

# COUNTY OF EL PASO, TEXAS

## Annual Operating Budget



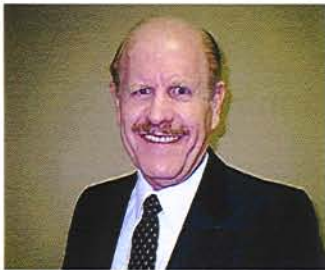
For the Fiscal Year  
Beginning October 1, 2000  
and Ending September 30, 2001

**Annual Operating Budget  
For the Fiscal Year Beginning  
October 1, 2000**

**Commissioners Court Members**



**Dolores Briones, County Judge**



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



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



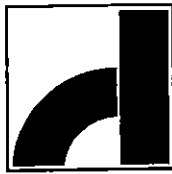
**Miguel A. Teran, County Commissioner  
Precinct Number 3**



**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, 1999**

*Anne Spray Kinney*      *Jeffrey L. Essler*  
President                      Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the County of El Paso for its annual budget for the fiscal year beginning October 1, 1999.

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 from Culberson County in 1911 and Hudspeth County in 1915. The County derived its name from 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. 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 justices of the peace, and one or more constables. 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 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 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 of county government. To name a few, the Commissioners Court is responsible for approving the county's operating budget and budgetary amendments, setting ad valorem property tax rates, auditing and directing 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 are prescribed by state laws, prescribed by the standards 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 between rural counties and urban counties such as El Paso County in the delivery of some services. 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. Another example is that in most of the larger urban counties less emphasis is placed on the construction and maintenance of roads and bridges than is in 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 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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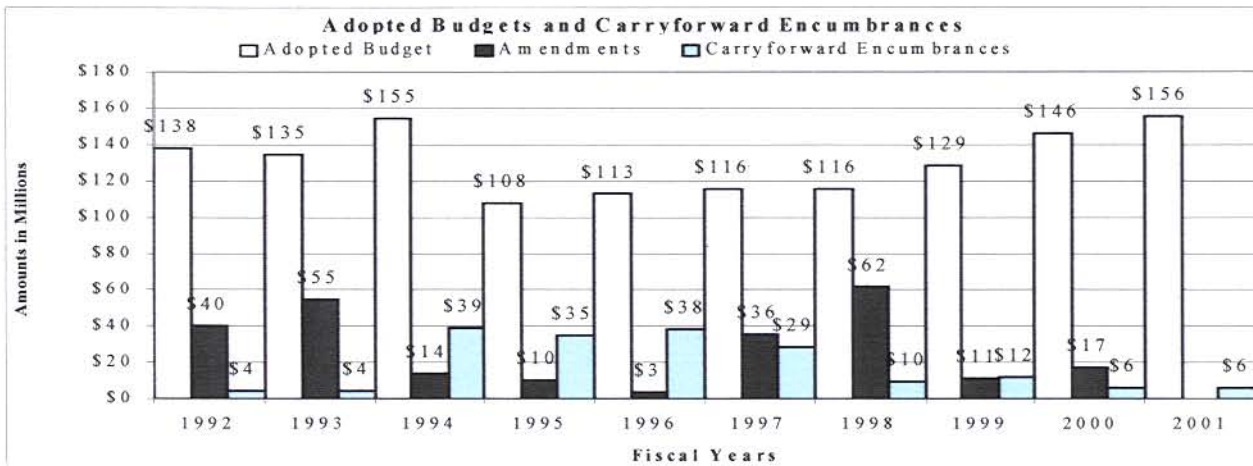
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500 EAST SAN ANTONIO STREET  
EL PASO, TEXAS 79901-2407  
(915) 546-2040  
(915) 546-8172 FAX

December 28, 2000

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 2001 published operating budget of the County of El Paso, Texas (County) for the period of October 1, 2000 through September 30, 2001. 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 2001 budget adopted by the County totaled \$156,263,597, an increase of \$10,282,644 or 7.05 percent in comparison to the fiscal year 2000 adopted budget. Ninety-five percent of this increase occurred within the categories of administration of justice, \$2,900,601 or 28.21 percent, public safety, \$3,969,199 or 38.60 percent, health and welfare, \$1,613,453 or 15.69 percent and other financing uses totaling \$1,298,644 or 12.62 percent. Other increases occurred in general government, public works and capital outlays and net with decreases within community services,

resource development, culture and recreation and debt service interest. These changes are explained in further detail throughout this document.

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 and continued in the fiscal year 2001 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 community needs change.

The fiscal year 2001 budget emphasized four major goals:

- (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 continued 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 countywide study of health related services, resources and initiatives;
- (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 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. Departmental 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 and City of El Paso. 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 2001 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 \$2,415,822 in fiscal year 2001 for public health, animal control and on-site sewage inspections. The County of El Paso contributes to this program in partner with the City of El Paso via inter-local agreement. This was the first year that the County and the City funded the Health District based on an agreed upon funding ratio that was the result of a cooperative study of the District. Emphasis and concern by the County remains on state mandates and their possible impacts on health related issues in El Paso, therefor; additional evaluation by the County is very likely.

**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. The County contributes 1 ¼ percent of its 2 ½ percent hotel occupancy tax revenues estimated at \$950,000 in fiscal year 2001.

**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 whereby the County charges a daily fee when applicable. 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, improving the quality of life, increase efficiencies, possibly eliminate the duplication in government, but most of all, give the public the most for their tax dollars. The County has developed a master plan for its county parks, the Ascarate Golf Course and the County Coliseum as a means of revitalizing recreational facilities. Effective beginning 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 third year and has enhanced 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 recreation provided to the public.

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 all 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 was accomplished in December of 1999. 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 immediate financial information, 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 resulted in the County of El Paso discontinuing use of its bulky and expensive mainframe computer. All offices are connected to local area networks throughout county government whereby all proprietary systems are accessible. This process is complete at a cost of \$9.3 million. Specialized system programming modifications will continue to take place for an estimated cost of \$230,000 in the fiscal year 2001.

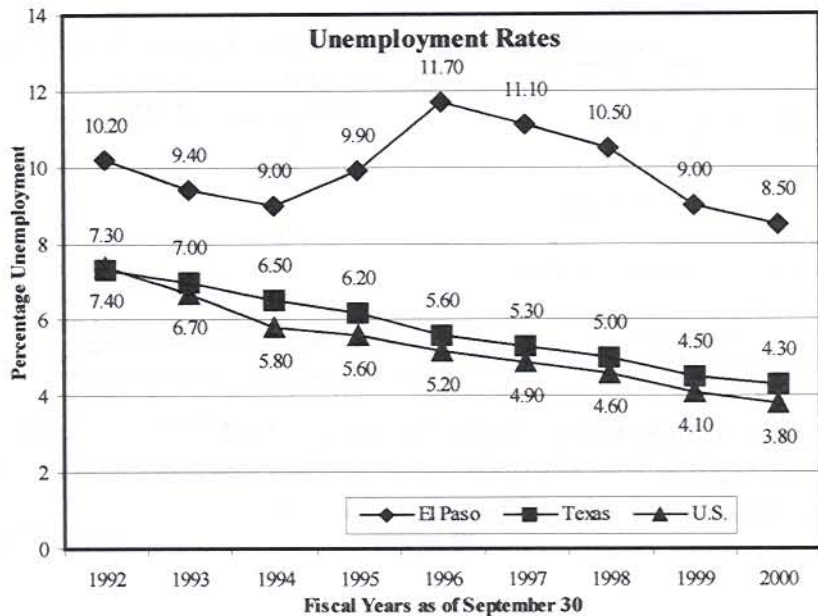
Cooperative efforts continue between the Consolidated Data Processing Department, District Attorney, El Paso Police Department, and the Sheriff's Department in maintaining the DIMS project (District Attorney Intake Management System). This system streamlines the process of accepting or declining cases 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, 2000 the City Planning, Research and development department estimated the County population at 717,212. The City of El Paso, the County seat, is estimated as having a population of 627,556. 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 1,162,410. 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 set at \$276,350 in fiscal year 2001 as negotiations between the United States and Mexican government continue. 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.



Fabens. Funding is presently set at \$276,350 in fiscal year 2001 as negotiations between the United States and Mexican government continue. 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.



The El Paso region is seeing positive movement in the economy. Mexico's economy continues improving and the border retail activity is gaining momentum that 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. The economy of this region is predominately comprised of manufacturing, military establishments, 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. 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 2000 issue of Texas Labor Market Review, unemployment statewide was 4.3 percent in September. When compared to the same time last year, this unemployment rate was two-tenths of a percentage lower. As reflected in the graph on the previous page, El Paso's unemployment rate for September was 8.50 percent, a favorable reduction in comparison to 9.0 in September 1999. Summaries of job gains are reflected in the table above. As of September 2000, most sectors did not experience job losses except in the

#### El Paso MSA Employment by Industry

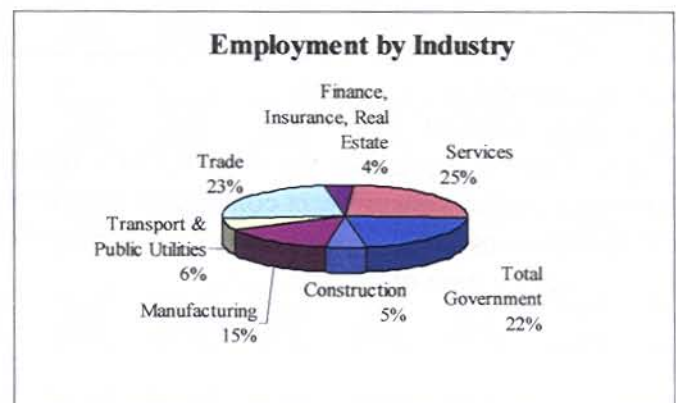
Amounts in Thousands

EL Paso Metropolitan Statistical Area Profile obtained from the Texas Workforce Commission

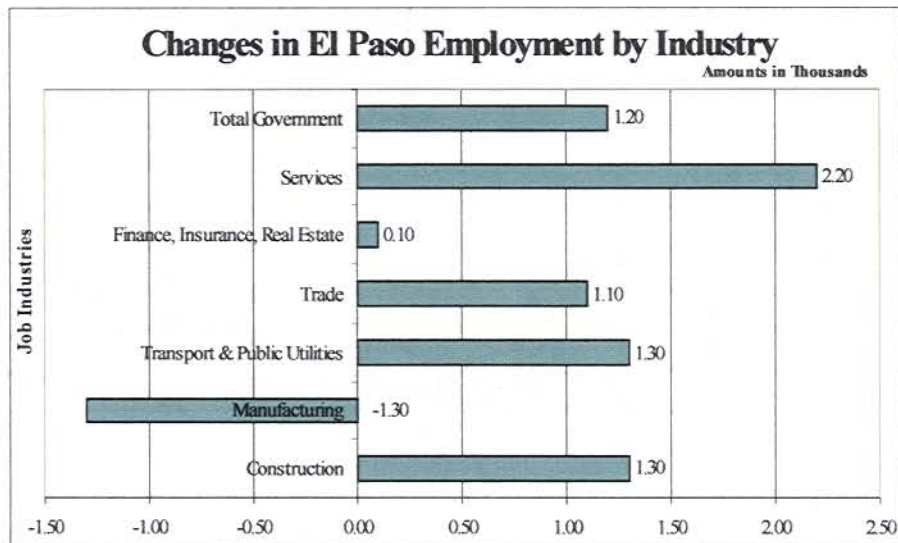
Industry Types	September 1999	Amount Change	Percentage Change	September 2000	Percent of Total
Construction	12.70	1.30	10.24%	14.00	5.41%
Manufacturing	39.90	-1.30	-3.26%	38.60	14.92%
Transport & Public Utilities	15.10	1.30	8.61%	16.40	6.34%
Trade	59.10	1.10	1.86%	60.20	23.27%
Finance, Insurance, Real Estate	9.90	0.10	1.01%	10.00	3.87%
Services	60.60	2.20	3.63%	62.80	24.28%
Total Government	55.50	1.20	2.16%	56.70	21.92%
Total Labor Market	252.80	5.90	2.33%	258.70	100.00%

area of manufacturing. Based on data obtained from the Texas Workforce Commission for the El Paso Metropolitan Statistical Area, El Paso saw a net gain of 5,900 jobs or 2.33 percent through September 2000 when compared to the same time in 1999 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 2000 while the next table reflects changes in the employment industry components. Of this one-year increase of 5,900 jobs, construction comprises 5.41 percent of the labor force and added

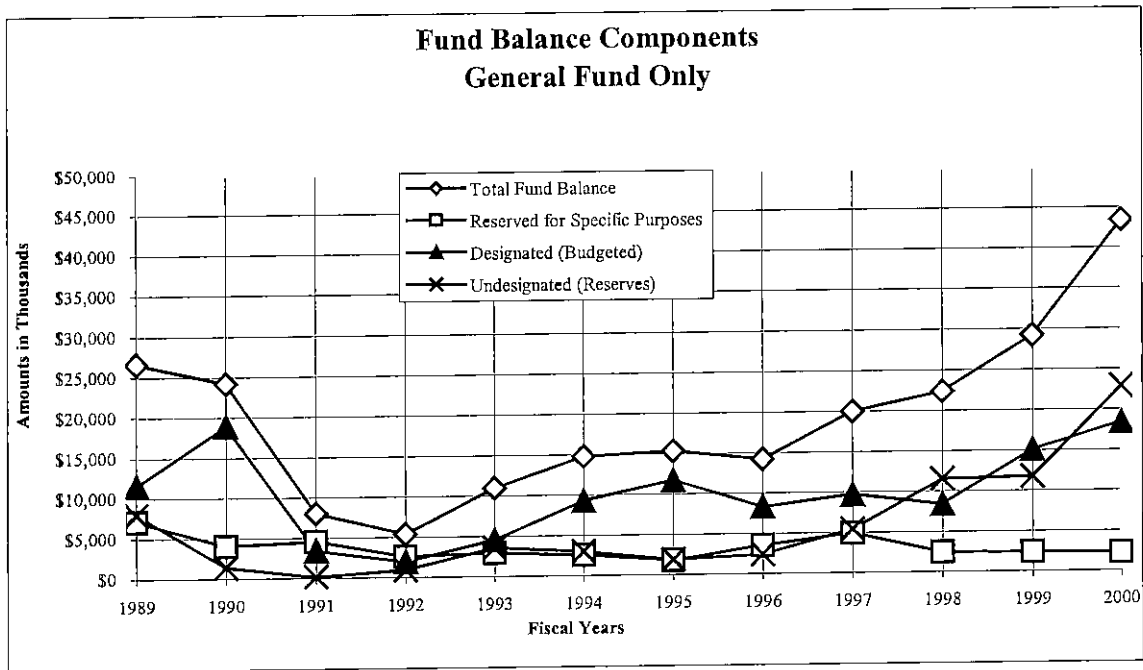


1,300 jobs, an increase of 10.24 percent, while during the same period manufacturing comprises 14.92 percent of the labor force saw a decline of 1,300, a decrease of 3.26 percent. Other changes include addition of 1,300 jobs in transportation and public utilities, an increase of 8.61 percent, 1,100 or 1.86 percent in trade, mainly retail, 100 or 1.01 percent in finance, insurance, and real estate, 2,200 or 3.63 percent in services, and an additional 1,200 or 2.16 percent in government jobs as depicted on the bar chart to the right. El Paso's unemployment rate remains almost 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 on the following page depicts the general fund balances over the past twelve 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 due to the fact that significant amounts were utilized in balancing the general fund operating budget. Since fiscal year 1993, the County struggled but has made significant achievements 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, 1999 and again in 2000. 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, 2006 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 that 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 2001 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 4, 1999 the Commissioners Court members adopted an operating budget for the twelve-month period ending September 30, 2000 totaling \$145,980,953. The Commissioners Court increased this budget by a net amount of \$16,834,540 during fiscal year 2000 with twenty-eight 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 twenty-eight budget amendments, the operating budget totaled \$162,815,493. For comparative purposes, on October 4, 2000 the Commissioners Court approved and adopted an annual operating budget aggregating \$156,263,597 for the fiscal year beginning October 1, 2000.

**Acknowledgments:** I sincerely thank the citizens, county judge, county commissioners, 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,



Edward A. Dion  
County Auditor

EAD:ya



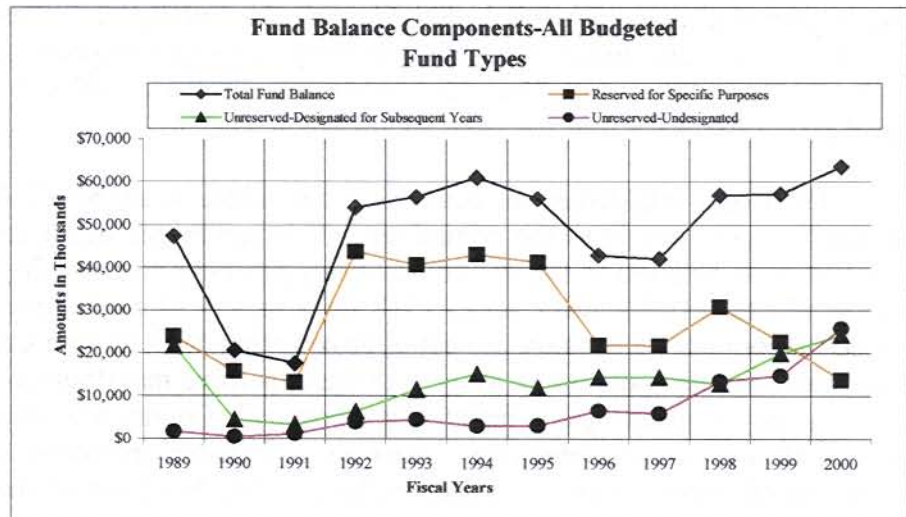
# EXECUTIVE AND BUDGET SUMMARY

## SHORT-TERM STRATEGIES

### *Fund Balances*

The County operates under a balanced budget as required by law. This does not mean that estimated revenues must always be exactly equal to expenditures. In most of the annual operating budgets, the commissioners court members usually decide to use, at least, a portion of the undesignated fund balances to balance the revenues to appropriations. As a sound financial management practice, members of the Commissioners Court consistently attempt to maintain sufficient undesignated fund balance levels to prevent the County's bond ratings from being lowered and more importantly, 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 fund balance 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

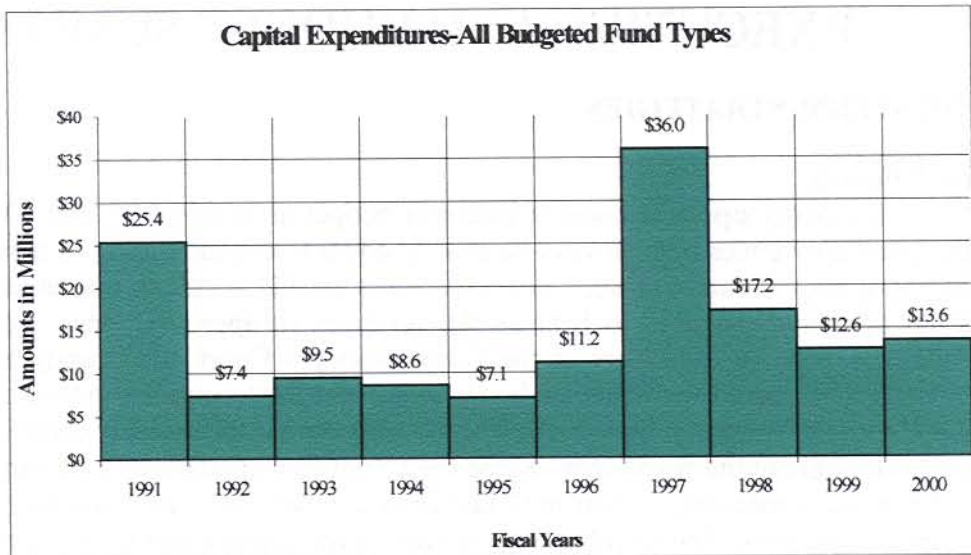


projected costs are on the rise, and no new increases in revenues are identified, fund balance reserves may be utilized to make up this shortfall. In fiscal year 2001, the Court increased its use of fund balance in the budget while simultaneously maintaining stability of fund balance reserves. Ordinarily, however, unless additional sources of revenue are identified, such decisions do nothing more than postpone an inevitable tax rate increase in a subsequent year. The County will continue to 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.

In prior years, the Commissioners Court members choose to defer equipment purchases for a year or more. 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 re-evaluates 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 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 improvements 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.

As a component of fund balance, 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, inmate health care 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 sales.

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 budget, capital budget and to maintain 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. As part of the budgetary process, the equipment committee evaluated all capital requests and made a recommendation to the Commissioners Court. New capital requests were funded in fiscal year 2001 by utilizing existing capital project funds as recommended by the committee. The equipment committee also received support from the Court to establish a County Capital Project Fund that was funded with an initial amount of one million dollars for future capital needs. The equipment committee is also tasked with the development of the County's five-year strategic capital plan.

### **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 \$6,027,333 with an ideal balance of \$18,081,999 based on the fiscal year 2001 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.



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 in retaining a stable fund balance reserve at or near the County's goal in the general fund three 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 appropriations grew in fiscal year 2000 by \$15,095,666 or 15.14 percent. Actual expenditures and transfers-out in fiscal year 2000 declined by \$3,906,538. Of this total, related amounts entailed general government, (\$11,598,006), administration of justice, \$1,836,643, public safety, \$4,823,514 of which \$3,381,125 and \$1,408,031 related to the Sheriff Department and Juvenile Probation Department, health and welfare, \$927,858, resource development, \$245,201, culture and recreation, \$173,567, capital outlays, (\$65,459) and (\$249,856) transfers out.

Other factors affecting expenditures were 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. Another factor that increased expenditures is attributed to the County's reduction in the 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 and other increases in jail operation costs. Other changes not elaborated on here were previously discussed including statutory mandates. Additional factors impacting these results included the favorable actual revenues and transfers in over estimates by \$11,872,998 in 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 and transfers-in exceeded expenditures by \$14,406,745 and a decrease in encumbrances from the prior year of \$177,253 helped 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 2001 budget incorporated additional funding for the operations of the jail annex facility, other aspects of the Sheriff's budget and other mandated expenditures, while the majority of other departments received only inflationary funding increases. Simultaneously, the designated fund balance utilized in balancing the 2001 budget again increased from the prior year with an increase of \$3,309,418 or 21.96 percent over fiscal year 2000 for a total of \$18,381,788. 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 2002 the Court will continue to face even greater funding challenges. Some of those challenges will be additional operational costs of fully funding new courts, 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 continue to 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 2001 budget, the Court should begin planning for a more stringent budget in 2002 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 emphasized stabilization of ad valorem property tax rates. Efforts by the Court are evidenced by reduction of the tax rate in fiscal year 1996, adopting the same tax rate in fiscal year 1997 as in 1995, and a less than one percent increase in fiscal year 1998. The court increased its tax rate in fiscal year 1999 and kept the rate the same in fiscal years 2000 and 2001. 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 assessing capital needs and reallocation of bond proceeds and interest income earned on capital project funds to meet current capital needs. Otherwise, funds from construction projects remaining after a project's completion that are not reallocated to other capital needs 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 2001 began June 15, 2000 and ended on October 4, 2000. Throughout the budget process the Court took a firm position on the budget. During the fiscal year 2001 budget hearings the Court remained firm on the position to change its focus and approach in setting the county budget. The most significant step that the Court re-emphasized was continued effort to implement performance-based budgeting in line with the County's existing countywide mission statement, goals and objectives. The Court gave direction to departments, elected officials and recipients of county funds to develop their mission, goals and meaningful and measurable objectives. The county auditor's office met with various departments prior to the budgetary cycle and reviewed basic concepts of performance based budgeting. This meeting as well as many subsequent budgetary roundtable meetings resulted in the beginning of a framework to achieve this goal. It is anticipated that implementation of performance based budgeting will span numerous years as the County works together to develop mechanisms to capture and report performance measure data.

The Commissioners Court experimented for the second time with budget roundtable meetings with departments, officials and recipients of county funds and these meetings were 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 are 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 to expect continued improvements that will be evident beginning with the fiscal year 2002.

Throughout the summer of 2000, the Court held many public budgetary roundtable meetings and budget hearings. These meetings were attended by elected officials, department heads, key staff members, news media and many interested citizens up to final adoption. Budgetary round table meetings were introduced to provide members of the Court and recipients of County funds an opportunity to discuss their operations and any unique situations affecting their organization. As with any change, the process received mixed reviews, but overall, much of the Court felt that the roundtable meetings added value to the budget and the decision making process. At these public roundtable 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) Continued implementation of the County's salary step plan in fiscal year 2001 and investing in the work force;
- (d) Cost of living raises for county employees;
- (e) The County's collective bargaining agreement;
- (f) Adequately funding premiums to the Health and Life Benefits Fund for employee health benefits;
- (g) The issue of mandated versus non-mandated programs and levels of funding;
- (h) Adding statutorily approved courts; and,
- (i) 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 2000 in order to minimize last minute spending. 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 im-

portance 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 further financial analysis by the county 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 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**

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

Total estimated revenues from all sources decreased from \$141,947,795 in fiscal year 2000 in comparison to \$133,473,778 in fiscal year 2001 by 5.97 percent. Closer analyses of the components of major class groupings of revenues reveals increases in taxes, charges for services, fines and forfeits and interest earnings that amounted to \$3,719,103, \$1266,573 and \$673,000 and \$371,625 respectively. Concurrently, the County experienced decreases in licenses and permits, intergovernmental, miscellaneous revenues and other financing sources totaling \$35,000 \$12,815,748, \$552,774 and \$1,100,796 respectively. The most significant change and the ma-

majority of these reductions are due to grants reflected as budget amendments during 2000 that will not be budgeted in fiscal year 2001 until grant awards are made.

FY 2001 Estimated Revenues and Fund Balance in Comparison to FY 2000 (All Budgeted Fund Types)

Revenues (Sources):	Adopted FY 2000	FY 2000 Amendments	FY 2000 as Amended	Adopted FY 2001	Change from 2000 Amended	Percent Change	Components as as % Budget
Tax Revenues	\$83,532,171	(\$244,663)	\$83,287,508	\$87,006,611	\$3,719,103	4.47%	55.68%
Licenses and Permits	\$160,000		\$160,000	\$125,000	(\$35,000)	-21.88%	0.08%
Intergovernmental	\$2,247,062	\$13,647,043	\$15,894,105	\$3,078,357	(\$12,815,748)	-80.63%	1.97%
Charges for Services	\$29,855,527	\$2,472	\$29,857,999	\$31,124,572	\$1,266,573	4.24%	19.92%
Fines and Forfeits	\$3,520,000		\$3,520,000	\$4,193,000	\$673,000	19.12%	2.68%
Miscellaneous Revenues	\$2,207,434	\$790,889	\$2,998,323	\$2,445,549	(\$552,774)	-18.44%	1.57%
Interest Earnings	\$2,448,000	\$26,375	\$2,474,375	\$2,846,000	\$371,625	15.02%	1.82%
Other Financing Sources	\$1,483,774	\$2,271,711	\$3,755,485	\$2,654,689	(\$1,100,796)	-29.31%	1.70%
<b>Total revenues and other sources</b>	<b>\$125,453,968</b>	<b>\$16,493,827</b>	<b>\$141,947,795</b>	<b>\$133,473,778</b>	<b>(\$8,474,017)</b>	<b>-5.97%</b>	<b>85.42%</b>
<b>Fund Balance Components</b>							
Fund balance designated to balance the budget	\$20,526,985	\$340,880	\$20,867,865	\$22,789,819	\$1,921,954	9.21%	14.58%
<b>Total Fund Balance Designations</b>	<b>\$20,526,985</b>	<b>\$340,880</b>	<b>\$20,867,865</b>	<b>\$22,789,819</b>	<b>\$1,921,954</b>	<b>9.21%</b>	<b>14.58%</b>
<b>Total Revenues (Sources) and Fund Balance</b>	<b>\$145,980,953</b>	<b>\$16,834,707</b>	<b>\$162,815,660</b>	<b>\$156,263,597</b>	<b>(\$6,552,063)</b>	<b>-4.02%</b>	<b>100.00%</b>
<b>Designated Fund Balance as % of Budget</b>	<b>14.06%</b>			<b>14.58%</b>			

### Tax Revenues

Tax revenues represent approximately 55.68 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 that are also included within this group increased only marginally.

On September 6, 2000 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 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.

	FY 2001	FY 2000	% Change
Adopted Ad Valorem Property Tax Rates	\$0.361434	\$0.361434	0.00%
Effective Tax Rates	\$0.360553	\$0.361513	Not Comparable
Total Taxable Values	\$17,353,127,193	\$16,785,323,337	3.38%
Total Estimated Tax Revenues	\$61,716,611	\$59,697,508	3.38%

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. Truth-in-Taxation Guidelines, further requires the County to notify the public of an increase in tax revenues based on set calculation criteria. These tax guides that mirror existing 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 to \$.361434 in each of the fiscal years 1999, 2000 and 2001. Throughout the fiscal year 2001 budget process, the Court contended with fully funding mandated expenditures, a countywide cost of living increase, the impact of its approved salary step plan, and collective bargaining. 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 property values increased over last fiscal year by \$567,803,856 or 3.38 percent the net increase in budgeted revenues over the prior year is projected to approximate \$2,019,103or 3.38 percent.

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

This category of revenues represents 8 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 declined by \$35,000 or 21.88 percent in fiscal year 2001.

#### ***Intergovernmental***

Intergovernmental revenues amount to 1.97 percent of total budgeted revenues. This area saw a decline of \$12,815,748 or 80.63 percent from the fiscal year 2000 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 decrease is \$327,991 or 18.04 percent under fiscal year 2000. The majority of the change can be attributed to a one time estimated reimbursement within the debt service fund of \$195,000 and the remainder represents reductions anticipated 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 19.92 percent of total estimates to cover appropriations and exhibited a moderate increase over the fiscal year 2000 estimate by 4.24 percent or \$1,266,573. This increase relates to county imposed fees, vehicle registration fees, and other fees of elected officials

throughout the County. The largest component in this category relates to anticipated revenues from housing prisoners in the both the downtown and eastside jail annex facilities. This estimate was based on expectations that chargeable prisoner population will remain consistent with that of fiscal year 2000. The County continued to address its goal of enhancing the quality of life by continuing its commitment of reinvesting revenues from parks and recreational activities. This source includes fees and concession revenues from the Ascarate Golf Course and Regional Park, County Coliseum, swimming pools and other recreation related activities. In fiscal years 1999, 2000 and again in 2001 the Commissioners Court reaffirmed their commitment to the park improvement fund to ensure 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 implementation of its 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.

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

This category is expected to increase \$673,000 or 19.12 percent due to the continued up-beat efforts and expectations of pursuing collections on outstanding fines and bond forfeitures by the County Clerk's Collection and County Attorney offices respectively. 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 2.68 percent.

### ***Miscellaneous Revenue***

This category which accounts for 1.57 percent of total estimated revenues, decreased noticeably from fiscal year 2000 mainly due to grants related funding. Other revenues in this category are classified as miscellaneous reimbursements and unclassified revenues.

### ***Interest Revenue***

Interest revenue comprises 1.82 percent of total estimates and is projected to increase by 15.02 percent or \$371,625 over fiscal year 2000. A moderate increase in interest rates is projected, thus, this increase is basically a reflection of earnings on capital bond proceeds and on other working capital available for investment throughout the fiscal year.

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

This category is utilized to account for fund transfers between the various funds. This category decreased in fiscal year 2001 \$1,100,796 or 29.31 percent. As discussed previously, grants are budgeted during the fiscal year when contracts are awarded. This decrease represents approximately \$2,195,969 due to grants being budgeted upon grant award and the netting of estimates in the capital project fund totaling \$1 million establishing a county capital project fund for the purpose of long-range capital planning. The residual difference represents balances due from funds as a result of transactions between funds. This category represents 1.70 percent of total estimated funding to cover the budget for fiscal year 2001.

### ***Fund Balance***

Fund balance represents accumulated funds estimated to be available on the first day of the fiscal year that may be used to cover 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 and may be estimated by the county auditor. 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 14.58 percent of the total funding, up by \$1,921,954 or 9.21 percent from fiscal year 2000. This change is attributed to multiple factors such as an increased usage of fund balance within the general and special revenue funds totaling \$3,309,418 and \$42,616 respectively and also declines within the capital project and debt service funds totaling \$745,312 and \$684,768 respectively in fiscal year 2001. The declines in capital project funds represent consumed funds as projects are 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 2001 and 2000 by (1) fund and (2) function.

FY 2001 Adopted Appropriations and Fund Balance in Comparison to FY 2000 (All Budgeted Fund Types)

Appropriations (Uses):	Adopted FY 2000	FY 2000 Amendments	FY 2000 as Amended	Adopted FY 2001	Change from 2000 Amended	Percent Change	Components as % of Budget
General Government	\$28,747,867	-\$2,236,126	\$26,511,741	\$29,271,288	\$2,759,547	10.41%	18.73%
Administration of Justice	\$19,873,449	\$6,124,046	\$25,997,495	\$22,774,050	-\$3,223,445	-12.40%	14.57%
Public Safety	\$51,393,606	\$3,826,345	\$55,219,951	\$55,362,805	\$142,854	0.26%	35.43%
Health and Welfare	\$7,072,959	\$2,537,253	\$9,610,212	\$8,686,412	-\$923,800	-9.61%	5.56%
Community Services	\$136,969	\$862,678	\$999,647		-\$999,647	-100.00%	0.00%
Resource Development	\$3,089,589	\$107,624	\$3,197,213	\$3,049,166	-\$148,047	-4.63%	1.95%
Culture and Recreation	\$5,003,660	-\$889,618	\$4,114,042	\$4,885,285	\$771,243	18.75%	3.13%
Public Works	\$5,374,699	\$272,994	\$5,647,693	\$5,799,817	\$152,124	2.69%	3.71%
Capital Outlays	\$3,653,531	\$5,609,429	\$9,262,960	\$4,160,772	-\$5,102,188	-55.08%	2.66%
Debt Service and Enterprise							
Principal	\$11,235,000		\$11,235,000	\$11,175,000	-\$60,000	-0.53%	7.15%
Interest	\$5,958,542	\$2,472	\$5,961,014	\$5,359,760	-\$601,254	-10.09%	3.43%
Other Financing Uses	\$4,441,082	\$617,610	\$5,058,692	\$5,739,242	\$680,550	13.45%	3.67%
<b>Total Appropriations (Uses)</b>	<b>\$145,980,953</b>	<b>\$16,834,707</b>	<b>\$162,815,660</b>	<b>\$156,263,597</b>	<b>-\$6,552,063</b>	<b>-4.02%</b>	<b>100.00%</b>
Encumbrance carryforward		\$6,320,642	\$6,320,642	\$5,743,694	(\$576,948)	-9.13%	
<b>Total Combined Appropriations</b>	<b>\$145,980,953</b>	<b>\$23,155,349</b>	<b>\$169,136,302</b>	<b>\$162,007,291</b>	<b>-\$7,129,011</b>		

The table below is illustrated by fund 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 2001 Adopted Appropriations and Fund Balance in Comparison to FY 2000 (All Budgeted Fund Types)

Appropriations (Uses):	Adopted FY 2000	FY 2000 Amendments	FY 2000 as Amended	Adopted FY 2001	Change from 2000 Amended	Percent Change	Components as % of Budget
Capital Project Fund	\$1,639,137		\$1,639,137	\$1,729,325	\$90,188	5.50%	1.11%
Debt Service Fund	\$17,080,667		\$17,080,667	\$16,463,426	-\$617,241	-3.61%	10.54%
Enterprise Fund	\$430,875	\$197,472	\$628,347	\$389,334	-\$239,013	-38.04%	0.25%
General Fund	\$111,325,062		\$111,325,062	\$120,546,660	\$9,221,598	8.28%	77.14%
Grants	\$1,394,017	\$16,541,018	\$17,935,035	\$2,440,501	-\$15,494,534	-86.39%	1.56%
Special Revenue	\$14,111,195	\$96,217	\$14,207,412	\$14,694,351	\$486,939	3.43%	9.40%
<b>Total Budget</b>	<b>\$145,980,953</b>	<b>\$16,834,707</b>	<b>\$162,815,660</b>	<b>\$156,263,597</b>	<b>-\$6,552,063</b>	<b>-4.02%</b>	<b>100.00%</b>
Encumbrance carryforward		\$6,320,642	\$6,320,642	\$5,743,694	(\$576,948)	-9.13%	
<b>Total Combined Appropriations</b>	<b>\$145,980,953</b>	<b>\$23,155,349</b>	<b>\$169,136,302</b>	<b>\$162,007,291</b>	<b>-\$7,129,011</b>		



The prior table indicates that significant amendments to the fiscal year 2000 budget 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 2000 to 2001 equates to a 7.04 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.

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 2000 discussed from here forward can be found throughout this document.

In comparing the fiscal year 2001 and 2000 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 third quarter of 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 2000, the County realized a budgetary saving of \$1,763,668 or 57.69 percent of the original appropriations of \$3,057,000 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 2001, 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 2000 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 2000 which will not be budgeted in fiscal year 2001 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 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 and county and district clerks just to name a few.

A global perspective of the 2000 budget depicts that general government appropriations represent approximately \$29,271,288 or 18.73 percent of the total budget and increased by \$2,759,547 or 10.41 percent from the prior amended budget. Some of the significant impacts made within this category to name a few are discussed from here forward. The County contin-

ued its pledge to follow through on its countywide salary-step-plan in fiscal year 2001 that was phased in during fiscal year 2000. Not only did the Court keep its commitment, it also added a three percent cost-of-living increase to the salary plan to keep pace with inflation. Additionally, effects of automatic collective bargaining increases pursuant to the sheriff's contract and authorization of changes to the attorney salary plan which included the County Attorney, District Attorney and Public Defender offices also impacted the budget for a combined total approximating \$2,000,000. It should be noted that due to the fact that salary adjustments are budgeted under this category, in future years, these increases are automatically factored into subsequent departmental budgets of other categories.

An amount of appropriations were budgeted in anticipation of a funding shortfall within the non-budgeted county health, life and dental insurance benefits fund approximating \$1,500,000 in fiscal year 2001 and \$2,939,000 in fiscal year 2000. In fiscal year 2000, funding of this shortfall was allocated to the respective departmental budgets, therefore, the fiscal year 2001 appropriation in the general and administrative account of general government relates to retiree health costs only. This funding was based on an actuarial study and on recommendation from the county's risk pool board which has legal oversight of these funds.

There were numerous changes within this category and for the sake of brevity, focus will be only on those increases or decreases exceeding \$100,000. The most significant increase was \$830,311 within the consolidated data processing department due to additional system support requirements by the County and payment of user license maintenance fees related to the County's existing computer environment. A major component of this increase related to outsourcing to accomplish software report modifications requested by user departments. Other increases focused on hardware support and emphasis on expanding departmental staff training.

In June of fiscal year 2000, the Commissioners Court created a Domestic Relations Department established to assist families with problems of child support, custody, and other matters relating to divorce proceedings. Child support payment processing was previously handled through the District Clerk's Office in coordination with the Texas Attorney General's Office. Full funding in fiscal year 2001 totaled \$756,269 for an increase of \$576,227 while at the same time the District Clerk's Office saw a reduction of \$141,286 mostly related to transfer of child support related positions to this newly created department.

The County Auditor's budget increased by \$391,653 mainly due to addition of new positions but mostly due to two contingency items relating to computer system support and cost of implementation and compliance with GASB statement 34. Others changes included Road and Bridge-general and administrative, Facilities Management, General Fund-general and administrative, Tax Office and the Purchasing Department which increased by \$318,292, 192,074, \$172,556, \$150,277 and \$139,428 respectively. The Road and Bridge department increase is mainly attributable to budgeting of additional fund balance for newly requested personnel. The Facilities and Management department's increase was mainly attributable to the opening of the 5<sup>th</sup> and 7<sup>th</sup> floors of the Courthouse, additional staff and associated operational costs. In the area of investing in the work force, the Court for the second year 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 budget tentatively includes appropriations for two new County Courts at Law effective September 2001. The County also provides facilities, operating expenses and support staff of the fifteen 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 Family Courts with a new Family Court planned beginning April 2001, Tax Court, Child Abuse Master and seven Justices of the Peace.

With a significant decrease of \$3,223,445 or 12.40 percent under the prior year, administration of justice accounts for 14.57 percent of the total 2001 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, some increases actually occurred. The District Attorney's office saw an increase of \$421,196 due to additional staff requirements with a significant portion relating to the statutory mandated 409<sup>th</sup> District Court. Various courts saw increases within their budgets mainly due to funding of capital needs for an increase of \$337,361. The Council of Judge's budget increased marginally by approximately \$186,900 mostly due to salary and fringe benefits and estimated legal fees.

The County Attorney budget grew by \$248,085 or 11.28 percent and the County Attorney R. E. Thomason Hospital Legal budget increased by \$134,233 or 51.68 percent. Most of this increase related to personnel and fringe benefit increases. The Public Defender's budget increased by \$168,598 mainly due to salary and fringe adjustments, some of which related to the newly created 409<sup>th</sup> District Court. An increase of \$107,430 resulted from addition of a new Tax Court to include staff support and operating expenses. Overall, Justices of the Peace increased by \$96,010. A significant cause for this increase was the fact that the Commissioners Court brought all Justice of the Peace salaries to the same level. 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, the Leo Samaniego Law Enforcement Complex and courthouse security. The juvenile probation department, office space and utilities of the adult probation department, ambulance services, emergency management and seven constables are also classified under this heading.

This area increased \$142,854 or .26 percent over fiscal year 2000. Due to the netting of grants funded in fiscal year 2000 and yet to be budgeted in fiscal year 2001, 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 2000, which was \$629,298 or 1.24 percent over fiscal year 1999. At the present time, public safety represents 35.43 percent of the total 2001 budget. Operations and staffing of the east-side jail plus personnel salary adjustments mandated by a collective bargaining contract constitute a substantial amount of this addition. Total appropriations for the Sheriff's department increased by \$3,020,670 or 7.11 percent of which \$726,548, \$1,355,652 and \$938,470 were attributable to the detention facility, jail annex and law enforcement divisions respectively.

Courthouse security increased by \$38,383 or 7.24 percent to a total of \$568,314. This department is overseen by the Sheriff and is partially funded by a courthouse security fee, with the balance funded through the general fund. Courthouse security fees are the primary funding source for this department presently estimated at \$394,364; therefore, \$173,950 of courthouse security appropriations are funded by the general fund, up from \$132,131 in the prior year. Another area of increase was the Juvenile Probation Department totaling \$563,831 or 7.57 percent. This department increased due to continued staffing and operations of a newly constructed Post Adjudication Facility for juveniles that became operational in mid fiscal year 2000. This budget also included salary increases for a salary-step-plan very similar to the County's plan.

