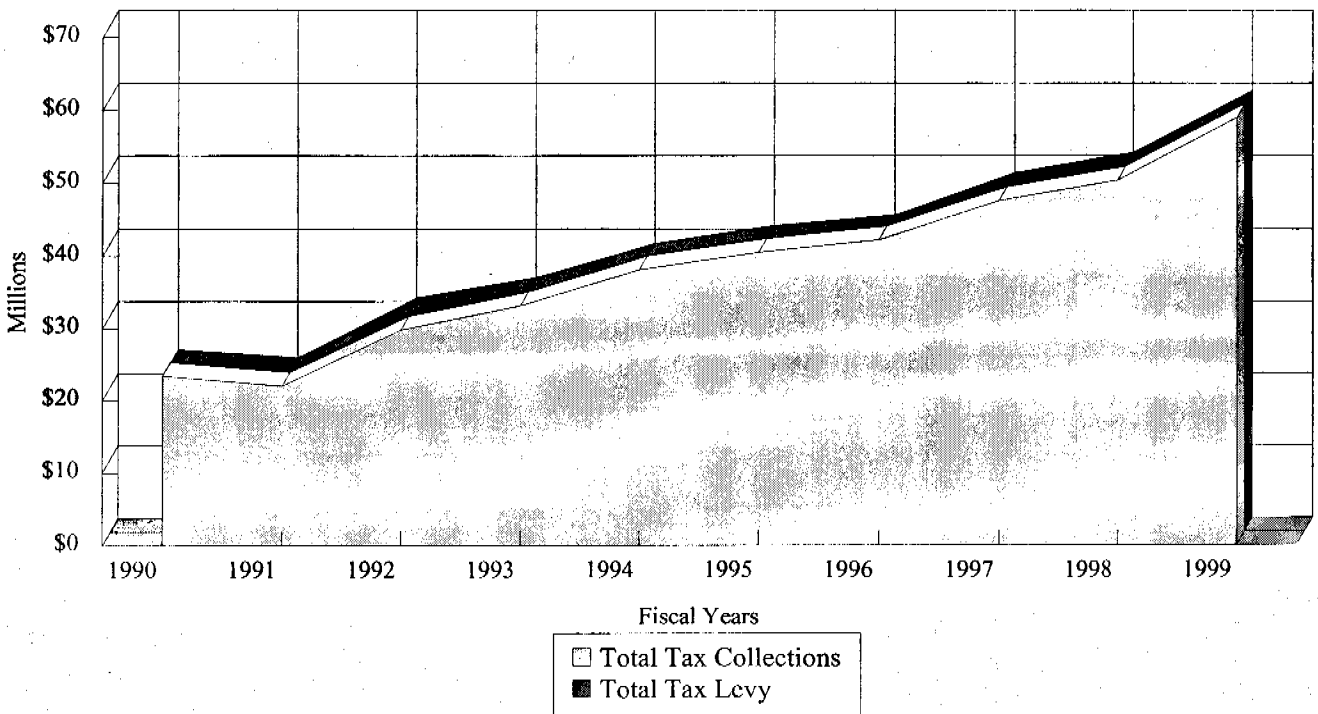


Table 4

**County of El Paso, Texas**  
**Assessed and Estimated Actual Value of Property**  
**Last Ten Fiscal Years**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

Fiscal Year	Real Property		Personal Property		Exemptions	Total		Ratio of Total Assessed Value to Total Estimated Actual Value
	Assessed Value	Estimated Actual Value	Assessed Value	Estimated Actual Value	Real Property	Assessed Value	Estimated Actual Value	
1990	\$10,901,834	\$10,901,834	\$2,153,095	\$2,153,095	\$1,145,710	\$11,909,219	\$13,054,929	91.22%
1991	11,549,574	11,549,574	2,086,753	2,086,753	1,589,151	12,047,176	13,636,327	88.35
1992	12,321,608	12,321,608	2,085,090	2,085,090	1,601,185	12,805,513	14,406,698	88.89
1993	12,473,812	12,473,812	2,181,312	2,181,312	1,681,031	12,974,093	14,655,124	88.53
1994	12,831,699	12,831,699	2,233,138	2,233,138	1,805,031	13,259,806	15,064,837	88.02
1995	15,162,311	15,162,311	2,449,731	2,449,731	2,672,480	14,939,562	17,612,042	84.83
1996	15,770,933	15,770,933	2,708,464	2,708,464	2,867,600	15,611,797	18,479,397	84.48
1997	15,422,587	15,422,587	2,322,562	2,322,562	1,717,308	16,027,841	17,745,149	90.32
1998	15,637,277	15,637,277	2,433,802	2,433,802	1,796,091	16,274,988	18,071,079	90.06
1999	16,300,581	16,300,581	2,435,739	2,435,739	1,902,221	16,834,100	18,736,321	89.85