The seven constables overall received an additional \$35,108 relating to vehicle maintenance and salary and fringe benefits as the Court set all constable salary at parity with each other. As part of a pilot project the Court provided vehicles with the aim of having the Constables collect more outstanding warrants. During fiscal year 2000, the Court provided vehicles to Constables and therefore some of this increase also relates to vehicle operations.

### ***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 such as on-site sewage inspections, public health and dental facilities, air pollution, water pollution, mosquito and animal control functions. Additional programs solely funded by the county include medical examiner and veterans assistance.

The State administers most direct welfare assistance programs, however, the County 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 \$8,686,412 or 5.56 percent of the total 2001 adopted budget. This funding amount was \$923,800 or 9.61 percent less than the amount funded in fiscal year 2000. This area reflects a reduction mainly due to city-county health although grants as previously discussed in other categories also net out with changes reflected in the general fund. Within this category, most areas experienced level funding or only a moderate increase such as an inflationary adjustment with the exception of the notations below.

Animal Control was funded at \$457,046 or 153 percent over the prior year. The reason for this increase is attributable to a mutually agreed upon method of determining overall funding between the County and the City of El Paso. Based on the allocations requested by the City using agreed upon funding ratios, the County's allocation resulted in an increase to animal control while reductions resulted in other programs such as city-county health and on-site sewage inspectors. On-Site Sewage Inspectors was increased by \$20,021 or 7.20 percent for a total of

\$297,998. With regards to City-County Health District, funding was set as requested at \$1,660,778. This resulted in a reduction of \$587,291 or 25.83 percent. During fiscal year 2000, the Court amended funding to the Health District by \$843,790. As a result of allocating funds as directed by the City, the overall impact resulted in a reduction of \$291,064 or 10.75 percent. The overall intent of the Court remains to identify state mandates of indigent health and to evaluate the adequacy of present Health District programs.

Another area in this category that increased is the Medical Examiner department for a total increase of \$144,168 or 20.08 percent over fiscal year 2000. Additionally, appropriations for life management and child welfare legal fees decreased by \$179,220 and 110,000 respectively or by 100% and 11.46 percent respectively.

### ***Community Services***

This areas focuses mainly on State and Federal grant funding for improving outlying areas within the County with necessities such as water, plumbing and also transportation for residents in several rural areas. This category decreased by \$999,647 or 100 percent due to the fact that grants are budgeted as contracts are awarded, therefore, additional funding awarded during fiscal year 2001 will be reflected throughout the year as budget amendments.

### ***Resource Development***

Funding for any County activity that promotes 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, agricultural cooperative extension services, planning and management and the planning department.

This category decreased by \$148,047 or 4.63 percent from the prior year. As a component of the budget, this classification currently represents about 1.95 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 2.79 percent increase or \$10,984 for total funding of \$404,827. The Downtown Management District was not funded in fiscal year 2001 and as a result was deleted from the budget for a reduction of \$16,000. The Small Business Development (also called the Hispanic Chamber of Commerce) was also not funded resulting in a reduction of 40,000. Other changes within this category are discussed later in this document. During fiscal year 2000, the County contracted to pay the City of El Paso one and one-quarter percent of its two and one-half percent of hotel occupancy 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 estimated revenue for the year of \$850,000 in fiscal year 2000. Due to this fact, tourist promotion functions depict a decrease of \$506,217 from fiscal year 2000. Offsetting factors in this area include fully funding of the planning and management services department totaling \$333,987 and a \$40,852 increase to the planning department (also known as the community development department). Prior to fiscal year 2000, the planning department was funded by grants through administrative charges or indirect charges. Beginning in fiscal year 2000, the planning department was appropriated in the general fund with the stipulation that grants, once obtained, will reimburse this department for allowable 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 and has been continued into fiscal year 2001. 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 3.13 percent of the overall budget and increased by 18.75 percent or \$771,243 over the prior fiscal year. Most areas in this category received only inflationary funding changes with the exception of parks in general, which realized moderate increases. A park improvement fund was created in fiscal year 1999 whereby the Court directed that all revenues of the Ascarate Regional Park, Golf Course and the 50-meter Ascarate Swimming Pool be placed in that fund. The Court funded the golf course and Ascarate Park at \$819,947 and \$825,150 respectively, with increases of \$103,102 and \$92,028 or 14.38 and 12.55 percent respectively. The County continues to evaluate the possibility of privatizing the Ascarate Golf Course. In fiscal year 2001, the Ascarate Park Improvement fund increased by \$92,406 or 20.19 percent for a total of \$550,000. Of this amount, \$450,000 was set aside for the renovation of park bathrooms. This is exclusive of other funds earmarked as grant match to secure state grants reflected under the other financing uses category discussed later. The County leveraged its park improvement revenues as matching funds for grants such as the \$500,000 presently appropriated to secure funding from the Texas Parks and Wildlife Commission in an effort to obtain additional state funds. The County has taken a major step to make significant improvements in addressing quality of life issues. Continued use of these funds to secure further funding for the County's park system has the potential of making county parks major public attractions that should ensure continued growth and progress. Some of the improvements made thus far include a new fishing pier and boardwalk at the lake, new picnic shelters and construction is presently in progress for a one mile long jogging trail which will eventually go completely around the lake for a total of two miles. In addition to the existing fishing, baseball fields and outdoor handball courts, basketball, tennis courts and huacha (also called washer courts) courts have been built. Other increases related to this function are due to increases in the Coliseum Tourist Promotion fund, Rural Parks, Swimming Pools and various community centers for a total of \$328,470, \$53,852, \$32,226 and \$47,678 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 includes 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 3.71 percent of the overall adopted budget, the public works budget totals \$5,799,817, up \$152,124 or 2.69 percent from the prior year. The roads and bridges fund and the Fabens Airport mainly represent this category. 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 year's fund balance. 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. As a result, the road and bridge funds are at an all time high which should result in expanded road and bridge services within the County as reflected with the increase of \$871,218 or 19.06 percent for a total of \$5,443,317.



## ***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 2000, 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 appropriations in fiscal year 2001 totaled \$4,160,772, of which \$1,729,325 was the result of additional capital project revenues becoming available for appropriation. The remaining appropriations were reflective of increases of \$457,200 and \$1,974,247 to the general fund and special revenue funds. Overall, capital appropriations budgeted decreased by \$5,102,188 or 55.08 percent from the prior fiscal year and represents 2.66 percent of the overall adopted budget. Components of capital appropriations that comprise this

change include capital project, enterprise fund, general fund, grants and special revenue, which changes total \$90,188, (\$38,029), (\$141,423), (\$4,910,127) and (\$102,796) 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 and is calculated separately from the maintenance and operating component of the ad valorem property tax rate. Although this area in total saw little change, there was a reduction to both interest and principal. The amount budgeted for principal payments declined by \$60,000 or .53 percent whereas interest budgeted declined by \$601,254 or 10.09 percent. This is mainly the result of restructuring of debt in prior years. As a component of the overall budget, debt service principal and interest appropriations represent 10.58 percent of the overall county budget.

**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 to secure various grant funding. This area represents 3.67 percent of the budget or \$5,739,242 and increased by \$680,550 or 13.45 percent from fiscal year 2000. A significant factor that is not obvious from this analysis is a general fund appropriation to transfer \$1 million on recommendation by the County’s Capital Equipment Committee for the establishment of a long-range county capital improvement fund within the capital projects fund. It is anticipated that this fund will be utilized to accumulate capital improvement reserves based on a capital improvement plan to be developed by the committee. Furthermore, expenditure recommendations are subject to review and approval by the Commissioners Court. During the summer of fiscal year 2000, the equipment committee evaluated all capital equipment requests and recommended reallocation of various capital projects funds deemed available. Usage of any funds from the county capital improvement fund requires that a thorough funding search be performed of all other sources prior to this fund being utilized.

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. Every effort is made to assure that an appropriate amount of matching funds are funded in anticipation of grant contract awards during the fiscal year. Furthermore, only when additional project related funds are identified, does it become necessary to supplement capital project appropriations in the budgetary process.

FY 2001 Adopted Appropriations by Category and Fund Balance in Comparison to FY 2000 (All Budgeted Fund Types)

Appropriation Categories	Adopted FY 2000	FY 2000 Amendments	FY 2000 as Amended	Adopted FY 2001	Change from 2000 Amended	Percent Change	Components as % of Budget
Personnel	\$79,930,873	\$6,267,974	\$86,198,847	\$87,115,881	\$917,034	1.06%	55.75%
Operating	\$57,955,467	\$4,339,695	\$62,295,162	\$59,247,702	-\$3,047,460	-4.89%	37.92%
Capital	\$3,653,531	\$5,609,428	\$9,262,959	\$4,160,772	-\$5,102,187	-55.08%	2.66%
Transfers out	\$4,441,082	\$617,610	\$5,058,692	\$5,739,242	\$680,550	13.45%	3.67%
<b>Total Budget</b>	<b>\$145,980,953</b>	<b>\$16,834,707</b>	<b>\$162,815,660</b>	<b>\$156,263,597</b>	<b>-\$6,552,063</b>	<b>-4.02%</b>	<b>100.00%</b>
Encumbrance carryforward		\$6,320,642	\$6,320,642	\$5,743,694	(\$576,948)	-9.13%	
<b>Total Combined Appropriations</b>	<b>\$145,980,953</b>	<b>\$23,155,349</b>	<b>\$169,136,302</b>	<b>\$162,007,291</b>	<b>-\$7,129,011</b>		



As reflected above, the overall budget decreased by 4.02 percent or \$6,552,063. Increases were attributable to personnel and transfers-out which increased by \$917,034 and \$680,550 or 1.06 and 13.45 percent respectively. Increase in personnel appropriations is mainly attributable to additional staffing to various departments as explained throughout this document. Some increases, to name a few, include funding of new statutory mandates, increases due to collective bargaining for sheriff deputies, continued funding of the County's salary-step-plan and increased costs of the health benefit premiums. 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 409<sup>th</sup> District Court, Tax Court, Family Court 3, plus other departmental support. Personnel salary increases in fiscal year 2001 had a smaller impact in this budget, as many employees will receive step level increases. In prior years, salary increases had minimal impact due to factors such as attrition. Since implement of the County's salary-step-plan, the County has experience a somewhat reduced rate of attrition, but at the same time, it impacted the present budget and should level off with only a moderate increase to salary appropriations in the future.

As a component of the total 2001 County budget, personnel appropriations comprise 55.75 percent, operating comprises 37.92 percent and capital comprises 2.66 percent. The County was able to obtain some of the increases throughout this budget by utilizing a trade off of appropriations within the general fund.

Capital appropriations in the adopted budget historically represent capital project funds that have been identified, reallocated 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:

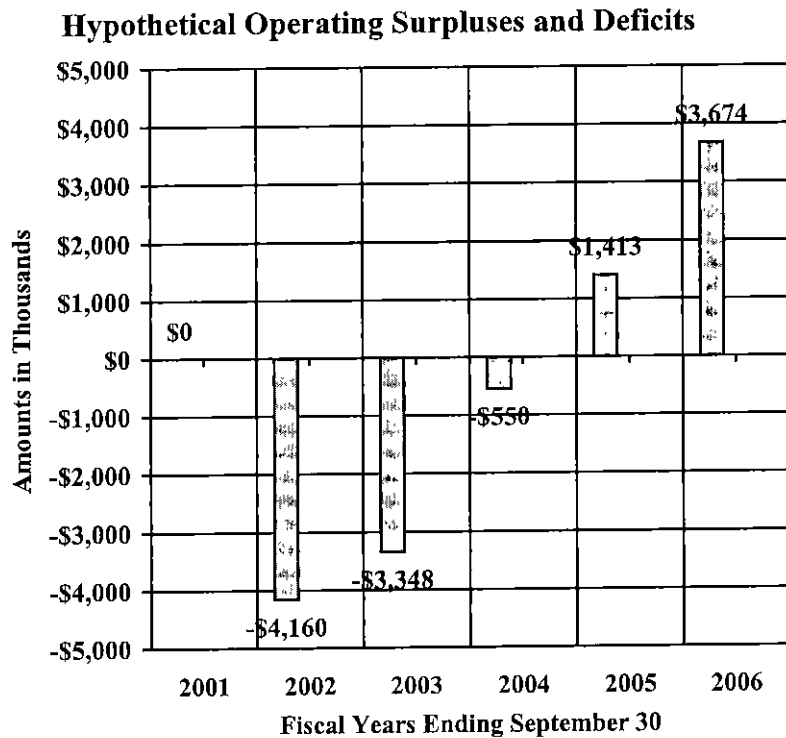
Fiscal Years	2001	2002	2003	2004	2005	2006
Increase in County Revenue needed (From prior year)	\$20,349,318	\$12,174,892	\$7,592,291	\$4,291,633	\$3,089,789	\$964,073
Projected increase in Revenues (From prior year)		\$8,015,080	\$4,244,666	\$4,372,006	\$4,503,166	\$4,638,261
Revenues over/(under) Requirement (Utilized Fund Balance in Fiscal Year 2000)		<u>(\$4,159,813)</u>	<u>(\$3,347,625)</u>	<u>(\$549,628)</u>	<u>\$1,413,377</u>	<u>\$3,674,187</u>
Total amount Over/(Under) Requirements for 5 year forecast						<u>(\$2,969,501)</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 2006 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 2001 the Commissioners Court utilized \$22,789,819 of fund balance reserves to balance the operating budget in order to supplement the county auditor's estimated revenues. Of this amount, \$540,825, \$352,578, \$18,381,788 and \$3,514,628, 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 3 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 fiscal year 2001 budget was balanced by utilization of fund balance. The main factor for the projected deficits in fiscal years beginning with 2002 is the fact that fund balance has not been factored in to balance future budgets nor have new revenues been identified. Other factors considered in future years were additional costs associated inflationary cost of living adjustments, continued funding of the County's scheduled salary-step-plan that systematically steps individuals by 2.5 percent on their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> year of their job class anniversary date. Additional factors include the cost of the sheriff department collective bargaining contract and a factor for inflationary increases in operational costs. Other factors included full funding of additional courts that were only partially funding in fiscal year 2001.



In fiscal year 2001 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. For the second year in a row, revenue generation by the county jails, although unstable at times due to its reliance on

federal prisoner population counts, has trended positively and made a substantial impact on fiscal year 2000. 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, presently 10 to 15 percent of the general fund budget, 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 2005 when the actual revenues are estimated to surpass the amount allocated to the operating budget, assuming action is taken to stabilize fiscal year 2002. 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 its financial future 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 2001 whereby the Commissioners Court retained the same tax rate as fiscal year 2000.



# 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 of excess road and bridge funds to the general fund 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 moderate changes from fiscal year 2000. The debt service requirements for fiscal year 2001 declined based on scheduled principal and interest payments.

## **COMPENSATION AND BENEFITS**

Effective January 1, 2001, 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) that was the same rate as 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 salary 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 civilian 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 and uses within all funds are segregated and shown as a separate component for budgetary and actual purposes. All of the Debt Service Funds' expenditures for principal and interest on long-term debt are considered to be in the operating category. All Grant and Capital Project Funds are budgeted on a project basis and all are classified in their respective category. 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. During the budget process, departments and agencies present proposed service level increases separately to the Court.

Pursuant to the *Texas Local Government Code*, § 111.034(b)(4) and § 111.039(b), only the county auditor may estimate revenues. Tentative revenue estimates 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 by providing the 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 estimates of anticipated revenues to the commissioners court. Second, some departments and agencies may require additional hearings before commissioners court members to 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, the county auditor enters any approved changes into the computerized budget system along with any changes in estimated revenues 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 2001**  
**OCTOBER 1, 2000, - SEPTEMBER 30, 2001**

**Proposed Dates**

**Proposed Actions**

- |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 19, 2001 | 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:<br><br><u>Personnel</u> : Authorizations-increases and decreases<br><u>Salaries</u> : Cost of living and/or merit increases<br><u>Capital Outlays</u> : Improvements, new equipment<br><u>Services</u> : Increases and decreases<br><u>Car Allowances</u> : Mileage rates and travel |
| February 19, 2001 | 2. The county payroll division will develop a payroll report showing projected salary costs by department for the budgetary period October 1, 2001 through September 30, 2002. These computations will include any cost-of-living and/or step increases recommended by Commissioners Court. The target date for the receipt of this payroll report is February 23, 2001.                                                                                                                       |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2001**  
**OCTOBER 1, 2000 - SEPTEMBER 30, 2001**

**Proposed Dates**

**Proposed Actions**

- |                                    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 5-9, 2001                    | 3. | The budget officer will prepare tentative departmental budgetary request forms. The target date for the completion is March 9, 2001.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| March 5-9, 2001                    | 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 2, 2001                      | 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 30, 2001                     | 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 2002, 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 18, 2001. |
| May 28, 2001                       | 7. | The budget officer plans to present the preliminary budgetary proposal to Commissioners Court.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| June 4-29, 2001<br>July 9-31, 2001 | 8. | Commissioners Court will approve a schedule for public departmental budgetary roundtables and hearings. Commissioners Court will conduct public hearings and make adjustments.                                                                                                                                                                                                                                                                                                                                                                                                    |
| September 5, 2001                  | 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 2001**  
**OCTOBER 1, 2000 - SEPTEMBER 30, 2001**

**Proposed Dates**

**Proposed Actions**

- |                      |                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 5, 2001    | 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 5-21, 2001 | 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 5, 2001    | 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 18, 2001   | 14. Pursuant to the <i>Texas Local Government Code, § 111.038</i> , Commissioners Court will publish a notice of a public hearing on the 2002 operating budget once in both major local newspapers, stating the date, time and location of the hearing.                                                                                                                    |
| September 26, 2001   | 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 1, 2001      | 16. The budget officer will present the final proposed budget to Commissioners Court.                                                                                                                                                                                                                                                                                      |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2001**  
**OCTOBER 1, 2000 - SEPTEMBER 30, 2001**

**Proposed Dates**

**Proposed Actions**

- |                 |     |                                                                                                                                                                                                                                                                                                                                     |
|-----------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 1, 2001 | 17. | Pursuant to the <i>Texas Local Government Code</i> , § 111.037, the budget officer will file a copy of the proposed budget with the county clerk, where it will be available for public inspection by any taxpayer.                                                                                                                 |
| October 3, 2001 | 18. | Pursuant to the <i>Texas Local Government Code</i> , § 152.013, Commissioners Court shall set the expenses and other allowances of each elected El Paso County official and precinct officer. The Commissioners Court shall set the items at a regular meeting of the court during the regular budget hearing adoption proceedings. |
| October 3, 2001 | 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 5, 2001 | 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</i> , § 111.040, 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 distinct 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' 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 remain 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.**

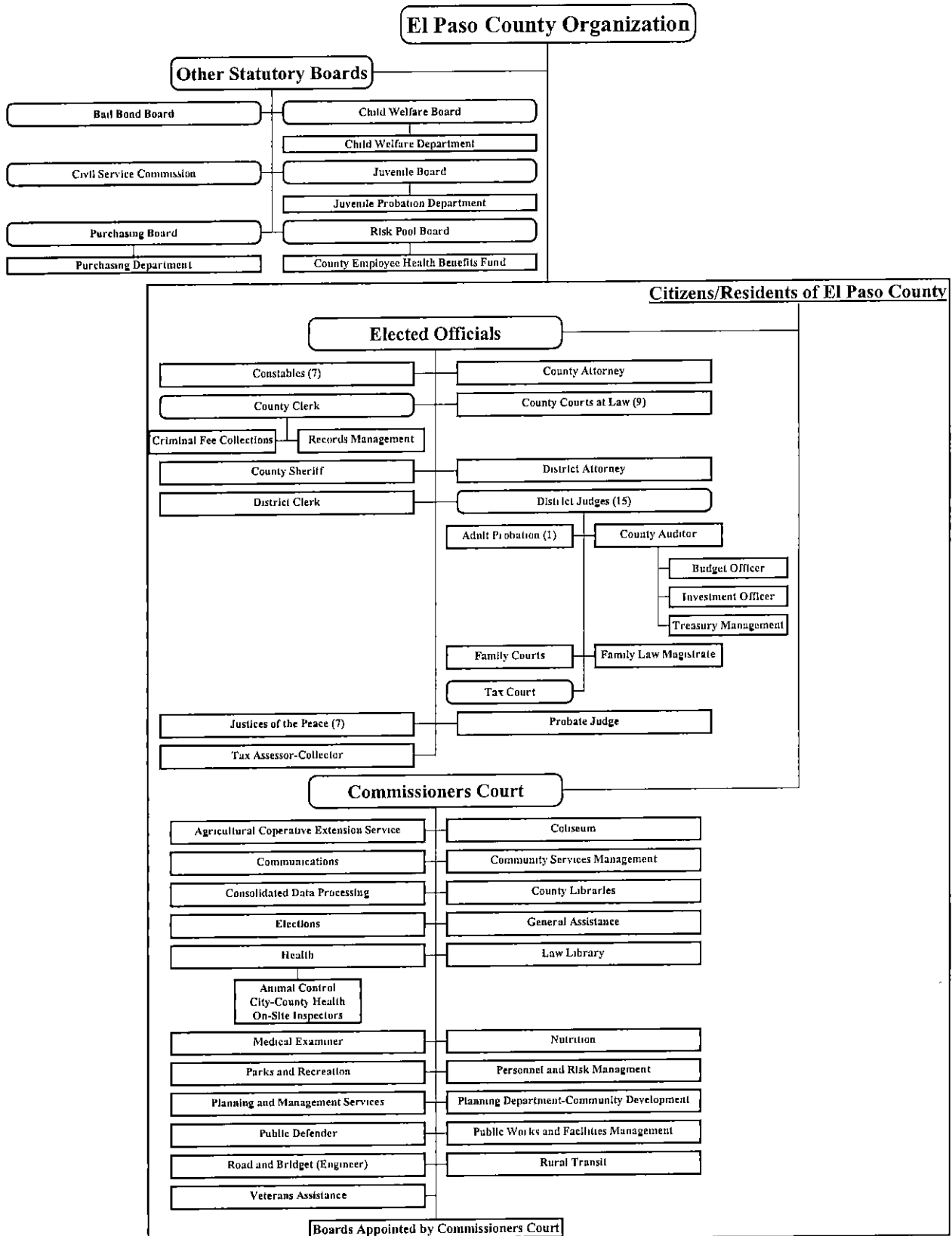
- A. Improve reserve ratios.
- B. Seek to increase yield on investments without endangering principal.
- C. Improve bond rating.
- D. Set standards to enforce departmental adherence to budgets.
- E. Develop procedures to allow changes within departmental budgets to meet unexpected needs.
- F. Establish 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, 2000



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

# Organization by Program Type

## General Government

County Judge  
Commissioners Court  
County Auditor  
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  
Domestic Relations  
General and Administrative  
Grant Matches

## 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  
Census 2000

## 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  
District Attorney  
County Attorney  
County Attorney - Bond Forfeitures  
County Attorney (RETGH - Legal)  
County Attorney - Teen Court



## Public Safety

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

## Health and Welfare

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

## Public Works

Public Works/Facilities Services Management  
Road and Bridge

## Culture and Recreation

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

# Directory of Principal Officials

## As of October 1, 2000

### 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  
Bonnie Rangel, 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  
Jose Troche, District Judge, 409<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).

**Child Welfare Juror Donation** – This fund is used to account for the receipts of juror donations that will be expended on needs of the juveniles in the County Child Welfare Program.

**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.

**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 is 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.

## SUMMARY OF BUDGETED INTERFUND TRANSFERS

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 coincide.

Fund	Index	Title	Amount
<b><u>Transfers In</u></b>			
General Fund	GADMINGF	General and Administrative	\$495,000
Special Revenue Fund	CNTYCLKRMP	County Clerk Records Management & Preservation	
Grant Fund	CHILDPROT01	Child Protective Services 2001	384,516
Grant Fund	NUTRITION01	Nutrition Program 2001	750,000
Capital Project Fund	CPCNTYCAPIMP	County Capital Improvement 2001	1,000,000
<b>Total Transfers In</b>			<b>\$2,629,516</b>
<b><u>Transfers Out</u></b>			
General Fund	GADMINGF	General and Administrative	\$2,100,000
General Fund	VARIOUS	For grants to be awarded during the year	\$1,555,477
General Fund	CHILDPROTEC	Child Protective Services Match	384,516
General Fund	NUTRITION	Nutrition Program Match	750,000
Special Revenue Fund	ASCARATEIMPR	Ascarate Park Improvement Fund	500,000
Special Revenue Fund	COURTREPORT	Court Reporter Fund	128,322
Special Revenue Fund	DA10PERCNTDF	DA 10% Drug Forfeiture Fund	1,390
Special Revenue Fund	RECORDSMGMT	Records Management and Preservation	25,173
Special Revenue Fund	SECURITY	Courthouse Security Fund	294,364
<b>Total Transfers Out</b>			<b>\$5,739,242</b>





# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

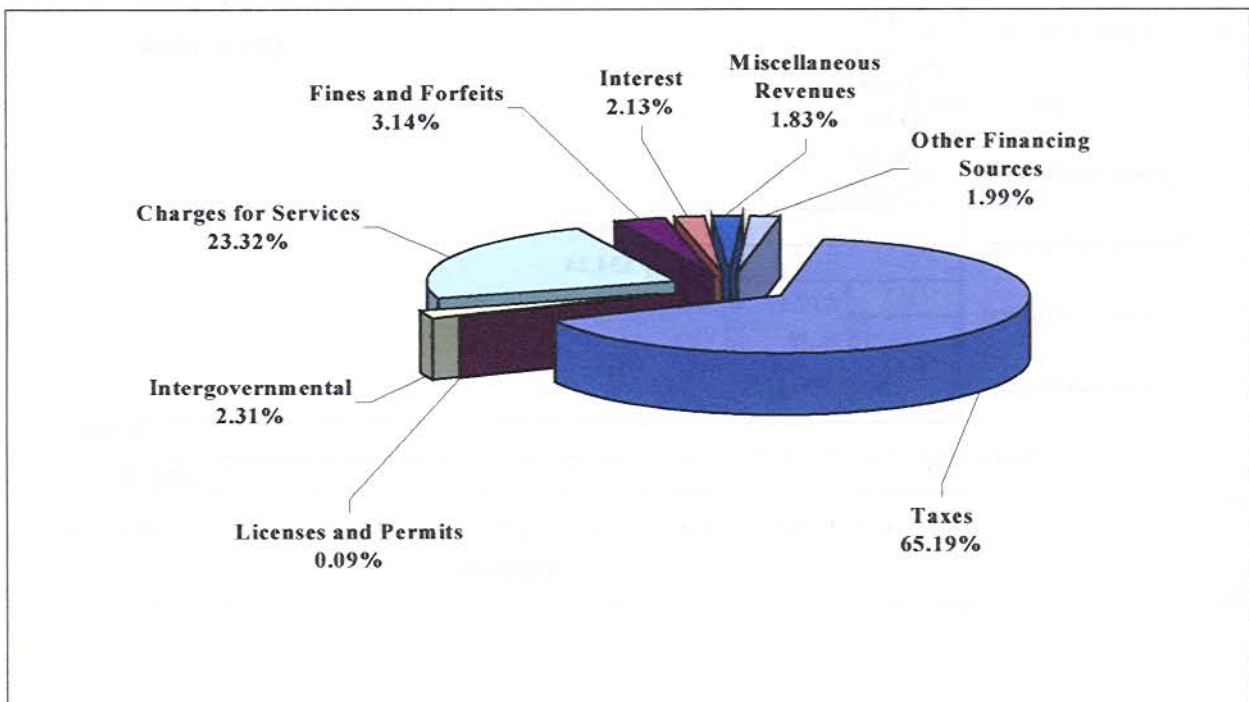
## ALL FUND TYPES

### 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 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$83,532,171	(\$244,663)	\$83,287,508	\$87,006,611	\$3,719,103	4.47%
Licenses and Permits	160,000		160,000	125,000	(35,000)	-21.88%
Intergovernmental	2,247,062	13,647,043	15,894,105	3,078,357	(12,815,748)	-80.63%
Charges for Services	29,855,527	2,472	29,857,999	31,124,572	1,266,573	4.24%
Fines and Forfeits	3,520,000		3,520,000	4,193,000	673,000	19.12%
Interest	2,448,000	26,375	2,474,375	2,846,000	371,625	15.02%
Miscellaneous Revenues	2,207,434	790,889	2,998,323	2,445,549	(552,774)	-18.44%
Other Financing Sources	1,483,774	\$2,271,711	3,755,485	2,654,689	(1,100,796)	-29.31%
<b>Total Revenues and Other Financing Sources</b>	<b>125,453,968</b>	<b>\$16,493,827</b>	<b>141,947,795</b>	<b>133,473,778</b>	<b>(8,474,017)</b>	<b>-5.97%</b>
Beginning Fund Balances			57,213,138	63,574,073	6,360,935	11.12%
<b>Total Available Resources</b>	<b>\$125,453,968</b>		<b>\$199,160,933</b>	<b>\$197,047,851</b>	<b>(\$2,113,082)</b>	<b>-1.06%</b>

### FISCAL YEAR 2001 BUDGET Revenues (Sources) – All Fund Types



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

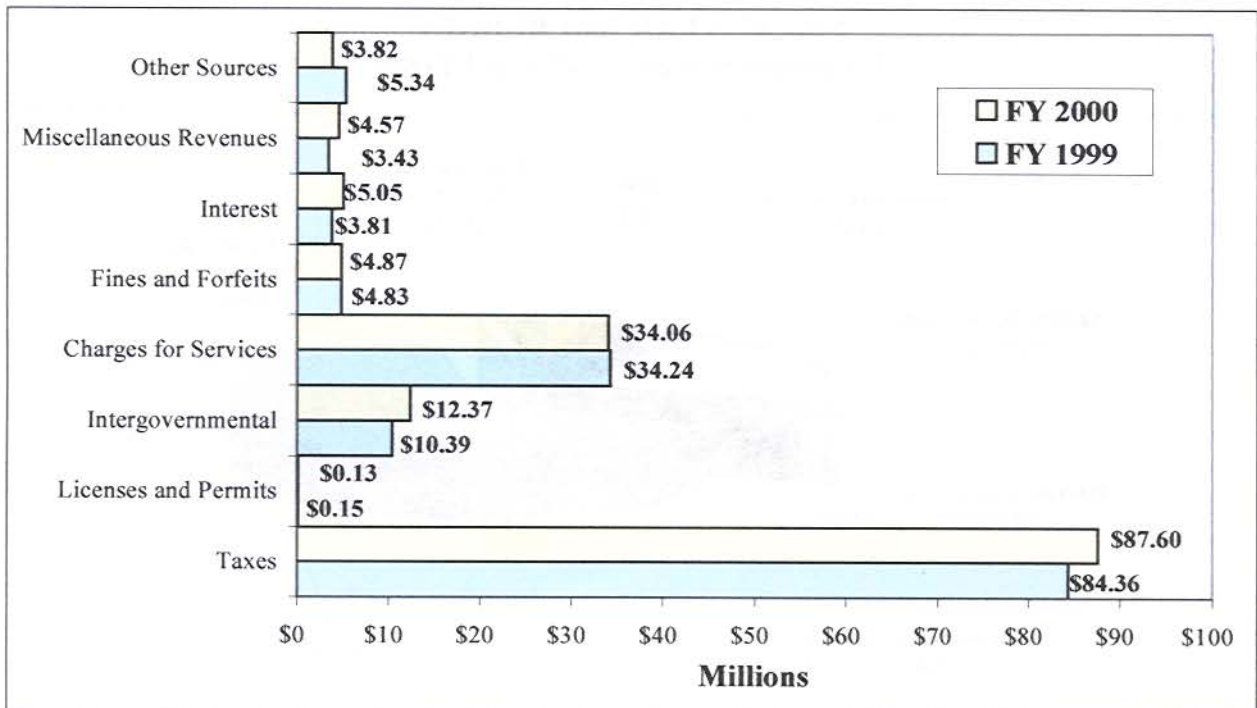
## ALL FUND TYPES

### 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 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$84,360,095	\$87,599,392	\$3,239,297	3.84%
Licenses and Permits	151,944	134,320	(17,624)	-11.60%
Intergovernmental	10,393,956	12,368,860	1,974,904	19.00%
Charges for Services	34,242,079	34,058,706	(183,373)	-0.54%
Fines and Forfeits	4,828,292	4,873,497	45,205	0.94%
Interest	3,809,698	5,052,364	1,242,666	32.62%
Miscellaneous Revenues	3,432,946	4,570,945	1,137,999	33.15%
Other Financing Sources	5,342,834	3,824,494	(1,518,340)	-28.42%
<b>Total Revenues and Other Financing Sources</b>	<b>146,561,844</b>	<b>152,482,578</b>	<b>5,920,734</b>	<b>4.04%</b>
Beginning Fund Balances and Retained Earnings	57,096,249	57,473,275	377,026	0.66%
<b>Total Available Resources</b>	<b>\$203,658,093</b>	<b>\$209,955,853</b>	<b>\$6,297,760</b>	<b>3.09%</b>

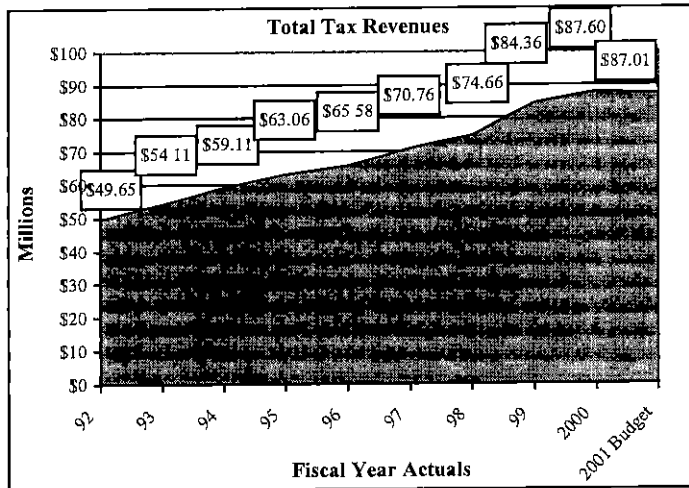
#### Revenues (Sources):



**SUMMARY OF REVENUES WITH  
SELECTED DEFINITIONS AND TRENDS  
ALL FUNDS  
FISCAL YEARS 1992-2000 ARE ACTUAL REVENUES  
FISCAL YEAR 2001 IS BUDGETED REVENUE ESTIMATES**

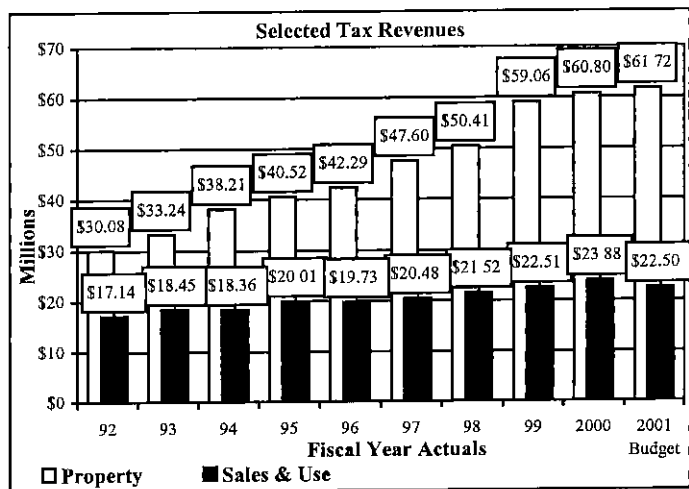
**Taxes**

Since fiscal year 1992, the County's revenues have steadily increased due to the increases in property tax rates and property values. This is depicted on the chart to the right. These increases have been made in an effort for the county to maintain its current level of services 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 2001, which was the same as fiscal years 2000 and 1999.



Taxes are a significant source of revenue of the County of El Paso and are comprised mainly of property and sales taxes. Both sources reflect an upward trend, as can be seen on the graph below. 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. The City Tax Office collects property taxes for the County under contractual agreement.

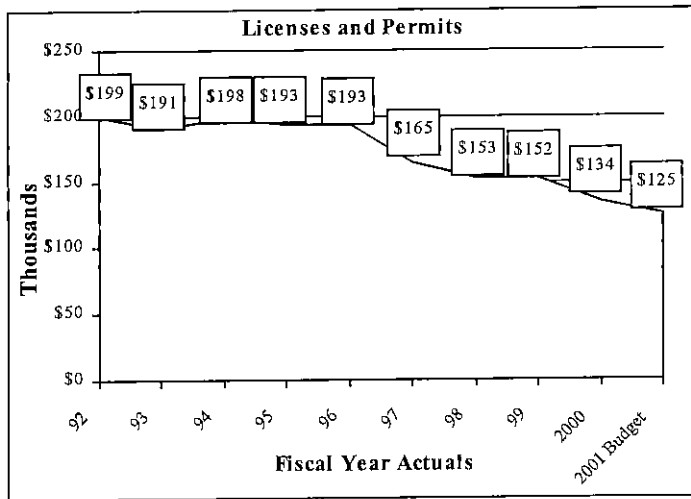
Sales taxes represent a one half percent sales tax approved by the voters of the County of El Paso effective January 1, 1988 as an effort to reduce property taxes and more proportionately spread the burden of funding county government. This tax is imposed on the value of taxable items sold and is collected 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 collections beginning in fiscal year 1997, 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. The County Tax Assessor Collector collects this tax. Other taxes collected relate to Bingo and State Mixed Beverage taxes imposed by the State and redistributed to the County.

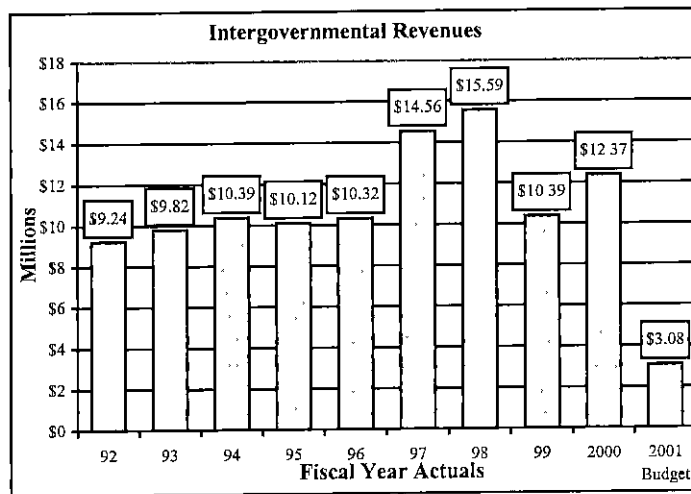
**Licenses and Permits**

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. The County Tax-Assessor Collector collects occupational license fees. 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. As depicted on the chart, revenues in these areas have leveled off and have seen slight declines since fiscal year 1995. No significant changes are anticipated in this category in the near future.



**Intergovernmental**

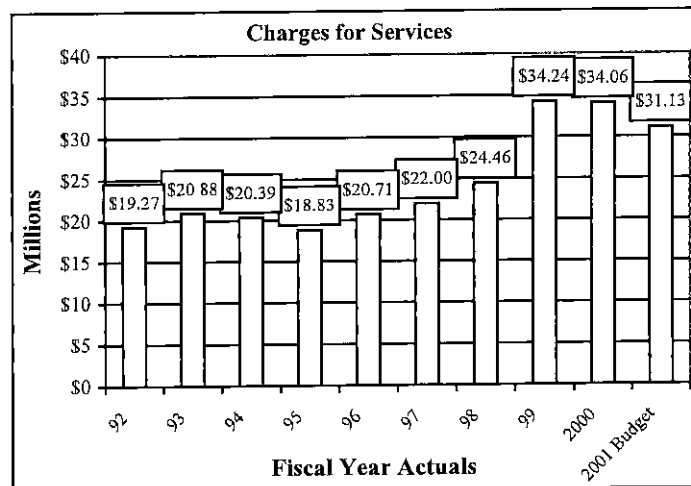
The majority of intergovernmental revenues relate to grants. The County has experienced a continued trend of increased grant funding from Federal, State and other agencies. This source of revenue was fairly level in the early half of the decade, but has increased over the past several years, with the awarding of additional grants. 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. The major decrease in the fiscal year 2000 intergovernmental budgeted revenues relates to accounting treatment of grants on a contract basis rather than on fiscal year basis. Many grants, which were awarded during fiscal year 2000, were fully budgeted in fiscal year 2000 rather than being partially budgeted in fiscal year 2001. It is not anticipated that this change will impact the actual revenue picture in the future. The sharp drop is only attributable to this method of budgeting grants.



The other intergovernmental revenues relate to miscellaneous fees or reimbursements from other agencies not classified as grants.

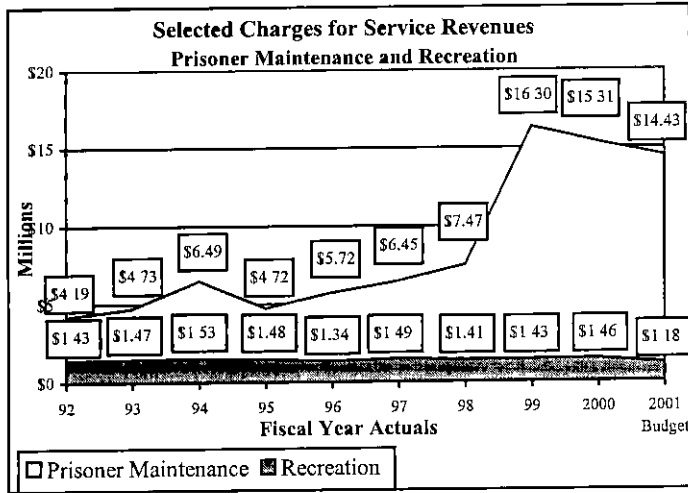
**Charges for Services**

This category relates to service fees charged by the various departments and elected officials of the County. Overall, the County has experienced a slight increase in fee revenues beginning in fiscal year 1992 with minimal fluctuations, as shown on the chart. 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



1992 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 facilities 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, 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. Thus, this is no longer considered a significant revenue source. Overall, this source of revenue is based on historical activity and the jail population trends. The jail capacity increased further in 1999 with the completion of a new jail annex, which is evinced by the highest prisoner revenues in the county's history.