**Total Assessed Value**

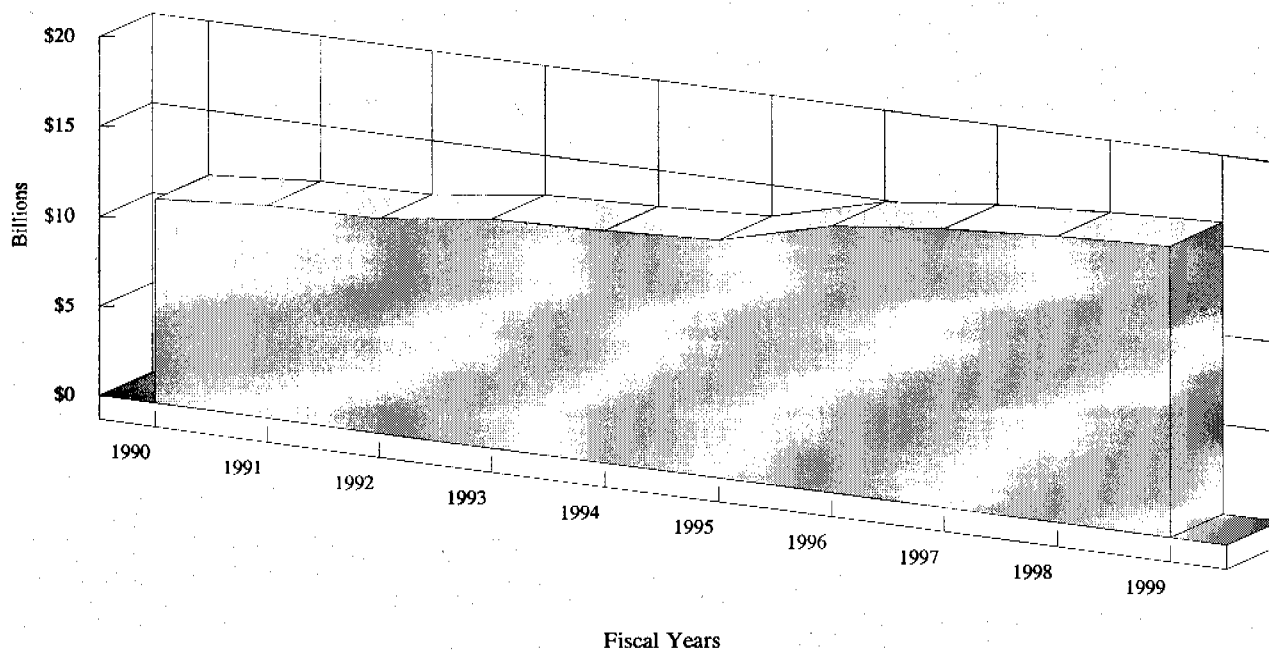


Table 5

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

Name of Government	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
Anthony Ind. School District	\$1.04000	\$.33000	\$.33000	\$1.28500	\$1.37446	\$1.36500	\$1.38500	\$1.35000	\$1.58000	\$1.43168
Canutillo Ind. School District	1.01250	.41400	.49400	1.47000	1.51103	1.57399	1.67000	1.67000	1.67000	1.53660
City of Anthony	.23664	.23590	.24089	.24934	.24062	.23448	.24473	.25074	.25625	.25625
City of El Paso	.56024	.60746	.60746	.62145	.64379	.65322	.63592	.63592	.66023	.66023
City of Horizon	.12547	.12547	.14955	.16955	.16955	.16955	.16955	.16955	.19423	.19039
City of Socorro	.28000	.29811	.29811	.36839	.37529	.37529	.38355	.38355	.38005	.39713
Clint Ind. School District	1.70000	.61200	.52640	1.53000	1.65000	1.53677	1.56042	1.64240	1.64240	1.40000
County of El Paso	.18669	.25356	.26038	.29329	.30540	.28034	.30540	.31500	.36143	.36143
El Paso Community College	.09696	.09894	.09961	.09932	.10056	.10028	.10507	.10364	.11075	.11075
El Paso County Education District (3)		.83600	.93600							
EPCO Rural Fire Prev. Dist. No. 1	.03000	.03000	.03000	.02952						
EPCO Rural Fire Prev. Dist. No. 2	.03000	.03000	.03000	.03000	.03000					
EPCO Emergency Service District No. 1 (4)					.10000	.07992	.08033	.08332	.08286	.08157
EPCO Emergency Service District No. 2 (5)						.07000	.07500	.10000	.10000	.10000
EPCO Tornillo Water Improvement Dist.	.08415	.08690	.08785	.08816	.08700	.07576	.07744	.07101	.06507	.06100
EPCO Water Authority (Horizon)	.50000	.45523	.45523	.44856	.44755	.45960	.46195	.47875	.47876	.47876
El Paso Ind. School District	1.00390	.36451	.36451	1.30051	1.53970	1.52468	1.51498	1.51523	1.65388	1.56015
Fabens Ind. School District	1.15000	.35400	.25400	1.31000	1.31000	1.23000	1.31332	1.37000	1.46000	1.46000
Hacienda Del Norte Water Imp. Dist.	.14583	.14437	.14431	.14181	.13966	.13033	.12772	.12484	.49500	.40000
Homestead Municipal Util. Dist. (2)	1.32635	1.32635	1.06868	1.21570	1.14000	.91000	.75265	.72000	.67950	.54000
Homestead Municipal Util. Dist. No. 1 (2)										
Homestead Municipal Util. Dist. No. 2 (2)										
Lower Valley Water Authority	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000
R. E. Thomason General Hospital	.28230	.21468	.20532	.20532	.21724	.19374	.19374	.19130	.18507	.18507
San Elizario Ind. School District	1.67148	1.00941	.82755	1.68222	1.62199	1.17212	1.50000	1.47516	1.50000	1.50000
Socorro Ind. School District	1.38680	.51736	.55000	1.48000	1.48000	1.47000	1.47000	1.38000	1.55000	1.47283
Tornillo Ind. School District	1.49000	.50456	.52462	1.35000	1.46970	1.33000	1.3608	1.23174	1.48000	1.26840
Town of Clint	.23962	.24497	.23731	.24100	.36000	.35000	.35929	.36394	.34255	.34255
Westway Water Imp. District	1.04398	1.01852	.75823	.71183	.56334	.42060	.33464	.27265	.25609	.25609
Ysleta Ind. School District	.99784	.42000	.46248	1.44000	1.65000	1.60597	1.64952	1.58025	1.63000	1.55148
Downtown Management District (6)								.12000	.12000	.12000