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

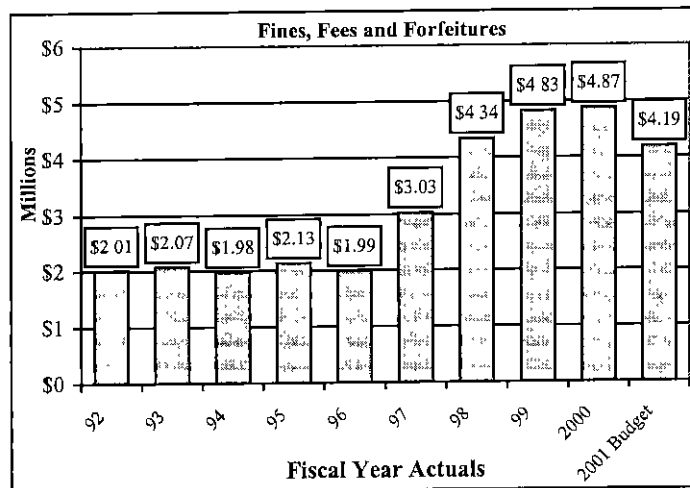
keeping costs to the public at minimal levels. In fiscal year 1996, the Court approved some increase in various golf course fees, which caused a slight increase in actual revenues. Beginning in fiscal year 1999, the commissioners court established a park improvement fund, whereby all revenues generated by the park go into its 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.

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 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 increase 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.

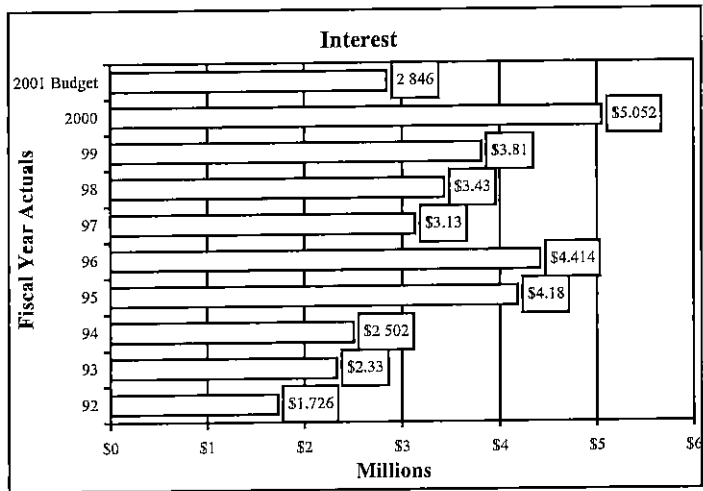
### Fines, Fees, and Forfeitures

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 2000. This upward trend is due most significantly to the efforts of County officials in the collection of outstanding bond forfeitures. Currently, trends are expected to stabilize and eventually move downward once efforts for old outstanding collections are exhausted. Historical trends are a major factor in budgeting this category.



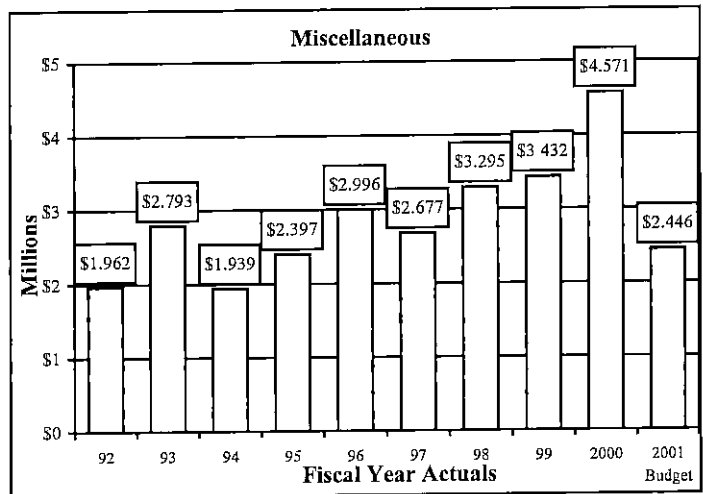
**Interest**

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. 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 unforeseen future of interest rates.



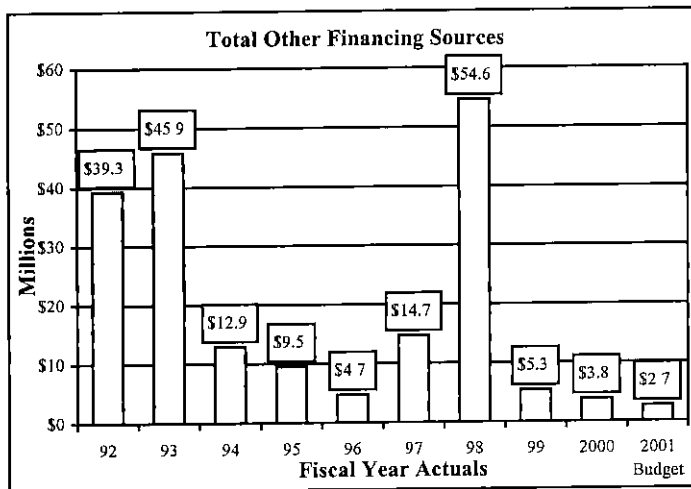
**Miscellaneous Revenues**

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 of the nature of such revenues. 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.



**Other Financing Sources**

The majority of this category relates to the receipt of bond proceeds in the year of inception. As reflected on the graph below, fiscal year 1998 saw a large increase. This was due to the receipt of bond proceeds from Certificates of Obligation issued to finance various capital projects, including a countywide hardware and software upgrade. The remaining sources relate to transfers between funds of the county, such as from excess grant match refunds to the general fund and interfund transfers from various special revenue funds to the general fund.



**Revenues 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 1999 and fiscal year 2000 and a comparison of the fiscal year 2000 and fiscal year 2001 budgeted revenue estimates.

## Revenue Tables

<b>Taxes</b>								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Current Taxes	\$ 56,975,266	\$ 58,493,819	\$ 1,518,553	2.67%	\$ 57,070,590	\$ 59,000,831	\$ 1,930,241	3.38%
Delinquent Taxes	1,360,584	1,574,625	214,041	15.73%	1,807,902	1,869,059	61,157	3.38%
Penalties and Interest	719,420	734,155	14,735	2.05%	819,016	846,721	27,705	3.38%
Sales and Use of Tax	22,509,281	23,883,827	1,374,546	6.11%	21,000,000	22,500,000	1,500,000	7.14%
Hotel Occupancy Taxes-1.25%	746,217	989,395	243,178	32.59%	850,000	950,000	100,000	11.76%
Hotel Occupancy Taxes-1%	932,771	953,365	20,594	2.21%	850,000	950,000	100,000	11.76%
County Hotel Occupancy Taxes-.25%	186,554	-	(186,554)	-100.00%	-	-	-	-
Bingo	60,815	62,364	1,549	2.55%	65,000	65,000	-	-
State Mixed Beverage	869,187	907,842	38,655	4.45%	825,000	825,000	-	-
<b>Totals</b>	<b>\$84,360,095</b>	<b>\$87,599,392</b>	<b>\$ 3,239,297</b>	<b>3.84%</b>	<b>\$83,287,508</b>	<b>\$87,006,611</b>	<b>\$ 3,719,103</b>	<b>4.47%</b>

<b>License and Permits</b>								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Alcoholic Beverages	\$110,625	\$89,680	(\$20,945)	-18.93%	\$125,000	\$90,000	-\$35,000	-28.00%
Occupational Licenses	34,319	38,140	3,821	11.13%	30,000	30,000	-	-
Bail Bond Permits	7,000	6,500	(500)	-7.14%	5,000	5,000	-	-
<b>Totals</b>	<b>\$151,944</b>	<b>\$134,320</b>	<b>(\$17,624)</b>	<b>-11.60%</b>	<b>\$160,000</b>	<b>\$125,000</b>	<b>(\$35,000)</b>	<b>-21.88%</b>

<b>Intergovernmental</b>								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Federal Grant	\$2,729,252	\$4,085,299	\$1,356,047	49.69%	\$4,534,178	-	(\$4,534,178)	-100.00%
State Grant	3,673,682	4,367,855	694,173	18.90%	7,153,263	\$273,172	(6,880,091)	-96.18%
State Agency	142,862	154,001	11,139	7.80%	611,581	-	(611,581)	-100.00%
State Agency supplement	2,527	-	(2,527)	-100.00%	-	-	-	-
Lateral Road Funds	-	30,812	30,812	100.00%	31,000	31,000	-	-
Gross Weight and Axle Weight Fees	2,162	4,843	2,681	124.01%	5,000	5,000	-	-
Judiciary Support Fee-Govt Code 51 702	245,765	247,076	1,311	0.53%	175,000	-	(175,000)	-100.00%
Contribution-City	605,534	574,390	(31,144)	-5.14%	922,068	87,074	(834,994)	-90.56%
Reimbursements-Inmate Transportation Discretionary	58,196	55,116	(3,080)	-5.29%	40,000	50,000	10,000	25.00%
Reimbursements-State Witness Claims	103,871	55,733	(48,138)	-46.34%	50,000	50,000	-	-
Detention Home Rental-El Paso Police Dept	34,245	30,995	(3,250)	-9.49%	32,000	32,000	-	-
Reimbursements-Utilities	3,070	6,455	3,385	110.26%	-	-	-	-
Reimbursement-City Computer	369,578	551,162	181,584	49.13%	400,000	400,000	-	-
Reimbursement-City Utilities	20,661	27,385	6,724	32.54%	20,000	20,000	-	-
Reimbursement-Cad Computer	37,968	-	(37,968)	-100.00%	20,000	-	(20,000)	-100.00%
Reimbursement-Community Supervision and Corrections	32,655	-	(32,655)	-100.00%	30,000	-	(30,000)	-100.00%
Reimbursements-Salaries	349,659	358,033	8,374	2.39%	225,000	275,000	50,000	22.22%
Reimbursement-County Archives	73,671	66,529	(7,142)	-9.69%	75,000	75,000	-	-
Reimbursements-Federal School Lunch Program	105,629	114,396	8,767	8.30%	95,000	105,000	10,000	10.53%
Reimbursement-R.E. Thomson	256,734	221,162	(35,572)	-13.86%	253,463	295,472	42,009	16.57%
Reimbursement-Legal Fees	222,971	260,376	37,405	16.78%	155,000	180,000	25,000	16.13%
Reimbursement-Apprehension of Absconder	2,000	400	(1,600)	-80.00%	-	-	-	-
Reimbursement-Medical	169,714	284,767	115,053	67.79%	300,000	300,000	-	-
Reimbursement-AG Child Support	276,686	140,207	(136,479)	-49.33%	-	-	-	-
Transportation 3B	48,693	61,971	13,278	27.27%	66,034	67,000	966	1.46%
Congregate Meals	826,171	360,075	(466,096)	-56.42%	381,766	500,000	118,234	30.97%
Homebound Meals-Title 111	-	176,323	176,323	100.00%	205,108	300,000	94,892	46.26%
USDA Cash	-	133,499	133,499	100.00%	113,644	32,639	(81,005)	-71.28%
<b>Totals</b>	<b>\$10,393,956</b>	<b>\$12,368,860</b>	<b>\$1,974,904</b>	<b>19.00%</b>	<b>\$15,894,105</b>	<b>\$3,078,357</b>	<b>(\$12,815,748)</b>	<b>-80.63%</b>



**Charges for Services**

Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Prisoner Maint Federal	\$12,727,122	\$13,579,737	\$852,615	6.70%	\$12,168,552	\$13,226,688	\$1,058,136	8.70%
State A G. Child Support Fees	513,859	561,024	47,165	9.18%	450,000	450,000		
Prisoner Maint -City	1,521,592	1,722,238	200,646	13.19%	1,200,000	1,200,000		
Prisoner Maint -Extradition	4,000	4,452	452	11.30%	2,500	2,500		
Weekender Prisoner	1,565	290	(1,275)	-81.47%	-	-		
Criminal Alien Housing	2,047,163	-	(2,047,163)	-100.00%	-	-		
Criminal Prosecution Fee	105,439	105,911	472	0.45%	100,000	100,000		
County Tax Collector Fee	1,670,740	1,783,270	112,530	6.74%	1,500,000	1,550,000	50,000	3.33%
County Clerk Fees	2,063,149	2,158,837	95,688	4.64%	1,900,000	1,950,000	50,000	2.63%
District Clerk Fees	852,462	867,468	15,006	1.76%	775,000	825,000	50,000	6.45%
County Sheriff Fees	890,311	881,857	(8,454)	-0.95%	900,000	900,000		
El Paso Bar Attorney Exemption Fees	193,800	181,200	(12,600)	-6.50%	220,000	160,000	(60,000)	-27.27%
County Service Evaluations Fees	467,511	396,467	(71,044)	-15.20%	425,000	375,000	(50,000)	-11.76%
Protective Order Application	14,287	14,737	450	3.15%	11,000	13,000	2,000	18.18%
Microfilm Fees	66,549	18,743	(47,806)	-71.84%	35,000	-	(35,000)	-100.00%
Records Mgt. Preservation Fees	679,297	669,102	(10,195)	-1.50%	630,000	625,000	(5,000)	-0.79%
County Attorney Commissions	101,594	96,659	(4,935)	-4.86%	75,000	90,000	15,000	20.00%
Justice of the Peace No. 1 Fees	13,881	16,806	2,925	21.07%	12,000	14,000	2,000	16.67%
Justice of the Peace No. 2 Fees	32,727	30,316	(2,411)	-7.37%	25,000	25,000		
Justice of the Peace No. 3 Fees	25,348	18,569	(6,779)	-26.74%	23,500	18,000	(5,500)	-23.40%
Justice of the Peace No. 4 Fees	23,641	27,055	3,414	14.44%	20,500	22,500	2,000	9.76%
Justice of the Peace No. 5 Fees	11,942	12,987	1,045	8.75%	11,000	11,000		
Justice of the Peace No. 6 Fees	36,563	46,940	10,377	28.38%	35,000	42,000	7,000	20.00%
Justice of the Peace No. 7 Fees	14,984	12,681	(2,303)	-15.37%	12,000	13,000	1,000	8.33%
Constable No. 1 Fees	30,070	48,023	17,953	59.70%	23,000	32,000	9,000	39.13%
Constable No. 2 Fees	39,555	30,986	(8,569)	-21.66%	35,000	29,000	(6,000)	-17.14%
Constable No. 3 Fees	12,150	30,594	18,444	151.80%	25,000	25,000		
Constable No. 4 Fees	36,447	39,219	2,772	7.61%	32,000	36,000	4,000	12.50%
Constable No. 5 Fees	30,625	34,790	4,165	13.60%	27,000	30,000	3,000	11.11%
Constable No. 6 Fees	10,987	11,080	93	0.85%	8,500	9,000	500	5.88%
Constable No. 7 Fees	10,949	9,619	(1,330)	-12.15%	9,500	9,000	(500)	-5.26%
Graffiti Eradication	55	75	20	36.36%	50	50		
Sewage inspection Fees	82,565	84,750	2,185	2.65%	80,000	85,000	5,000	6.25%
East Montana Water Fees	378,701	523,466	144,765	38.23%	433,347	389,334	(44,013)	-10.16%
Jury Fees	37,734	37,227	(507)	-1.34%	37,000	37,000		
County Tax Office Collections	115,425	124,067	8,642	7.49%	100,000	115,000	15,000	15.00%
Law Library Filing Fees (County/District)	225,220	348,632	123,412	54.80%	340,000	320,000	(20,000)	-5.88%
Alternative Dispute Resolution	107,289	102,185	(5,104)	-4.76%	130,000	130,000		
County Probate Court Fees	7,738	8,104	366	4.73%	7,500	7,500		
Interpreter Fees	990	617	(373)	-37.68%	1,000	1,000		
Court Reporter Fees	125,542	120,242	(5,300)	-4.22%	125,000	125,000		
Computer Aided Transcription System Fees	446	-	(446)	-100.00%	500	-	(500)	-100.00%
Special Probate Court Fees	4,515	7,725	3,210	71.10%	4,000	4,000		
Parking Garage Fees-Daily	221,724	232,985	11,261	5.08%	200,000	225,000	25,000	12.50%
Parking Garage Fees-Monthly	215,471	231,030	15,559	7.22%	200,000	220,000	20,000	10.00%
Courthouse Security Fees	191,612	185,571	(6,041)	-3.15%	200,000	195,000	(5,000)	-2.50%
Courthouse Security Fees-Justice Court	71,316	77,742	6,426	9.01%	90,000	75,000	(15,000)	-16.67%
Extra Auto License Fees	4,226,027	4,198,577	(27,450)	-0.65%	3,700,000	3,600,000	(100,000)	-2.70%
Auto License Fees	360,000	360,000			360,000	360,000		
Auto Sales Tax	2,164,040	2,513,114	349,074	16.13%	1,900,000	2,250,000	350,000	18.42%
Green Fees	404,485	398,130	(6,355)	-1.57%	420,000	350,000	(70,000)	-16.67%
Driving Range Fees	19,138	20,977	1,839	9.61%	10,000	18,000	8,000	80.00%
Golf Car Revenues	168,977	191,804	22,827	13.51%	160,000	160,000		
Golf Course Food Concession	29,383	34,545	5,162	17.57%	25,000	27,000	2,000	8.00%
Canutillo Pool	367	5,461	5,094	1388.01%	6,000	6,000		
Fabens Pool	5,367	10,457	5,090	94.84%	4,000	4,000		
Ascarate Pool	26,482	45,230	18,748	70.80%	28,000	28,000		
Ascarate Park Traffic Control	139,847	154,109	14,262	10.20%	130,000	130,000		
Western Playland	210,895	276,510	65,615	31.11%	180,000	180,000		
Launching Fees	3,455	235	(3,220)	-93.20%	2,000	-	(2,000)	-100.00%
Coliseum Food Concession	166,884	132,881	(34,003)	-20.38%	125,000	125,000		
Coliseum Concessions-Commissions	15,314	35,155	19,841	129.56%	5,000	15,000	10,000	200.00%
Coliseum Parking	67,953	44,529	(23,424)	-34.47%	50,000	45,000	(5,000)	-10.00%
Coliseum Security	4,000	2,010	(1,990)	-49.75%	2,000	2,000		
Coliseum Rental	106,659	52,072	(54,587)	-51.18%	70,000	50,000	(20,000)	-28.57%
Gallegos Park Food Concession	-	-	-	-	-	-		
Gallegos Park Rental	300	925	625	208.33%	-	-		
Pavilion Rental	125	-	(125)	-100.00%	-	-		
Coliseum-Tickmaster	42,219	40,031	(2,188)	-5.18%	35,000	35,000		
Equestrian Center Rental Fees	13,566	14,638	1,072	7.90%	5,000	5,000		
Courthouse Cafeteria Concession	23,894	20,027	(3,867)	-16.18%	20,000	23,000	3,000	15.00%
Morgue Facility Rental	6,050	-	(6,050)	-100.00%	6,600	-	(6,600)	-100.00%
Domestic Relations Office Filing Fees	-	9,714	9,714	100.00%	-	-		
Medical Examiner Fees	-	1,500	1,500	100.00%	-	-		
<b>Totals</b>	<b>\$34,242,079</b>	<b>\$34,058,706</b>	<b>-\$183,373</b>	<b>-0.54%</b>	<b>\$29,857,999</b>	<b>\$31,124,572</b>	<b>\$1,266,573</b>	<b>4.24%</b>

Fines, Fees, and Forfeits								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Child Safety Fees	\$23,530	\$35,028	\$11,498	48.87%	\$23,000	\$26,000	\$3,000	13.04%
County Traffic Fees	56,031	68,249	12,218	21.81%	45,000	60,000	15,000	33.33%
County Attorney Bond Forfeit	1,367,747	1,221,821	(145,926)	-10.67%	750,000	1,000,000	250,000	33.33%
Fines and Forfeit	3,369,553	3,537,663	168,110	4.99%	2,700,000	3,100,000	400,000	14.81%
Library Fines	2,278	2,359	81	3.56%	2,000	2,000		
Judgements		1,734	1,734	100.00%				
Juror Fines	8,700	410	(8,290)	-95.29%				
Motor Carrier Overweight	453	6,233	5,780	1275.94%		5,000	5,000	100.00%
Totals	<u>\$4,828,292</u>	<u>\$4,873,497</u>	<u>\$45,205</u>	<u>0.94%</u>	<u>\$3,520,000</u>	<u>\$4,193,000</u>	<u>\$673,000</u>	<u>19.12%</u>

Interest								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Interest Earnings Investments	\$3,653,077	\$4,867,997	\$1,214,920	33.26%	\$2,346,641	\$2,718,500	\$371,859	15.85%
Interest Earning- N.O.W.	156,621	184,367	27,746	17.72%	127,734	127,500	(234)	-0.18%
Totals	<u>\$3,809,698</u>	<u>\$5,052,364</u>	<u>\$1,242,666</u>	<u>32.62%</u>	<u>\$2,474,375</u>	<u>\$2,846,000</u>	<u>\$371,625</u>	<u>15.02%</u>

Miscellaneous								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Indirect Services	\$543,836	\$592,715	\$48,879	8.99%	\$561,390	\$616,449	\$55,059	9.81%
State Service Fees	120,885	164,201	43,316	35.83%	120,000	130,000	10,000	8.33%
Contribution-Local	13,971		(13,971)	-100.00%				
Consolidated Data Processing	4,123	8,467	4,344	105.36%	1,000	1,000		
Detention Facility-Commissary	262,760	322,997	60,237	22.92%	250,000	300,000	50,000	20.00%
Purchasing Stock Sales	89,443	174,918	85,475	95.56%	60,000	80,000	20,000	33.33%
Allnight Parking	45,729	43,002	(2,727)	-5.96%	42,000	42,000		
Landmark Parking	2,000		(2,000)	-100.00%				
Phone Commission-Local	477,542	540,612	63,070	13.21%	425,000	475,000	50,000	11.76%
Phone Commission-Long Distance	337,353	929,024	591,671	175.39%	275,000	425,000	150,000	54.55%
Miscellaneous-Reimbursement	128,429	66,566	(61,863)	-48.17%	69,000	9,000	(60,000)	-86.96%
Contributions & Donations-General	2,813	2,000	(813)	-28.90%	2,000	2,000		
Contributions-Other	35,999	109,640	73,641	204.56%	109,662		(109,662)	-100.00%
Homebound Program Income	45,560	48,406	2,846	6.25%	38,715	3,000	(35,715)	-92.25%
Transportation-Program Income Received	1,285	2,982	1,697	132.06%	2,820	2,500	(320)	-11.35%
C-I Program Income Received	38,025	41,621	3,596	9.46%	38,646	37,000	(1,646)	-4.26%
Time Payment Fee- 10%	19,436	19,217	(219)	-1.13%	19,000	17,000	(2,000)	-10.53%
Time Payment Fee- 25%	76,074	76,309	235	0.31%	70,000	70,000		
Loan Processing Fees	1,098	1,298	200	18.21%				
Continuing Legal Education								
Property Sales	58,210	17,795	(40,415)	-69.43%	30,000		(30,000)	-100.00%
Unclassified Revenues	457,765	914,901	457,136	99.86%	240,472	235,600	(4,872)	-2.03%
Program Participants	670,610	492,591	(178,019)	-26.55%	643,618		(643,618)	-100.00%
Jury Donations		1,683	1,683	100.00%				
Totals	<u>\$3,432,946</u>	<u>\$4,570,945</u>	<u>\$1,137,999</u>	<u>33.15%</u>	<u>\$2,998,323</u>	<u>\$2,445,549</u>	<u>(\$552,774)</u>	<u>-18.44%</u>

Other Financing Sources								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Transfer In	\$1,342,489	\$ 841,513	(\$500,976)	-37.32%	\$220,000	1,300,173	1,080,173	490.99%
Transfer In-Grants	2,181,032	2,782,602	601,570	27.58%	3,330,485	1,134,516	(2,195,969)	-65.94%
Transfer In-Court Reporter Fee	120,000	128,356			105,000	120,000	15,000	14.29%
Excess Grant Match	79,243	72,023	(7,220)	-9.11%	100,000	100,000		
Transfer In-Roads and Bridges	1,620,070		(1,620,070)	-100.00%				
Totals	\$5,342,834	\$3,824,494	(\$1,518,340)	-28.42%	\$3,755,485	\$2,654,689	(\$1,100,796)	-29.31%

Grand Totals								
Revenue Account Title	Actuals FY 1999	Actuals FY 2000	Changes Amounts	% Change	Budget FY 2000	Budget FY 2001	Changes Amounts	% Change
Grand Totals	\$146,561,844	\$152,482,578	\$5,920,734	4.04%	\$141,947,795	\$133,473,778	(\$8,474,017)	-5.97%

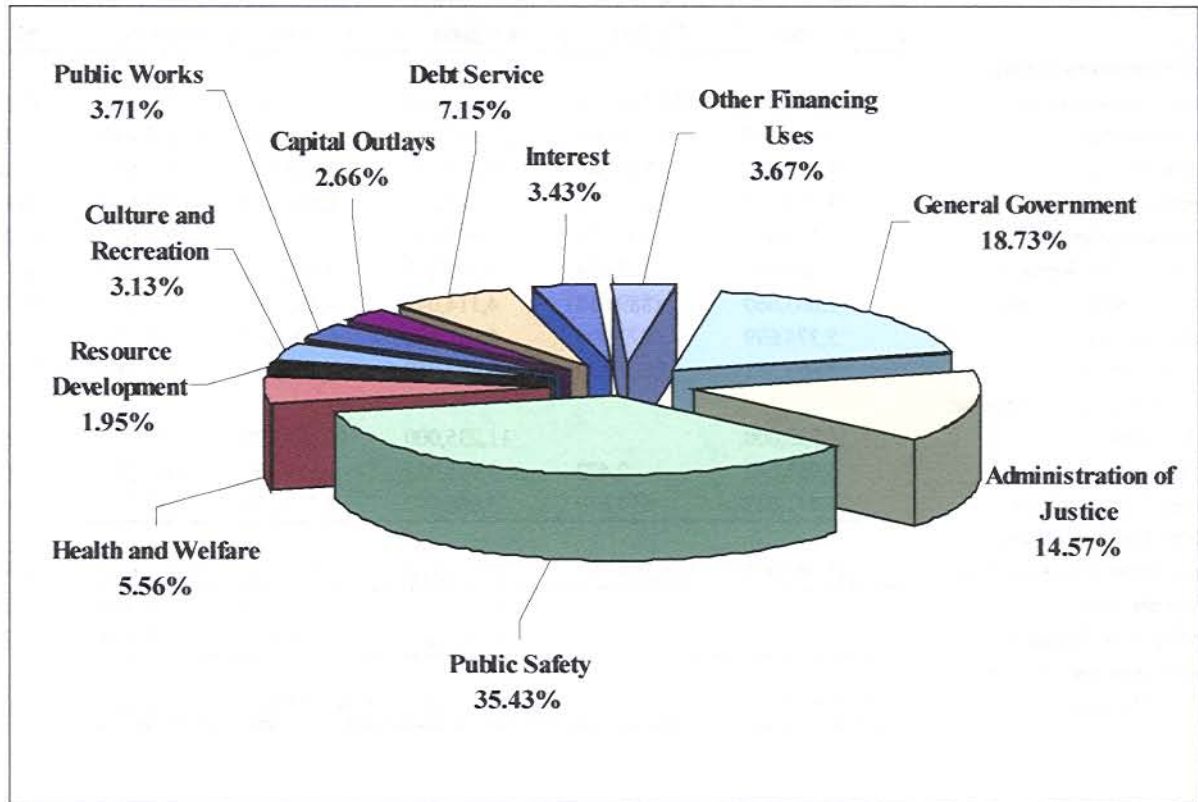
**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
ALL FUND TYPES  
WITH COMPARATIVE BUDGET**

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 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Appropriations (Uses):</b>						
General Government	\$28,747,867	(\$2,236,126)	\$26,511,741	\$29,271,288	\$2,759,547	10.41%
Administration of Justice	19,873,449	6,124,046	25,997,495	22,774,050	(3,223,445)	-12.40%
Public Safety	51,393,606	3,826,345	55,219,951	55,362,805	142,854	0.26%
Health and Welfare	7,072,959	2,537,253	9,610,212	8,686,412	(923,800)	-9.61%
Community Services	136,969	862,678	999,647		(999,647)	-100.00%
Resource Development	3,089,589	107,624	3,197,213	3,049,166	(148,047)	-4.63%
Culture and Recreation	5,003,660	(889,618)	4,114,042	4,885,285	771,243	18.75%
Public Works	5,374,699	272,994	5,647,693	5,799,817	152,124	2.69%
Capital Outlays	3,653,531	5,609,429	9,262,960	4,160,772	(5,102,188)	-55.08%
Debt Service and Enterprise:						
Principal	11,235,000		11,235,000	11,175,000	(60,000)	-0.53%
Interest	5,958,542	2,472	5,961,014	5,359,760	(601,254)	-10.09%
Other Financing Uses	4,441,082	617,610	5,058,692	5,739,242	680,550	13.45%
<b>Total Appropriations, and Other Financing Uses</b>	<b>145,980,953</b>	<b>\$16,834,707</b>	<b>162,815,660</b>	<b>156,263,597</b>	<b>(6,552,063)</b>	<b>-4.02%</b>
Encumbrances			6,320,642	5,743,694	(576,948)	-9.13%
Ending Fund Balances			30,024,631	35,040,560	5,015,929	16.71%
<b>Total Appropriations and Fund Balances</b>	<b>\$145,980,953</b>		<b>\$199,160,933</b>	<b>\$197,047,851</b>	<b>(\$2,113,082)</b>	<b>-1.06%</b>

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
ALL FUND TYPES  
WITH COMPARATIVE BUDGET**

**FISCAL YEAR 2001 BUDGET  
Appropriations (Uses) – All Fund Types**



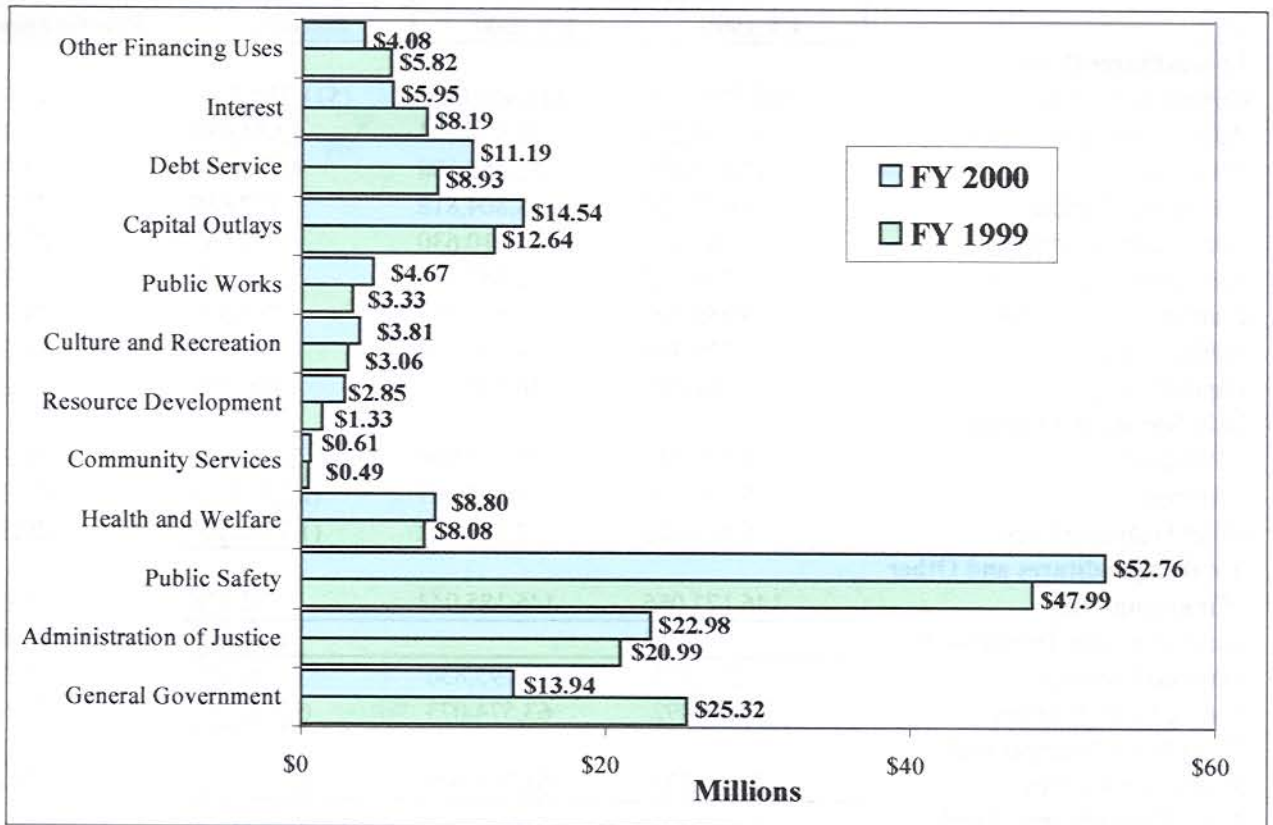
**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
ALL FUND TYPES  
WITH COMPARATIVE ACTUALS**

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 1999	FY 2000	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government	\$25,324,587	\$13,940,005	(\$11,384,582)	-44.95%
Administration of Justice	20,994,213	22,978,293	1,984,080	9.45%
Public Safety	47,985,969	52,762,108	4,776,139	9.95%
Health and Welfare	8,077,129	8,804,818	727,689	9.01%
Community Services	485,943	610,630	124,687	25.66%
Resource Development	1,334,072	2,852,361	1,518,289	113.81%
Culture and Recreation	3,055,190	3,810,516	755,326	24.72%
Public Works	3,328,449	4,669,569	1,341,120	40.29%
Capital Outlays	12,641,488	14,538,175	1,896,687	15.00%
Debt Service and Enterprise:				
Principal	8,930,440	11,185,000	2,254,560	25.25%
Interest	8,192,958	5,952,067	(2,240,891)	-27.35%
Other Financing Uses	5,822,628	4,082,402	(1,740,226)	-29.89%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	146,173,066	146,185,944	12,878	0.01%
Residual Equity Transfers-Out	11,752		(11,752)	-100.00%
Retained Earnings	201,383	195,836	(5,547)	-2.75%
Ending Fund Balances	57,271,892	63,574,073	6,302,181	11.00%
<b>Total Fund Balances and</b>				
<b>Retained Earnings</b>	57,473,275	63,769,909	6,296,634	10.96%
<b>Total Expenditures, Fund</b>				
<b>Balances and Retained</b>				
<b>Earnings</b>	\$203,658,093	\$209,955,853	\$6,297,760	3.09%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
ALL FUND TYPES  
WITH COMPARATIVE ACTUALS**

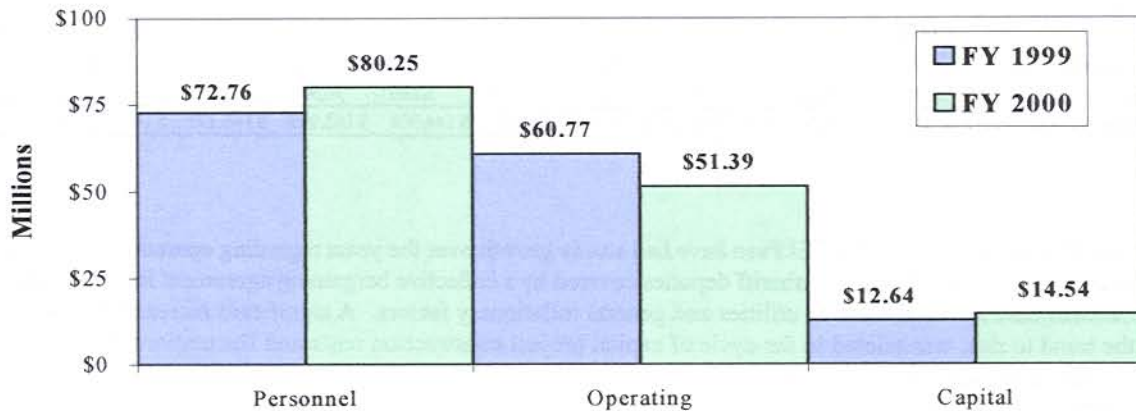
**Expenditures (Uses):**



**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
ALL FUND TYPES  
WITH EXPENDITURE TOTAL**

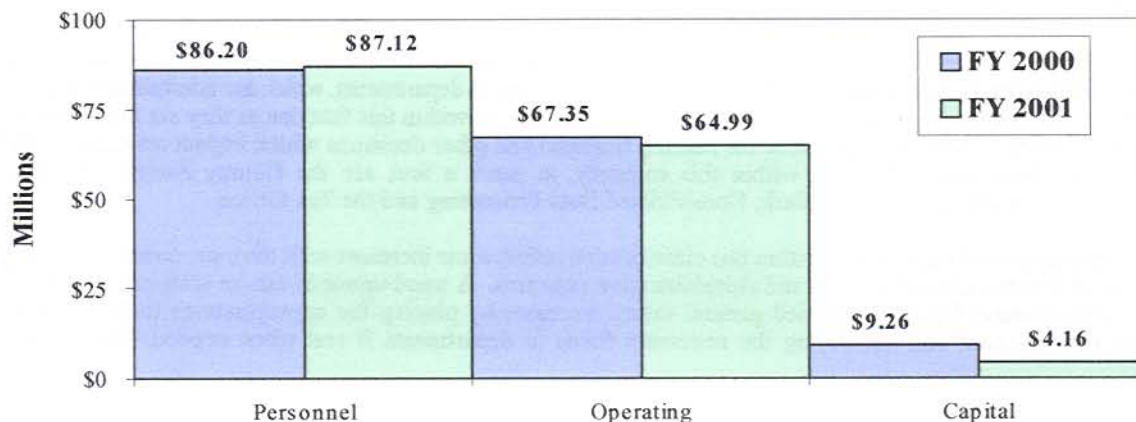
**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Personnel	\$72,762,662	\$80,252,934	\$7,490,272	10.29%
Operating	60,768,856	51,394,835	(9,374,021)	-15.43%
Capital	\$12,641,488	\$14,538,175	\$1,896,687	15.00%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$146,173,006</b>	<b>\$146,185,944</b>	<b>\$12,938</b>	<b>0.01%</b>



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Personnel	\$86,198,847	\$87,115,881	\$917,034	1.06%
Operating	67,353,854	64,986,944	(2,366,910)	-3.51%
Capital	9,262,959	4,160,772	(5,102,187)	-55.08%
<b>Total Budgets</b>	<b>\$162,815,660</b>	<b>\$156,263,597</b>	<b>(\$6,552,063)</b>	<b>-4.02%</b>





# HISTORICAL EXPENDITURE TRENDS BY PROGRAM

## ALL FUNDS

FISCAL YEARS 1992-2000 ARE ACTUAL EXPENDITURES

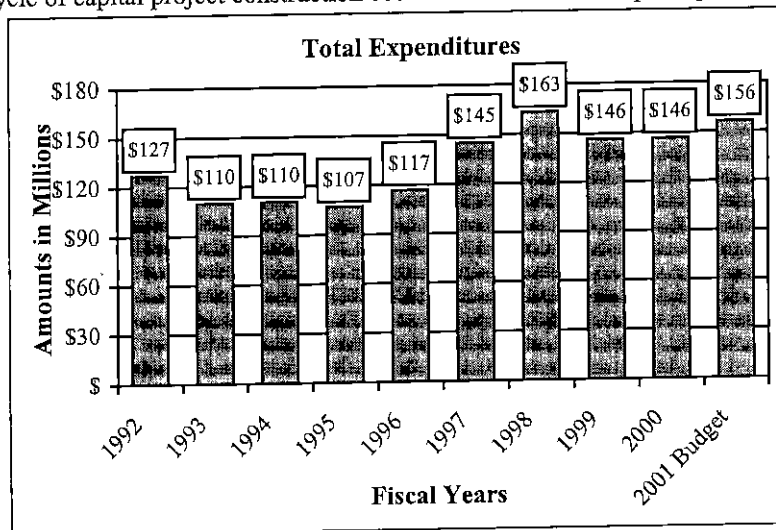
FISCAL YEAR 2001 IS BUDGETED APPROPRIATIONS

### AMOUNTS IN THOUSANDS

Function	Actuals										Budget
	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	
General Government	\$ 16,240	\$ 12,529	\$ 15,105	\$ 15,497	\$ 15,972	\$ 17,292	\$ 18,130	\$ 25,325	\$ 13,940	\$ 29,271	
Administration of Justice	14,654	15,112	15,791	16,119	18,441	21,085	19,441	20,994	22,978	22,774	
Public Safety	24,556	25,764	28,912	32,427	33,352	35,135	43,221	47,986	52,762	55,363	
Health and Welfare	7,279	7,022	6,755	7,476	9,134	7,269	8,820	8,077	8,805	8,686	
Community Services	2,536	3,111	3,889	3,968	1,624	849	552	486	611	-	
Resource Development	3,390	3,114	1,897	1,623	1,810	1,854	1,694	1,334	2,852	3,049	
Culture and Recreation	3,698	2,023	2,178	2,379	2,203	2,683	2,850	3,055	3,811	4,885	
Public Works	1,515	1,929	2,233	2,461	2,948	3,182	3,154	3,328	4,670	5,800	
Capital Outlays	7,418	9,520	8,609	7,055	11,180	36,028	20,446	12,641	14,538	4,161	
Debt Service											
Principal	6,120	4,000	6,000	6,965	5,928	6,383	6,774	8,930	11,185	11,175	
Interest and other costs	6,560	5,144	8,466	6,648	7,810	7,258	7,159	8,193	5,952	5,360	
Other Uses	33,157	20,480	10,574	4,378	6,278	5,886	30,944	5,823	4,082	5,739	
<b>Total Expenditures</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>\$ 146,172</b>	<b>\$ 146,186</b>	<b>\$ 156,263</b>	

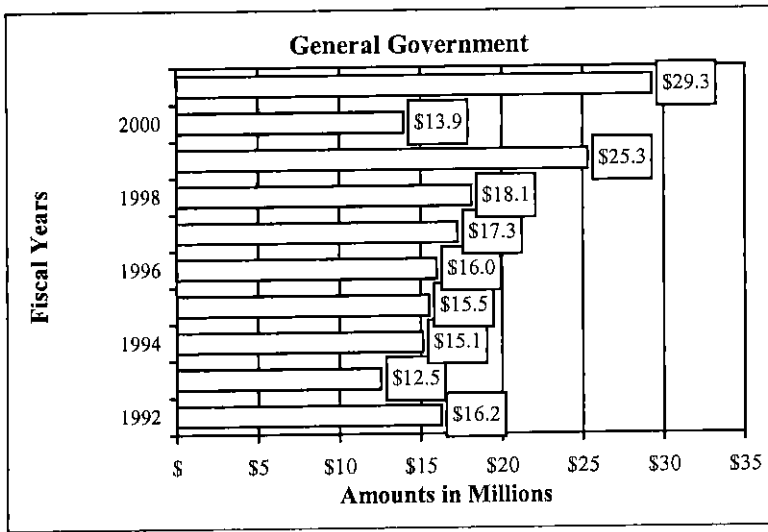
**Total expenditures** for the County of El Paso have had steady growth over the years regarding operational expenditures due to contractual increases relating to sheriff deputies covered by a collective bargaining agreement for salary increases and operational cost increases such as utilities and general 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 increase in fiscal year 1999 is in the function of public safety. This trend has continued through fiscal year 2001 and is discussed in greater detail throughout this portion of the budget document and throughout other portions of the budget document as a whole.



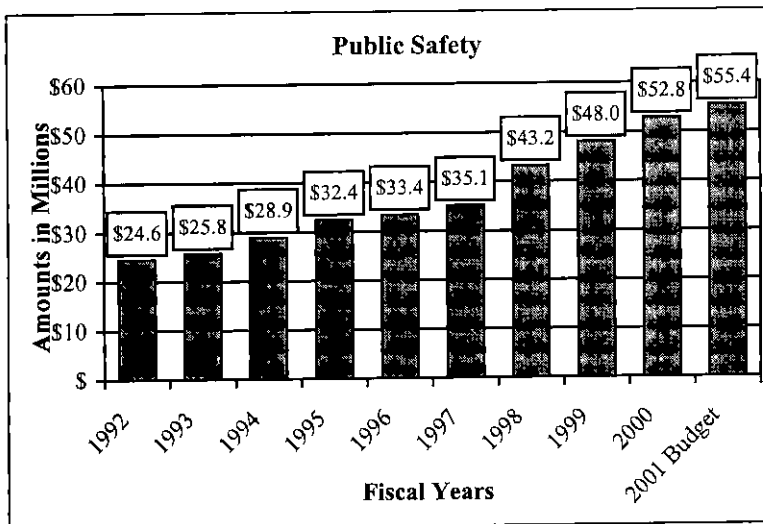
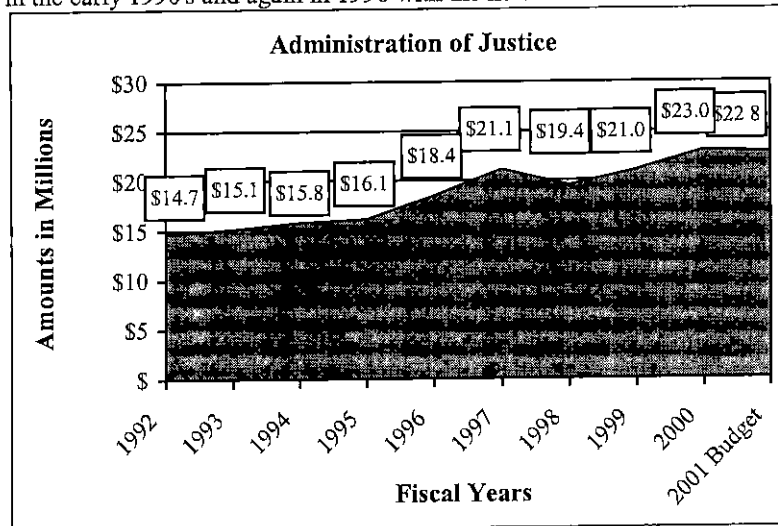
The **General Government** component of the County's budget relates to departments, which are administrative in general. For example, the County Judge and County Commissioners are funded within this function as they are the administrative body of the County. They are responsible for making financial 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, 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



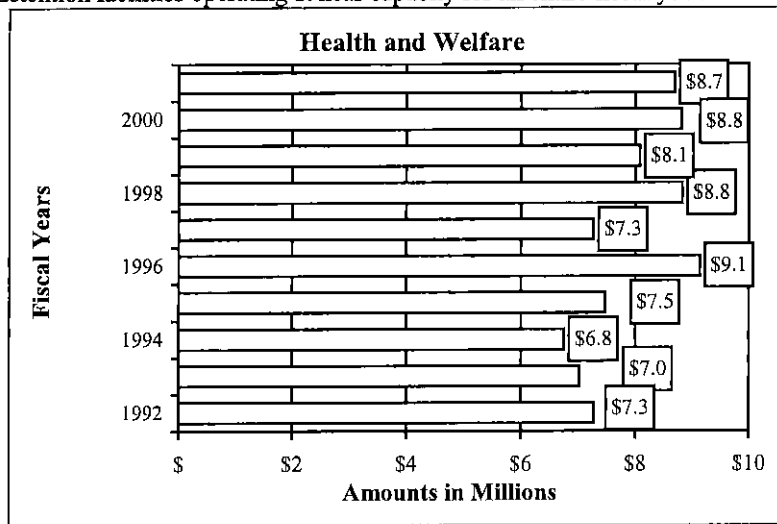
administrative index of the general fund fluctuated over the years as it is used as a catch all account at the discretion of the Commissioners Court. This account is utilized for payments to other agencies for a variety of services, such as property appraisals by the Central Appraisal District, tax collection 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. The major decrease in fiscal year 2000 is mostly due to an adjustment for the accrual of contingent liabilities.

**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 fluctuations are related to increases in the judiciary, such as new courts being funded in the early 1990's and again in 1996 with the new 383rd and 384th District Courts being approved by the State legislature. Additionally, over the past three years two County Courts at Law and two State District Courts have been established within the County. Moreover, two County Courts are partially funded for fiscal year 2001. 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 2001 appropriations is mainly due to grants that were budgeted during fiscal year 2000 which have yet to be awarded and budgeted in fiscal year 2001.

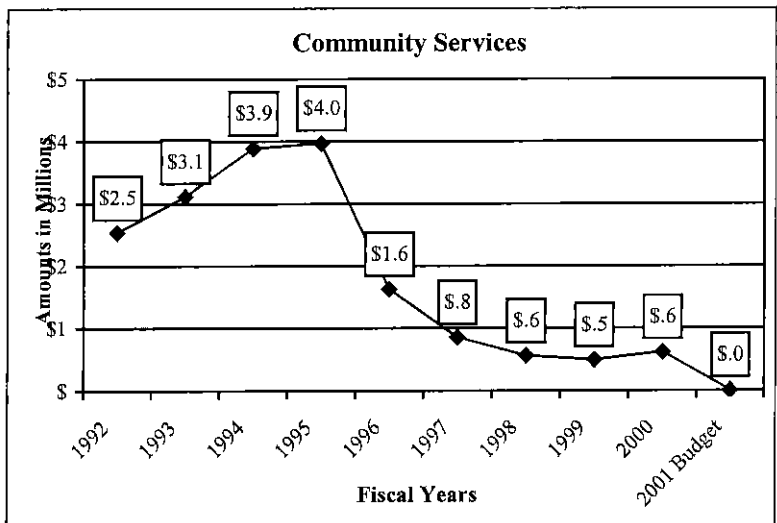


In regards to **Public Safety**, beginning in the late 1980's the County entered into a collective bargaining contract with the El Paso County Sheriff deputies for salary and benefit compensation which represents much of the trend increase in this area. Additionally, over the years, other Sheriff's Department employees were added to the collective bargaining contract, as well as a civilian employee career ladder being 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

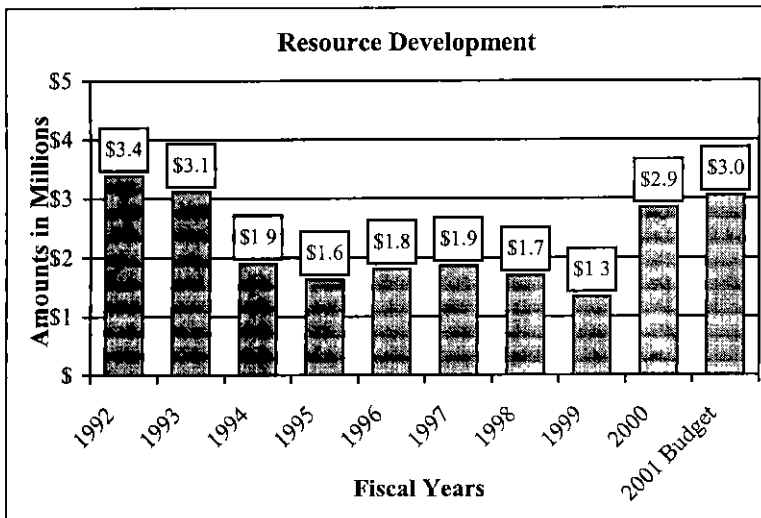
year of operation during fiscal year 1998 and was fully staffed and operational for most of the fiscal year. The County of El Paso constructed the Jail Annex in an effort to relieve overcrowding in the downtown detention facility. The fiscal year 2000 budget felt the full impact of both detention facilities 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 prior page, future expenditures for public safety are expected to continue to increase over the next several years. During fiscal year 2000, the Juvenile Probation department finalized two expansion projects, one being a post adjudication facility, which houses additional juvenile offenders and secondly, the expansion of the Juvenile Administration building.



The bulk of the decrease in **Health and Welfare** relates to fluctuations within health related grant activities. With the completion of the County Morgue in fiscal year 1993, the County has seen costs trending upwards. The costs related to the medical examiners office had posted significant increases as operations had become established. In fiscal year 1998, the County experienced increases in mental health costs and its contribution to the Child Welfare Program. The fiscal year 2001 budget in this category although lower than the 2000 expenses is expected to increase as grant awards in this category are received during the fiscal year.



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 graph to the right,

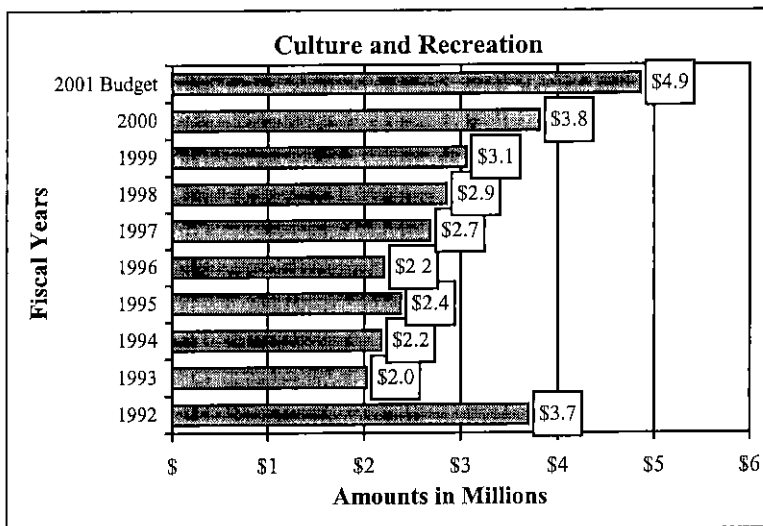


depicts the fact that some of these grants were being closed out due to discontinuation of funding and/or completion of the projects. In recent fiscal years, funding mainly relates to the Rural Transit program which provides transportation for residents in several rural areas of the County. The fiscal year 2001 budget will be amended as State and Federal grant awards are received by the County.

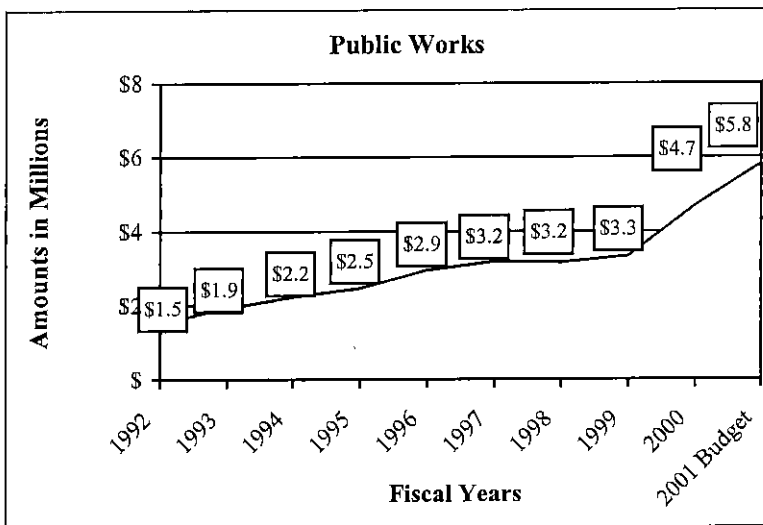
The downward slope in the area of **Resource Development** in 1998 and 1999 is mainly the result of an interlocal

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. Personnel and all operating activities were transferred to the City. The County in turn provides hotel occupancy tax funding to the City of El Paso on a monthly basis. The increases in fiscal years 2000 and 2001 are 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 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.

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. Factors contributing to the upward slope since 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. 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 2001, 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.

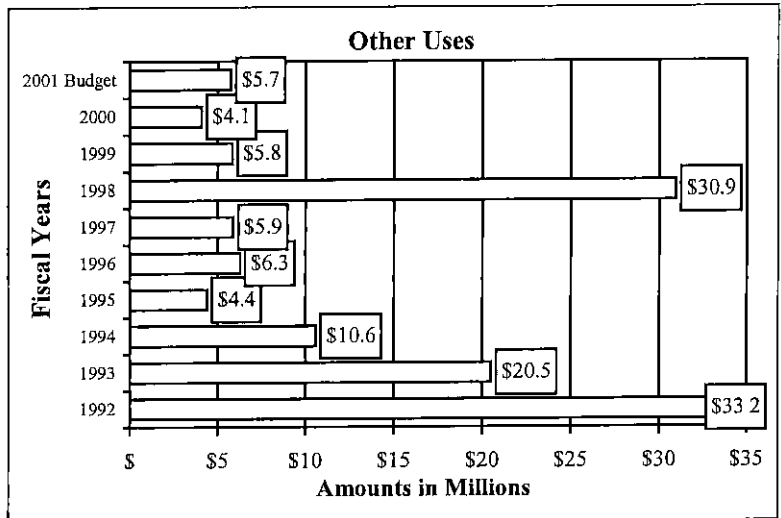
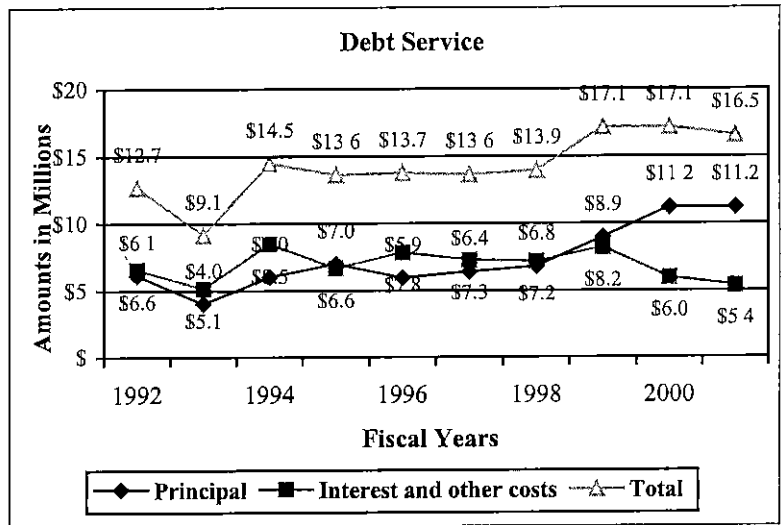
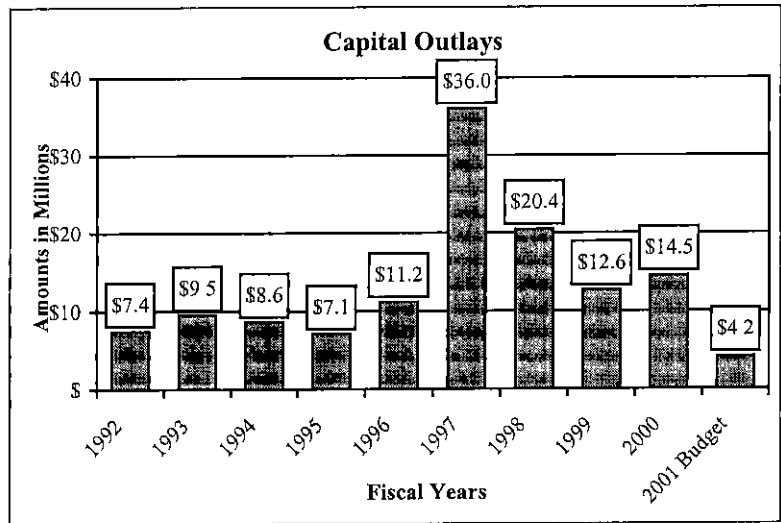


**Capital Outlays** are mainly the result of major capital projects. The main peak reflects the completion of a variety of county projects including the County Courthouse Building followed by new projects such as the Jail Annex and Module projects which were completed during fiscal years 1997 and 1998. This is peak is depicted on the chart on the next page. 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 for 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 and major improvements to the County Coliseum.

**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 debt repayments. The trend is increasing as can be seen in the Debt Service section of this report. Based on the County's current indebtedness, total payments will start trending downwards in fiscal year 2001. 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 priority of using property tax monies collected and is a primary factor in calculating the County's ad valorem property tax rate each year.

**Other Uses** relate to transfers of funds to other funds and/or payments not considered operating expenditures such as defeasance or refunding of bond issues which occurred between fiscal years 1992 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.



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE BUDGET

#### AMENDMENTS

Under the General Fund Type, there were no budget amendments during the fiscal year between sources.

#### CHANGES

When comparing the 2000 and 2001 budgets, there are several significant differences. The line item for Taxes was budgeted at a higher amount to reflect greater revenues from property taxes in fiscal year 2001, although the tax rate for fiscal year 2000 and 2001 remained constant at \$0.361434/\$100. This is attributable to new construction, both residential and commercial, and greater appraised values of homes. Also contributing to the increase in taxes is the line item for Sales and Use Taxes which was budgeted at \$1,500,000 more based on historical trend data.

Licenses and Permits and Intergovernmental revenues experienced decreases of 21.88% and 4.70% respectively, due to lower collections on issuances of alcoholic beverage licenses, and due to the discontinuation of the judiciary support revenue reimbursement from the state.

The main contributor to the increase in Charges for Services is for reimbursement from the U. S. Marshal's for the housing of federal prisoners in the County Jails. Historically, we have received more reimbursement for the housing of prisoners, than what has been budgeted for this line item.

Fines and Forfeits were budgeted with a \$668,000 increase due to the increased collection efforts of various offices in the County, namely the County Clerk's and County Attorney's Offices' of court fines and bond forfeitures, respectively.

Lastly, the line item for Interest was increased by \$500,000 to account for more favorable interest rates for investments than in prior fiscal years. In addition, Miscellaneous Revenues and Other Financing Sources increased mostly due to increased phone commission revenues, and increases in anticipated revenues from courthouse security and court reporter fees.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	Amount	%
<b>Revenues (Sources):</b>						
Taxes	\$65,544,187		\$65,544,187	\$68,995,763	\$3,451,576	5.27%
Licenses and Permits	160,000		160,000	125,000	(35,000)	-21.88%
Intergovernmental	1,870,463		1,870,463	1,782,472	(87,991)	-4.70%
Charges for Services	20,919,652		20,919,652	22,072,188	1,152,536	5.51%
Fines and Forfeits	3,520,000		3,520,000	4,188,000	668,000	18.98%
Interest	1,925,000		1,925,000	2,425,000	500,000	25.97%
Miscellaneous Revenues	1,888,390		1,888,390	2,081,449	193,059	10.22%
Other Financing Sources	425,000		425,000	495,000	70,000	16.47%
<b>Total Revenues and Other Financing Sources</b>	<b>96,252,692</b>		<b>96,252,692</b>	<b>102,164,872</b>	<b>5,912,180</b>	<b>6.14%</b>
Beginning Fund Balances			29,170,651	43,458,642	14,287,991	48.98%
<b>Total Available Resources</b>	<b>\$96,252,692</b>		<b>\$125,423,343</b>	<b>\$145,623,514</b>	<b>\$20,200,171</b>	<b>16.11%</b>

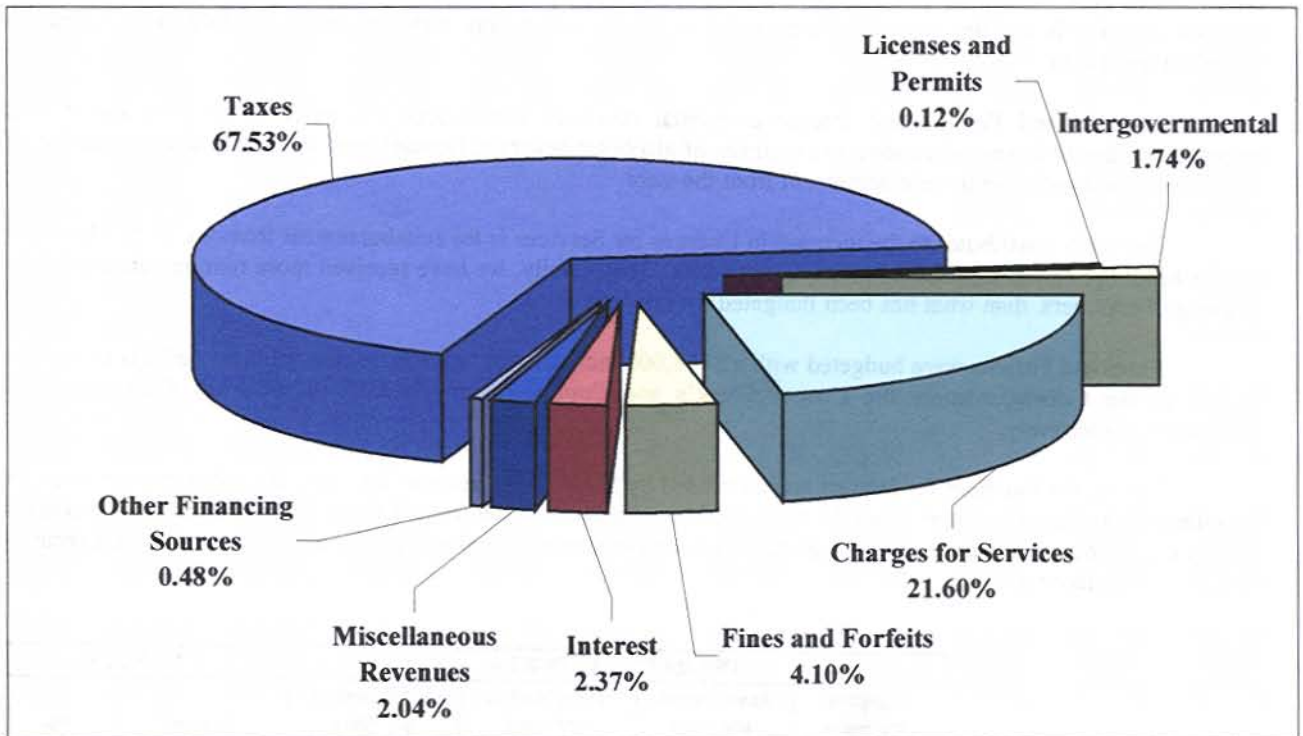
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE BUDGET

As can be seen in the pie chart below, Tax revenues, consisting of Property Taxes, Sales and Use Taxes, Bingo Tax and State Mixed Beverage Taxes account for 67.53% of General Fund Revenues. The next material item to the General fund is Charges for Services. As mentioned before, the largest item under Charges for Services is the reimbursement revenue from the U.S. Marshal's Office for the housing of federal prisoners.

**Fiscal Year 2001 Budget  
Revenues (Sources) – General Fund Type**



## FISCAL YEAR 2001 OPERATING BUDGET SUMMARY GENERAL FUND TYPE WITH COMPARATIVE BUDGET

As can be seen in the bar graph below, Commissioners Court has consistently used a portion of the fund balance reserves since 1994 to balance the operating budget. In fiscal year 2000, Commissioners Court used \$15,072,370 to balance the budget. Based on actuals for fiscal year 2000, revenues of \$108,125,690 were collected in comparison to \$93,837,699 being spent, for a net increase to the General fund of \$14,287,991. For fiscal year 2001, the Commissioners Court used \$18,381,788 of fund balance, with no property tax rate increase. The Commissioners are aware that in future years, a property tax rate increase may be inevitable, if they hope to maintain adequate reserves in the event of an emergency.

### YEARLY COMPARISON OF FUND BALANCE UTILIZED



### 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 in the amount of \$2,264,482 to individual departments to cover for salary and fringe requirements for the approved cost of living salary increases. This is the third year that Commissioners Court has opted to set aside a reserve for salary cost of living adjustments and to transfer only to those departments that are unable to cover their salary increases through attrition. An additional transfer from the General and Administrative account was for new match requirements for grants accepted throughout the fiscal year in the amount of \$86,569. New appropriations were also set up for the Domestic Relations department and the 409<sup>th</sup> District Court.

The net increase under the Administration of Justice program was mainly to cover for salary cost of living adjustments transferred from the General Government Program. Other increases to the Administration of Justice program were for one month of funding for the 409<sup>th</sup> District Court, and also to cover for shortfalls in operating appropriations for several departments, such as the County Attorney, Child Abuse Master, District Attorney, and JP's, to name a few.

The increase to the Public Safety Program was to account for the transfer from the General and Administrative account for salary shortfalls.



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE BUDGET

The most significant increase under the Health and Welfare program was for a transfer from the General and Administrative account to the City County Health appropriations in the amount of \$650,790 to cover additional health needs of the Health District. In addition, \$100,000 was transferred into the Mental Health index to cover increased projected spending for mental health cases. The remaining balance was to cover salary increases.

Under the Resource Development Program, the \$51,407 is the net increase of several changes. A total of \$18,433 is for re-appropriation of budgets for the Economic Development and Small Business Development departments for items unencumbered in fiscal year 1999. A total a \$50,000 is for the County's contribution for Census 2000, and a decrease of \$75,000 took place for the Planning and Management department which was not yet operational, and transferred to City County Health for health needs. Furthermore, an additional \$57,974 was appropriated for the Planning Department for the purchase of computers, printing and duplicating expenses, and a new contract for a home specialist, part of which was funded by a transfer from the Fabens Community Center.

Appropriations for the Culture and Recreation program increased primarily due to transfers from the General and Administrative account to cover for cost of living increases. This increase would have proven to be larger, but was offset by a decrease to various community centers for partial funding of equipment and operating expenses of the Planning Department.

Community Services decreased overall by \$66,821. A portion of this amount, \$43,000 was transferred to the City County Health index for health needs, and the balance was for the transfer of appropriations for a new position in the County Judge's office.

A decrease of \$75,000 took place for the Public Works department, which was not yet operational, and transferred to City County Health for health needs.

Capital Projects increased overall for departments such as the AguaDulce Community Center, Ascarate Park, County Attorney, and Council of Judges, for equipment needed during the fiscal year, much of which was transferred from their own operating budgets.

Other Financing Sources increased for new grant match requirements during the fiscal year.

	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	CHANGES	
					Amount	%
<b>Appropriations (Uses):</b>						
General Government	\$27,159,533	(\$2,271,126)	\$24,888,407	\$27,414,038	\$2,525,631	10.15%
Administration of Justice	19,642,282	932,426	20,574,708	22,564,883	1,990,175	9.67%
Public Safety	51,278,606	316,979	51,595,585	55,299,776	3,704,191	7.18%
Health and Welfare	5,678,942	969,751	6,648,693	6,244,311	(404,382)	-6.08%
Resource Development	934,159	51,407	985,566	1,246,956	261,390	26.52%
Culture and Recreation	2,138,505	21,908	2,160,413	2,529,503	369,090	17.08%
Community Services	136,969	(66,821)	70,148		(70,148)	-100.00%
Public Works	203,600	(75,000)	128,600		(128,600)	-100.00%
Capital Outlays	564,716	33,907	598,623	457,200	(141,423)	-23.62%
Other Financing Uses	3,587,750	\$86,569	3,674,319	4,789,993	1,115,674	30.36%
<b>Total Appropriations and Other Financing Uses</b>	<b>111,325,062</b>		<b>111,325,062</b>	<b>120,546,660</b>	<b>9,221,598</b>	<b>8.28%</b>
Encumbrances			2,255,902	2,078,649	(177,253)	-7.86%
Ending Fund Balances			11,842,379	22,998,205	11,155,826	94.20%
<b>Total Appropriations and Fund Balances</b>	<b>\$111,325,062</b>		<b>\$125,423,343</b>	<b>\$145,623,514</b>	<b>\$20,200,171</b>	<b>16.11%</b>

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE BUDGET

#### CHANGES

Overall, there was an increase of \$9,221,598 between the 2000 amended budget and the fiscal year 2001 adopted budget. A large portion of this increase, \$7,349,834 is attributable to salary cost of living adjustments as well as health insurance premium increases. New personnel for existing departments as well as newly created departments also impacted this amount. Some new departments set up for fiscal year 2001 are County Court at Law No. 8 & 9, set up for one month of funding, effective September 2001, the Tax Court, which operates under the 34<sup>th</sup> District Court, and the County Attorney Teen Coordinator department.

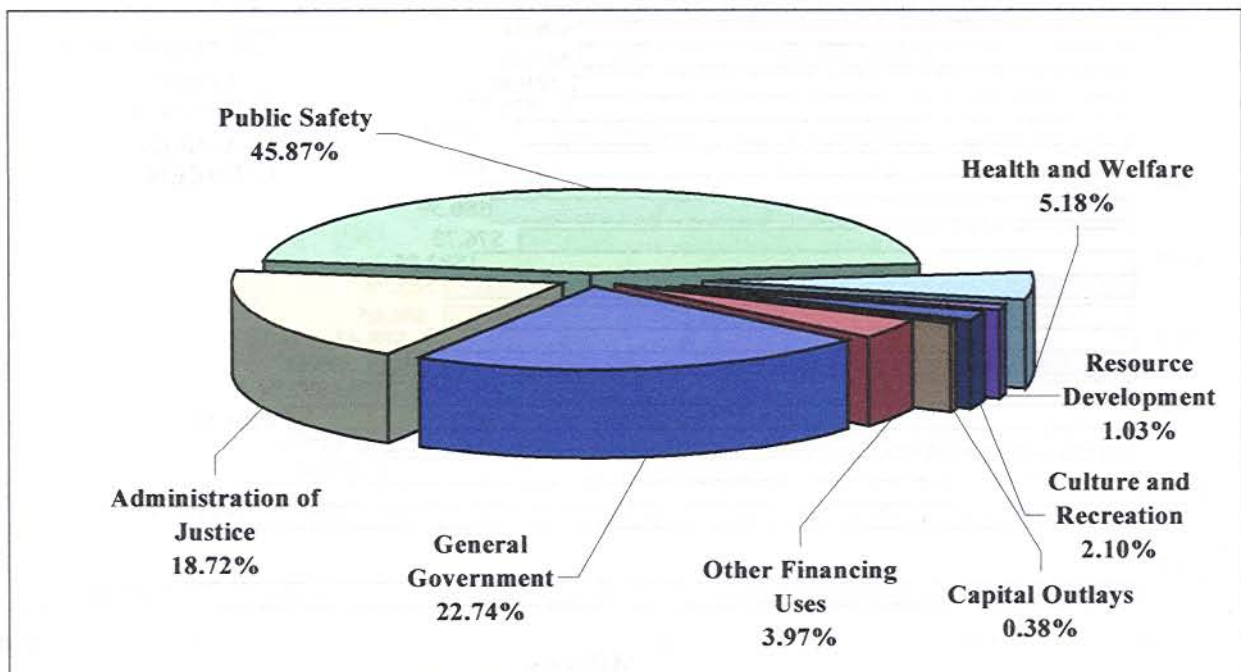
Decreases of \$70,148 and \$128,600 took place for the Community Services and Public Works departments, due to Commissioners de-funding these departments, since they were inoperable during the 2000 fiscal year.

Part of the decrease within the Health and Welfare program for fiscal year 2001 is due to the new cooperative agreement formed with the City of El Paso, whereby expenditures will be prorated based on a management study. In addition, ad-litem expenditures for child welfare cases were lower for fiscal year 2000, and therefore budgeted at \$850,000 for the year, versus \$960,000 last year.

Of the total \$1,115,674 increase in Other Financing Uses, \$1,000,000 is to account for the transfer from the General and Administrative account to a new Capital Project Fund for any future needs of County departments for general equipment. The net difference of \$115,674 is for an increase in grant match requirements for next fiscal year, and a corresponding decrease of \$250,000 in the health fund match requirement.

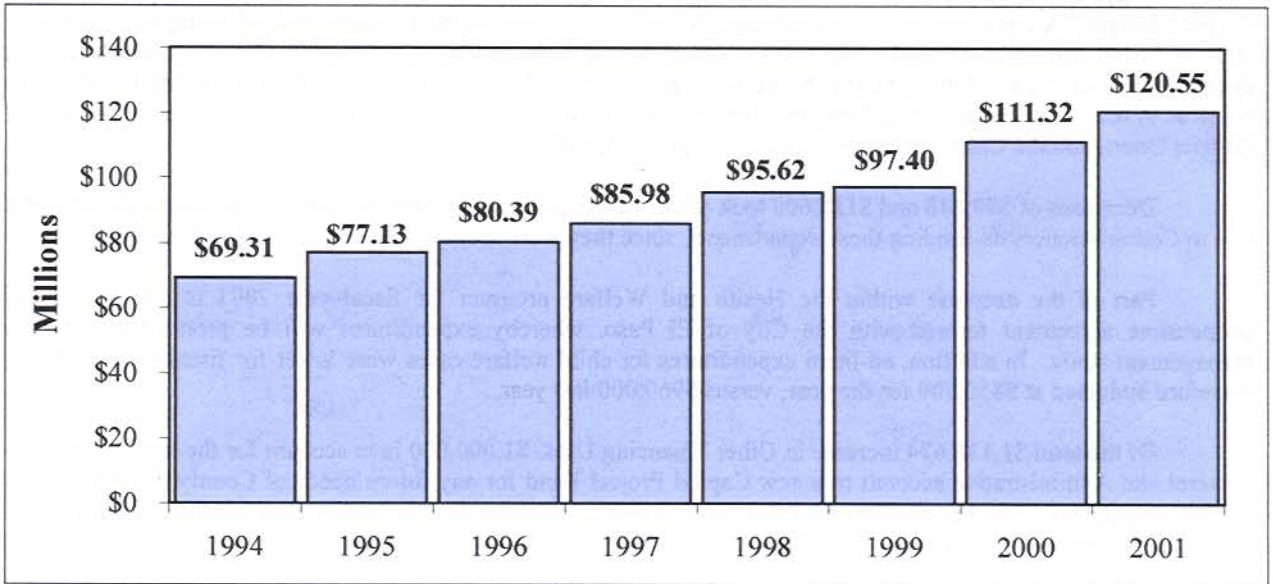
The pie chart below provides for your information, the various appropriations for the General Fund Type and their percentage of the total.

**Fiscal Year 2001 Budget  
Appropriations (Uses) – General Fund Type**

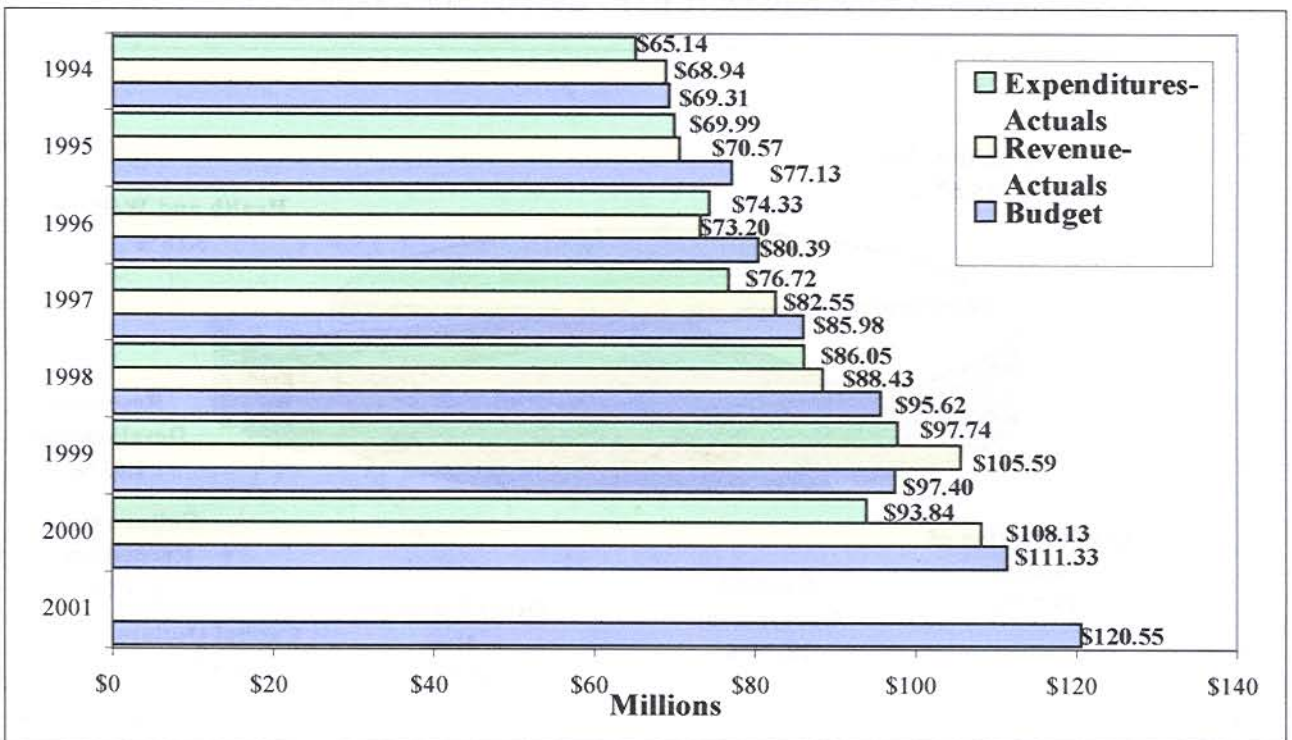


**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE  
WITH COMPARATIVE BUDGET**

**General Fund Type –Budget Trends**



**General Fund Type  
Comparative Budget and Actual Trends**



\*Fiscal Year 2001 is Budget

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE ACTUALS

Overall, actual revenues for the General Fund Type increased by 3.39%. The most significant increase was within the Taxes revenue source. While all items under this source increased, the most significant increase was for property taxes, based on the increase in taxable property values.

The decrease in Licenses and Permits is due to the decrease in revenues collected for alcoholic beverage licenses and bail bond permits.

Under the Intergovernmental revenue source, the major increases that took place were for the contract reimbursement for medical services provided for at the county jails, and also reimbursement from the City of El Paso of their portion of labor, software licenses, and direct costs of using the County's financial system.

Charges for Services experienced a decrease in revenues for fiscal year 2000, mainly attributable to a reduction in jail income from the state criminal alien assistance program. Other decreases that took place as well, were for a reduction in county archives microfilm fees, pre-trial diversion fees for adult probationers, rentals of the Coliseum, and Coliseum parking and concession revenues.

The Fines and Forfeits revenue source experienced a .81% increase for increases in all items in this category, namely bond forfeitures, fines assessed by the judiciary, traffic and library fines.

Interest income experienced a 57.92% increase directly attributable to continued favorable interest rates, and a higher amount of investable principle.

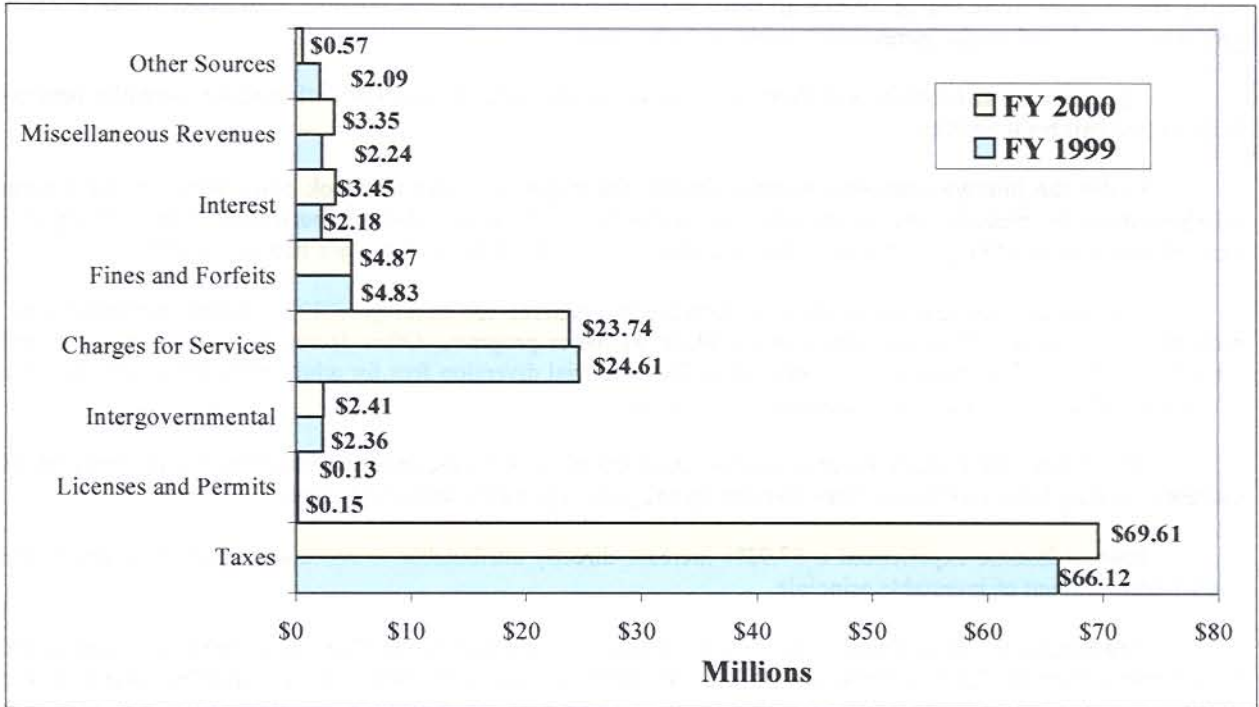
The actuals for Miscellaneous Revenues increased when compared to fiscal year 1999 most significantly for a increase from \$412,645 in fiscal year 1999 to \$773,076 in fiscal year 2000 in the unclassified revenue portion of Miscellaneous Revenues. Another significant increase took place in the phone commission line item increasing from \$814,895 to \$1,469,636, while decreases took place for property sales, miscellaneous reimbursements, and parking fees.

Other Financing Sources decreased significantly by \$1,517,711, since the 1999 fiscal year was the last year that Commissioners opted to transfer excess funds from the Road and Bridge Special Revenue Fund to the General Fund.