- (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 in March 1994.
- (5) 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 in July 1995.
- (6) The downtown management district was created in March 1997 in an effort to revitalize the downtown area.

Table 6

**County of El Paso, Texas**  
**Principal Taxpayers**  
**September 30, 1999**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

<b>Taxpayer</b>	<b>Type of Business</b>	<b>1999 Assessed Valuation</b>	<b>Percentage of Total Assessed Valuation</b>
El Paso Electric Company	Electric utility	\$187,663	1.11%
Southwestern Bell Telephone	Telephone communications	184,856	1.10%
Refinery Holding Co. L.P.	Oil refinery	103,358	0.61%
Phelps-Dodge Refining Corp.	Copper refinery	99,031	0.59%
Simon Property Group	Real estate development	89,098	0.53%
Tenet Hospitals Limited	Health care	65,643	0.39%
ASARCO, Inc.	Smelting and refining	62,285	0.37%
El Paso Times, Inc.	News media	49,666	0.30%
Property Trust of America	Real estate management	48,843	0.29%
V. F. Jeans Wear, Inc.	Apparel	48,012	0.29%
<b>Totals</b>		<b>\$938,455</b>	<b>5.57%</b>

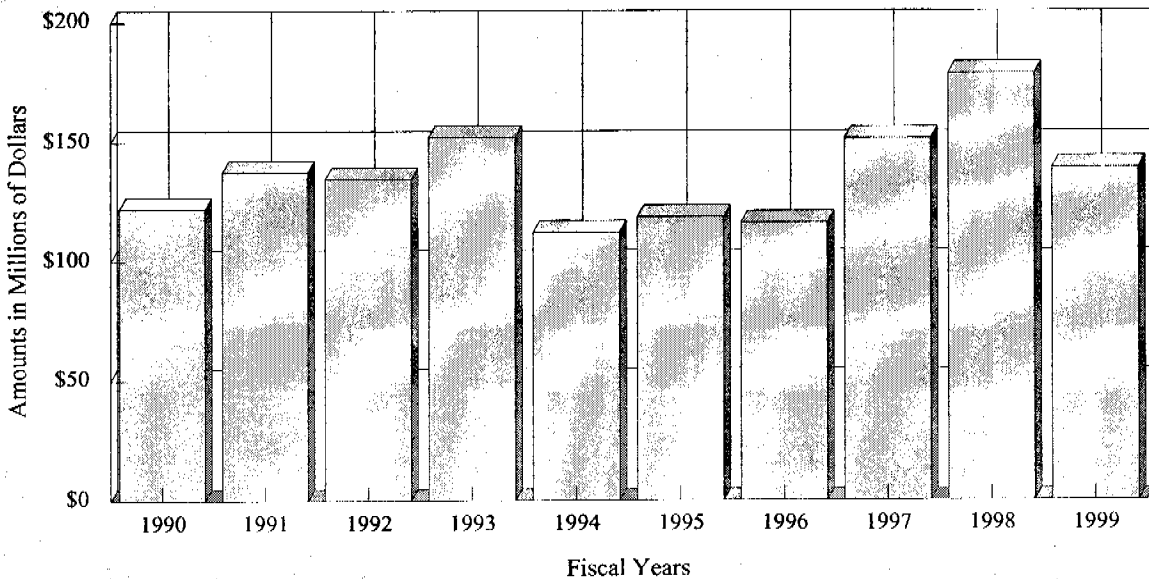
Table 7

**County of El Paso, Texas  
Operating Budgets for Various Funds  
Last Ten Fiscal Years  
(Unaudited)**

<b>Fiscal Year</b>	<b>Debt Service Fund</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Capital Projects Funds</b>	<b>Enterprise Funds</b>	<b>Total</b>
1990	\$7,307,530	\$58,927,046	\$14,728,046	\$35,141,315	\$5,965,143	\$122,069,080
1991	7,701,148	68,191,042	15,870,898	30,859,048	15,097,567	137,719,703
1992	41,268,639	60,479,643	15,941,230	15,038,869	2,018,201	134,746,582
1993	25,146,799	61,217,545	20,836,476	44,011,465	1,210,905	152,423,190
1994	19,986,595	66,969,983	21,902,026	3,322,531		112,181,135
1995	13,759,908	74,700,943	21,953,781	8,228,827		118,643,459
1996	13,737,623	78,665,913	23,438,664	395,300		116,237,500
1997	13,640,814	82,575,608	35,831,320	19,317,154	455,752	151,820,648
1998	39,688,567	90,849,656	23,929,626	23,289,278	1,248,722	179,005,849
1999	17,068,240	97,400,387	23,628,573	958,645	419,579	139,475,424

**Annual Operating Budget Totals**

Last Ten Fiscal Years (Unaudited)



**County of El Paso, Texas**  
**Computation of Legal Debt Margin**  
**September 30, 1999**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

<b>Assessed Valuation:</b>	
Assessed Value of Real Property	\$14,398,361
Assessed Value of Personal Property	2,435,739
<b>Total Assessed Value</b>	<b>\$16,834,100</b>
<b>Legal debt margin:</b>	
Debt limitation - 5% of Total Assessed Value (1)	\$841,705
<b>Debt Applicable to Limitation:</b>	
Total bonded debt	\$117,043
Less: Amount available for repayment of general obligation bonds	1,251
Total debt applicable to limitation	115,792
<b>Legal debt margin</b>	<b>\$725,913</b>

(1) Vernon's Civil Statutes of the State of Texas Annotated, Article 722

**County of El Paso, Texas**  
**Ratio of Net General Obligation Bonded Debt**  
**To Assessed Value and Net General Obligations Debt Per Capita**  
**Last Ten Fiscal Years**  
**(Unaudited)**

Fiscal Year	Population(1)(2)	Assessed Value(1)	Bonded Debt(1)(3)	Debt		Net Bonded Debt(1)	Ratio of Net Bonded Debt To Assessed Value	Net Bonded Debt Per Capita
				Less Debt Service Fund(1)(4)	Payable from Enterprise Revenues(1)			
1990	607	\$11,909,219	76,135	\$1,754	\$8,100	\$66,281	0.56%	\$109.19
1991	604	12,047,176	85,280	1,558	7,930	75,792	0.63	125.48
1992	621	12,805,513	83,208	2,021	7,745	73,442	0.57	118.26
1993	619	12,974,093	15,448	3,068		112,380	0.87	181.55
1994	636	13,259,806	13,588	1,195		112,393	0.85	176.72
1995	652	14,939,562	12,223	844		111,379	0.75	170.83
1996	668	15,611,797	06,296	1,094		105,202	0.67	157.48
1997	682	16,027,841	08,663	1,132		107,531	0.67	157.67
1998	693	16,274,987	25,974	1,392	1,150	124,582	0.77	179.77
1999	705	16,834,100	17,043	1,251	1,158	115,792	0.70	164.24

(1) Amounts expressed in thousands.

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

(3) The 1989-1992 amounts include revenue bonds.

(4) Amounts available for repayment of general obligation bonds.

Table 10

**County of El Paso, Texas**  
**Ratio of Annual Debt Service Expenditures**  
**For General Obligation Bonded Debt**  
**To Total General Governmental Expenditures**  
**Last Ten Fiscal Years**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

Fiscal Year	Principal	Interest Plus Agent and Noncommitant Fees	Total Debt Service	Total General Governmental Expenditures (1)	Ratio of Debt Service to General Governmental Expenditures
1990	\$2,520	\$4,687	\$7,207	\$94,142	7.66%
1991	2,940	4,496	7,436	106,740	6.97
1992	3,345	6,451	9,796	97,623	10.03
1993	4,000	5,143	9,143	92,807	9.85
1994	6,000	8,466	14,466	99,762	14.50
1995	6,965	6,648	13,613	102,468	13.29
1996	5,928	7,810	13,738	110,403	12.44
1997	6,383	7,258	13,641	138,953	9.82
1998	6,724	7,105	13,829	128,560	10.76
1999	8,930	8,138	17,068	139,898	12.20

(1) Includes general, special revenue, debt service and capital projects funds.



Table 11

**County of El Paso, Texas**  
**Computation of Direct and Overlapping Bonded Debt**  
**General Obligation Bonds**  
**September 30, 1999**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

<b>Jurisdiction</b>	<b>General Obligation Bonded Debt Outstanding</b>	<b>Percentage Applicable to County of El Paso</b>	<b>Amount Applicable to County of El Paso</b>
<b>Overlapping:</b>			
Anthony Independent School District	\$406	100%	\$406
Canutillo Independent School District	2,268	100	2,268
City of Anthony	61	100	61
City of El Paso	327,288	100	327,288
Clint Independent School District	264	100	264
El Paso County Water Authority (Horizon)	8,490	100	8,490
El Paso Independent School District	202,786	100	202,786
Fabens Independent School District	10,000	100	10,000
Homestead Municipal Utility District	2,963	100	2,963
R. E. Thomason General Hospital	26,707	100	26,707
San Elizario Independent School District	10,830	100	10,830
Socorro Independent School District	166,928	100	166,928
Tornillo Independent School District	4,140	100	4,140
Westway Water Improvement District	423	100	423
Ysleta Independent School District	51,579	100	51,579
Total overlapping debt	815,133	100	815,133
<b>Direct:</b>			
County of El Paso	\$117,043	100%	\$117,043
<b>TOTAL</b>	<b>\$932,176</b>	<b>100%</b>	<b>\$932,176</b>

Table 12

**County of El Paso, Texas  
Tax Rates and Fund Allocations (1)  
Last Ten Fiscal Years  
(Unaudited)**

<b>Fiscal Year</b>	<b>Total Tax Rate</b>	<b>Maintenance and Operations Tax Rate</b>	<b>Debt Service Tax Rate</b>
1990	\$0.19610	\$0.13890	\$0.05720
1991	0.18669	0.13440	0.05229
1992	0.25356	0.18289	0.07067
1993	0.26038	0.19302	0.06735
1994	0.29329	0.19727	0.09602
1995	0.30540	0.21215	0.09325
1996	0.28034	0.19076	0.08958
1997	0.30540	0.22021	0.08519
1998	0.31500	0.23060	0.08440
1999	0.36143	0.26021	0.10122

(1) These tax rates and fund allocations are expressed in dollars per \$100 assessed valuation.