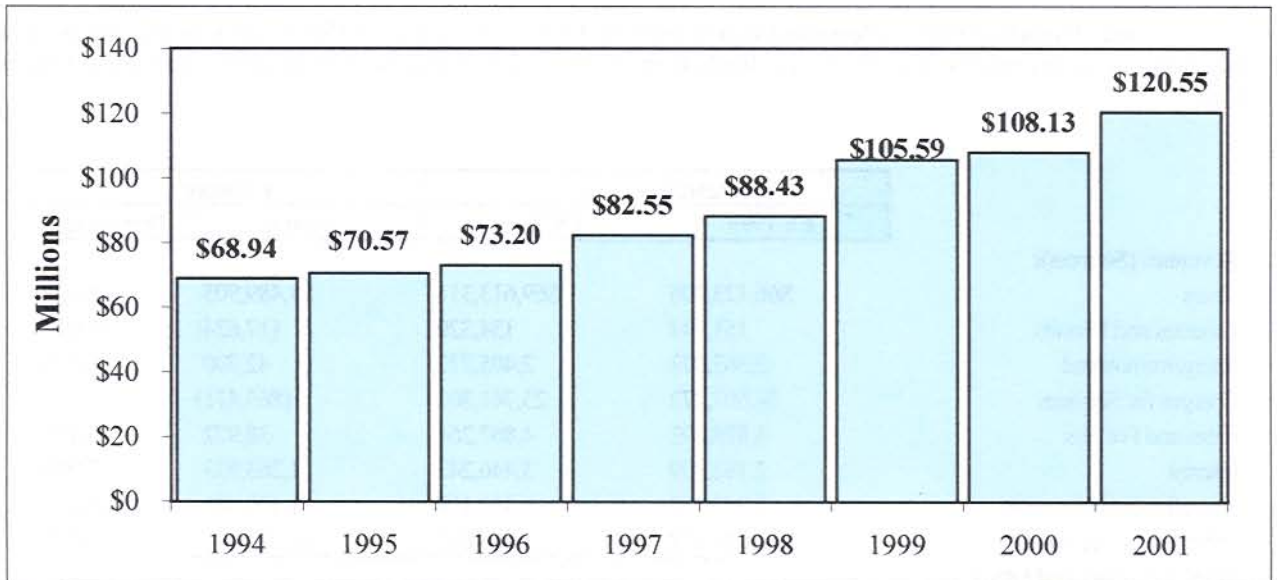
	Actual Sources		Changes	
	FY 1999	FY 2000	Amount	Percentage
<b>Revenues (Sources):</b>				
Taxes	\$66,123,406	\$69,613,311	\$3,489,905	5.28%
Licenses and Permits	151,944	134,320	(17,624)	-11.60%
Intergovernmental	2,363,073	2,405,773	42,700	1.81%
Charges for Services	24,607,272	23,741,801	(865,471)	-3.52%
Fines and Forfeits	4,828,292	4,867,264	38,972	0.81%
Interest	2,182,309	3,446,242	1,263,933	57.92%
Miscellaneous Revenues	2,242,172	3,350,118	1,107,946	49.41%
Other Financing Sources	2,084,572	566,861	(1,517,711)	-72.81%
<b>Total Revenues and Other</b>				
<b>Financing Sources</b>	104,583,040	108,125,690	3,542,650	3.39%
Beginning Fund Balances	22,331,848	29,170,651	6,838,803	30.62%
<b>Total Available Resources</b>	\$126,914,888	\$137,296,341	\$10,381,453	8.18%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE  
WITH COMPARATIVE ACTUALS**

**Revenues (Sources):**



**General Fund Type-Revenue Trends**



\*Fiscal Year 2001 is Budget

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GENERAL FUND TYPE

### WITH COMPARATIVE ACTUALS

Throughout the General Fund Type, increases were experienced within the various program types except for the Capital Outlays, Other Financing Uses, and General Government 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. Other Financing Uses decreased by \$614,158 due to lower transfers of grant matches during fiscal year 2000. Within the General Government category of the General Fund Type, the most significant impact was for the decrease in contingent liabilities from \$7,635,000 in fiscal year 1999, to \$625,000 in 2000, due to pending litigation no longer qualifying for accrual. While various departmental expenditures increased such as the County Clerk Criminal Fee Collections Department, and the Domestic Relations Office, partially funded in fiscal year 2000, the more material impact was for the District Clerk and Consolidated Data Processing Departments. These departments spent a total of \$1,432,642 more for personnel and operating expenses in 2000 when compared to 1999.

The majority of departments under the Administration of Justice program experienced increases in the 2000 fiscal year compared to 1999, yet the County Attorney, District Attorney and Public Defender departments experienced the greatest. These departments incurred greater costs mainly for new employees for fiscal year 2000 and less attrition than the previous fiscal year.

Increased costs for the Public Safety program can be mostly accredited to increased costs for the operation of County Jails and the Juvenile Probation department.

The costs of the Resource Development program of the General Fund Type increased for the addition of \$39,790 for the County's portion of expenses for the 2000 Census, and fully funding the Planning Department in 2000, an increase of \$174,834 from fiscal year 1999. Another increase that took place was for the re-appropriation of \$15,000 in fiscal year 2000 for Economic Development. In addition, minimal decreases within Resource Development took place for the Agricultural Co-op, Downtown Management District, and Small Business Development agencies.

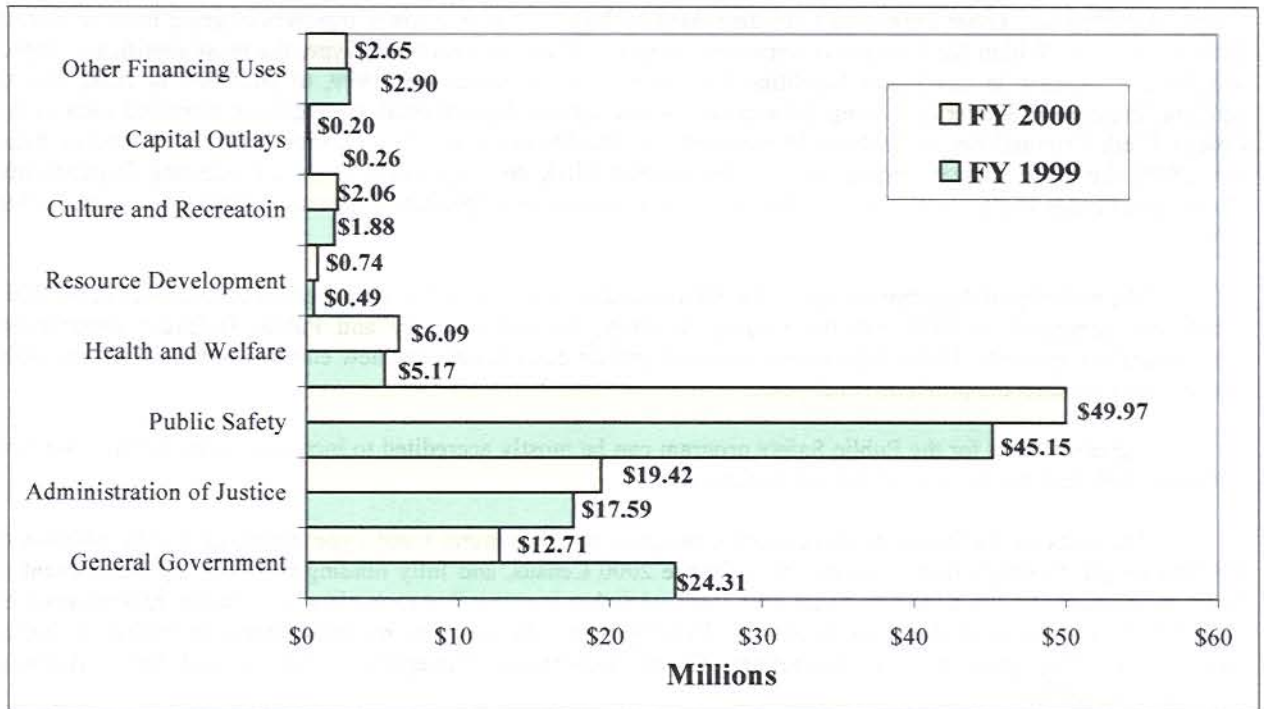
The cost of the Health and Welfare program increased by \$1,007,962. The most significant increases in this area were for reimbursements made by the County of El Paso to the City of El Paso for health related expenditures, while the Child Welfare program and the Life Management Center experienced the greatest decreases.

Expenditures for the Culture and Recreation program increased in 2000 mostly for the creation of the San Elizario Community Center and increased operations of the Ascarate Park Department. All other departments except Los Portales experienced increases as well.

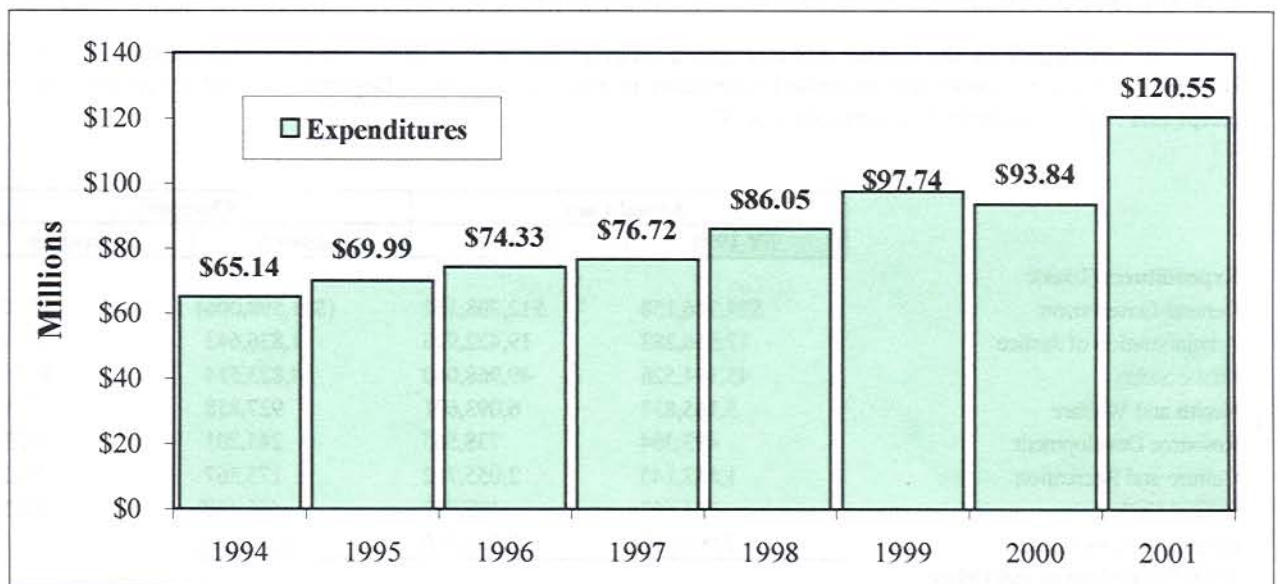
	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
<b>Expenditures (Uses):</b>				
General Government	\$24,306,158	\$12,708,152	(\$11,598,006)	-47.72%
Administration of Justice	17,586,283	19,422,926	1,836,643	10.44%
Public Safety	45,144,526	49,968,040	4,823,514	10.68%
Health and Welfare	5,165,833	6,093,691	927,858	17.96%
Resource Development	493,364	738,565	245,201	49.70%
Culture and Recreation	1,882,145	2,055,712	173,567	9.22%
Capital Outlays	264,462	199,003	(65,459)	-24.75%
Other Financing Uses	2,901,466	2,651,610	(249,856)	-8.61%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	97,744,237	93,837,699	(3,906,538)	-4.00%
Ending Fund Balances	29,170,651	43,458,642	14,287,991	48.98%
<b>Total Expenditures and</b>				
<b>Fund Balances</b>	\$126,914,888	\$137,296,341	\$10,381,453	8.18%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE  
WITH COMPARATIVE ACTUALS**

**Expenditures (Uses):**



**General Fund Type – Expenditure Trends**

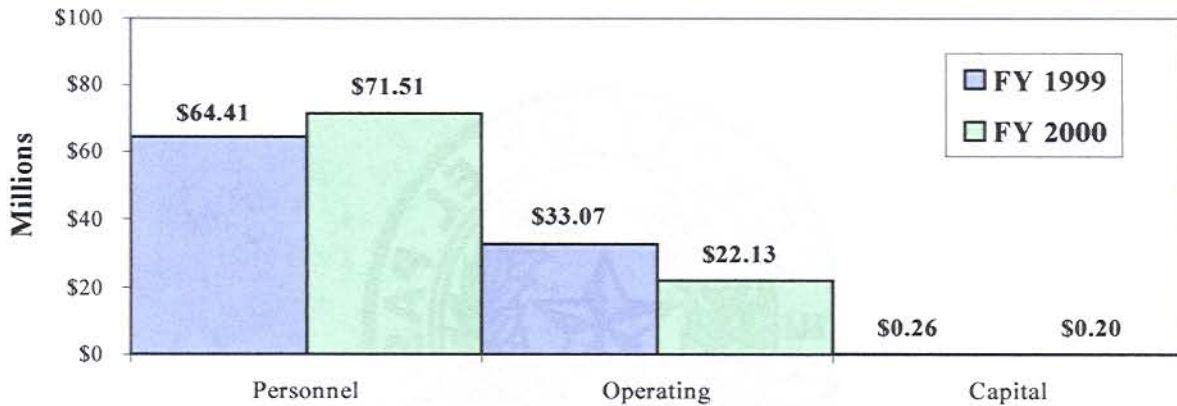


**\*FY 2001 is Budget**

**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
GENERAL FUND TYPE  
WITH EXPENDITURE TOTAL**

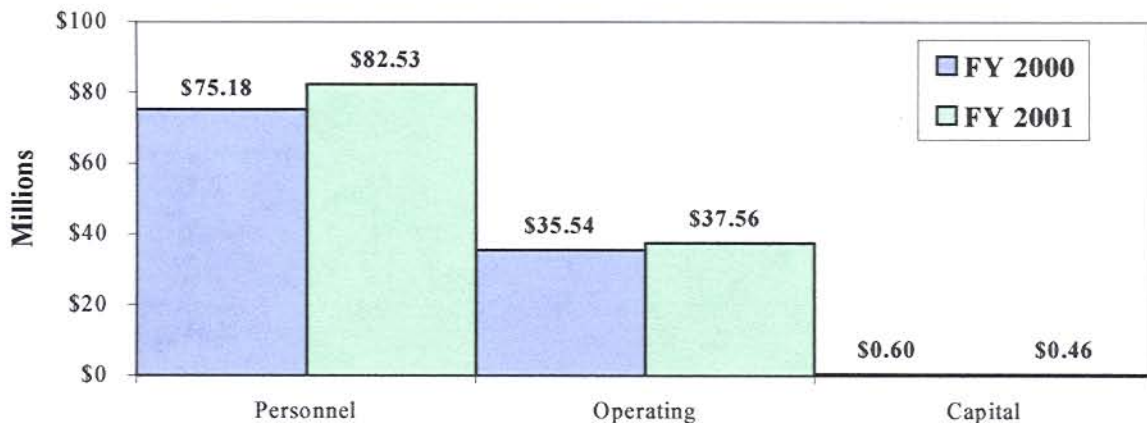
**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Personnel	\$64,406,911	\$71,510,220	\$7,103,309	11.03%
Operating	33,072,864	22,128,476	(10,944,388)	-33.09%
Capital Outlays	264,462	199,003	(65,459)	-24.75%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$97,744,237</b>	<b>\$93,837,699</b>	<b>(\$3,906,538)</b>	<b>-4.00%</b>



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Personnel	\$75,183,631	\$82,533,465	\$7,349,834	9.78%
Operating	35,542,808	37,555,995	2,013,187	5.66%
Capital	598,623	457,200	(141,423)	-23.62%
<b>Total Budgets</b>	<b>\$111,325,062</b>	<b>\$120,546,660</b>	<b>\$9,221,598</b>	<b>8.28%</b>







**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE GENERAL GOVERNMENT  
WITH COMPARATIVE BUDGETS BY DEPARTMENT**

	2000 Budget	2001 Budget	Percent Change
96 County Auditor	\$1,920,648	\$2,312,301	20.39%
100 Commissioner Precint No. 1	95,235	99,212	4.18%
102 Commissioner Precint No. 2	126,334	133,743	5.86%
104 Commissioner Precint No. 3	136,143	141,101	3.64%
106 Commissioner Precint No. 4	95,435	98,862	3.59%
108 County Judge	339,111	403,569	19.01%
111 County Clerk Criminal Fee Collections	210,002	242,263	15.36%
113 Consolidated Data Processing	3,602,404	4,393,915	21.97%
116 County Clerk	1,205,414	1,241,813	3.02%
118 Communications Center	172,563	178,885	3.66%
120 District Clerk	2,903,726	2,733,440	-5.86%
122 Domestic Relations Office	178,042	754,269	323.65%
124 Elections	594,466	554,080	-6.79%
126 Facilities Management	1,977,987	2,170,061	9.71%
128 General and Administrative	9,353,916	10,428,339	11.49%
129 Landmark Building Maintenance	82,203	82,203	0.00%
130 Parking Garage Maintenance and Operations	104,708	111,567	6.55%
132 Personnel	333,584	418,989	25.60%
134 Purchasing	927,673	1,061,001	14.37%
136 Risk Pool Board Operations	14,600	14,600	0.00%
137 Tax Office	1,860,030	2,010,307	8.08%
139 Grant Matches	1,865,375	2,121,954	13.75%
140 County Solid Waste Disposal	376,216	379,518	0.88%
Totals	<u>\$28,475,815</u>	<u>\$32,085,992</u>	12.68%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
GENERAL GOVERNMENT**

	2000 Budget	2001 Budget	Percent Change
Personnel	\$14,676,506	\$16,221,328	10.53%
Operating	13,353,943	15,414,664	15.43%
Capital	445,366	450,000	1.04%
Totals	<u>\$28,475,815</u>	<u>\$32,085,992</u>	12.68%

# COUNTY AUDITOR

## MISSION STATEMENT

To provide timely and accurate financial and accounting information and services to all County departments, Commissioners Court and the general public.

## 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 fifteen State District Judges in El Paso County. The County Auditor answers to the Council of Judges that is comprised of fifteen 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

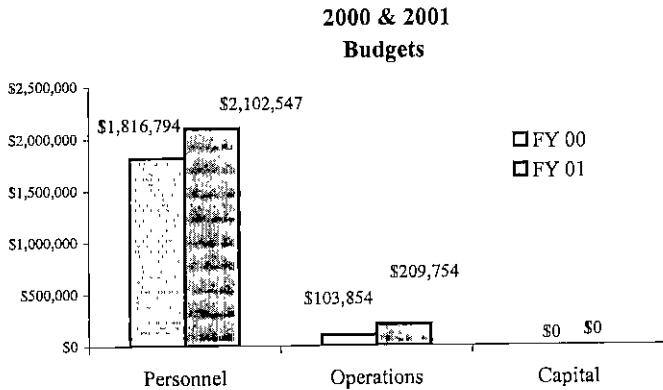
- Goal 1:** To provide the timely and accurate financial and accounting information and services to all county departments, the general public and Commissioners Court while providing ongoing ancillary support regarding the County's financial and budgetary matters.
- Goal 2:** To maintain and upgrade our existing software support programs and to aggressively utilize all features available to meet the needs of county system users.
- 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 developing a long range capital replacement plan addressing projected future county growth.
- Goal 4:** To obtain training for auditor staff and make necessary modifications to the County's present financial accounting system structure to facilitate compliance with the Government Accounting Standards Board pronouncement number 34 (GASB 34) during fiscal year 2001.
- Goal 5:** To develop and maintain a comprehensive web-site to better support county employees, departments and the general public. Data to be maintained would include published financial reports by the auditor's office such as monthly financial, yearly audit reports, the adopted budget, training, county guidelines, resource material or site links and other information frequently asked for.
- Objective 1:** Assist Commissioners Court in developing budgets based on the goals and objectives of the Court and continued implementation of performance measures.
- Objective 2:** To continually monitor revenue projections and new sources of possible revenue including enhanced collection efforts and other possible expenditure cost savings.
- Objective 3:** Monitoring financial trends and indicators on a monthly basis and monitor budget limits daily to assure adequate funding and compliance with State laws and limits of the Court.
- Objective 4:** 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.

**Goals and Objectives-continued**

- Objective 5:** Maintain a professional staff, provide quality professional educational training and seminars, instill in auditor staff ongoing emphasis of efficiencies, effectiveness and quality services to the county and the public.
  
- Objective 6:** Develop and implement an Electronic Data Processing (EDP) audit program, institute a risk assessment plan for all county audits and develop audit procedure manuals for all audits
  
- 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 control of this office and that of other county departments to assure controls are adequate and in place for the safeguarding of County assets.
  
- 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 in the areas of deposit warrants issuance and posting and automating payment processing.

**FINANCIAL TRENDS**

Category	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,611,664	\$1,777,447	\$1,816,794	\$2,102,547	15.73%
Operations	61,358	89,969	103,854	209,754	101.97%
Capital	368	1,451			
	<u>\$1,673,390</u>	<u>\$1,868,867</u>	<u>\$1,920,648</u>	<u>\$2,312,301</u>	20.39%



**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Number of payroll transactions:			
Checks issued	25,297	25,803	26,319
Grants administered	119	134	127
Positions budgeted	2,159	2,144	2,249

# COUNTY AUDITOR

## STATISTICAL TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	42	45	47
Part-time employees	4	3	3
Totals	46	48	50

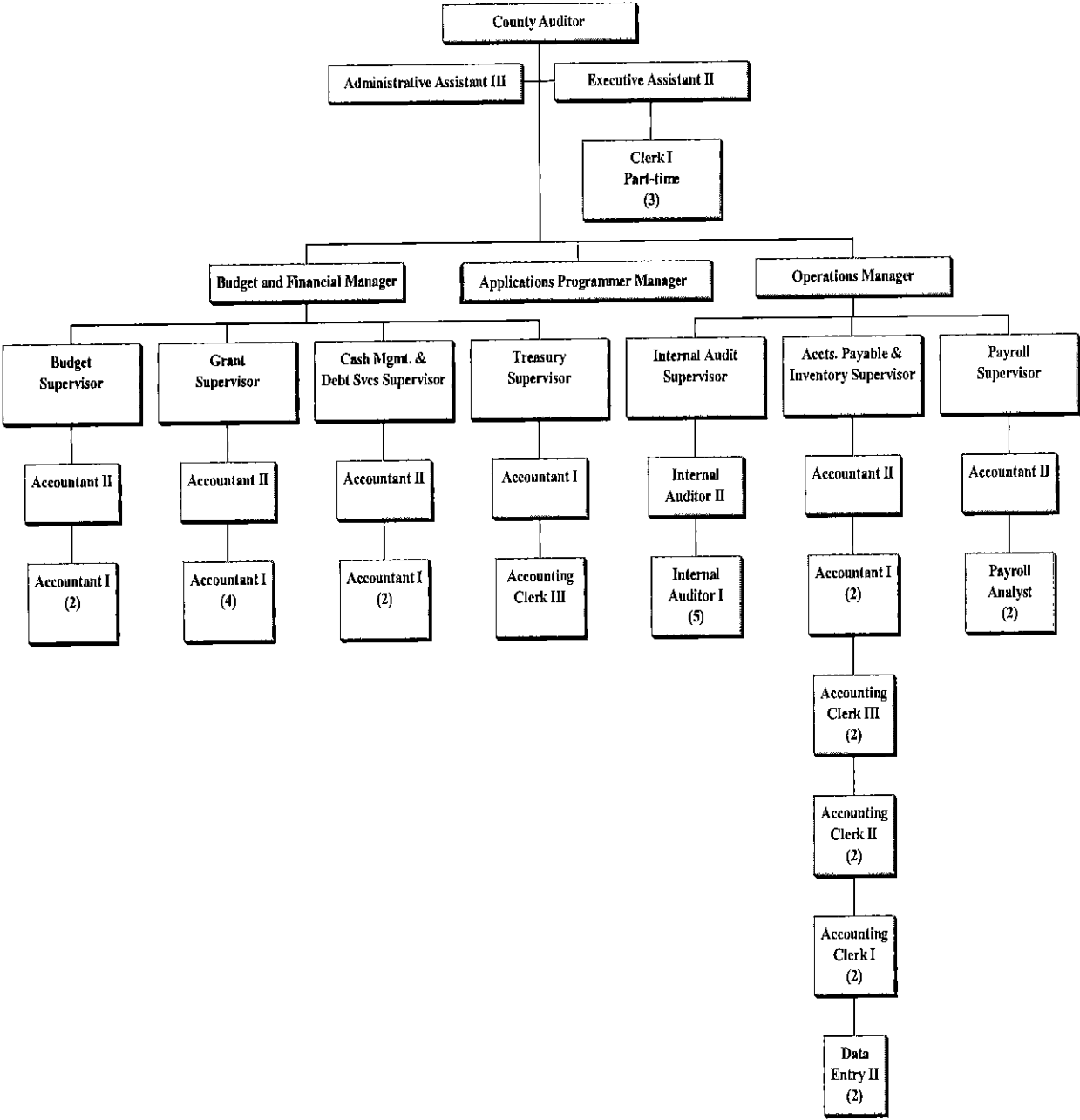
## AUTHORIZED POSITIONS DETAIL

Accountant I	11	Data Entry II	2
Accountant II	4	Executive Assistant II	1
Accounting Clerk I	2	Grant Supervisor	1
Accounting Clerk II	2	Internal Audit Super.	1
Accounting Clerk III	3	Internal Auditor I	6
A/P and Inventory Supervisor	1	Internal Auditor II	1
Administrative Assistant III	1	Operations Manager	1
Applications Programmer Mgr.	1	Payroll Accountant II	1
Budget and Financial Manager	1	Payroll Analyst	2
Budget Supervisor	1	Payroll Supervisor	1
Cash Mgmt. And Debt Service Super.	1	Treasury Supervisor	1
Clerk Part-time	3		
County Auditor	1		

See personnel Changes for this department in Appendix A

See next page for Departmental Organization

DEPARTMENTAL ORGANIZATION



# COMMISSIONER PRECINCT NO.1

## MISSION STATEMENT

To provide friendly, prompt service to the citizens and employees of El Paso County in order to maintain an effective and equitable operation of government.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

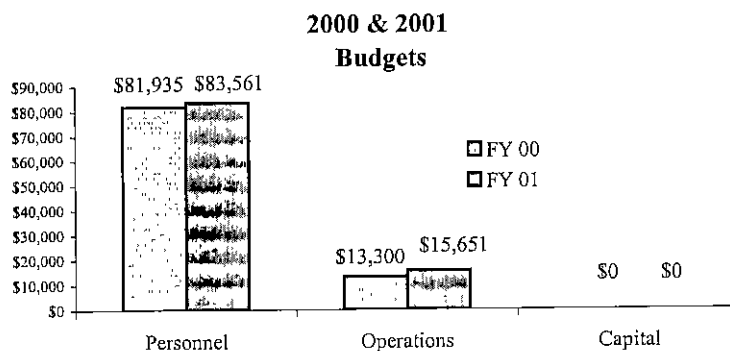
Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County 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 effort 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	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$81,411	\$71,371	\$81,935	\$83,561	1.98%
Operations	7,286	9,648	13,300	15,651	17.68%
Capital	876				
	<u>\$89,573</u>	<u>\$81,019</u>	<u>\$95,235</u>	<u>\$99,212</u>	4.18%



# COMMISSIONER PRECINCT NO. 1

## WORK PROGRAM TRENDS

	1999 Actual	2000 Estimated	2001 Projected
<b>Department Activity</b>			
Agenda items sponsored	74	74	75
Calls received	1,424	1,424	1452
Referrals made to departments	48	48	49
Committees/boards on which Commissioners serves	16	16	16
Letters/memos written	256	256	261
Speeches/presentations given	104	104	106
Meetings/functions attended	296	296	302
Constituent contacts made	336	336	343
Pieces of mail received	3216	3216	3280

## STAFFING TRENDS

	Fiscal Year		
	1999	2000	2001
<b>Authorized Positions</b>			
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

## AUTHORIZED POSITIONS DETAIL

Commissioners Court		County Commissioner	
Admin. Assistant	1		1



# COMMISSIONER PRECINCT NO. 2

## MISSION STATEMENT

To provide friendly, prompt service to the citizens and employees of El Paso County in order to maintain an effective and equitable operation of government.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

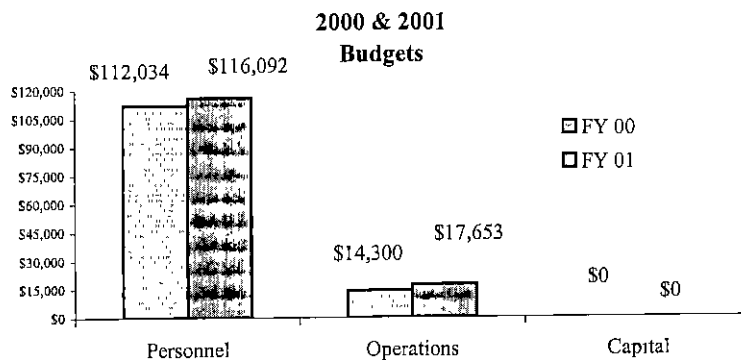
Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County 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 effort 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	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$85,295	\$94,717	\$112,034	\$116,092	3.62%
Operations	8,860	12,529	14,300	17,651	23.43%
Capital					
	\$94,155	\$107,246	\$126,334	\$133,743	5.86%



### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

# COMMISSIONER PRECINCT NO. 2

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	2	3	3
Part-time employees			
Totals	2	3	3

## AUTHORIZED POSITIONS DETAIL

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

# COMMISSIONER PRECINCT NO. 3

## MISSION STATEMENT

To provide friendly, prompt service to the citizens and employees of El Paso County in order to maintain an effective and equitable operation of government.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

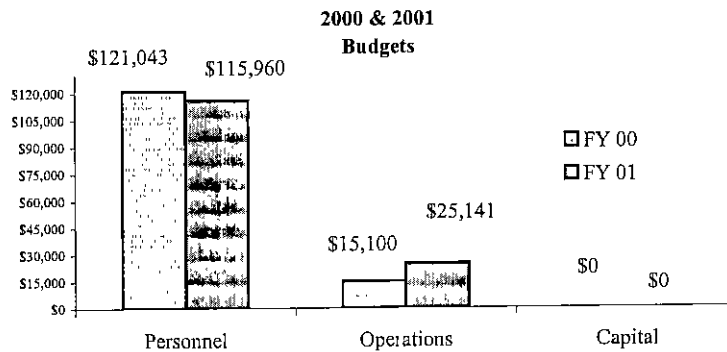
Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County 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 effort 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	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$81,801	\$102,129	\$121,043	\$115,960	-4.20%
Operations	11,225	10,369	15,100	25,141	66.50%
Capital					
	\$93,026	\$112,498	\$136,143	\$141,101	3.64%



# COMMISSIONER PRECINCT NO. 3

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	2	3	3
Part-time employees			
Totals	2	3	3

## AUTHORIZED POSITIONS DETAIL

Administrative Secretary	2	County Commissioner	1
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See Personnel Changes for this department in Appendix A

# COMMISSIONER PRECINCT NO. 4

## MISSION STATEMENT

To provide friendly, prompt service to the citizens and employees of El Paso County in order to maintain an effective and equitable operation of government.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

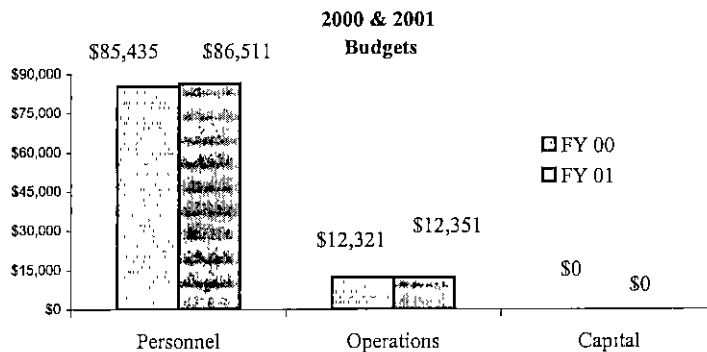
Commissioners are elected officials in the County and are an integral part of the Commissioners Court. They represent the general public in a designated precinct of the County as set by the State legislature. Additionally, each Commissioner has a vote on matters relating to the operations of the County 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 effort 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	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$81,399	\$84,680	\$85,435	\$86,511	1.26%
Operations	7,127	7,307	10,000	12,351	23.51%
Capital					
	\$88,526	\$91,987	\$95,435	\$98,862	3.59%



# COMMISSIONER PRECINCT NO. 4

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	2	2	2
Part-time employees			
Totals	2	2	2

## AUTHORIZED POSITIONS DETAIL

Commissioners Court Admin. Assistant	1	County Commissioner	1
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# COUNTY JUDGE

## MISSION STATEMENT

To promote strong families, strong future through efficient administration of county government.

## 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.

## Goals and Objectives

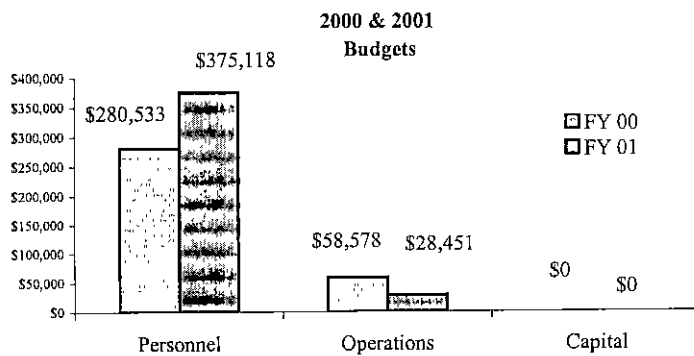
- Goal 1:** To communicate effectively with law enforcement entities of the county to facilitate prompt solutions to problems requiring action by the County Judge's office or the Commissioners Court.
- Goal 2:** To provide effective leadership in the community and to collaborate with and assist those involved in the educational enterprise whenever the leadership role of the judge or supportive action by the county may be warranted.
- Goal 3:** To support R.E. Thomason Hospital District and the City-County Health District through vision, leadership, and policy.
- Goal 4:** To encourage development of workforce development through training and increasing professionalism among county employees, promote public policy to encourage workforce development, and collaborate with other governmental and private sector groups to attract jobs and prepare workers for better jobs.
- Goal 5:** To encourage the development and financing of affordable housing through public policy decisions, community leadership, and operation of the County Housing Authority.
- Goal 6:** To lead the Commissioners Court in funding and supporting the operations of the various programs and initiatives designed to advance family self-sufficiency.
- Objective 1:** Maintain regular contact with law enforcement leaders.
- Objective 2:** Participate regularly and significantly in the El Paso Educational Collaborative and career days.
- Objective 3:** Maintain regular contact with educational leaders.
- Objective 5:** Ascertain implementation of the recommendations made to R.E. Thomason Hospital District by the MGT performance review during fiscal year 2001.
- Objective 6:** Participate in and assure completion of the R.E. Thomason Hospital District Strategic plan.
- Objective 7:** Participate in the Workforce Development Advisory Board of the Chamber of Commerce.
- Objective 8:** Maintain oversight and monitoring of Project Arriba.
- Objective 9:** Begin comprehensive training program for all County employees.

**Goals and Objectives- continued**

- Objective 10:** Convene workshop of all entities interested in affordable housing outside the city limits.
- Objective 11:** Develop specific objectives for County Housing Authority.
- Objective 12:** Officially begin CASA Start Program.
- Objective 13:** Complete preliminary plan and secure funding for Children and Family agenda.
- Objective 14:** Secure funding, obtain operator, and establish community databank for children and family service information and data.
- Objective 15:** Encourage the work of the county's Parks and Recreation Department.
- Objective 16:** Increase collaboration and grants through County programs in colonias.
- Objective 17:** Pursue opportunities to consolidate service operation within the county structure and with other governmental units for increased efficiency.
- Objective 18:** Finalize the re-organization process.

**FINANCIAL TRENDS**

Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel	\$158,577	\$257,697	\$280,533	\$375,118	33.72%
Operations	24,257	50,245	58,578	28,451	-51.43%
Capital	775				
	<u>\$183,609</u>	<u>\$307,942</u>	<u>\$339,111</u>	<u>\$403,569</u>	19.01%





# COUNTY JUDGE

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	4	5	6
Part-time employees			
Totals	4	5	6

## AUTHORIZED POSITIONS DETAIL

Administrative Assistant III	1	County Judge	1
Administrative Coordinator	1	Deputy Chief Admin.	1
Dir. of Policy Implementation	1	Executive Assistant	1

See Personnel Changes for this department in Appendix A

# COUNTY CLERK CRIMINAL FEE COLLECTIONS

## MISSION STATEMENT

To collect court costs, fines and attorney fees assessed by the El Paso County Courts and Justice of the Peace Courts in a timely and efficient manner.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Clerk Criminal Fee Collection department was created in fiscal year 1998 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 schedule payments, and if it is determined that the defendant is in default, they will issue a Capias Pro Fine warrant. The department is also responsible for keeping detailed records of all judgements, 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:** Maintain the current 90% collection rate for the County courts and increase the revenues collected for the Justice of the Peace courts while reducing the number of warrants.
- 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 assists 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 judgements and the consequences of failing to pay.

### FINANCIAL TRENDS

Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$160,659	\$190,891	\$196,302	\$226,138	15.20%
Operations	5,684	14,715	13,700	16,125	17.70%
Capital	500				
	<u>\$166,843</u>	<u>\$205,606</u>	<u>\$210,002</u>	<u>\$242,263</u>	15.36%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
New cases	4,503	4,593	5,900
Total dollars assessed	\$2,183,730	\$2,227,405	\$2,550,000
Total dollars collected	\$1,772,885	\$1,808,343	\$2,325,000

# COUNTY CLERK CRIMINAL FEE COLLECTIONS

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	6	7	8
Part-time employees			
<b>Totals</b>	<b>6</b>	<b>7</b>	<b>8</b>

## AUTHORIZED POSITION DETAIL

Caseworker	4	Senior Clerk	1
Collection Manager	1	Supervisor	1
Deputy Clerk	1		

See Personnel Changes for this department in Appendix A

# CONSOLIDATED DATA PROCESSING

## MISSION STATEMENT

To provide cost effective computer systems necessary to enable our customers to achieve their goals and to assist the County, City, Central Appraisal District and other entities in effective management, administration, and delivery of a wide variety of quality services to the taxpayers of El Paso; to utilize the tools of technology to provide the widest possible access to computer systems; to understand our customer's business processes; to anticipate and respond to the request and the changing needs of our customers; and to provide appropriate support in the use of these systems.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

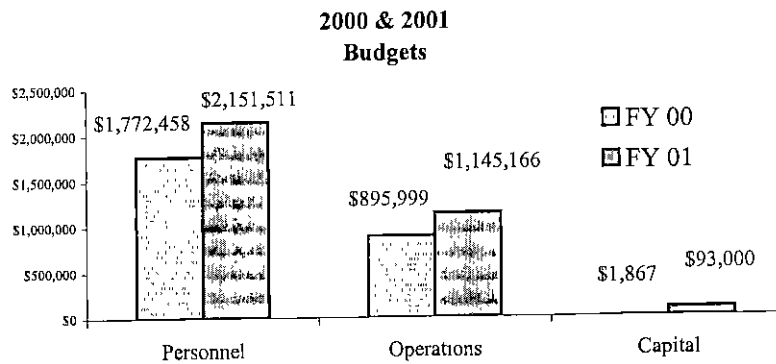
Consolidated Data Processing (CDP) was established in 1983 by an interlocal agreement between El Paso County, the City of El Paso and the Central Appraisal District (CAD), with the objective to control and share the costs for data processing. The costs of CDP are budgeted as a County Expense. The costs 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 data processing 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 personnel 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:** Continue to upgrade JIMS 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 statewide 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.

# CONSOLIDATED DATA PROCESSING

FINANCIAL TRENDS					Percentage Change in Budget
Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$1,730,731	\$2,166,718	\$2,175,839	\$2,231,354	2.55%
Operations	993,029	1,373,806	1,387,765	2,162,561	55.83%
Capital	7,922	417	38,800		-100.00%
	<u>\$2,731,682</u>	<u>\$3,540,941</u>	<u>\$3,602,404</u>	<u>\$4,393,915</u>	21.97%



## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Help desk calls	5,193	5,297	5,403
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)	4,000	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	4,368
Paychecks printed	1,840,000	163,630	185,000
Vendor checks printed	74,000	61,960	65,000

# CONSOLIDATED DATA PROCESSING

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	44	52	38
Part-time employees	3	2	2
Totals	47	54	40

## AUTHORIZED POSITION DETAIL

Accounting Clerk III	1	Network Engineer III	2
Administrative Assistant II	1	Network/PC Support Manager	1
Administrative Office Manager	1	Program Analyst II	7
Applications Programmer Manager	1	Program Analyst III	4
Computer Operator I, Part-time	2	Security Analyst	1
Chief Technology Officer	1	System Engineer I	1
Distribution Clerk	1	System Engineer II	1
Deputy Director	1	System Engineer III	2
Distribution Clerk/Data Entry	1	System Engineer IV	4
Network Engineer I	1	Training Coordinator	1
Network Engineer II	4	Web Designer I	1

See Personnel Changes for this department in Appendix A

# COUNTY CLERK

## MISSION STATEMENT

To efficiently and accurately maintain and appropriately distribute records for many of the functions of the County and the courts system, other agencies and the general public.

## 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 filling 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.

<b>FINANCIAL TRENDS</b>					<b>Percentage Change in Budget</b>
<b>Category</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	
Personnel	\$955,596	\$1,116,178	\$1,128,571	\$1,163,845	3.13%
Operations	61,585	68,512	76,843	77,968	1.46%
Capital	674				
	<u>\$1,017,855</u>	<u>\$1,184,690</u>	<u>\$1,205,414</u>	<u>\$1,241,813</u>	3.02%

**WORK PROGRAM TRENDS**

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Probate			
Investments	140	161	175
Avg. monthly balance	\$2,300,000	\$2,900,000	\$3,200,000
Vital Statistics			
Birth registrations	16,205	16,529	17,000
Death registrations	4,227	4,312	4,300
Marriage licenses	6,841	6,978	7,000
Customers	135,000	101,512	103,542
Civil/Criminal department			
New cases	16,076	16,398	19,000
Disposed	15,605	15,917	16,500
Dismissals	6,509	6,639	7,500
Pending	19,269	19,654	22,200
Deeds	99,323	101,309	102,000

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	34	37	37
Part-time employees	8	8	8
Totals	42	45	45

**AUTHORIZED POSITION DETAIL**

Accounting Supervisor	1	Deputy Clerk	13
Bond Forfeiture Clerk	1	Deputy Clerk-Part time	8
Chief Deputy	1	Office Manager	1
Civil Dept. Supervisor	1	Receptionist	1
County Clerk	1	Senior Deputy Clerk	6
Court Clerk	6	Supervisor	4
Court Recorder	1		

See Personnel Changes for this department in Appendix A



# COMMUNICATIONS CENTER

## MISSION STATEMENT

To provide the best telecommunication and information service to the public and El Paso County departments in order to allow County Government to conduct its daily business in the most efficient and cost effective manner.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Communication 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 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 reduce monthly trunk charges by 40% from \$10,000 to \$6,000.
- Objective 4:** To upgrade systems at various locations to NORTEL systems that will reduce inventory maintenance and costs.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$122,330	\$134,914	\$135,715	\$141,290	4.11%
Operations	22,629	35,860	36,848	37,595	2.03%
Capital	795				
	<u>\$145,754</u>	<u>\$170,774</u>	<u>\$172,563</u>	<u>\$178,885</u>	3.66%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Telephones on main switch	1,242	1,389	1,500
Trunks on main switch	127	115	115
Telephones on jail annex switch	164	200	215
Stations on jail annex switch	24	24	24

# COMMUNICATIONS CENTER

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

## AUTHORIZED POSITIONS DETAIL

Communication Technician II	2	Switch Oper/Clerical Asst.	1
Communications Director	1		

See Personnel Changes for this department in Appendix A

# DISTRICT CLERK

## MISSION STATEMENT

To modernize and automate our operations and remain faithful to the state law in order to serve the judicial branch of County government and the citizens of El Paso in the most efficient manner.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The office of the District Clerk provides support for the 15 District Court, the Impact Court and 7 County Court 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, citation, warrants and executions.