**Components of the Tax Rate for  
Fiscal Year 1999**

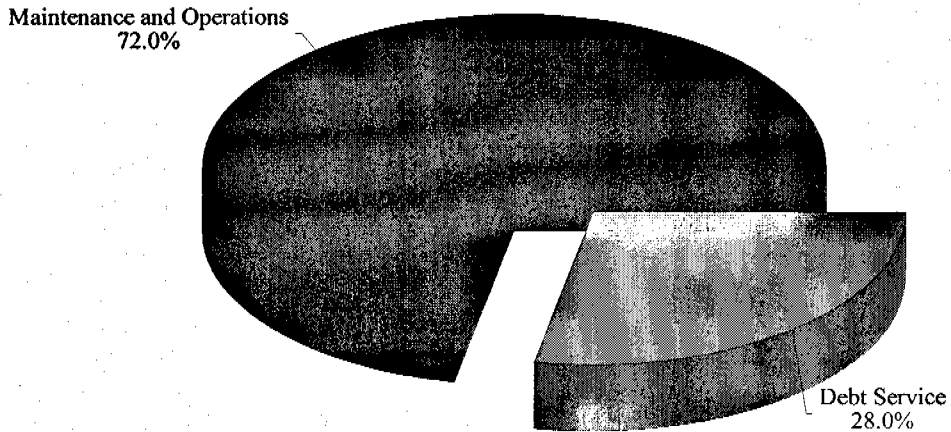


Table 13

**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		Schools Enrollment(1)	Unemployment Rate (2)
				In Years of Formal Schooling(1)			
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
1997	682,000	12,790	28.7	12.6		188,175	11.1
1998	693,177	13,702	27.6	12.6		190,778	10.5
1999	705,393	13,702	28.0	12.6		186,440	9.0

## SOURCES:

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

Table 14

**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)	
	Commercial	Residential	Exemptions	Total	Units	Value(1)	Units	Value(1)
1990	\$5,091,422	\$7,963,507	\$1,145,710	\$11,909,219	420	\$100,768	1,655	\$91,152
1991	5,318,168	8,318,159	1,589,151	12,047,176	205	85,777	1,341	74,077
1992	5,618,612	8,788,085	1,601,185	12,805,513	435	87,557	2,162	118,675
1993	5,627,607	9,027,517	1,681,031	12,974,093	388	54,146	2,088	117,043
1994	5,778,709	9,286,128	1,805,031	13,259,806	483	70,881	2,053	137,808
1995	6,597,863	11,014,179	2,672,480	14,939,562	560	81,646	2,242	124,295
1996	6,908,089	11,571,308	2,867,600	15,611,797	549	115,772	2,175	134,538
1997	7,427,581	10,317,568	1,717,308	16,027,841	164	122,302	2,484	149,019
1998	7,366,699	10,704,380	1,796,091	16,274,988	420	71,858	3,227	153,575
1999	8,586,170	11,000,861	2,754,683	16,832,349	523	163,205	9,091	280,795

(1) Amounts expressed in thousands.

(2) Source: Building Services Department, City of El Paso, Texas.

(3) Source: Federal Reserve Bank of Dallas.

(4) Not available.

**County of El Paso, Texas  
Miscellaneous Statistics  
September 30, 1999  
(Unaudited)**

History 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.

Form of Government The County is a public corporation and a political subdivision of the State of Texas.

Geography 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.

Climatic Conditions 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.

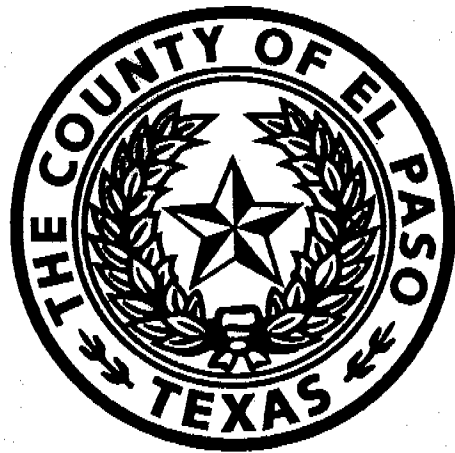
<u>Population</u>	1980	479,899
	1990	606,783
	1991	604,202
	1992	621,000
	1993	619,286
	1994	635,800
	1995	652,225
	1996	667,532
	1997	682,000
	1998	693,177
	1999	705,393

<u>Employment</u>	<u>Year</u>	<u>Work Force</u>	<u>Employed</u>	<u>Unemployment Rate</u>
	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%
	1997	292,000	259,627	11.1%
	1998	300,835	269,303	10.5%
	1999	292,200	265,800	9.0%