## GOALS AND OBJECTIVES

**Goal 1:** 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 paper work on hard disk. This would allow for instant retrieval of imaged documents from any court or subscriber.

**Objective 3:** Implement the JIMS project that 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$1,554,665	\$1,727,058	\$1,757,782	\$1,735,522	-1.27%
Operations	416,907	860,393	1,116,944	997,918	-10.66%
Capital	9,573	27,430	29,000		
	<u>\$1,981,145</u>	<u>\$2,614,881</u>	<u>\$2,903,726</u>	<u>\$2,733,440</u>	-5.86%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Criminal			
Cases filed	5,902	6,020	7,500
Dispositions	6,524	6,654	8,500
Counts processed	9,210	9,394	9,500
Counts disposed	9,366	9,553	10,000

(Continued on next page)

# DISTRICT CLERK

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Civil			
Cases filed	14,086	14,368	19,006
Dispositions	13,752	14,027	16,287
Bond forfeiture revenue	\$1,060,377	\$1,081,585	\$1,100,000
Child Support			
New cases filed	7,344	7,491	8,500
Total monies processed	\$42,354,770	\$43,201,865	\$47,500,000
Accounting			
Trust department	\$4,836,984	\$2,570,652	\$5,078,833
Disbursement	\$4,645,541	\$2,523,916	\$5,087,818
Year end balance	\$1,161,605	\$1,153,565	\$1,219,686
Jury Trials			
Questionnaires sent	350,000	111,000	400,000
Juror summons	70,000	64,000	85,000

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	60	66	61
Part-time employees	6	6	6
Totals	66	72	67

## AUTHORIZED POSITION DETAIL

Accounting Clerk III	1	Court Clerk	21
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	5	Network Engineer	1
Clerk, Part time	2	Receptionist	1
Computer System Supp. Analyst	1	Senior Clerk I	2
Counter Clerk	11	Supervisor	2
Counter Clerk, Part time	4	Sr. Appeals Clerk	1
Counter Clerk Supervisor	1		

See Personnel Changes for this department in Appendix A

# DOMESTIC RELATIONS OFFICE

## MISSION STATEMENT

To efficiently and effectively assure compliance with the orders of the courts in regard to family law matters. To strive to keep families out of our busy courts without additional burden to the taxpayers.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Under chapter 203 of the Texas Family Code-each County within the State of Texas has the ability to establish and fund a Domestic Relations Office (DRO). During fiscal year 2000, County Commissioners unanimously voted to establish a DRO for El Paso County. Our Domestic Relations Office is comprised of three divisions: The Child Support Payments Division, the Enforcement Division and the Family Court Services Division.

The Child Support Payments Division is responsible for receiving, logging and forwarding payments to the custodial parents in accordance with El Paso County child support orders. The Enforcement Division provides legal enforcement of orders regarding both child support and visitation. The Family Court Services Division conducts court ordered social study investigations for adoptions and contested custody/access cases, and provides counseling for persons to assure compliance with child support and visitation orders.

## Goals and Objectives

- Goal:** To assure compliance with the orders of courts and keep families out of our busy courts.
- Objective 1:** To assure that support is paid as ordered by the court.
- Objective 2:** To assure contact and visitations occur as ordered.
- Objective 3:** To provide revenue from those receiving services instead of burdening the taxpayer.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel		\$57,047	\$146,442	\$701,729	379.19%
Operations		10,034	31,600	52,540	66.27%
Capital					
		\$67,081	\$178,042	\$754,269	323.65%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees			20
Part-time employees			
Totals			20

# DOMESTIC RELATIONS OFFICE

## AUTHORIZED POSITIONS DETAIL

Child Support Division Chief	1	Paralegal II	2
Child Support Supervisor	1	Probation Officer II	2
Clerk/Cashier	7	Receptionist	1
Executive Director	1	Social Worker	2
Executive Secretary	1	Senior Trial Attorney	1
Office Manager/Network Eng.	1		

See Personnel Changes for this department in Appendix A

# ELECTIONS

## MISSION STATEMENT

To serve the public by administering a timely, accurate, and honest election process.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

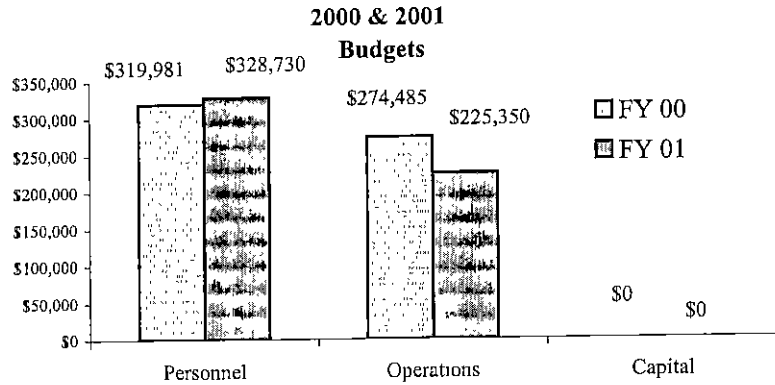
The main responsibility of the Elections Department is to register people to vote and to conduct elections for the State, County, City, School Districts and Water Districts. The Elections Administrator is the voter registrar for the County of El Paso and has the authority to contract with other governmental 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 contain all streets in the County with an indication as to what district each street falls in, such as Commissioner, Justice of the Peace, State Representative, State Senator, or School District.

## Goals and Objectives

- Goal 1:** 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.
- Objective2:** To maximize voter turnout through advertising and press releases urging people to vote and by increasing 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.

<b>FINANCIAL TRENDS</b>					<b>Percentage Change in Budget</b>
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	
Personnel	\$301,559	\$319,450	\$319,981	\$328,730	2.73%
Operations	125,382	114,714	274,485	225,350	-17.90%
Capital	410				
	<u>\$427,351</u>	<u>\$434,164</u>	<u>\$594,466</u>	<u>\$554,080</u>	<u>-6.79%</u>



**WORK PROGRAM TRENDS**

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
New registrants	N/A	N/A	N/A
Registered voters	335,000	350,000	357,000
Materials sales	\$25,000	\$25,500	\$26,010
Contract services	\$215,000	\$219,300	\$223,686

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	10	10	10
Part-time employees			
<b>Totals</b>	<b>10</b>	<b>10</b>	<b>10</b>

**AUTHORIZED POSITIONS 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 Tech. I	1
Elections Clerk II	1	Voting Equipment Tech. II	1



# FACILITIES MANAGEMENT

## MISSION STATEMENT

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

## 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 Zaragoza 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$731,660	\$806,445	\$837,412	\$944,912	12.84%
Operations	1,019,586	1,085,073	1,140,575	1,225,149	7.42%
Capital					
	<u>\$1,751,246</u>	<u>\$1,891,518</u>	<u>\$1,977,987</u>	<u>\$2,170,061</u>	9.71%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Primary facilities serviced	5	5	5
Satellite Tax Offices serviced	2	2	2
Community centers	2	2	2
Nutrition centers serviced	3	3	3
Approximate square footage serviced	880,000	888,000	940,000

# FACILITIES MANAGEMENT

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	32	31	35
Part-time employees		1	1
Totals	32	32	36

## AUTHORIZED POSITIONS DETAIL

Administrative Assistant II	1	Electronics Specialist	1
Assistant Facilities Manager	1	Facilities Manager	1
Custodian I	20	Maintenance Mechanic I	6
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 included legal contingencies, liability and property insurance, postage, Central Appraisal District expenses, and miscellaneous administrative expenses.

<b>FINANCIAL TRENDS</b>					Percentage
	1999	2000	2000	2001	Change
Category	Actual*	Actual*	Budget	Budget	in
					Budget
Personnel	\$1,646,304	\$956,604	\$2,830,664	\$2,970,000	4.92%
Operations	9,776,840	-3,590,566	6,151,786	7,008,339	13.92%
Capital			371,466	450,000	21.14%
	<u>\$11,423,144</u>	<u>-\$2,633,962</u>	<u>\$9,353,916</u>	<u>\$10,428,339</u>	11.49%

\*Includes accrual for vested benefits, an adjustment for the prior year reversal and accrual of current year contingent liabilities, and change in reserve for inventory.

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	2001
		2000	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITIONS DETAIL</b>	
	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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations	\$79,953	\$81,455	\$82,203	\$82,203	0.00%
Capital					
	<u>\$79,953</u>	<u>\$81,455</u>	<u>\$82,203</u>	<u>\$82,203</u>	0.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
		Not Available	

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	2001
		2000	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITIONS DETAIL

Not Applicable

# PARKING GARAGE-MAINTENANCE AND OPERATIONS

## MISSION STATEMENT

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.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## Goals and Objectives

- Goal:** To 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:** Perform housekeeping procedures no less than every six to eight weeks, as deemed necessary by the County Facilities Manager.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel					
Operations	\$82,128	\$83,915	\$104,708	\$111,567	6.55%
Capital					
	<u>\$82,128</u>	<u>\$83,915</u>	<u>\$104,708</u>	<u>\$111,567</u>	6.55%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

# PARKING GARAGE-MAINTENANCE AND OPERATIONS

## AUTHORIZED POSITIONS DETAIL

Not Applicable

# **PERSONNEL**

## **MISSION STATEMENT**

To provide services and advisory support to all County departments with respect to hiring and retaining a competitive, qualified, motivated and diverse workforce; to promote a safe and positive workforce.

## **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 and 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 as 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.

# PERSONNEL

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$257,028	\$288,364	\$301,597	\$379,156	25.72%
Operations	19,862	19,756	31,987	39,833	24.53%
Capital					
	<u>\$276,890</u>	<u>\$308,120</u>	<u>\$333,584</u>	<u>\$418,989</u>	25.60%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Positions posted	247	252	200
Applications received	3,159	3,222	4,000
Tests administered	632	645	700
New employees	326	332.52	200
Terminations	345	352	200
Turnover rate	16%	11%	9%
Promotions	124	74	50
Grievances filed civil service	9	6	7
Positions reclassified	16	9	14
Risk Management			
Training presentations	70	70	65
Coord. Ins. Billing & payments	41	42	72
Safety inspections	20	17	30
Insurance claims managed	296	298	325

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	8	8	8
Part-time employees			1
Totals	<u>8</u>	<u>8</u>	<u>9</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
Civil Service Support Clerk	1	Personnel Clerk	1
Director of Personnel and Risk Magement	1	Risk Manager	1
Employment Manager	1	Secretary	1
Human Resource Clerk	1	Volunteer Intern: P-T	1
Insurance Benefit Cord.	1		

See Personnel Changes for this department in Appendix A



# **PURCHASING**

## **MISSION STATEMENT**

To provide the most expedient and efficient procurement services to county department in order to acquire goods/services at a competitive rate.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Purchasing department has the responsibility of purchasing all materials, supplies, services and equipment for County department 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 21<sup>st</sup> 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 projected saving to the County of 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.

# PURCHASING

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$480,864	\$568,829	\$576,156	\$644,984	11.95%
Operations	199,823	242,068	345,417	416,017	20.44%
Capital	3,210	15,455	6,100		
	<u>\$683,897</u>	<u>\$826,352</u>	<u>\$927,673</u>	<u>\$1,061,001</u>	14.37%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Competitive bids & proposals	132	107	130
Vendors maintained on file	20,271	21,500	21,600
Pieces of mail processed	658,972	629,000	625,000
Requisitions processed	20,462	24,200	35,000
Direct payments to vendors	1,539	1,200	1,500
Commodities on file	53,128	53,000	50,000
Departments on file (ADPICS)	107	104	110
Control & inventory items	50,553	53,391	55,000
Copies processed	2,149,197	1,950,000	2,500,000
Formal training	97	250	200

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	16	18	18
Part-time employees			
Totals	<u>16</u>	<u>18</u>	<u>18</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
Assistant Purchasing Director	1	Lead Print/Mail Equipment Oper.	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		

# RISK POOL BOARD OPERATIONS

## MISSION STATEMENT

To provide County employees with a beneficial comprehensive health plan.

## 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. 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 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$1,507	\$2,290	\$14,600	\$14,600	0.00%
Capital					
	<u>\$1,507</u>	<u>\$2,290</u>	<u>\$14,600</u>	<u>\$14,600</u>	0.00%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Number of meeting held	12	12	12

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITIONS DETAIL

Not Applicable

**MISSION STATEMENT**

To efficiently serve the County by overseeing programs and formulating policies to ensure enforcement of the Texas Property Tax Code and Texas Motor Vehicle laws.

**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 for all taxing entities in 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**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$1,457,509	\$1,595,595	\$1,627,576	\$1,725,882	6.04%
Operations	173,701	182,543	232,454	284,425	22.36%
Capital	93,486	11,813			
	<u>\$1,724,696</u>	<u>\$1,789,951</u>	<u>\$1,860,030</u>	<u>\$2,010,307</u>	8.08%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Vehicle registrations	424,725	443,443	456,745
Title transfers	N/A	367,592	402,935
Licenses Processed			
Beer & wine	1,162	1,173	1,208
Occupational	106	150	155

# TAX OFFICE

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	60	60	62
Part-time employees	5	5	5
Totals	65	65	67

## AUTHORIZED POSITIONS DETAIL

Accounting Clerk I	1	Automobile Dept. Director	1
Accounting Clerk II	2	Chief Deputy	1
Accounting Clerk III	2	Comp. Sys. Support Analyst	1
Accounting Manager	1	Inventoyr Control Clerk	1
Administrative Assistant I	2	License Clerk	1
Assistant Supervisor	5	Receptionist	1
Auto Title Clerk I	10	Satellite Ofiice Manager	3
Auto Title Clerk I: Part Time	5	Tax Assessor/Collector	1
Auto Tilte Clerk II	23	Vehicle Inventory Director	1
Auto Title Clerk III	5		

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 transfer out.

<b>FINANCIAL TRENDS</b>					Percentage
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Change in Budget
Personnel					
Operations	\$1,770,158	\$1,907,256	\$1,865,375	\$2,121,954	13.75%
Capital					
	<u>\$1,770,158</u>	<u>\$1,907,256</u>	<u>\$1,865,375</u>	<u>\$2,121,954</u>	13.75%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Number of grants which county matching funds are budgeted separately from their related departments	18	19	19
Number of grants which county matching funds are budgeted under the department they relate to*	7	4	6
Total number of grants partially or fully funded from County funds	25	23	25

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

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable

# COUNTY SOLID WASTE DISPOSAL

## MISSION STATEMENT

To provide safe citizen collection stations for the disposal of household trash for residents of the County that do not have home pick-up service.

## 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 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage
					Change in Budget
Personnel	\$130,587	\$140,467	\$144,695	\$147,997	2.28%
Operations	207,605	207,305	231,521	231,521	0.00%
Capital					
	<u>\$338,192</u>	<u>\$347,772</u>	<u>\$376,216</u>	<u>\$379,518</u>	0.88%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		6	6
Part-time employees			
Totals		<u>6</u>	<u>6</u>

### AUTHORIZED POSITIONS DETAIL

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

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE ADMINISTRATION OF JUSTICE  
WITH COMPARATIVE BUDGETS BY DEPARTMENT**

		2000	2001	Percent
	Department	Budget	Budget	Change
143	6th Administrative Judicial District	\$54,194	\$56,187	3.68%
145	8th Court of Appeals	19,164	19,164	0.00%
147	34th District Court	162,619	169,702	4.36%
148	41st Distict Court	164,258	166,931	1.63%
149	65th Distict Court	158,219	195,607	23.63%
150	120th Distict Court	200,838	206,824	2.98%
151	168th Distict Court	162,919	167,672	2.92%
152	171st Distict Court	151,419	166,316	9.84%
153	205th Distict Court	156,419	163,784	4.71%
154	210th Distict Court	162,219	169,152	4.27%
155	243rd Distict Court	156,119	165,838	6.23%
156	327th Distict Court	189,432	211,862	11.84%
157	346th Distict Court	160,369	167,891	4.69%
158	383rd Distict Court	162,269	167,980	3.52%
159	384th Distict Court	157,419	164,154	4.28%
160	388th Distict Court	172,148	168,655	-2.03%
161	409th District Court	7,061	161,191	2182.84%
162	County Attorney	2,205,029	2,447,364	10.99%
166	County Attorney Bond Forfeitures	229,284	228,920	-0.16%
167	County Attorney RETGH Legal	262,935	396,454	50.78%
169	County Attorney Teen Court Coordinator		61,487	100.00%
170	County Court at Law No. 1	152,419	160,649	5.40%
171	County Court at Law No. 2	155,519	165,944	6.70%
172	County Court at Law No. 3	156,919	162,255	3.40%
173	County Court at Law No. 4	153,919	163,683	6.34%
174	County Court at Law No. 5	162,069	165,711	2.25%
175	County Court at Law No. 6	161,169	168,731	4.69%
176	County Court at Law No. 7	160,519	166,125	3.49%
177	County Court at Law No. 8		6,640	100.00%
178	County Court at Law No. 9		6,640	100.00%
179	County Court at Law Judges	924,881	935,462	1.14%
180	Child Abuse Master	265,669	324,089	21.99%
181	Council of Judges Administration	3,377,181	3,543,481	4.92%
183	County Courts at Law Administration	400,842	444,154	10.81%
184	District Attorney	4,738,253	5,158,365	8.87%
186	District Judges-Salary Supplement	153,658	163,996	6.73%
187	Family Court 1	252,819	259,572	2.67%
188	Family Court 2	262,969	289,950	10.26%
189	Impact Court	\$137,942	\$147,860	7.19%

(Continued on next Page)



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE ADMINISTRATION OF JUSTICE  
WITH COMPARATIVE BUDGETS BY DEPARTMENT  
(CONTINUED)**

		2000	2001	Percent
	Department	Budget	Budget	Change
190	Justice of the Peace No. 1	\$158,037	\$165,642	4.81%
192	Justice of the Peace No. 2	166,683	172,284	3.36%
194	Justice of the Peace No. 3	153,968	176,717	14.78%
196	Justice of the Peace No. 4	174,458	189,222	8.46%
198	Justice of the Peace No. 5	119,633	132,480	10.74%
200	Justice of the Peace No. 6	321,199	325,307	1.28%
202	Justice of the Peace No. 7	201,581	229,917	14.06%
204	Juvenile Court Referee	281,568	294,204	4.49%
205	Criminal Law Magistrate I	272,139	279,495	2.70%
206	County Probate Court	433,784	443,390	2.21%
207	Special Probate Court	4,000	4,000	0.00%
208	Public Defender	1,626,955	1,795,553	10.36%
210	Tax Court		107,430	100.00%
	Totals	\$20,625,085	\$22,572,083	9.44%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
ADMINISTRATION OF JUSTICE**

	2000	2001	Percent
Character	Budget	Budget	Change
Personnel	\$16,539,788	\$18,362,020	11.02%
Operating	4,034,920	4,202,863	4.16%
Capital	50,377	7,200	-85.71%
Totals	\$20,625,085	\$22,572,083	9.44%

# 6<sup>TH</sup> 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, nineteen 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 regional administrative 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:** The 6<sup>th</sup> Administrative Judicial Region will to respond quickly to request for support from elected Judges of the region, promptly complete pay vouchers, assure compliance with state mandated meetings, and with Title IV-E standards.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel					
Operations	\$47,430	\$53,047	\$54,194	\$56,187	3.68%
Capital					
	<u>\$47,430</u>	<u>\$53,047</u>	<u>\$54,194</u>	<u>\$56,187</u>	3.68%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>District Courts (21)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	6,965	7,104	7,246
Cases added	7,655	7,808	7,964
Cases disposed	7,792	7,948	8,107
Cases pending year end	6,828	6,965	7,104
<b>Criminal Cases</b>			
Cases pending from prior year	3,453	3,522	3,593
Cases added	2,731	2,786	2,841
Cases disposed	2,641	2,694	2,748
Cases pending year end	3,543	3,614	3,686
<b>County Courts (34)</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	2,950	3,009	3,069
Cases added	2,596	2,648	2,701
Cases disposed	2,599	2,651	2,704
Cases pending year end	2,947	3,006	3,066
<b>Criminal Cases</b>			
Cases pending from prior year	28,555	29,126	29,709
Cases added	25,913	26,431	26,960
Cases disposed	24,498	24,988	25,488
Cases pending year end	29,970	30,569	31,181

\*Source Texas Judicial System Annual Report

# 6<sup>TH</sup> ADMINISTRATIVE JUDICIAL DISTRICT

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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, an 8 member 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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$19,161	\$19,161	\$19,164	\$19,164	0.00%
Operations	1,035				
Capital					
	<u>\$20,196</u>	<u>\$19,161</u>	<u>\$19,164</u>	<u>\$19,164</u>	0.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>4 Justices</b>			
<b>Civil and Juvenile Cases</b>			
Cases pending from prior year	167	170	174
Cases added	232	237	241
Cases disposed	212	216	221
Cases pending year end	187	191	195
<b>Criminal Cases</b>			
Cases pending from prior year	358	365	372
Cases added	264	269	275
Cases disposed	323	329	336
Cases pending year end	299	305	311
<b>Avg. time between filing &amp; Disposition (in months)</b>			
Civil and Juvenile Cases	10.0	10.2	10.4
Criminal Cases	14.5	14.8	15.1
<b>Avg. percent of cases filed but not yet disposed for more than 24 months</b>			
Civil and Juvenile Cases	0.93	0.95	0.97
Criminal Cases	2.19	2.23	2.28

# EIGHTH COURT OF APPEALS

## WORK PROGRAM TRENDS-Continued

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Avg. time between submission &amp; Disposition (in months)</b>			
Civil and Juvenile Cases	2.6	2.7	2.7
Criminal Cases	3.0	3.1	3.1
<b>Avg. percent of cases under submission for more than 12 months</b>			
Civil and Juvenile Cases	2.70	2.75	2.81
Criminal Cases	1.12	1.14	1.17
<b>Clearance Rate</b>	91.38	93.21	95.07

\*Source Texas Judicial System Annual Report

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>

## AUTHORIZED POSITION DETAIL

Chief Justice	1	Court of Appeals Judge	3
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**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 judgements, 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**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$137,665	\$148,617	\$150,303	\$153,436	2.08%
Operations	7,985	9,429	12,316	16,266	32.07%
Capital					
	<u>\$145,650</u>	<u>\$158,046</u>	<u>\$162,619</u>	<u>\$169,702</u>	4.36%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		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		

# 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 judgements, 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$140,962	\$150,235	\$151,942	\$151,945	0.00%
Operations	5,666	6,609	12,316	14,986	21.68%
Capital					
	<u>\$146,628</u>	<u>\$156,844</u>	<u>\$164,258</u>	<u>\$166,931</u>	1.63%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
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		

**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 judgements, 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage Change
Character	Actual	Actual	Budget	Budget	in Budget
Personnel	\$137,098	\$144,093	\$145,903	\$180,011	23.38%
Operations	9,112	10,930	12,316	15,596	26.63%
Capital					
	<u>\$146,210</u>	<u>\$155,023</u>	<u>\$158,219</u>	<u>\$195,607</u>	23.63%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	4
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>4</u>

**AUTHORIZED POSITION DETAIL**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1	Data Entry Clerk	1

See Personnel Changes for this department in Appendix A



# 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 judgements, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$173,389	\$184,132	\$187,206	\$192,058	2.59%
Operations	5,314	8,790	13,632	14,766	8.32%
Capital		3,944			
	\$178,703	\$196,866	\$200,838	\$206,824	2.98%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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

**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 judgements, 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**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$134,270	\$148,706	\$150,603	\$153,436	1.88%
Operations	9,992	8,773	12,316	14,236	15.59%
Capital					
	<u>\$144,262</u>	<u>\$157,479</u>	<u>\$162,919</u>	<u>\$167,672</u>	2.92%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	3
Part-time employees	-	-	-
Totals	<u>3</u>	<u>3</u>	<u>3</u>

**AUTHORIZED POSITIONS 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 judgements, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$144,472	\$130,870	\$139,103	\$149,072	7.17%
Operations	4,245	4,781	12,316	17,244	40.01%
Capital					
	<u>\$148,717</u>	<u>\$135,651</u>	<u>\$151,419</u>	<u>\$166,316</u>	9.84%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		

**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 judgements, 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 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$144,927	\$143,120	\$144,103	\$147,688	2.49%
Operations	7,233	11,627	12,316	16,096	30.69%
Capital					
	\$152,160	\$154,747	\$156,419	\$163,784	4.71%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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 judgements, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel	\$137,787	\$148,245	\$149,903	\$153,436	2.36%
Operations	6,176	8,160	12,316	15,716	27.61%
Capital					
	\$143,963	\$156,405	\$162,219	\$169,152	4.27%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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 of the district courts in the County has jurisdiction over criminal and civil cases. The court sets hearings for pleas, arraignments, summary judgements, 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	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$131,932	\$143,003	\$143,803	\$149,072	3.66%
Operations	5,674	6,842	12,316	16,766	36.13%
Capital					
	<u>\$137,606</u>	<u>\$149,845</u>	<u>\$156,119</u>	<u>\$165,838</u>	6.23%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		

# 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 judgements, 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$173,146	\$169,330	\$173,800	\$195,030	12.22%
Operations	14,474	14,595	15,632	16,832	7.68%
Capital		575			
	<u>\$187,620</u>	<u>\$184,500</u>	<u>\$189,432</u>	<u>\$211,862</u>	11.84%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

### AUTHORIZED POSITION DETAIL

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

**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 judgements, 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**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$137,861	\$146,858	\$148,053	\$151,945	2.63%
Operations	7,172	10,577	12,316	15,946	29.47%
Capital					
	\$145,033	\$157,435	\$160,369	\$167,891	4.69%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		



# 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 judgements, 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$137,789	\$148,372	\$149,953	\$153,436	2.32%
Operations	9,108	12,304	12,316	14,544	18.09%
Capital	125				
	<u>\$147,022</u>	<u>\$160,676</u>	<u>\$162,269</u>	<u>\$167,980</u>	3.52%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		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		

**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 judgements, 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**

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$141,195	\$143,327	\$145,103	\$147,688	1.78%
Operations	6,796	9,512	12,316	16,466	33.70%
Capital					
	<u>\$147,991</u>	<u>\$152,839</u>	<u>\$157,419</u>	<u>\$164,154</u>	4.28%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	1999	Fiscal Year	
		2000	2001
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		

# 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 judgements, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel		\$142,337	\$144,103	\$150,491	4.43%
Operations	\$153	6,785	10,316	18,164	76.08%
Capital		22,568	17,729		-100.00%
	\$153	\$171,690	\$172,148	\$168,655	-2.03%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		3	3
Part-time employees			
Totals		3	3

### AUTHORIZED POSITION DETAIL

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

**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 judgements, 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**

	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change in Budget
Personnel		\$5,170	\$6,034	\$143,734	2282.07%
Operations		164	1,027	17,457	1599.81%
Capital					
		\$5,334	\$7,061	\$161,191	2182.84%

**WORK PROGRAM TRENDS**

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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

## MISSION STATEMENT

To provide high quality, cost-effective legal services in an ethical, professional, and competent manner in order to seek justice, secure the protection and safety of all people in our community.

## 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 enforces 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, including the County Risk Pool, the El Paso County Housing Authority, the Department of Protective and Regulatory Services in all actions brought for the protections 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 payments 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 an/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 subdivision, 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

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage Change in Budget
<b>Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel	\$1,764,156	\$2,055,479	\$2,062,786	\$2,311,247	12.04%
Operations	80,705	100,331	136,493	136,117	-0.28%
Capital	50		5,750		-100.00%
	\$1,844,911	\$2,155,810	\$2,205,029	\$2,447,364	10.99%

<b>WORK PROGRAM TRENDS</b>			
	1999	2000	2001
<b>Department Activity</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>General Counsel</b>			
Contract services	326	243	400
Opinions requested	124	93	185
<b>Civil Litigation</b>			
<b>Defense Litigation</b>			
Claims	84	95	110
Lawsuits	104	114	115
Grievances	6	1	15
EEOC claims	9	5	15
Expunctions-cases received	183	124	172
<b>Plaintiff Litigation</b>			
Claims reviewed	13	7	25
<b>Theft by Check</b>			
Criminal cases filed	1035	1230	4000
Court ordered restitution	\$115,638	\$39,635	\$1,200,000
Restitution collected	\$774,760	\$545,728	\$1,000,000
<b>Environmental Prosecution</b>			
Officers trained	262	237	300
Cases filed	95	95	200
Convictions	30	40	84
<b>Deceptive Business Practice</b>			
Cases Screened	406	130	400
Cases Dsposed	38	16	40
Restitution collected	\$35,405	\$11,394	\$40,000

(Continued on next page)

# COUNTY ATTORNEY

## WORK PROGRAM TRENDS-continued

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Family Protection services</b>			
Juvenile Prosecution			
Determine sentence petitions filed	5	6	12
Petitions filed	1,642	N/A	2,000
Jury trials	N/A	18	20
Programs initiated	1	2	3
<b>Domestic Services</b>			
Child Protective Services			
DPRS trained personnel	N/A	20	40
Community members trained	N/A	12	50
Hearings	N/A	1,372	1,500
Family Violence Protective Orders			
Protective orders screened	1,314	633	1,500
Applications filed	359	378	404
Protective orders-P.O.'s obtained	372	175	500
Mental Illness/Chemical Dependency			
Legal actions filed	744	247	310

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	47	49	48
Part-time employees			
Totals	47	49	48

# COUNTY ATTORNEY

## AUTHORIZED POSITION DETAIL

Administrative Assistant	1	Legal Secretary II	6
Chief Investigator	1	Network Engineer II	1
Collections Analyst	1	Network Engineer III	2
County Attorney	1	Office Coordinator	1
Division/Unit Chief Atty	4	Paralegal I	1
First Asst. County Atty/ Administrator	1	Paralegal II	1
Investigator	1	Receptionist	2
Legal Collection Assist. :	3	Senior Trial Attorney	11
Legal Secretary I	7	Trial Attorney	1
		Trial Chief Attorney	2

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 judgments on forfeitures for all surety and personal recognizable bonds and collecting on all such judgements.

### Goals and Objectives

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

<b>FINANCIAL TRENDS</b>					
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$141,458	\$182,949	\$221,887	\$225,920	1.82%
Operations		5,194	7,397	3,000	100.00%
Capital	496				
	<u>\$141,954</u>	<u>\$188,143</u>	<u>\$229,284</u>	<u>\$228,920</u>	-0.16%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Bond Forfeitures			
Dollar value of judgements obtained	\$1,000,000	\$1,000,000	\$1,020,000
Collections	\$700,000	\$714,000	\$728,280

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	3	6	6
Part-time employees			
Totals	<u>3</u>	<u>6</u>	<u>6</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
Attorney	1	Legal Collections	
Unit Chief Attorney	1	Assistant III	2
Bond Forfeiture Coord. CA/Investigator	1	Legal Secretary	1

See Personnel Changes for this department in Appendix A

**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 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 Subdivisions.
- 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**

Category	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$222,999	\$202,215	\$238,535	\$380,954	59.71%
Operations	14,249	16,123	21,186	13,000	-38.64%
Capital	2,350	2,876	3,214	2,500	-22.22%
	<u>\$239,598</u>	<u>\$221,214</u>	<u>\$262,935</u>	<u>\$396,454</u>	50.78%

# COUNTY ATTORNEY RETGH LEGAL

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Hospital District Legal Unit</b>			
Contracts reviewed	200	204	208
CA opinions received	185	189	192
Legal claims-Defense	75	77	78
Legal claims-Plaintiffs	5	5	5
Lawsuits reviewed-Defense	50	51	52
Lawsuits reviewed-Plaintiffs	4	4	4
Collections	\$500,000	\$510,000	\$520,200
EEOC claims	12	12	12
Employee grievances	20	20	21
Subpoenas reviewed	10	10	10

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	5	5	6
Part-time employees		1	
Totals	5	6	6

## AUTHORIZED POSITION DETAIL

Chief Legal Officer	1	Senior Trial Attorney	2
Paralegal	1	Unit Chief Attorney	1
Satellite Office Manager	1		

See Personnel Changes for this department in Appendix A

# COUNTY ATTORNEY TEEN COURT COORDINATOR

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index was set up to capture the expenses billed and fully reimbursed by the Socorro Independent School District. This department will provide the following services: coordinate the special project program, prevention and public education strategies targeting underage drinking and provide assistance to schools, courts, law enforcement, and other outside agencies.

<b>FINANCIAL TRENDS</b>					
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percentage Change in Budget</b>
Personnel				\$40,457	100.00%
Operations				16,330	100.00%
Capital				4,700	100.00%
				<b>\$61,487</b>	<b>100.00%</b>

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>1999</b>	<b>Fiscal Year</b>	
		<b>2000</b>	<b>2001</b>
Full-time employees			1
Part-time employees			
Totals			<b>1</b>

<b>AUTHORIZED POSITION DETAIL</b>	
Teen Court Coordinator	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 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.

<b>FINANCIAL TRENDS</b>					
Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$137,197	\$137,327	\$140,103	\$146,453	4.53%
Operations	6,263	9,305	12,316	14,196	15.26%
Capital	284	550			
	<u>\$143,744</u>	<u>\$147,182</u>	<u>\$152,419</u>	<u>\$160,649</u>	5.40%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITION DETAIL</b>			
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 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**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$142,613	\$137,865	\$139,703	\$146,453	4.83%
Operations	6,086	12,043	15,816	19,491	23.24%
Capital					
	<u>\$148,699</u>	<u>\$149,908</u>	<u>\$155,519</u>	<u>\$165,944</u>	6.70%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		

# 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 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$137,464	\$142,936	\$144,603	\$146,453	1.28%
Operations	6,927	11,273	12,316	15,802	28.30%
Capital					
	<u>\$144,391</u>	<u>\$154,209</u>	<u>\$156,919</u>	<u>\$162,255</u>	3.40%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

# COUNTY COURT AT LAW NO. 4

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each County Court at Law hears both civil and criminal cases. In civil cases the court exercises jurisdiction concurrent with the District Courts in all cases in which the matter in controversy exceeds \$500 and 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$135,532	\$138,702	\$141,603	\$146,453	3.43%
Operations	4,743	8,453	10,316	17,230	67.02%
Capital		1,790	2,000		-100.00%
	<u>\$140,275</u>	<u>\$148,945</u>	<u>\$153,919</u>	<u>\$163,683</u>	<u>6.34%</u>

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		



# 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 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$137,234	\$147,861	\$149,753	\$150,709	0.64%
Operations	7,693	8,454	12,316	15,002	21.81%
Capital					
	<u>\$144,927</u>	<u>\$156,315</u>	<u>\$162,069</u>	<u>\$165,711</u>	2.25%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		3	3
Part-time employees			
Totals		<u>3</u>	<u>3</u>

### 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 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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$135,520	\$147,108	\$148,853	\$152,201	2.25%
Operations	6,607	10,807	12,316	16,530	34.22%
Capital	3,846				
	<u>\$145,973</u>	<u>\$157,915</u>	<u>\$161,169</u>	<u>\$168,731</u>	4.69%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

# COUNTY COURT AT LAW NO. 7

## 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 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel	\$134,191	\$146,670	\$148,203	\$150,709	1.69%
Operations	6,666	5,400	12,316	15,416	25.17%
Capital					
	<u>\$140,857</u>	<u>\$152,070</u>	<u>\$160,519</u>	<u>\$166,125</u>	3.49%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

### AUTHORIZED POSITION DETAIL

Certified Court Reporter	1	Bailiff	1
Court Coordinator	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 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**

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage
					Change in Budget
Personnel				\$5,480	100.00%
Operations				1,160	100.00%
Capital				\$6,640	100.00%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
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 COURT AT LAW NO. 9

## 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 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel				\$5,480	100.00%
Operations				1,160	100.00%
Capital					
				<u>\$6,640</u>	100.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Work program trends are shown under the County Court at Law Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees			3
Part-time employees			
Totals			<u>3</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Certified Court Reporter	1	Bailiff	1
Court Coordinator	1		

See Personnel Changes for this department in Appendix A

# COUNTY COURT AT LAW JUDGES

## 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.

<b>FINANCIAL TRENDS</b>					
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$908,893	\$919,436	\$924,881	\$935,462	1.14%
Operations					
Capital	<u>\$908,893</u>	<u>\$919,436</u>	<u>\$924,881</u>	<u>\$935,462</u>	1.14%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	7	7	9
Part-time employees			
Totals	<u>7</u>	<u>7</u>	<u>9</u>

<b>AUTHORIZED POSITION DETAIL</b>	
County Court at Law Judge	9

See Personnel Changes for this department in Appendix A

# 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$241,090	\$246,310	\$249,103	\$251,253	0.86%
Operations	9,558	16,478	16,566	72,836	339.67%
Capital					
	<u>\$250,648</u>	<u>\$262,788</u>	<u>\$265,669</u>	<u>\$324,089</u>	21.99%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the County Court at Law Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

### AUTHORIZED POSITION DETAILS

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 support for fifteen 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. The support for County courts will increase to nine courts effective September 1, 2001.

## 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$457,452	\$489,252	\$526,931	\$698,175	32.50%
Operations	2,147,359	2,186,931	2,829,651	2,845,306	0.55%
Capital	39,041	16,589	20,600		-100.00%
	<u>\$2,643,852</u>	<u>\$2,692,772</u>	<u>\$3,377,182</u>	<u>\$3,543,481</u>	4.92%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>District Courts</b>			
<b>Civil Docket</b>			
Cases on docket	40,260	41,065	41,886
Dispositions	24,645	25,138	25,641
Total pending	15,615	15,927	16,246
<b>Criminal Docket</b>			
Cases on docket	15,898	16,216	16,540
Dispositions			
Convictions	1,459	1,488	1,518
Acquittals	28	28	29
Dismissals	2,846	2,902	2,960
Other	3,492	3,561	3,632
Total pending	<u>8,073</u>	<u>8,237</u>	<u>8,402</u>
<b>Juvenile Docket</b>			
Cases on docket	2,874	2,931	2,990
Dispositions	2,682	2,736	2,790
Total pending	<u>192</u>	<u>196</u>	<u>200</u>

(Continued on next page)



# COUNCIL OF JUDGES ADMINISTRATION

## WORK PROGRAM TRENDS-continued

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>County Courts</b>			
<b>Civil Docket</b>			
Cases on docket	3,052	3,113	3,175
Dispositions	1,471	1,500	1,530
Total pending	1,581	1,613	1,645
<b>Criminal Docket</b>			
Cases on docket	43,889	44,767	45,662
Dispositions			
Convictions	7,447	7,596	7,748
Acquittals	48	49	50
Dismissals	12,317	12,563	12,814
Other	3,552	3,623	3,695
Total pending	20,525	20,936	21,355
<b>Probate and Mental Health Docket</b>			
<b>Probate</b>			
Cases filed	1,819	1,856	1,893
Hearings held	1,705	1,739	1,774
<b>Mental Health</b>			
Cases filed	1,246	1,271	1,296
Hearings held	1,453	1,482	1,512

\*Source Texas Judicial System Annual Report

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	12	13	16
Part-time employees			
Totals	12	13	16

## AUTHORIZED POSITION DETAIL

First Asst. Coun. Judges Administrator	1	Executive Director	1
Asst. Council of Judges Administrator	1	Floating Court Reporter	2
Assistant Jury Panel Bailiff/Coordinator	2	Interpreter	6
Council of Judges Administrator	1	Roving Court Reporter	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.