**County of El Paso, Texas  
Miscellaneous Statistics  
September 30, 1999  
(Unaudited)**

<u>Road and Highways</u>	There are about 683 maintained miles of roads in the County.				
<u>Employees</u>	The County has 1,907 full time regular and 61 part-time employees.				
<u>Recreation</u>	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.				
<u>Educational Facilities</u>	University of Texas at El Paso enrollment - 14,695 students El Paso Community College enrollment - 18,850 students High schools - 29 Middle schools - 37 Intermediate and elementary schools - 113 Private schools - elementary and high schools - 51 Business and vocational schools - 23 Alternative schools - 8				
<u>Medical Facilities</u>	Thirteen hospitals provide 2,451 beds. County ratios: Doctors to population, 1 to 814 Dentists to population, 1 to 3,897 Hospital beds to population, 1 to 288				
<u>Finance</u>	Federal and state chartered banks - 10 with 56 branch locations. Credit Unions - 19 with 17 branch locations.				
<u>Retail Sales</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
	\$5,051,961,687	\$4,987,281,378	\$5,508,763,690	\$5,327,154,239	\$5,546,593,565
<u>Cultural</u>	Churches 486 Major newspapers 1 Radio stations 21 Local television stations 9 Cable TV is available				

(Concluded)



# **County of El Paso, Texas**

## **Glossary**

This glossary contains definitions for many of the most frequently used accounting and budgeting words, acronyms and abbreviations. These definitions are in a special context that is proper for governmental and nonprofit entities.



# County of El Paso

## Glossary

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<b>Account Group</b>	This is a self-balancing set of accounts, but not a fiscal entity, therefore, it is not a fund.
<b>Accounting Period</b>	A period of time at the end of which, and for which, financial statements are prepared.
<b>Accounting Procedure</b>	The arrangement of all processes which discover, record and summarize financial information to produce financial statements and reports and to provide internal control.
<b>Accounting System</b>	The total structure of records and procedures which discover, record, classify and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups and organizational components.
<b>Accrual Basis</b>	The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received notwithstanding that the receipt of cash or the payment of cash may take place, in whole or in part, in another accounting period.
<b>Ad Valorem</b>	In proportion to value. A basis for levying of taxes upon property.
<b>ADPICS</b>	An acronym for Advanced Purchasing Inventory Control System.
<b>Allocation</b>	A part of a lump-sum appropriation which is designated for expenditure by specific organizational units and/or special purposes, activities or objects.
<b>Annualize</b>	Taking changes that occurred for only part of a year and projecting their costs for a full year for budgetary purposes.

<b>Appropriation</b>	An authorization granted by a legislative body to incur liabilities for purposes specified in the appropriation act. An appropriation is usually limited in amount and as to the time when it may be expended.
<b>Appropriation Budget</b>	Appropriations requested by departments or by the central administration of a governmental unit for a budget period. When the appropriation budget has been adopted in accordance with procedures specified by relevant law the budget becomes legally binding upon the administration of the governmental unit for which the budget has been adopted.
<b>Assessed Valuation</b>	A valuation set upon real estate or other property by a government as a basis for levying taxes.
<b>Assets</b>	Financial representations of economic resources owned by an organization or individual.
<b>Attrition</b>	This is a reduction of employees caused by resignations, retirements, deaths and reassignments. Attrition does not result from layoffs.
<b>Authorized Positions</b>	These are authorized employee positions in the adopted budget that may be filled during the year.
<b>BARS</b>	An acronym for the barcode asset reporting system.
<b>Base Budget</b>	Costs associated with continuing the existing level of services in the current budget year.
<b>Bond</b>	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. <i>Note.</i> The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.
<b>Bonded Debt</b>	That portion of indebtedness represented by outstanding bonds.
<b>Bond Refinancing</b>	This occurs when bonds are redeemed and reissued to obtain more favorable interest rates and/or terms.
<b>Budget</b>	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

<b>Budget Adjustment</b>	A change in the authorized level of funding (appropriations) for a department or line item object code. Budget adjustments are made only with Commissioners Court approval upon departmental recommendations.
<b>Budgetary Accounting</b>	The integration of the budget and accounting system.
<b>Budget Calendar</b>	A schedule of target dates for preparing and adopting the County's budget.
<b>Budget Document</b>	The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.
<b>Budget Message</b>	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.
<b>Budget Policy</b>	A statement or plan which describes how certain aspects of the budget are formulated and the rules to be followed as the budget is put into operations after adoption.
<b>Budgetary Accounts</b>	Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts.
<b>Budgetary Control</b>	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
<b>CAD</b>	This refers to the El Paso Central Appraisal District.
<b>CAFR</b>	This is an acronym for the Comprehensive Annual Financial Report.

<b>Capital Budget</b>	A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget.
<b>Capital Improvement Program (CIP)</b>	A plan for capital outlays to meet the County's long-term capital needs.
<b>Capital Outlays</b>	Expenditures from general or special revenue funds which result in the acquisition of or addition to fixed assets.
<b>Capital Projects Fund</b>	A fund created for all resources used for the construction or acquisition of designated fixed assets by a governmental unit except those financed by special assessment, proprietary, or fiduciary funds.
<b>CJIS</b>	The computerized Criminal Justice Information System is commonly referred to as "CJIS".
<b>Continuing Appropriations</b>	An appropriation which, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.
<b>Cost-of-Living Adjustments (COLA)</b>	An increase of wages and salaries to offset all or part of inflationary impacts.
<b>Current</b>	A term which, applied to budgetary and accounting, designates the operations of the present fiscal period as opposed to past or future periods.
<b>Current Budget</b>	The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.
<b>Debt</b>	An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt.
<b>Debt Limit</b>	The maximum amount of gross or net debt which is legally permitted.
<b>Debt Service Fund</b>	A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments, revenues of proprietary funds, or revenues of fiduciary funds. A debt service fund was formerly called a sinking fund.