<b>FINANCIAL TRENDS</b>					Percentage Change
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>in Budget</b>
Personnel	\$360,557	\$386,441	\$389,192	\$431,864	10.96%
Operations	7,271	11,494	11,650	12,290	5.49%
Capital					
	<u>\$367,828</u>	<u>\$397,935</u>	<u>\$400,842</u>	<u>\$444,154</u>	10.81%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>
<b>Civil Docket</b>			
Cases on docket	3,052	3,113	3,175
Dispositions	1,471	1,500	1,530
Total pending	<u>1,581</u>	<u>1,613</u>	<u>1,645</u>
<b>Criminal Docket</b>			
Cases on docket	43,889	44,767	45,662
Dispositions			
Convictions	7,447	7,596	7,748
Acquittals			
Dismissals	12,317	12,563	12,814
Other	3,552	3,623	3,695
Total pending	<u>20,573</u>	<u>20,985</u>	<u>21,405</u>

\*Source Texas Judicial System Annual Report

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>1999</b>	<b>2000</b>	<b>2001</b>
Full-time employees	14	14	15
Part-time employees			
Totals	<u>14</u>	<u>14</u>	<u>15</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Assistant County Court Administrator	1	Docket Coordinator II	2
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

## MISSION STATEMENT

To fairly and efficiently represent the State of Texas in legal matters within the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The District Attorney's Office for the 34<sup>th</sup> 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 as Law (exclusive of juvenile offender prosecution) and Justice of the Peace Courts. The District Attorney also administers the County's Victim Assistance Program for 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's 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$3,899,977	\$4,340,101	\$4,380,926	\$4,871,182	11.19%
Operations	255,677	305,841	356,243	287,183	-19.39%
Capital	2,855	1,085	1,084		-100.00%
	<u>\$4,158,509</u>	<u>\$4,647,027</u>	<u>\$4,738,253</u>	<u>\$5,158,365</u>	8.87%

### WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	95	100	106
Part-time employees			
Totals	<u>95</u>	<u>100</u>	<u>106</u>

# DISTRICT ATTORNEY

## AUTHORIZED POSITION DETAIL

Asst. Program Coordinator	1	Office Administrator	1
Clerk I	3	Program Coordinator	1
Clerk II	6	Receptionist	1
Clerk III	6	Service Coordinator	2
Chief Investigator (DA)	1	Special Project Director II	1
District Attorney	1	Supervisor Intake	1
Deputy Chief Investigator (DA)	1	Senior Trial Attorney	16
Executive Secretary/Admn. Assist.	1	Supervisor Felonies	1
First Assistant	1	Supervisor Misdemeanors	1
Investigator (DA)	11	Trial Attorney	24
Legal Secretary I	7	Trial Chief Attorney	12
Legal Secretary II	3	Unit Chief Attorney	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 fifteen District Judges of the County as provided by the Commissioners Court.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$138,883	\$153,075	\$153,658	\$163,996	6.73%
Operations					
Capital					
	<u>\$138,883</u>	<u>\$153,075</u>	<u>\$153,658</u>	<u>\$163,996</u>	6.73%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	13	14	15
Part-time employees			
Totals	<u>13</u>	<u>14</u>	<u>15</u>

<b>AUTHORIZED POSITION DETAIL</b>	
District Judge	15

See Personnel Changes for this department in Appendix A

**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**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$238,648	\$215,457	\$240,503	\$244,306	1.58%
Operations	4,742	8,346	12,316	15,266	23.95%
Capital					
	<u>\$243,390</u>	<u>\$223,803</u>	<u>\$252,819</u>	<u>\$259,572</u>	2.67%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

**AUTHORIZED POSITION DETAIL**

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1	Master	1

# FAMILY COURT 2

## 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$237,699	\$249,515	\$250,653	\$273,798	9.23%
Operations	9,410	10,762	12,316	16,152	31.15%
Capital					
	<u>\$247,109</u>	<u>\$260,277</u>	<u>\$262,969</u>	<u>\$289,950</u>	10.26%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	5
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>5</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Bailiff	1	Data Entry	1
Certified Court Reporter	1	Master	1
Court Coordinator	1		

See Personnel Changes for this department in Appendix A

**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**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$115,229	\$126,609	\$129,742	\$137,710	6.14%
Operations	5,284	6,160	8,200	10,150	23.78%
Capital					
	<u>\$120,513</u>	<u>\$132,769</u>	<u>\$137,942</u>	<u>\$147,860</u>	7.19%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

**AUTHORIZED POSITION DETAIL**

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



# JUSTICE OF THE PEACE NO. 1

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$87,285	\$123,854	\$127,162	\$134,627	5.87%
Operations	28,422	21,468	30,875	31,015	0.45%
Capital					
	<u>\$115,707</u>	<u>\$145,322</u>	<u>\$158,037</u>	<u>\$165,642</u>	4.81%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	1,215	1,239	1,264
Non-Traffic	12	12	12
Small claims suits	197	201	205
Forcible entry and detainer	268	273	279
Other civil suits	37	38	38
<b>Cases Disposed</b>			
Traffic	1,029	1,050	1,071
Non-Traffic	148	151	154
Small claims suits	70	71	73
Forcible entry and detainer	210	214	218
Other civil suits	9	9	9
<b>Cases Appealed</b>			
Non-Traffic	1	1	1

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 1

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	4
Part-time employees		1	
Totals	3	4	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

# JUSTICE OF THE PEACE NO. 2

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$104,252	\$143,776	\$144,959	\$150,420	3.77%
Operations	18,098	20,050	21,724	21,864	0.64%
Capital					
	<u>\$122,350</u>	<u>\$163,826</u>	<u>\$166,683</u>	<u>\$172,284</u>	3.36%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	5,438	5,547	5,658
Non-Traffic	1,489	1,519	1,549
Small claims suits	130	133	135
Forcible entry and detainer	498	508	518
Other civil suits	126	129	131
<b>Cases Disposed</b>			
Traffic	3,586	3,658	3,731
Non-Traffic	510	520	531
Small claims suits	89	91	93
Forcible entry and detainer	519	529	540
Other civil suits	104	106	108
<b>Cases Appealed</b>			
Small claims suits	2	2	2
Forcible entry and detainer	3	3	3
Other civil suits	1	1	1

Source: Texas Judicial System Annual Report

## JUSTICE OF THE PEACE NO. 2

### STATING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	4	5
Part-time employees			
Totals	<u>3</u>	<u>4</u>	<u>5</u>

### 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. 3

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$133,579	\$148,473	\$149,544	\$172,153	15.12%
Operations	3,787	3,316	4,424	4,564	3.16%
Capital	352				
	<u>\$137,718</u>	<u>\$151,789</u>	<u>\$153,968</u>	<u>\$176,717</u>	14.78%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	3,088	3,150	3,213
Non-Traffic	2,837	2,894	2,952
Small claims suits	162	165	169
Forcible entry and detainer	263	268	274
Other civil suits	314	320	327
<b>Cases Disposed</b>			
Traffic	1,963	2,002	2,042
Non-Traffic	1,283	1,309	1,335
Small claims suits	22	22	23
Forcible entry and detainer	109	111	113
Other civil suits	19	19	20
<b>Cases Appealed</b>			
Traffic		1	1
Non-Traffic	4	1	1
Small claims suits		1	1
Forcible entry and detainer		1	1
Other civil suits		1	1

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 3

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	5	5	6
Part-time employees			
Totals	<u>5</u>	<u>5</u>	<u>6</u>

## 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

# JUSTICE OF THE PEACE NO. 4

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel	\$112,050	\$141,187	\$142,602	\$157,226	10.26%
Operations	28,796	27,818	31,856	31,996	0.44%
Capital					
	<u>\$140,846</u>	<u>\$169,005</u>	<u>\$174,458</u>	<u>\$189,222</u>	8.46%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	3,500	4,055	4,136
Non-Traffic	632	80	82
Small claims suits	212	202	206
Forcible entry and detainer	922	778	794
Other civil suits	125	110	112
<b>Cases Disposed</b>			
Traffic	2,728	2,783	2,838
Non-Traffic	392	400	408
Small claims suits	114	116	119
Forcible entry and detainer	448	457	466
Other civil suits	41	42	43
<b>Cases Appealed</b>			
Traffic	30	31	31
Non-Traffic		1	1
Small claims suits	2	2	2
Forcible entry and detainer	9	9	9
Other civil suits	2	2	2

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 4

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	5	5
Part-time employees			
Totals	4	5	5

## AUTHORIZED POSITION DETAIL

Justice of the Peace	1	Senior Clerk II	1
Senior Clerk I	3		



# JUSTICE OF THE PEACE NO. 5

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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

Character	1999 Actual	2000 Actual	2000 Budget	2000 Budget	Percentage Change in Budget
Personnel	\$91,922	\$88,562	\$93,766	\$106,473	13.55%
Operations	23,410	25,953	25,867	26,007	0.54%
Capital					
	\$115,332	\$114,515	\$119,633	\$132,480	10.74%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	5,145	5,248	5,353
Non-Traffic	206	210	214
Small claims suits	6	6	6
Forcible entry and detainer	376	384	391
Other civil suits	251	256	261
<b>Cases Disposed</b>			
Traffic	2,493	2,543	2,594
Non-Traffic	38	39	40
Small claims suits	4	4	4
Forcible entry and detainer	249	254	259
Other civil suits	59	60	61
<b>Cases Appealed</b>			
Traffic	1	1	1
Forcible entry and detainer	11	11	11

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 5

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
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		

# JUSTICE OF THE PEACE NO. 6

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$236,208	\$267,699	\$276,696	\$280,664	1.43%
Operations	42,195	43,033	44,503	44,643	0.31%
Capital	2,297				
	<u>\$280,700</u>	<u>\$310,732</u>	<u>\$321,199</u>	<u>\$325,307</u>	1.28%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Cases Filed</b>			
Traffic	18,647	19,020	19,400
Non-Traffic	3,122	3,184	3,248
Small claims suits	142	145	148
Forcible entry and detainer	83	85	86
Other civil suits	64	65	67
<b>Cases Disposed</b>			
Traffic	15,124	15,426	15,735
Non-Traffic	3,011	3,071	3,133
Small claims suits	6	6	6
Forcible entry and detainer	60	61	62
Other civil suits	35	36	36
<b>Cases Appealed</b>			
Traffic	23	23	24
Non-Traffic	3	3	3
Small claims suits	1	1	1
Forcible entry and detainer	3	3	3

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 6

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	9	10	10
Part-time employees			
Totals	9	10	10

## AUTHORIZED POSITION DETAIL

Justice of the Peace	1	Senior Clerk I	7
Accounting Clerk I	1	Senior Clerk II	1

# JUSTICE OF THE PEACE NO. 7

## MISSION STATEMENT

To provide all citizens fair an equal access to the judicial system.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each Justice of the Peace Court has original jurisdiction in criminal case where the fine does not exceed \$500, and civil matter when the amount in controversy does not exceed \$5,000. A Justice of the Peace may issue search and arrest warrant, 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel	\$133,231	\$168,680	\$170,287	\$177,902	4.47%
Operations	23,627	29,533	31,294	52,015	66.21%
Capital					
	<u>\$156,858</u>	<u>\$198,213</u>	<u>\$201,581</u>	<u>\$229,917</u>	14.06%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
<b>Cases Filed</b>			
Traffic	6,914	7,052	7,193
Non-Traffic	6	6	6
Small claims suits	20	20	21
Forcible entry and detainer	57	58	59
Other civil suits	64	65	67
<b>Cases Disposed</b>			
Traffic	3,523	3,593	3,665
Non-Traffic	1,006	1,026	1,047
Forcible entry and detainer	1	1	1
<b>Cases Appealed</b>			
Traffic		1	1
Non-Traffic		1	1
Small claims suits		1	1
Forcible entry and detainer		1	1
Other civil suits		1	1

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 7

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	6	6
Part-time employees			
Totals	<u>4</u>	<u>6</u>	<u>6</u>

## AUTHORIZED POSITION DETAIL

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

# 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 327<sup>TH</sup> 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$260,029	\$263,399	\$271,252	\$278,760	2.77%
Operations	4,145	6,775	10,316	15,444	49.71%
Capital					
	<u>\$264,174</u>	<u>\$270,174</u>	<u>\$281,568</u>	<u>\$294,204</u>	4.49%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	5	5	5
Part-time employees			
Totals	<u>5</u>	<u>5</u>	<u>5</u>

### AUTHORIZED POSITION DETAIL

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1	Juvenile Court Referee	1
Administrative Assistant I	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 with felony district court cases for the fifteen District Courts.

### **FINANCIAL TRENDS**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$223,724	\$252,274	\$259,823	\$264,879	1.95%
Operations	2,511	2,327	12,316	14,616	18.67%
Capital					
	\$226,235	\$254,601	\$272,139	\$279,495	2.70%

### **WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### **STAFFING TRENDS**

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	4	5	5
Part-time employees			
Totals	4	5	5

### **AUTHORIZED POSITION DETAIL**

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



# 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 an/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 an to increase the efficiency of this court through automation used for preparing and tracking cases on the docket.

### FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$387,962	\$402,131	\$405,933	\$413,304	1.82%
Operations	\$21,514	\$23,531	27,851	30,086	8.02%
Capital	711				
	<u>\$410,187</u>	<u>\$425,662</u>	<u>\$433,784</u>	<u>\$443,390</u>	2.21%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Work program trends are shown under the Council of Judges Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	7	7	7
Part-time employees			
Totals	<u>7</u>	<u>7</u>	<u>7</u>

### AUTHORIZED POSITION DETAIL

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

# SPECIAL PROBATE COURT

## 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 utilized for the travel and training of the probate judge.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$3,862	\$3,831	\$4,000	\$4,000	0.00%
Capital					
	\$3,862	\$3,831	\$4,000	\$4,000	0.00%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

# **PUBLIC DEFENDER**

## **MISSION STATEMENT**

To provide quality , cost-effective legal representation to criminally accused adults and juveniles who cannot afford counsel in order to fulfill the County's constitutionally mandated duty to provide counsel and to effectuate this mandate as economically as possible.

## **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 case, 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 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.

# PUBLIC DEFENDER

FINANCIAL TRENDS					
	1999	2000	2000	2001	Percentage Change
Character	Actual	Actual	Budget	Budget	in Budget
Personnel	\$1,265,393	\$1,567,583	\$1,570,167	\$1,718,575	9.45%
Operations	44,606	50,470	56,788	76,978	35.55%
Capital					
	\$1,309,999	\$1,618,053	\$1,626,955	\$1,795,553	10.36%

WORK PROGRAM TRENDS			
	1999	2000	2001
Department Activity	Actual	Estimated	Projected
<b>Felony Cases:</b>			
Opened	2,268	1,159	2,350
Closed	2,035	955	2,050
<b>Felony Appeals:</b>			
Opened	26	10	23
Closed	19	14	20
<b>Juvenile:</b>			
Appeals appeals			
Opened	1		1
Closed			1
Misdemeanors			
Opened	185	103	210
Closed	187	97	210
Review hearings	654	210	650
Detention hearings	1,107	371	900

STAFFING TRENDS			
	Fiscal Year		
Authorized Positions	1999	2000	2001
Full-time employees	27	34	34
Part-time employees	3	3	3
Totals	30	37	37

AUTHORIZED POSITION DETAIL			
Admin. Assistant/Investigator	1	Office Manager/	
Administrative Assistant II	1	Network Syst. Analyst	1
Chief Investigator	1	Public Defender	1
Clerk, part-time	1	Receptionist, Part-time	2
Data Entry I	1	Senior Trial Attorney	8
Division/Unit Chief Attorney	3	Social Worker	1
Investigator	4	Trial Attorney	6
Legal Secretary I	2	Trial Chief Attorney	3
Legal Secretary III	1		

See Personnel Changes for this department in Appendix A

# TAX COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Tax Court is a specialty court under the authority of the 34th District Court. The Tax Court will hear all tax cases filed in El Paso County. The Tax Court will also hear asset forfeiture and bond forfeiture 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage Change
Character	Actual	Actual	Budget	Budget	in Budget
Personnel				\$98,680	100.00%
Operations				8,750	100.00%
Capital				\$107,430	100.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1998 Actual	1999 Estimated	2000 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees			2
Part-time employees			
Totals			2

<b>AUTHORIZED POSITION DETAIL</b>			
Court Coordinartor	1	Court Reporter	1

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE PUBLIC SAFETY  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

	2000	2001	Percent
Department	Budget	Budget	Change
212 Ambulance Services	\$353,280	\$353,280	0.00%
214 West Texas Community Spuervision and Corrections	483,103	510,716	5.72%
217 Constable Precint No. 1	37,553	43,216	15.08%
219 Constable Precint No. 2	40,166	41,968	4.49%
221 Constable Precint No. 3	37,478	42,890	14.44%
223 Constable Precint No. 4	36,516	41,916	14.79%
225 Constable Precint No. 5	37,464	43,229	15.39%
227 Constable Precint No. 6	36,828	42,610	15.70%
229 Constable Precint No. 7	37,932	43,216	13.93%
231 Emergency Management	42,429	42,429	0.00%
233 Juvenile Probation	7,909,781	8,494,968	7.40%
236 County Sheriff-Detention Facility	15,174,790	15,870,138	4.58%
238 County Sheriff-Jail Annex	12,967,365	14,321,522	10.44%
240 County Sheriff-Law Enforcement	14,387,629	15,325,099	6.52%
243 County Sheriff-Courthouse Security	532,131	568,314	6.80%
Totals	<u>\$52,114,445</u>	<u>\$55,785,511</u>	7.04%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
PUBLIC SAFETY**

	2000	2001	Percent
Character	Budget	Budget	Change
Personnel	\$41,099,307	\$44,454,028	8.16%
Operating	10,948,451	11,331,483	3.50%
Capital	66,687		
Totals	<u>\$52,114,445</u>	<u>\$55,785,511</u>	7.04%

# AMBULANCE SERVICES

## MISSION STATEMENT

To provide the Citizens of El Paso County the best possible high performance pre-hospital care within the constraints of the funds available and the large areas to be serviced in order to create constancy of purpose for improving the standard of patient and service care.

## 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 program, and specialized management training.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel					
Operations	\$353,280	\$353,280	\$353,280	\$353,280	0.00%
Capital					
	<u>\$353,280</u>	<u>\$353,280</u>	<u>\$353,280</u>	<u>\$353,280</u>	0.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Number of station	5	5	5
Number of 24 hour units	5	5	5
Average response times:			
Upper Valley	5 min.	5.6 min.	5.7 min.
Lower Valley	8 min	8.8 min.	8.9 min.
Level of service provided*			
	Paramedic	Paramedic	Paramedic
Number of calls	4,313	5,081	5,200
Cost per call	\$70.76	\$67.93	\$64.23
Cost per capita	\$0.57	\$0.57	\$0.57

\* ALS= Advanced Life Support

# AMBULANCE SERVICES

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable



# WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS

## MISSION STATEMENT

To provide a model community based corrections system which includes a complete range of sanctions, services, and sentencing alternatives at the local level to meet the needs of all constituents, including offenders, victims, the judiciary, law enforcement, service providers, governmental officials, and the general public. Key elements of this mission are the resocialization of offenders by providing them with the opportunity to enhance their quality of life, and enforcement of the orders of the court and utilization of community supervision as an alternative to incarceration without jeopardizing public safety.

## 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 Correction 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 correction 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 program 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 Subcommittee, and this department's own Community Justice Council.

The West Texas Community Supervision and Correction 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 correction 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 victim's rights and in developing programs and services which are more responsive to the needs of victims of crime.

# WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS

- 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.
- Objective 3:** Develop a local community correction 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$457,477	\$449,756	\$464,517	\$510,716	9.95%
Capital	1,417	16,644	18,586		-100.00%
	\$458,894	\$466,400	\$483,103	\$510,716	5.72%

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Personalized Recognized Bond Program</b>			
Bond releases	1,213	1,341	1,368
Cost per release	\$84.71	\$83.27	\$85.63
Bond closures:			
Successful	789	928	947
Cost per successful closure	\$130.24	\$115.46	\$128.45
Revocations	270	401	409
Cases under supervision	938	1,012	1,032
Collateral cases	283	200	204
Number of probationers performing			
graffiti wipe-out	209	322	328
Graffiti wipe-out sites	1,144	829	846

# WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## 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 Description

- 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 operation 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					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$30,125	\$31,776	\$32,237	\$36,188	12.26%
Operations	4,641	4,091	5,316	7,028	32.20%
Capital					
	<u>\$34,766</u>	<u>\$35,867</u>	<u>\$37,553</u>	<u>\$43,216</u>	15.08%

WORK PROGRAM TRENDS			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Forcible entry and detainer	148	229	300
Writs	50	28	50
Citations	120	182	250
Summons	228	466	500
Bailiff hours	630	643	643

STAFFING TRENDS			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		1	1
Part-time employees			
Totals		<u>1</u>	<u>1</u>

AUTHORIZED POSITION DETAIL	
Constable	1

## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## 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 Description

- 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 operation 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. 2

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$33,788	\$35,059	\$35,564	\$36,188	1.75%
Operations	4,099	1,610	4,602	5,780	25.60%
Capital					
	<u>\$37,887</u>	<u>\$36,669</u>	<u>\$40,166</u>	<u>\$41,968</u>	4.49%

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Writs of possession	45	32	100
Warrants	N/A	N/A	300
Summons	735	498	2,000
Out of county citations	10	5	20
FED's evictions	508	256	600
Bailiff hours	780	384	1,000
Class training hours	40	40	40
Serving time hours	1,560	640	1,680

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable	1
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## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## 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 Description

- 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 operation 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. 3

FINANCIAL TRENDS					Percentage
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Change in Budget
Personnel	\$11,409	\$31,235	\$31,776	\$36,188	13.88%
Operations	1,209	2,656	5,702	6,702	17.54%
Capital		1,443			
	\$12,618	\$35,334	\$37,478	\$42,890	14.44%

WORK PROGRAM TRENDS			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Citations	133	136	138
Writs of possession	80	82	83
Warrants	57	58	59
Summons	898	916	934
Out of county citations	42	43	44
FED's evictions	689	703	717
Bailiff hours	877	895	912
Community service hours	224	228	233

STAFFING TRENDS			
Authorized Positions	1999	Fiscal Year 2000	
Full-time employees	1	1	1
Part-time employees			
Totals	1	1	1

## AUTHORIZED POSITION DETAIL

Constable 1

## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## 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 Description

- 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.
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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. 4

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$29,994	\$31,631	\$32,066	\$36,188	12.85%
Operations	3,507	1,828	4,450	5,728	28.72%
Capital					
	<u>\$33,501</u>	<u>\$33,459</u>	<u>\$36,516</u>	<u>\$41,916</u>	14.79%

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Citations	256	261	266
Writs of possession	66	67	69
Summons	47	48	49
Writs of execution	1	1	1
Writs of garnishment	1	1	1
Writs of re-entry	8	8	8

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable 1

## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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## Goals and Description

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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. 5

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$29,470	\$31,104	\$31,601	\$36,188	14.52%
Operations	2,823	2,323	5,863	7,041	20.09%
Capital					
	<u>\$32,293</u>	<u>\$33,427</u>	<u>\$37,464</u>	<u>\$43,229</u>	15.39%

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Citations	326	333	339
Subpoenas	12	12	12
FED's evictions	576	588	599
Bailiff hours	18	18	19
Community service hours	51	52	53

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable	1
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## MISSION STATEMENT

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## 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 Description

- 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. 6

<b>FINANCIAL TRENDS</b>					Percentage
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Change in Budget
Personnel	\$30,126	\$31,038	\$31,584	\$36,188	14.58%
Operations	4,560	2,411	5,244	6,422	22.46%
Capital					
	<u>\$34,686</u>	<u>\$33,449</u>	<u>\$36,828</u>	<u>\$42,610</u>	15.70%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Citations	173	176	180
Subpoenas	66	67	69
Summons	51	52	53
Foreign civil service	5	5	5
FED's evictions	82	84	85
Bailiff hours	663	676	690
Community service hours	204	208	212

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

<b>AUTHORIZED POSITION DETAIL</b>	
Constable	1

## **MISSION STATEMENT**

To maintain the peace and good order in the precincts of the county in order to prevent and suppress crime.

## **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 Description**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
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# CONSTABLE PRECINCT NO. 7

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$29,996	\$31,636	\$32,066	\$36,188	12.85%
Operations	4,221	5,262	5,866	7,028	19.81%
Capital					
	<u>\$34,217</u>	<u>\$36,898</u>	<u>\$37,932</u>	<u>\$43,216</u>	13.93%

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Citations	300	385	450
Writs of possession	65	70	150
Warrants	275	300	800
Summons	1,350	1,500	2,300
Out of County citations	8	15	30
FED's	133	170	200
Bailiff hours	1,060	1,600	1,900
Class training hours	41	41	41
Community service hours	150	200	200

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable 1

## MISSION STATEMENT

Administer a program of Comprehensive Emergency Management, designed to reduce the vulnerability of the citizens and communities of the El Paso City/County to damage, to injury and to loss of life and property by providing a system for the mitigation of, preparedness for, response to and recovery from natural or man-made disasters.

## 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. This department serves the 1,058 square miles of El Paso County and the 717,212 people within its jurisdiction. Its responsibilities further include designing and directing local emergency 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 that 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 meeting of local interested organizations to pass along information concerning programs.
- Objective 5:** To provide training to agencies in jurisdiction to accomplish goals.

# EMERGENCY MANAGEMENT

FINANCIAL TRENDS					Percentage
Character	1999	2000	2000	2001	Change
	Actual	Actual	Budget	Budget	in
					Budget
Personnel					
Operations	\$41,193	\$25,993	\$42,429	\$42,429	0.00%
Capital					
	<u>\$41,193</u>	<u>\$25,993</u>	<u>\$42,429</u>	<u>\$42,429</u>	0.00%

WORK PROGRAM TRENDS			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Committee meetings	140	143	146
Exercises and drills	10	10	10
Conferences	5	5	5
Presentations on emergency management activities	15	15	16
Individuals participating in conference activities	400	408	416
Annexes reviewed	14	14	15
Annexes updated	6	6	6
Copies of changes distribution	200	204	208
Training classes	25	26	26
Review legal documents	10	10	10
Recertify DEM 147	3	3	3
Complete staffing pattern	7	7	7
Emergencies and potential disasters	100	100	102
Distribution of DOT guidebooks every three years	N/A	1,500	1,530

STAFFING TRENDS			
Authorized Positions	1999	Fiscal Year	2001
		2000	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

## MISSION STATEMENT

To assist young people in avoiding delinquent behavior and provide protection of the public by promoting the concept of consequences for delinquent conduct, as well as providing treatment, training, and rehabilitation that emphasizes accountability and responsibility of both parents/guardians and children for their actions.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The El Paso County Juvenile Board governs the Juvenile Probation Department. 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 regimented secure program which 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. After-care is the final component that this department provides to juvenile offenders. Aftercare officers assist in the re-integration of the juvenile's 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 Juvenile Justice Alternative Educational Program (JJAEP) educators and increase the likelihood of a juvenile's successful completion of an educational program while at the JJAEP center.
- 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 center 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 Intensive Supervision Probation (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					Percentage Change in Budget
Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$4,376,406	\$5,491,102	\$5,795,389	\$6,615,151	14.15%
Operations	1,486,608	1,462,907	2,102,186	1,879,817	-10.58%
Capital	8,717	11,875	12,206		-100.00%
	<u>\$5,871,731</u>	<u>\$6,965,884</u>	<u>\$7,909,781</u>	<u>\$8,494,968</u>	7.40%

WORK PROGRAM TRENDS			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Offense per referral</b>			
<b>Felonies:</b>			
Homicide & attempted homicide	6	6	6
Sexual assault	33	34	34
Robbery	25	26	26
Aggravated assault	141	144	147
Burglary	165	168	172
Theft	8	8	8
Motor vehicle theft	55	56	57
Drug offenses	142	145	148
Weapons violation	20	20	21
Other felony	119	121	124
<b>Class A and B Misdemeanors:</b>			
Weapons violations	45	46	47
Assault	549	560	571
Theft	414	422	431
Drug offenses	409	417	426
Other	606	618	630
Violation of probation	221	225	230
Contempt of magistrate order	5	5	5
Children in need of supervision	15	15	16

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	103	149	156
Part-time employees	31	47	43
Totals	<u>134</u>	<u>196</u>	<u>199</u>

# JUVENILE PROBATION

## AUTHORIZED POSITION DETAIL

Accountant	1	Intake Traker	1
Accounting Clerk I	2	ISP Tracker	1
Accounting Clerk-Part time	2	Juvenile Corrections Officer	47
Accounting Supervisor	1	Juvenile Corrections Off.-PT	13
Administrative Assistant	1	Juvenile Correction Off., Team Leader	5
Aftercare Tracker-Part time	2	Juvenile Detention Officer	23
Assistant Chief Juvenile Probation Off.	1	Juvenile Detention Officer, PT	16
Assistant Training Coordinator	1	Juvenile Detention Off. Team Leader	6
Building Engineer	1	Maintenance Assistant	5
Chief Juvenile Probation Officer	1	Probation Officer Auditor	1
Community Coordinator	1	Probation Officer II	19
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
Counselor	2	Senior Detention Officer	1
Data Entry	1	Senior Probation Officer II	3
Detention Administrative Assistant	1	Senior Secretary	1
Director Clerical Services	1	Summons Server-Part time	4
Director Detention and Support Services	1	Title IV E Coordinator	1
Director-Probation Services	1	Title IV Case Management Assistant	2
Director-Employee Operations	1	Tracker-Part time	1
Director-Intake & Court Services	1	Training/Research Coordinator	1
General Counsel	1	Transportation Officer	1
Housekeeper-Part Time	1		

See Personnel Changes for this department in Appendix A

# COUNTY SHERIFF-DETENTION FACILITY

## MISSION STATEMENT

The El Paso County Sheriff's Department, as part of, and empowered by the community is committed to protect lives, property and the rights of all people, maintain order, enforce the law impartially, and provide quality police service in partnership with other members of the community.

## 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.

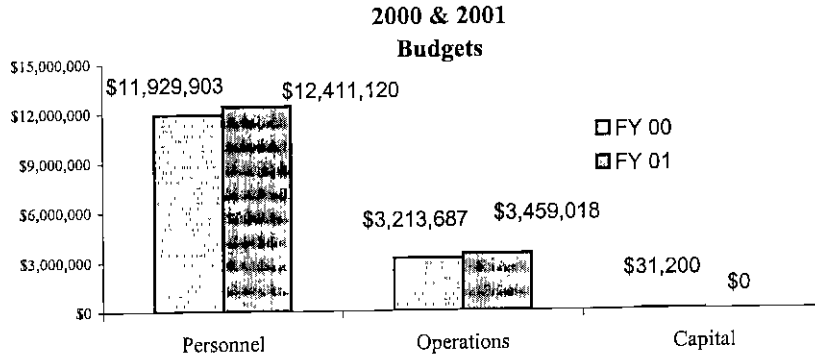
## Goals and Objectives

- 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 identifies, 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 as well as a host of other functions.
- Objective 3:** Revitalize a program called Detention Training Series (DTS) to improve performance in all areas of operation.
- Objective 4:** Placement of the Special Reaction Team (SRT) on standby and active fast-paced training to ensure the smooth running of the jail.

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$11,165,720	\$11,719,246	\$11,929,903	\$12,411,120	4.03%
Operations	2,913,049	2,959,778	3,213,687	3,459,018	7.63%
Capital	4,830	26,812	31,200		-100.00%
	<u>\$14,083,599</u>	<u>\$14,705,836</u>	<u>\$15,174,790</u>	<u>\$15,870,138</u>	4.58%

# COUNTY SHERIFF-DETENTION FACILITY



## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
No. of people booked	33,317	33,983	34,663
No. of people classified	19,778	20,174	20,577
No. of people released	28,035	28,596	29,168
No. of inmates	9,316	9,502	9,692

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	328	370	369
Part-time employees			
<b>Totals</b>	<b>328</b>	<b>370</b>	<b>369</b>

## AUTHORIZED POSITION DETAIL

Baker	1	Food Service Specialist	6
Captain L-3	1	Lieutenant (Deputy)	3
Clerk (Sheriff)	5	Lieutenant (Detention)	2
Computer Support Program Analyst	1	Maintenance Technician	11
Computer Support Technician	1	Maintenance Foreman	1
Court Coordinator/Data Entry	8	Procurement and Indency Specialist	1
Detention Facility Support	1	Secretary	1
Detention Officer	262	Sergeant (Deputy)	1
Electronic System Specialist Jail	1	Sergeant (Detention)	10
Floor Control Officer	47	Supply Clerk Sheriff	1
Food Service Director	1	TDCJ Coord. Clerk	1
Food Sevice Leader	2		

See Personnel Changed for this department in Appendix A



# COUNTY SHERIFF-JAIL ANNEX

## MISSION STATEMENT

The El Paso County Sheriff's Department, as part of, and empowered by the community is committed to protect lives, property and the rights of all people, maintain order, enforce the law impartially, and provide quality police service in partnership with other members of the community.

## 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 designated to house 1440 inmates, making it the largest facility within the Sheriff's Department and 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 Operation sections in charge of updating and maintaining inmate booking dockets and the Judicial Integrated Management System (JIMS) 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$8,555,386	\$9,393,388	\$9,530,291	\$10,623,991	11.48%
Operations	3,036,366	3,072,789	3,435,579	3,697,531	7.62%
Capital			1,495		-100.00%
	<u>\$11,591,752</u>	<u>\$12,466,177</u>	<u>\$12,967,365</u>	<u>\$14,321,522</u>	10.44%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Number of inmates housed	1085	1107	1129
Avg. daily population	978	998	1,018
Transportation runs:			
Jail	13,521	13,791	14,067
Medical	666	679	693
Transfers	5589	5,701	5,815

# COUNTY SHERIFF-JAIL ANNEX

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	278	310	310
Part-time employees			
Totals	278	310	310

## AUTHORIZED POSITION DETAIL

Budget Clerk	2	Food Svc. Shift Leader	1
Cabinet Maker	1	Food Svc. Specialist	7
Captain Sheriff	1	Forms Reproduction Tech	1
Cashier	3	Human Resources Clerk	1
Clerk	6	Lieutenant	5
Court Coordinator/Data Entry	4	Maintenance Foreman	1
Detention Officer	218	Maintenance Technician	6
Electronic System Specialist	1	Secretary	1
Floor Control Officer	36	Sergeant	10
Food Service Baker	2	Supply Clerk	2
Food Service Director	1		

See Personnel Changes for this department in Appendix A

# COUNTY SHERIFF-LAW ENFORCEMENT

## MISSION STATEMENT

The El Paso County Sheriff's Department, as part of, and empowered by the community is committed to protect lives, property and the rights of all people, maintain order, enforce the law impartially, and provide quality police service in partnership with other members of the community.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Sheriff is elected for 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.

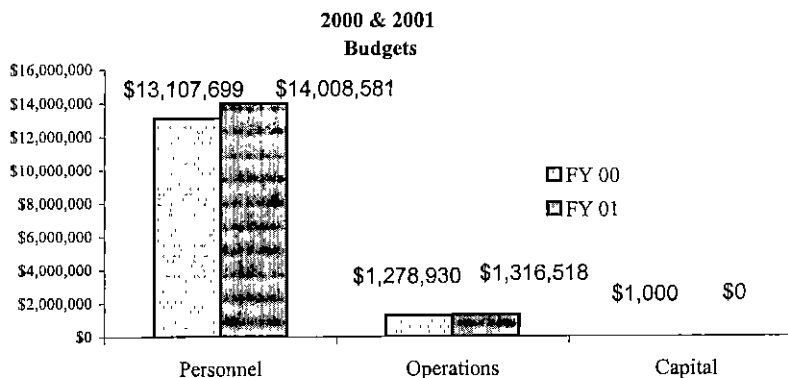
## Goals and Objectives

- 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.

# COUNTY SHERIFF-LAW ENFORCEMENT

## FINANCIAL TRENDS

Category	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$11,346,064	\$13,072,601	\$13,107,699	\$14,008,581	6.87%
Operations	1,039,927	1,219,835	1,278,930	1,316,518	2.94%
Capital	1,249	328	1,000		-100.00%
	<u>\$12,387,240</u>	<u>\$14,292,764</u>	<u>\$14,387,629</u>	<u>\$15,325,099</u>	6.52%



## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
<b>Executions</b>			
Writ of execution	600	612	624
Writ of possession	175	179	183
Tax warrant	6	6	6
Other	100	102	104
<b>Citations Unit (District &amp; County)</b>			
Subpoenas	10	10	10
Notices	70	71	72
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	12,240	12,485
District criminal	13,275	13,541	13,812
County civil	20	20	20
District civil	750	765	780
Juvenile	3,500	3,570	3,641
Other	5	5	5

(Continued on next page)

# COUNTY SHERIFF-LAW ENFORCEMENT

## WORK PROGRAM TRENDS-Continued

Department Activity	1999	2000	2000
	Actual	Estimated	Projected
<b>Local Citations</b>			
County & district	5,000	5,100	0
Attorney General	9,000	9,180	0
By publication	575	587	0
County Probate	300	306	0
Probation posting	1,700	1,734	0
Other	20	20	0

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	252	252	269
Part-time employees			
Totals	252	252	269

## AUTHORIZED POSITION DETAIL

Administrative Assistant	1	Detective	34
Administrative Secretary	1	Director-Bits	1
Auto Mechanic	5	Garage Supervisor (Sheriff)	1
Automotive Parts Clerk	1	Human Resource Assistant	1
Bookkeeper Sheriff	6	Human Resource Director	1
Budget Analyst	1	Human Resource Clerk	2
Budget Clerk	2	Legal Advisor (Sheriff)	1
Budget Clerk Supervisor	1	Lieutenant	5
Budget/Procurement Supervisor	1	Paralegal	1
Captain L-3	3	Patrolman	129
Cashier Sheriff	6	Payroll Analyst	1
Chief Deputy Sheriff	1	Secretary (Sheriff)	2
Civilian Comm. Specialist	10	Sergeant	19
Civ. Comm. Spec. Supervisor	1	Sheriff	1
Clerk	18	Supervisor Bookkeeper/Cashie	1
Computer/Network Technician	1	Supervisor Clerical	1
Crime Analyst	1	Supervisor Clerical (SO)	1
Crime Scene Technician	5	Supply Clerk (Sheriff)	1
Data Entry Clerk	1		

See Personnel Changes for this department in Appendix A

# COUNTY SHERIFF-COURTHOUSE SECURITY

## MISSION STATEMENT

The El Paso County Sheriff's Department, as part of, and empowered by the community is committed to protect lives, property and the rights of all people, maintain order, enforce the law impartially, and provide quality police service in partnership with other members of the community.

## 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 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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$466,845	\$493,711	\$509,131	\$541,869	6.43%
Operations	12,598	19,318	20,800	26,445	27.14%
Capital			2,200		-100.00%
	<u>\$479,443</u>	<u>\$513,029</u>	<u>\$532,131</u>	<u>\$568,314</u>	6.80%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Courthouse users-per day	5,000	5,100	5,500

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees	13	13	13
Part-time employees			
Totals	<u>13</u>	<u>13</u>	<u>13</u>

# COUNTY SHERIFF-COURTHOUSE SECURITY

## AUTHORIZED POSITION DETAILS

Patrol Officers	4	Sergeant	1
Security Officers	8		

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE HEALTH AND WELFARE  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

Department	2000 Budget	2001 Budget	Percent Change
246 Animal Control	\$180,840	\$457,046	152.74%
248 City-County Health Unit	2,248,069	1,660,778	-26.12%
250 Charities	80,000	80,000	0.00%
251 County Child Welfare	471,229	462,257	-1.90%
253 Child Welfare-Legal Fees	960,000	850,000	-11.46%
254 Foster Grandparent Program	4,900	4,900	0.00%
256 General Assistance	918,790	957,575	4.22%
258 Life Management	179,220		-100.00%
260 Medical Examiner	719,926	862,017	19.74%
262 Medical Examiner-Maintenance	28,760	28,760	0.00%
263 Mental Health	515,000	515,000	0.00%
264 Project Amistad	24,500	24,500	0.00%
266 Retired Senior Volunteer Program	17,412	17,412	0.00%
268 On-Site Sewage Inspectors	277,977	297,998	7.20%
270 Shelter for Battered Women	36,050	37,131	3.00%
272 Veterans Assistance	68,201	69,041	1.23%
Totals	<u>\$6,730,874</u>	<u>\$6,324,415</u>	-6.04%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
HEALTH AND WELFARE**

	2000 Budget	2001 Budget	Percent Change
Personnel	\$857,152	\$1,069,086	24.73%
Operating	5,871,645	5,255,329	-10.50%
Capital	2,077		
Totals	<u>\$6,730,874</u>	<u>\$6,324,415</u>	-6.04%



# ANIMAL CONTROL

## MISSION STATEMENT

To provide regulation and protection to domestic, exotic, and wild animals while enforcing state, county and city laws.

## 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$47,759	\$196,480	\$180,840	\$457,046	152.74%
Capital					
	<u>\$47,759</u>	<u>\$196,480</u>	<u>\$180,840</u>	<u>\$457,046</u>	152.74%

# ANIMAL CONTROL

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Response within 24 hours			
Animal bite reports	89.0%	94.3%	95.0%
Abuse/neglect cases	83.0%	93.8%	90.0%
Animal bites reported	169	174	0
Cruelty investigations	100	135	0
Dogs/Cats adopted	N/A	158	161
Adopted animals spayed/neutered	N/A	13.2%	75.0%
Animals euthnized	N/A	1508	1538

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# **CITY-COUNTY HEALTH UNIT**

## **MISSION STATEMENT**

To provide quality public health services to the citizens of El Paso that prevents disease, and promotes a safe and healthy environment.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Health Unit provides general public services to the resident 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 717,000 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 billing received from the City of El Paso for health services rendered to low-income families and other indigent-related expenses incurred by the City. During fiscal year 2000, a management study was performed on the Health District to determine the needs of the City and County of El Paso. It was during budget hearings for fiscal year 2001 that a new funding ratio was agreed upon which resulted in the change in funding level for 2001.

## **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 epidemiological, mortality and morbidity information, improving reimbursement from third party payers by 10%, an 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					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations	\$1,700,973	\$2,273,587	\$2,248,069	\$1,660,778	-26.12%
Capital					
	\$1,700,973	\$2,273,587	\$2,248,069	\$1,660,778	-26.12%

WORK PROGRAM TRENDS				
	1999	2000	2001	
Department Activity	Actual	Estimated	Projected	
<b>Administration</b>				
Monthly invoices with posted receivable within discount time	3.0%	4.0%	20.0%	
<b>Community Assessment</b>				
Lab test performed	6,898	7,035	7,200	
<b>Environmental Health</b>				
Air quality complaint investigations	12	29	250	
Food permits issued	66	87	900	
Public facilities inspections	21	312	2,935	
<b>Public Health &amp; Community Services</b>				
Child services (clinic visits)	357	111	3500	
TB cases diagnosed	4	2	0	
STD exams	325	345	460	
Family planning visits	N/A	15	200	
Pap Smears	N/A	62	100	
HIV exams	318	244	380	
<b>Health Education &amp; Promotion</b>				
Health fairs/media events	37	99	100.98	
Community presentations-attendance	922	1,852	2,000	
WIC monthly avg. participation	42,533	44,494	45,500	
WIC clients receiving food vouchers	87.3%	90.6%	87.0%	

STAFFING TRENDS			
	1999	Fiscal Year 2000	2001
Authorized Positions			
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

# CHARITIES

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County provides funding for this program for indigent services such as pauper burials and emergency financial assistance for individuals needing clothing and transportation.

<b>FINANCIAL TRENDS</b>					
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$71,950	\$78,875	\$80,000	\$80,000	0.00%
Capital					
	<u>\$71,950</u>	<u>\$78,875</u>	<u>\$80,000</u>	<u>\$80,000</u>	0.00%

<b>WORK PROGRAM TRENDS</b>				
<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>	
Pauper burials	129	132	130	

<b>STAFFING TRENDS</b>				
<b>Authorized Positions</b>	<b>1999</b>	<b>Fiscal Year 2000</b>	<b>2001</b>	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

### **AUTHORIZED POSITIONS DETAIL**

Not Applicable

**MISSION STATEMENT**

To provide coordinated state and local public welfare services for children and their families, as well as funding, in order to meet the needs of the children in the county in need of protection and care.

**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 fiscal year 1999, 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 request, 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, personnel 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. This history of children being moved from place to place should cease.

**FINANCIAL TRENDS**

	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$25,126	\$31,828	\$50,671	\$50,927	0.51%
Operations	286,964	325,121	420,558	411,330	-2.19%
Capital					
	<u>\$312,090</u>	<u>\$356,949</u>	<u>\$471,229</u>	<u>\$462,257</u>	-1.90%

**WORK PROGRAM TRENDS**

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
No. of children in conservatorship	226	231	235

# COUNTY CHILD WELFARE

## STARTING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	1	1	1

## AUTHORIZED POSITIONS 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 funding provided by the County of El Paso for the Child Welfare program in regards to legal fees.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$792,486	\$629,563	\$960,000	\$850,000	-11.46%
Capital	\$792,486	\$629,563	\$960,000	\$850,000	-11.46%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITIONS DETAIL

Not Applicable



# **FOSTER GRANDPARENT PROGRAM**

## **MISSION STATEMENT**

To provide low income senior volunteer's opportunities to give supportive person to person counseling to special needs children and adolescents in our community.