<b>Debt Service Fund Requirements</b>	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
<b>Deficiency</b>	A general term indicating the amount by which anything falls short of some requirement or expectation. The term should not be used without qualification.
<b>Deficit</b>	(1) The excess of liabilities and reserved equity of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Internal Service Funds, the excess of expense over income during an accounting period.
<b>Designated Fund Balance</b>	The reserve portion of the fund balance that is designated for the subsequent year to balance the budget.
<b>Direct Expenses</b>	Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.
<b>Disbursements</b>	Payments in cash.
<b>Encumbrances</b>	Contingent liabilities in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is recorded.
<b>Entry</b>	The record of a financial transaction in its appropriate book of accounts.
<b>EPCAD</b>	The El Paso County Alcohol and Drug Abuse Program is also known as "EPCAD".
<b>Estimated Revenue</b>	For reserve accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis, estimated revenues include both cash and accrual basis revenues.

<b>Expenditures</b>	Expenditures are recorded when liabilities are incurred pursuant to authority given in an appropriation. If the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes. Encumbrances are not expenditures.
<b>Expenses</b>	Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.
<b>FAACS</b>	An acronym for the fixed asset accounting and control system.
<b>Face Value</b>	As applied to securities, this term designates the amount of liability stated in the security document.
<b>FAMIS</b>	An acronym for Financial Accounting Management Information System.
<b>Fiscal Period</b>	Any period at the end of which a governmental unit determines its financial position and the results of its operations.
<b>Fiscal Year (FY)</b>	A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. In El Paso County, each fiscal year begins October 1 and ends September 30. Fiscal year 1995 means the fiscal year ending September 30, 1995.
<b>Fund</b>	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
<b>Fund Accounts</b>	All accounts necessary to set forth the financial operations and financial position of a fund.

<b>Fund Balance</b>	The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and available appropriations for the period.
<b>GAAP</b>	This is an acronym for Generally Accepted Accounting Principals.
<b>GASB</b>	This is an acronym for Governmental Accounting Standards Board.
<b>General Fixed Assets</b>	Those fixed assets of a governmental unit which are not accounted for by a proprietary or fiduciary fund.
<b>General Fixed Assets Account Group</b>	A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.
<b>General Fund</b>	A fund used to account for all transactions of a governmental unit which are not accounted for in another fund. The General Fund is used to account for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
<b>GFOA</b>	This acronym stands for Government Finance Officers Association of the United States and Canada.
<b>Governmental Accounting</b>	The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.
<b>Grant</b>	A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.
<b>Historical Cost</b>	The amount paid, or liability incurred, by an accounting entity to acquire an asset and make it ready to render the services for which it was acquired.
<b>Interfund Loans</b>	Loans made by one fund to another.
<b>Interfund Transfers</b>	Amounts transferred from one fund to another.
<b>Intergovernmental Revenues</b>	Revenue from other governments. Grants, shared revenues, and entitlements are types of intergovernmental revenues.

<b>Interim Statement</b>	A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date.
<b>Internal Control</b>	A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.
<b>Inventory</b>	A detailed list showing quantities, descriptions, and values of property and frequently also units of measure and unit prices.
<b>Investments</b>	Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.
<b>Levy</b>	(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.
<b>Line Item Budget</b>	A detailed expense or expenditure budget, generally classified by object within each organizational unit, and, often, classified within each object as to authorized number of employees at each salary level within each job classification, etcetera.
<b>Long-Term Debt</b>	Debt with a maturity of more than one year after the date of issuance.
<b>Modified Accrual Basis</b>	A method of accounting which is recommended for use by governmental funds. Revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
<b>Municipal</b>	In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or town as opposed to other units of local government.



<b>Net Bonded Debt</b>	Gross bonded debt less any cash or other assets available and earmarked for its retirement.
<b>Object</b>	As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies.
<b>Object Classification</b>	A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies, and equipment.
<b>Obligations</b>	Generally amounts which a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances. In Federal usage <i>obligation</i> has essentially the same meaning as <i>encumbrance</i> in state and local government accounting.
<b>Operating Budget</b>	A budget which applies to all outlays other than capital outlays.
<b>Order</b>	A formal legislative enactment by the governing body of certain local governmental units which has the full force and effect of law. For example, county governing bodies in some states pass "orders" rather than laws or ordinances.
<b>Program Budget</b>	A budget wherein inputs of resources and outputs of services are identified by programs without regard to the number of organizational units involved in performing various aspects of the program.
<b>Project</b>	A plan of work, job, assignment, or task. Also used to refer to a job or task.
<b>Receipts</b>	This term, unless otherwise qualified, means cash received.
<b>Refund</b>	(Noun) An amount paid back or credit allowed because of an overcollection or on account of the return of an object sold. (Verb) To pay back or allow credit for an amount because of an overcollection or because of the return of an object sold. (Verb) To provide for the payment of a loan through cash or credit secured by a new loan.
<b>Reimbursement</b>	Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

<b>Requisition</b>	A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.
<b>Reserve</b>	An account which records a portion of the fund equity which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure.
<b>Reserve for Encumbrances</b>	A reserve representing the segregation of fund equity in the amount of encumbrances outstanding.
<b>Residual Equity Transfer</b>	Represents a non-recurring or non-routine transfer between a governmental entities funds which generally occurs with the liquidation or creation of a fund.
<b>Resolution</b>	A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.
<b>Resource Development</b>	A function of county government whereby various departments assist public and private organizations in the development of business and economic opportunities to meet the needs of the community.
<b>Revenue</b>	For those revenues which are recorded on the accrual basis (q.v.), this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund equity in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash.
<b>Rollback Election</b>	A process whereby the voters may petition an election on a tax increase that exceeds the calculated rollback tax rate.
<b>Rollback Tax Rate</b>	The maximum calculated tax rate that the County may adopt without being subject to the possibility of a rollback petition.
<b>Securities</b>	Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.
<b>Short-Term Debt</b>	Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

<b>Special Revenue Fund</b>	A fund used to account for revenues from specific taxes or other earmarked revenues sources which by law are designated to finance particular functions or activities of government. After the fund is established, it usually continues year after year until discontinued or revised by proper legislative authority. An example is a motor fuel tax fund used to finance highway and road construction.
<b>Statute</b>	A written law enacted by a duly organized and constituted legislative body.
<b>Tax Rate</b>	The amount of tax stated in terms of a unit of the tax base. For example, 25 mills per dollar of assessed valuation of taxable property.
<b>Tax Roll</b>	The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.
<b>Taxes</b>	Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.
<b>TCDRS</b>	This acronym stands for the Texas County and District Retirement System.
<b>User Charge</b>	A charge levied against users of a service or purchasers of a product of an enterprise fund or an internal service fund.
<b>Unit Cost</b>	The cost associated with producing a unit of service or specific product.
<b>Value</b>	As used in governmental accounting, this term designates (1) the act of describing anything in terms of money, or (2) the measure of an item in terms of money. The term should not be used without further qualification.

**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**

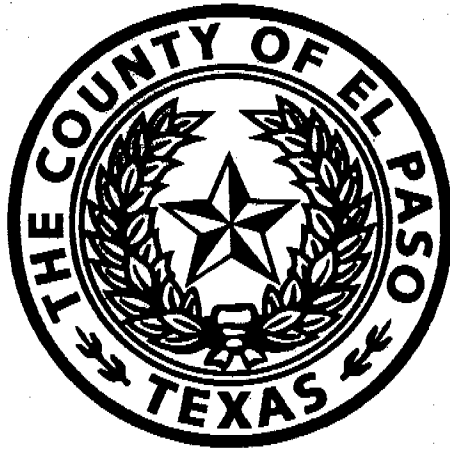
A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.

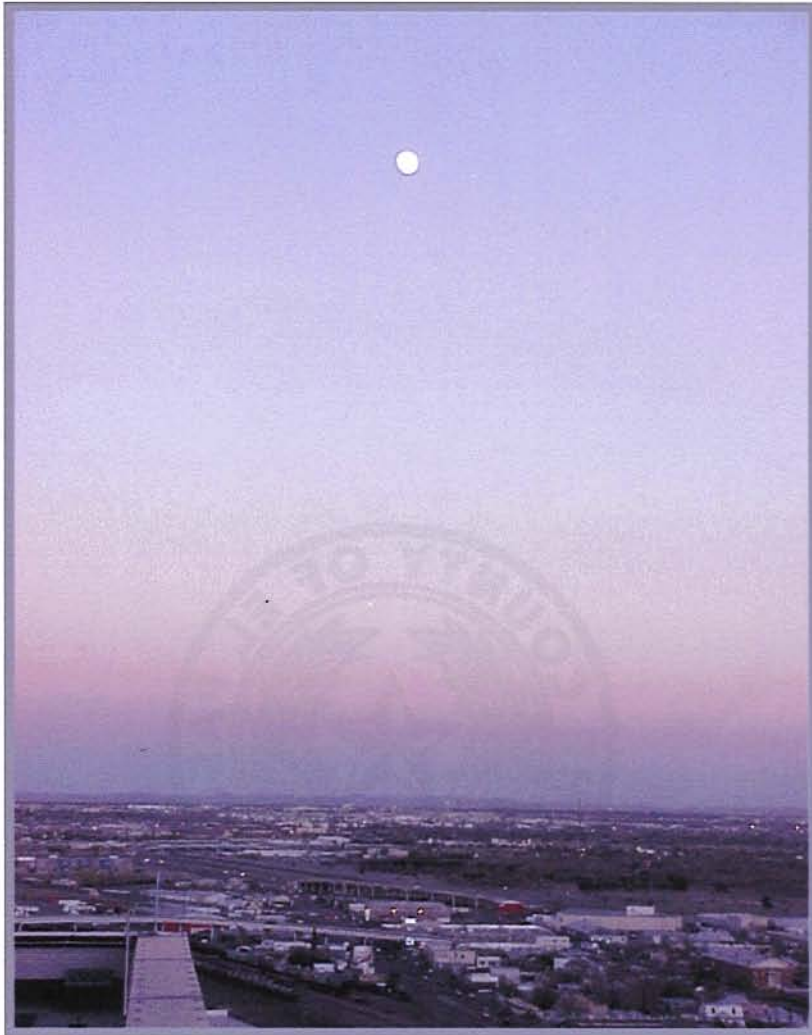
**Yield**

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 view of East El Paso as seen from the roof of the County Courthouse at dusk.

We hope this document has provided some insight about the County's government and its budget for the fiscal year 2000.