## **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 \$2.25 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 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 by making the community aware of its presence and goals. Foster Grandparents have served the County since 1984 in the facilities to 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 \$2.25 per hour. The Foster Grandparent will provide 16,704 hours of service and each will serve twenty hours a weeks 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 Station, 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.

# FOSTER GRANDPARENT PROGRAM

## FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$4,900	\$4,900	\$4,900	\$4,900	0.00%
Operations	\$4,900	\$4,900	\$4,900	\$4,900	0.00%
Capital	\$4,900	\$4,900	\$4,900	\$4,900	0.00%

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
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

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable

# GENERAL ASSISTANCE

## MISSION STATEMENT

To provide assistance in collaborative efforts with other social service agencies to the economically eligible individuals of El Paso County in order to reclaim human potential through the creation of opportunities leading to economic self-sufficiency, self-worth and a better quality of life.

## 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 residents 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 individual in El Paso County by associating with effort, 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel	\$266,981	\$287,219	\$293,304	\$298,677	1.83%
Operations	525,996	623,756	625,486	658,898	5.34%
Capital					
	<u>\$792,977</u>	<u>\$910,975</u>	<u>\$918,790</u>	<u>\$957,575</u>	4.22%

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Applications for assistance	9,645	4,850	10,000
Participants assisted	5,852	3,067	6,100

# GENERAL ASSISTANCE

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	10	10	10
Part-time employees			
Totals	10	10	10

## AUTHORIZED POSITIONS DETAIL

Accounting Clerk I	1	General Assistance Director	1
Caseworker	3	Senior Caseworker	2
Community Svc. Aide	3		

See Personnel Changes for this department in Appendix A

# **LIFE MANAGEMENT**

## **MISSION STATEMENT**

To provide world-class Mental Health/Mental Retardation services and support, including behavioral health, to the international community of West Texas and Mexico.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

Life Management Center for MHMR Services (LMC) is a quasi-governmental entity formed via an interlocal agreement between the City and County of El Paso, Texas. 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 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 24 hour/7 day a week 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 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.

# LIFE MANAGEMENT

## FINANCIAL TRENDS

	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Character Personnel					
Operations	\$174,000	\$14,499	\$179,220		-100.00%
Capital					
	\$174,000	\$14,499	\$179,220		-100.00%

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Clients assisted	6,500	6,630	6,763

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# MEDICAL EXAMINER

## MISSION STATEMENT

To provide the highest quality of death investigation and autopsy services to the citizens of El Paso County.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

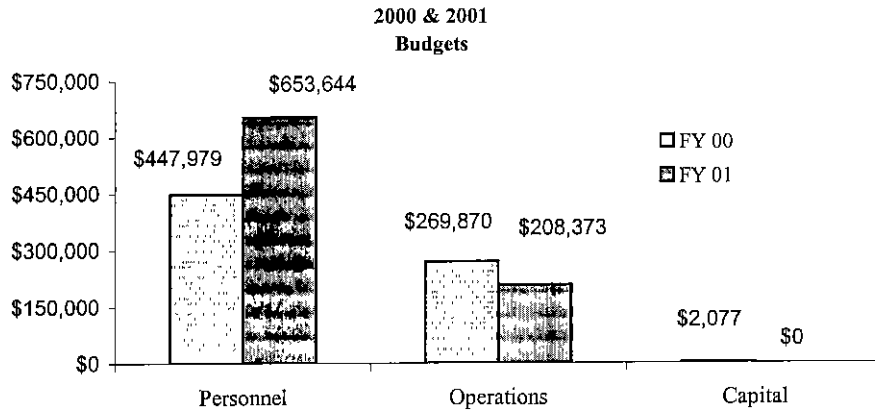
The Office of the Medical Examiner and Forensic Laboratory is primarily concerned with the proper investigation of violent, sudden, unexpected and suspicious deaths throughout El Paso County. Investigations include an examination of the scene by a staff of investigators and a review of the circumstances 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 investigation.
- Goal 2:** Improve the office in terms of responsiveness, security, appearance, and general management and operation.
- Objective 1:** Schedule practices of the investigation 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
<b>Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Personnel	\$444,991	\$419,103	\$447,979	\$653,644	45.91%
Operations	303,044	227,954	269,870	208,373	-22.79%
Capital	27,068		2,077		-100.00%
	<u>\$775,103</u>	<u>\$647,057</u>	<u>\$719,926</u>	<u>\$862,017</u>	19.74%

# MEDICAL EXAMINER



## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Cases Investigated	2,123	2,308	2,354
Autopsies performed	307	450	459
Death certificates processed	680	500	510

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	10	10	12
Part-time employees	1	2	3
<b>Totals</b>	<b>11</b>	<b>12</b>	<b>15</b>

## AUTHORIZED POSITIONS DETAIL

Administrator	1	Investigator	5
Chief Investigator	1	Investigator, PT	3
Chief Medical Examiner	1	Medical Transcriber	1
Deputy Medical Examiner	1	Secretary	1
Diener	1		

See Personnel Changes for this department in Appendix A



# 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations		\$17,817	\$28,760	\$28,760	0.00%
Capital		\$17,817	\$28,760	\$28,760	0.00%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITIONS DETAIL

Not Applicable

**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>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations	\$418,698	\$485,768	\$515,000	\$515,000	0.00%
Capital					
	<u>\$418,698</u>	<u>\$485,768</u>	<u>\$515,000</u>	<u>\$515,000</u>	0.00%

**WORK PROGRAM TRENDS**

<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>
	Not Available		

**STAFFING TRENDS**

<b>Authorized Positions</b>	<b>1999</b>	<b>Fiscal Year 2000</b>	<b>2001</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**AUTHORIZED POSITION DETAIL**

Not Applicable

# PROJECT AMISTAD

## MISSION STATEMENT

To provide high quality transportation services to the elderly and disabled in the most effective and caring way.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Project Amistad is 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 provide quality transportation services to the elderly and disabled.
- Goal 2:** To provide reliable, door to door transportation to eligible persons who cannot access curbside transportation services.
- Objective 1:** To decrease client complaints by 60% from 30 to 18 toward a target of 12 or less within a year.
- Objective 2:** To increase supervision by 25%, from 3 to 4 unannounced vehicle/driver performance inspections per quarter.
- Objective 3:** To alleviate accidents from 4 to 0, towards a target goal of 0 accidents in a year.
- Objective 4:** To increase the fleet by 12 % from 8 to 9, towards a new vehicle every year.
- Objective 5:** To decrease telephone dispatch complaints by 80%, from 8 to 2, towards a target of 0.

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$24,500	\$24,500	\$24,500	\$24,500	0.00%
Capital					
	<u>\$24,500</u>	<u>\$24,500</u>	<u>\$24,500</u>	<u>\$24,500</u>	0.00%

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Client Complaints	N/A	30	18
Vehicle/driver performance inspections	N/A	12	16
Accidents	N/A	4	0
Fleet	N/A	8	9
Dispatch complaints	N/A	8	2

# PROJECT AMISTAD

## SPANNING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# RETIREED SENIOR VOLUNTEER PROGRAM

## MISSION STATEMENT

To provide meaningful volunteer opportunities to people over the age of 55 years of age in the City and County of El Paso to enable them to remain in the mainstream of community life as well as to identify compelling community needs and target recruitment of volunteers for services that have quantitative impact in the community.

## 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 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 (SCVI) 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 170,500 volunteer hours.
- Objective 3:** Develop at least one new volunteer station and develop existing stations as Impact Stations and generate statistics that demonstrate the impact volunteers have in the county.
- 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.

<b>FINANCIAL TRENDS</b>					<b>Percentage Change</b>
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>in Budget</b>
Personnel					
Operations	\$12,085	\$17,398	\$17,412	\$17,412	0.00%
Capital					
	<u>\$12,085</u>	<u>\$17,398</u>	<u>\$17,412</u>	<u>\$17,412</u>	0.00%

# RETIRED SENIOR VOLUNTEER PROGRAM

## WORK PROGRAM TRENDS

	1999	2000	2001
<b>Department Activity</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Volunteers	725	743	768
Volunteer sites	27	27	28
Volunteer services hours	154,261	157,002	170,500

## STAFFING TRENDS

	1999	Fiscal Year 2000	2001
<b>Authorized Positions</b>			
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# ON-SITE SEWAGE INSPECTORS

## 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 discharge.
- 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 inspection requested for on-site sewage facilities within five working days.
- Objective 2:** Conduct 100% of follow up inspection 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

	1999	2000	2000	2001	Percentage Change in Budget
Character	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$143,696	\$419,140	\$277,977	\$297,998	7.20%
Capital					
	<u>\$143,696</u>	<u>\$419,140</u>	<u>\$277,977</u>	<u>\$297,998</u>	<u>7.20%</u>

# ON-SITE SEWAGE INSPECTORS

## WORK PROGRAM TRENDS

Department Activity	1999 Estimated	2000 Estimated	2001 Projected
Final Inspections	900	918	936
Follow up inspections	20	20	21
Compliant investigations	240	245	250
Permit applications	935	954	973
Subdivision sewage disposal plans	7	7	7
Registration applications inspections	120	122	125

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable



# SHELTER FOR BATTERED WOMEN

## MISSION STATEMENT

To eliminate domestic violence in El Paso and surrounding counties and to provide support to area women and their families through the provision of comprehensive services, counseling for the abusers, and community education and referrals.

## 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 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel					
Operations	\$35,000	\$29,981	\$36,050	\$37,131	3.00%
Capital					
	\$35,000	\$29,981	\$36,050	\$37,131	3.00%

### WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Responses to hotline calls	6,179	6,303	6,364
Shelter days provided	32,316	32,962	33,285
Nonresidents counseled	1,082	1,104	1,200
BIPP clients	721	735	743

# SHELTER FOR BATTERED WOMEN

## STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# VETERANS ASSISTANCE

## MISSION STATEMENT

To provide assistance to the veterans, dependents, and surviving spouses of El Paso County in any manner related to the Department of Veterans Affairs and help administer the veterans programs of the State of Texas.

## 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, 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 veteran's 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 veteran's issues.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$59,757	\$64,124	\$65,198	\$65,838	0.98%
Operations	2,061	2,182	3,003	3,203	6.66%
Capital					
	<u>\$61,818</u>	<u>\$66,306</u>	<u>\$68,201</u>	<u>\$69,041</u>	1.23%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
Monetary benefits paid to veterans, their dependents and survivors	\$115,000,000	\$116,000,000	\$120,000,000

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	2	2	2
Part-time employees			
Totals	<u>2</u>	<u>2</u>	<u>2</u>

# VETERANS ASSISTANCE

## AUTHORIZED POSITION DETAIL

Administrative Assistant I

1

Veterans Service Officer 1



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE RESOURCE DEVELOPMENT  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

		2000	2001	Percent
Department		Budget	Budget	Change
276	Agricultural Co-Op Extension	\$393,843	\$404,827	2.79%
278	Planning and Management Services	128,600	462,587	259.71%
280	Planning Department	283,678	319,542	12.64%
281	Economic Development	75,000	60,000	-20.00%
283	Census 2000	50,000		-100.00%
284	Downtown Management District	16,000		
286	Small Business Development	43,433		
Totals		<u>\$990,554</u>	<u>\$1,246,956</u>	25.88%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
RESOURCE DEVELOPMENT**

	2000	2001	Percent
Character	Budget	Budget	Change
Personnel	\$641,365	\$1,023,659	59.61%
Operating	344,201	223,297	-35.13%
Capital	4,988		-100.00%
Totals	<u>\$990,554</u>	<u>\$1,246,956</u>	25.88%

# AGRICULTURAL CO-OP EXTENSION

## MISSION STATEMENT

To educate Texans in the areas of agriculture, environmental stewardship, youth and adult life skills, human capital and leadership, and community and economic development in order to increase individual action and community problem solving.

## DEPARTMENTAL DESCRIPTION AND RESPONSIBILITIES

Extension is a statewide educational agency and a member of The Texas A & M University System linked in a unique partnership with the nationwide United States Department of Agriculture Cooperative Extension System and the El Paso County Commissioners Court. Extension values and promotes principles of citizens and community involvement, scientifically based education, lifelong learning and volunteerism. It provides access to citizens in all 254 Texas counties and works cooperatively with the 10 universities and 8 state agencies of The Texas A & M University System and other state and local agencies to bring the necessary resources to El Paso that will address local issues and solve local problems.

## Goals and Objectives

- Goal 1:** Through education programs, the TAEX will enhance the productivity, sustainability, global competitiveness and job-generating capacity of El Paso's agricultural industry.
- Goal 2:** To help Texans take more responsibility for improving their health, safety, productivity and well being. To promote, organize and educate citizen's 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$241,603	\$236,830	\$271,941	\$275,805	1.42%
Operations	110,133	113,609	121,902	129,022	5.84%
Capital	2,600				
	<u>\$354,336</u>	<u>\$350,439</u>	<u>\$393,843</u>	<u>\$404,827</u>	2.79%

# AGRICULTURAL CO-OP EXTENSION

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Educational Programs			
Presentations	2,000	2,040	2,081
Participants	60,000	61,200	62,424
Educational Contacts			
Office contacts	3,200	3,264	3,329
Site visits	3,000	3,060	3,121
Telephone inquiries	16,000	16,320	16,646
Newsletters distributed	300,000	306,000	312,120
Media Outreach			
News releases	125	128	130
Radio programs	50	51	52
Television programs	250	255	260
4-H Program Participation			
Organized clubs	350	357	364
School curriculum	35,000	35,700	36,414
Expanded nutrition program	3,800	3,876	3,954
Volunteer Development			
Volunteers trained	700	714	728
Clientele served by volunteers	40,000	40,800	41,616
Expanded Nutrition Program			
Homemakers trained	1,400	1,428	1,457
Family members reached	6,200	6,324	6,450
Volunteers trained	250	255	260

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	15	15	14
Part-time employees	1	1	1
Totals	16	16	15

## AUTHORIZED POSITION DETAIL

Administrative Assistant I	2	Receptionist	1
Horticulture Technician-PT	1	County/State Extension	
CEA 4-H Program Coordinator	1	Agent-Env. & NR	1
CEA Agriculture Agent	1	County Extension Agent-Adm.	1
CEA Communications	1	Home Economist	1
CEA Horticulturist	1	Secretary	4

See Personnel Changes for this department in Appendix A



# PLANNING AND MANAGEMENT SERVICES

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This department was created beginning fiscal year 2000 along 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage
					Change in Budget
Personnel		\$31,570	\$123,550	\$444,937	260.13%
Operations		1,237	5,050	17,650	249.50%
Capital					
		\$32,807	\$128,600	\$462,587	

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		3	10
Part-time employees			
Totals		3	10

# PLANNING AND MANAGEMENT SERVICES

## AUTHORIZED POSITION DETAILS

Administrative Assistant III	1	General Manager	1
Assistant Director	1	Grant & Contract Coord	1
Database & Research Coord.	1	Graphics/Plan. Technician	1
Strategic & Econ. Development Planner	1	Planning Coordinator	1
Planning & Administrative Technician	1	Public Information Officer	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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel	\$24,838	\$189,188	\$245,874	\$302,917	23.20%
Operations	3,723	14,206	32,816	16,625	-49.34%
Capital	15,450	5,578	4,988		-100.00%
	<u>\$44,011</u>	<u>\$208,972</u>	<u>\$283,678</u>	<u>\$319,542</u>	

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		5	7
Part-time employees			
Totals		<u>5</u>	<u>7</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Administrative Assistant II	1	Housing Coordinator	1
Construction Specialist	1	Project Coord/Grantswrit	1
Director	1	Self-Help Coordinator	1
Grants Specialist/Budget Analyst	1		

See Personnel Changes for this department in Appendix A

# ECONOMIC DEVELOPMENT DIVISION

## MISSION STATEMENT

To assist in the creation, expansion and retention of jobs for El Paso and increase the tax base through capital investment of industry in the City and County.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Economic Development Division (EDD) is an operating division of the Greater El Paso Chamber of Commerce. Its responsibility 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 has 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage
					Change in Budget
Personnel					
Operations	\$45,000	\$60,000	\$75,000	\$60,000	-20.00%
Capital					
	<u>\$45,000</u>	<u>\$60,000</u>	<u>\$75,000</u>	<u>\$60,000</u>	<u>-20.00%</u>

### WORK PROGRAM TRENDS

Department Activity	1999 Estimated	2000 Estimated	2001 Projected
Number of companies to visit/host:	80	82	83
Sales calls	140	143	146
Active contacts	170	174	177
Responses to inquiries	919	937	956

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**ECONOMIC DEVELOPMENT DIVISION**

**AUTHORIZED POSITIONS DETAIL**

Not Applicable

**DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

During fiscal year 2000 Commissioners Court opted to contribute \$50,000 for the 2000 census. This index was set up only to capture the expense out of a separate index.

<b>FINANCIAL TRENDS</b>					
Category	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations		\$39,790	\$50,000		-100.00%
Capital					
		\$39,790	\$50,000		-100.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITIONS DETAIL</b>
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

Category	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$31,500	\$16,000	\$16,000		-100.00%
Capital					
	<u>\$31,500</u>	<u>\$16,000</u>	<u>\$16,000</u>		-100.00%

### WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Area covered (sq. ft.)	220,620	360,000	738,000

# DOWNTOWN MANAGEMENT DISTRICT

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable



# SMALL BUSINESS DEVELOPMENT

## MISSION STATEMENT

To provide business planing, training, development and technological assistance to small, minority and women owned business.

## 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 a new resource through pro-active approaches for local business growth and development.

## Goals and Objectives

- Goal 1:** To provide business planning, training, development and technological assistance for local small, medium, minority and women-owned businesses.
- Objective 1:** Support existing small business enterprises at all basis business levels of development through pro-active approaches to revitalize the current small business market by way of local business data.
- Objective 2:** Provide business training support through personal assistance and guidance activities on a variety of small business issues
- Objective 3:** Provide business technology assistance on the how to's of e-commerce and the need for new market expansion through the information highway.

## FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$36,567	\$36,134	\$43,433		-100.00%
Capital					
	<u>\$36,567</u>	<u>\$36,134</u>	<u>\$43,433</u>		-100.00%

# SMALL BUSINESS DEVELOPMENT

## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
Business Assistance Team visits	152	50	51
Personally Assisted Business	112	100	102
MBRC Business Assistance	65	50	51
Jobs created	109	50	51
Jobs retained	117	50	51
E.Plug.com Assisted Business	N/A	N/A	N/A
Tech. Think Tank Assisted Business	N/A	N/A	N/A

## STARTING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE CULTURE AND RECREATION  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

	Department	2000 Budget	2001 Budget	Percent Change
290	Ascarate Regional County Park	\$737,861	\$825,150	11.83%
292	Agua Dulce Community Center	17,429	33,650	93.07%
293	Canutillo Community Center- Maintenance	5,450	5,400	-0.92%
294	Fabens Community Center	13,643	37,900	177.80%
295	Ascarate Golf Courses	716,845	819,947	14.38%
297	Library	207,104	210,268	1.53%
299	Los Portales	2,200	25,000	1036.36%
300	Montana Vista Community Center	42,638	42,720	0.19%
301	Rural Parks	130,010	183,862	41.42%
303	San Elizario Center-Maintenance	15,850	22,925	44.64%
304	Sparks Community Center	42,987	46,320	7.75%
305	Swimming Pools	257,524	278,561	8.17%
	Totals	<u>\$2,189,541</u>	<u>\$2,531,703</u>	15.63%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
CULTURE AND RECREATION**

Character	2000 Budget	2001 Budget	Percent Change
Personnel	\$1,176,165	\$1,403,344	19.32%
Operating	984,248	1,128,359	14.64%
Capital	29,128		-100.00%
Totals	<u>\$2,189,541</u>	<u>\$2,531,703</u>	15.63%

# ASCARATE REGIONAL COUNTY PARK

## Mission Statement

To produce a rich mix of cultural, recreational, and social opportunities for the citizens of El Paso County and their visitors, in order to enhance the quality of life. To provide open space, recreation and facilities for the citizens of El Paso County and their visitors in order to offer equal opportunity for participation in a safe and secure environment.

## 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 changes 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 concessions 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 improvement 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 Paralyzed Veterans fishing area, and a general up-lift on all park restrooms.
- Objective 4:** Implement a marketing/promotional plan for the County Parks and Recreation Department.

## FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$294,606	\$365,932	\$376,951	\$427,773	13.48%
Operations	315,708	335,557	356,171	397,377	11.57%
Capital	24,815		4,739		-100.00%
	<u>\$635,129</u>	<u>\$701,489</u>	<u>\$737,861</u>	<u>\$825,150</u>	11.83%

# ASCARATE REGIONAL COUNTY PARK

## WORK PROGRAM TRENDS

	1999 Actual	2000 Estimated	2001 Projected
Department Activity			
Revenues collected	\$302,000	\$312,000	\$318,240

## STAFFING TRENDS

	Fiscal Year		
Authorized Positions	1999	2000	2001
Full-time employees	11	12	12
Part-time employees			
Totals	11	12	12

## AUTHORIZED POSITION DETAIL

Aquatics Manager	1	Park Manager Region II	1
El Paso County Parks & Rec. Dir.	1	Secretary	1
Facilities Mechanic	1	Utility Worker I	6
Grounds Maint. Foreman	1		

See Personnel Changes for this department in Appendix A

# AGUA DULCE COMMUNITY CENTER

## 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel				\$15,650	100.00%
Operations	\$5,104	\$15,040	\$12,229	18,000	47.19%
Capital	340	10,363	5,200		-100.00%
	<u>\$5,444</u>	<u>\$25,403</u>	<u>\$17,429</u>	<u>\$33,650</u>	<u>93.07%</u>

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees			1
Part-time employees			
Totals			<u>1</u>

### AUTHORIZED POSITION DETAIL

Director 1

# 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.

<b>FINANCIAL TRENDS</b>					Percentage
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Change in Budget
Personnel					
Operations		\$594	\$5,450	\$5,400	-0.92%
Capital					
		\$594	\$5,450	\$5,400	-0.92%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITIONS DETAIL</b>	
	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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations	\$4,068	\$4,403	\$11,643	\$37,900	225.52%
Capital		1,271	2,000		-100.00%
	\$4,068	\$5,674	\$13,643	\$37,900	177.80%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

## MISSION STATEMENT

To provide a high quality and affordable golfing experience for El Paso golfers and a golfing facility that provides enjoyment and challenge for golfers of all skill levels.

## DEPARTMENTAL 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 145 monthly cardholders and 77 quarterly cardholders. The Ascarate Park Golf Course is a 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 restrooms 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

	1999	2000	2000	2001	Percentage Change in Budget
Character	Actual	Actual	Budget	Budget	
Personnel	\$345,438	\$383,075	\$387,513	\$483,427	24.75%
Operations	337,883	315,532	329,332	336,520	2.18%
Capital	6,174				
	<u>\$689,495</u>	<u>\$698,607</u>	<u>\$716,845</u>	<u>\$819,947</u>	14.38%

# ASCARATE GOLF COURSE

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Actual	Projected
Green fees revenues	\$404,485	\$398,130	\$406,093
Golf cart revenues	\$168,977	\$191,804	\$195,640
Driving range revenues	\$19,138	\$20,977	\$21,397

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	16	16	18
Part-time employees			2
Totals	16	16	20

## AUTHORIZED POSITION DETAIL

Assist. Golf Manager	1	Utility Worker I	9
Cashier/Clk. Golf Course	4	Utility Worker I-PT	2
Golf Course Foreman	1	Utility Worker II	2
Golf Course Superintendent	1		

See Personnel changes for this department in Appendix A

**MISSION STATEMENT**

To provide and serve all patrons who need or seek educational, informational or personal interests by offering quality resources. In addition, services and facilities will also be provided which will improve the quality and circumstances of life for current and future generations.

**DEPARTMENTAL DESCRIPTION AND RESPONSIBILITIES**

The County of El Paso maintains a library, which service the community of Fabens. The library makes 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 library provides a valuable resource for information and learning to the community it serves.

**Goals and Objectives**

- Goal 1:** To set up the automation system and convert the print records into electronic records in order to offer On-Line Public Access Catalog (OPAC) to the public.
- Goal 2:** Promote library usage by children and parents in order to provide recreational, instructional, educational and professional guidance to both age groups.
- Goal 3:** To increase library resources by purchasing more books, acquiring new materials, and replacing obsolete items and offer computers and Internet for patron use.
- Objective 1:** Implement and successfully adapt library operations to an automated circulation and on-line public access catalog, educate the public in the use of on-line catalog, and bringing the library up to the 21<sup>st</sup> century technological era.
- 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**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$159,356	\$176,280	\$177,140	\$181,724	2.59%
Operations	25,582	28,314	29,964	28,544	-4.74%
Capital					
	<u>\$184,938</u>	<u>\$204,594</u>	<u>\$207,104</u>	<u>\$210,268</u>	1.53%

# LIBRARY

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
Library materials available to the public	24,573	25,273	26,100
Items catalogued and processed	965	426	800
Reference transactions	4,056	2,595	4,500
Registered borrowers	3,473	3,593	3,600
Library tours	1,205	1,229	1,300
Patrons using library	39,758	39,800	39,800
Story hour programs	2,147	2,200	2,200
Summer reading program	1,237	1,300	1,300
Interlibrary loan	50	36	50
Income tax forms	1,180	1,725	1,750
Circulation statistics	53,477	53,500	53,500
Fines collected	2,719	2,530	2,581

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	5	5	5
Part-time employees	2	2	2
Totals	7	7	7

## AUTHORIZED POSITION DETAIL

Assistant Library Director	1	Clerk-PT	2
Clerk	3	County Library Director	1

**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.
- 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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel					
Operations	\$1,770	\$1,185	\$2,200	\$25,000	1036.36%
Capital	\$1,770	\$1,185	\$2,200	\$25,000	1036.36%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	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 area known as Montana Vista.

### 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations	\$24,850	\$35,688	\$40,138	\$42,720	6.43%
Capital		5,081	2,500		-100.00%
	\$24,850	\$40,769	\$42,638	\$42,720	0.19%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**MISSION STATEMENT**

To provide a safe and well maintained park system in the rural areas of the County.

**DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Rural Parks index is controlled by the Road & Bridge Department. The Road & Bridge department is responsible for maintaining seven rural parks in the Upper and Lower Valley with the addition of new parks in the Montana Vista and Sparks areas. Maintenance to these areas includes repairs, park cleanup, and improvements.

**Goals and Objectives**

- Goal 1:** To provide better rural park facilities where service groups can utilize the facilities to provide organized sport leagues that involve area youths in clean activities.
- Goal 2:** To start planning for more parks in the outlying areas in order to improve the neighborhoods and thus, the quality of life for the residents of the County.
- Objectives:** Have adequate staff to carry out necessary repair work and clean-up of parks; purchase equipment that will increase the efficiency of workers.

**FINANCIAL TRENDS**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$82,743	\$90,843	\$94,166	\$123,974	31.65%
Operations	24,105	18,396	35,844	59,888	67.08%
Capital	52				
	<u>\$106,900</u>	<u>\$109,239</u>	<u>\$130,010</u>	<u>\$183,862</u>	41.42%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	4	4	5
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>5</u>



# RURAL PARKS

<b>AUTHORIZED POSITION DETAIL</b>
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Truck Driver	4	Utility Worker IV	1
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See Personnel Changes for this department in Appendix A

# 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 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

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel		\$13,535	\$15,243	\$22,318	46.41%
Operations			607	607	0.00%
Capital					
		\$13,535	\$15,850	\$22,925	44.64%

#### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

#### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees			1
Part-time employees			
Totals			1

#### AUTHORIZED POSITIONS DETAIL

Maintenance Worker 1

See Personnel Changes for this department in Appendix A

# SPARKS COMMUNITY CENTER

## DEPARTMENT DESCRIPTION

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, health and well-being of those residents in the area known as Sparks.

### 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

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel					
Operations	\$36,298	\$36,319	\$39,487	\$46,320	17.30%
Capital	340	5,082	3,500		-100.00%
	<u>\$36,638</u>	<u>\$41,401</u>	<u>\$42,987</u>	<u>\$46,320</u>	<u>7.75%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

# SWIMMING POOLS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County operates three public swimming pools with locations at Fabens, Gallegos Park, and Ascarate Park. The pools in Fabens and Canutillo are over twenty years old and each contains 175,000 gallons of water. The pool in Ascarate park is Olympic size and features handicap accommodations. It measures 500 meters long, 25 yards wide, and holds 650,000 gallons of water. The second pool within the facility 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 school, 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:** Enhance the existing facility by adding a pool cover to protect the pool from dirt and to lower maintenance costs.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$112,423	\$122,061	\$125,152	\$148,478	18.64%
Operations	112,211	112,958	121,183	130,083	7.34%
Capital		7,983	11,189		-100.00%
	<u>\$224,634</u>	<u>\$243,002</u>	<u>\$257,524</u>	<u>\$278,561</u>	8.17%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Actual	2001 Projected
Daily deposit:			
Ascarate	\$26,482	\$45,230	\$46,135
Gallegos	\$367	\$5,461	\$5,570
Fabens	\$4,222	\$10,457	\$10,666

# SWIMMING POOLS

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Pool Maintenance Operator 1

See Personnel changes for this department in Appendix A

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE COMMUNITY SERVICES  
WITH COMPARITIVE BUDGETS BY DEPARTMENTS**

	2000 Budget	2001 Budget	Percent Change
308 Community Services Management	\$70,148		-100.00%
Totals	<u>\$70,148</u>		-100.00%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
COMMUNITY SERVICES**

	2000 Budget	2001 Budget	Percent Change
Personnel	\$66,698		-100.00%
Operating	3,450		-100.00%
Capital			
Totals	<u>\$70,148</u>		-100.00%

# COMMUNITY SERVICES MANAGEMENT

## DEPARTMENTAL DESCRIPTION AND RESPONSIBILITIES

This department was proposed 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 was to serve as an intermediary between Commissioners Court and certain departments designated under the Community Services Management department. During fiscal year 2001 it was decided that this department no longer meets the County's strategic plan and as so was dissolved.

### Goals and Objectives

- Goal:** Provide high quality community services to customers and constituents.
- Objective 1:** Evaluate performance of departments that report to the Community Services Manager.
- Objective 2:** Seek all possible sources of funding that will improve community services

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Category	Actual	Actual	Budget	Budget	Change
Personnel			\$66,698		-100.00%
Operations			3,450		-100.00%
Capital					
			<u>\$70,148</u>		<u>-100.00%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees			2
Part-time employees			
Totals		<u>2</u>	<u>2</u>

### AUTHORIZED POSITION DETAIL

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE PUBLIC WORKS  
WITH COMPARITIVE BUDGETS BY DEPARTMENTS**

	Department	2000 Budget	2001 Budget	Percent Change
310	Public Works/Facilities Services			
	Management	\$128,600		-100.00%
	Totals	\$128,600		-100.00%

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
PUBLIC WORKS**

	2000 Budget	2001 Budget	Percent Change
Personnel	\$123,550		-100.00%
Operating	5,050		-100.00%
Capital			
Totals	\$128,600		-100.00%



# PUBLIC WORKS/FACILITIES SERVICES MANAGEMENT

## DEPARTMENTAL DESCRIPTION AND RESPONSIBILITIES

This department was proposed in 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. During fiscal year 2001 it was decided that this department no longer meets the County's strategic plan and as so was dissolved.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Category	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel			\$123,550		-100.00%
Operations			5,050		-100.00%
Capital					
			\$128,600		-100.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees			2
Part-time employees			
Totals			2

## AUTHORIZED POSITION DETAIL

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGET**

**AMENDMENTS**

For the Special Revenue Fund Type, no budgetary amendments took place during the 2000 fiscal year.

**CHANGES**

This fund experienced a slight increase of 4.14% overall, with the Taxes revenue source experiencing the greatest increase for additional Hotel/Motel tax revenues budgeted, based on historical figures.

Intergovernmental Revenues decreased by 55.56%, or \$45,000 due to a decrease in funding for sheriff officers' training reimbursement from the state.

Charges for Services were budgeted at a modest increase of 1.86% to account for increased revenues for auto sales taxes, Golf Course food concession and driving range revenues, and county attorney commissions on bail bond collections.

The new line item for Fines and Forfeits is a re-classification of motor carrier overweight revenues from the Charges for Services revenue source.

The line item for Interest was increased based on historical trends.

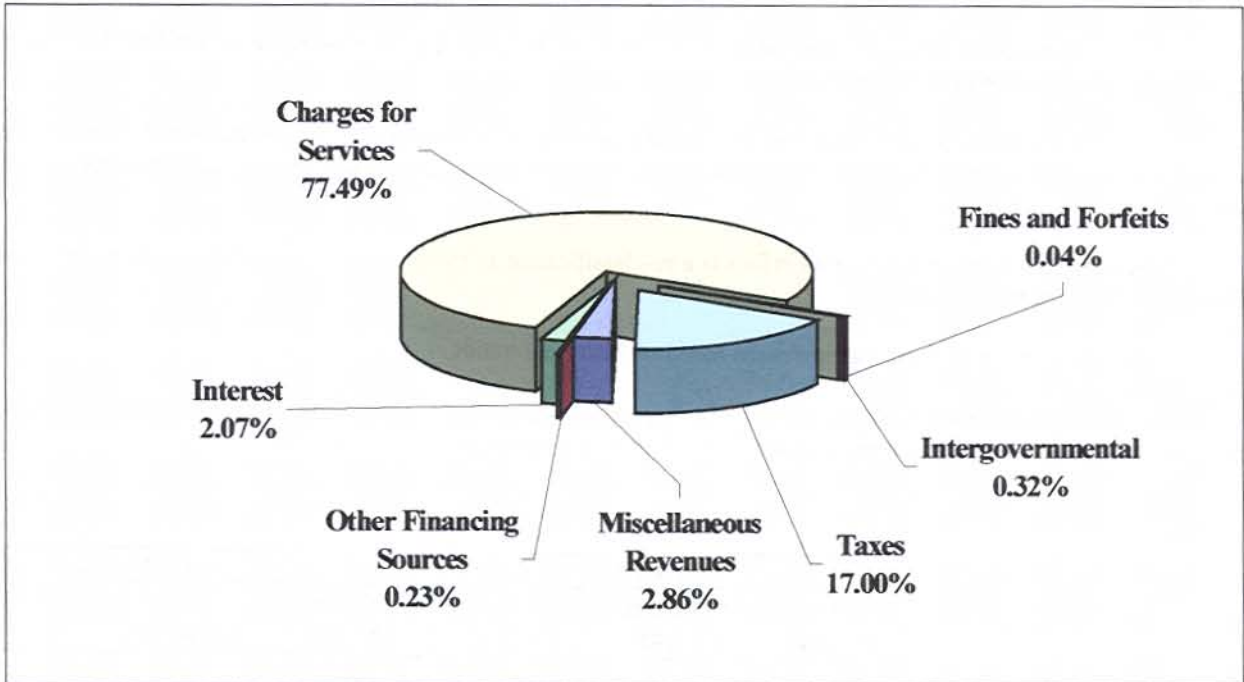
Finally, Miscellaneous Revenues for the Special Revenue Fund Type were budgeted with a \$40,100 increase mainly attributable to increased commissary concession revenues at the County jail.

	OPERATING BUDGETS			CHANGES		
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$1,700,000		\$1,700,000	\$1,900,000	\$200,000	11.76%
Intergovernmental	81,000		81,000	36,000	(45,000)	-55.56%
Charges for Services	8,505,000		8,505,000	8,663,050	158,050	1.86%
Fines and Forfeits				5,000	5,000	100.00%
Interest	170,000		170,000	231,000	61,000	35.88%
Miscellaneous Revenues	279,400		279,400	319,500	40,100	14.35%
Other Financing Sources				25,173	25,173	100.00%
<b>Total Revenues and Other Financing Sources</b>	<b>10,735,400</b>		<b>10,735,400</b>	<b>11,179,723</b>	<b>444,323</b>	<b>4.14%</b>
Beginning Fund Balances			7,155,369	7,262,654	107,285	1.50%
<b>Total Available Resources</b>	<b>\$10,735,400</b>		<b>\$17,890,769</b>	<b>\$18,442,377</b>	<b>\$551,608</b>	<b>3.08%</b>

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGET**

The pie chart below provides for your information, all revenue sources for the Special Revenue Fund Type, and their percentage of the total.

**Fiscal Year 2001 Budget  
Revenues (Sources) –Special Revenue Fund Type**



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGET**

**AMENDMENTS**

The overall budget for Special Revenue Fund Type increased by a total of \$96,217 during the fiscal year for the Tourist Promotion transfer to the City of El Paso for excess hotel motel collections, pursuant to an inter-local agreement.

General Government increased by \$35,000 for the Special Revenue Fund Type. This is the result of a transfer of \$45,000 from the Commissary capital account to cover the purchase of supplies for inmates, and a decrease to the General and Administrative account of \$10,000 to cover construction needs for the main Road and Bridge account.

The decrease of \$22,000 under Administration of Justice was for the transfer of operating appropriations within the County Attorney commission index to Capital Outlays for the purpose of purchasing miscellaneous equipment.

Resource development was impacted by the \$96,217 increase for the transfer to the City of El Paso, and the transfer of \$40,000 from an operating account under Records Management to a Capital Outlays account for the purpose of purchasing miscellaneous equipment.

The Culture and Recreation program experienced the greatest decrease in operating appropriations of \$911,406 for transfers for the Ascarate Park Improvement special revenue account to meet a grant match requirements of \$531,041 and to meet necessary equipment needs of \$380,365.

The Public Works program increased overall by \$220,000 for a transfer of operating appropriations within the main Road and Bridge account to a construction line item for the Fabens Street Improvement project.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	Amount	%
<b>Appropriations (Uses):</b>						
General Government	\$1,588,334	\$35,000	\$1,623,334	\$1,857,250	\$233,916	14.41%
Administration of Justice	231,167	(22,000)	209,167	209,167		
Resource Development	2,155,430	56,217	2,211,647	1,802,210	(409,437)	-18.51%
Culture and Recreation	2,865,155	(911,406)	1,953,749	2,355,782	402,033	20.58%
Public Safety	115,000		115,000	63,029	(51,971)	-45.19%
Public Works	4,853,099	(220,000)	4,633,099	5,481,817	848,718	18.32%
Health and Welfare				1,600	1,600	100.00%
Capital Outlays	1,449,678	627,365	2,077,043	1,974,247	(102,796)	-4.95%
Other Financing Uses	853,332	531,041	1,384,373	949,249	(435,124)	-31.43%
<b>Total Appropriations and Other Financing Uses</b>	<b>14,111,195</b>	<b>\$96,217</b>	<b>14,207,412</b>	<b>14,694,351</b>	<b>486,939</b>	<b>3.43%</b>
Encumbrances			801,488	958,848	157,360	19.63%
Ending Fund Balances			2,881,869	2,789,178	(92,691)	-3.22%
<b>Total Appropriations and Fund Balances</b>	<b>\$14,111,195</b>		<b>\$17,890,769</b>	<b>\$18,442,377</b>	<b>\$551,608</b>	<b>3.08%</b>

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

## CHANGES

The General Government and Public Works programs for the Special Revenue Fund Type were set higher for fiscal year 2001 to mainly account for an additional employee for the Road and Bridge department, and planned increased expenditures to pave more roads.

The majority of the decrease in the Resource Development program is for two fiscal year payments budgeted for hotel motel revenues disbursement to the City of El Paso in 2000 due to a pending change in the inter-local agreement, and only one fiscal year payment budgeted in fiscal year 2001.

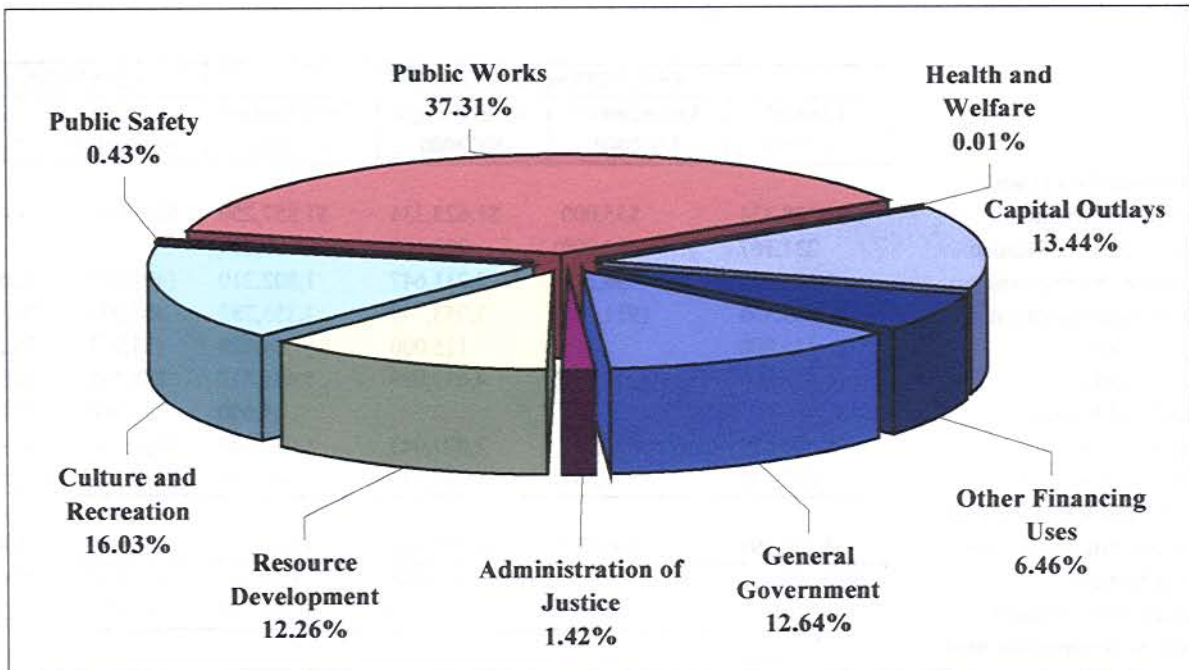
The largest impact to the Culture and Recreation program is for additional appropriations for Coliseum operations with the hope of promoting tourism for the County of El Paso.

The decrease in appropriations for Public Safety is due to an anticipated decrease in travel for officers under the Sheriffs department.

New appropriations were set for the Health and Welfare program for new revenues from jurors donating their payments to be used for the Child Welfare program.

Lastly, the decrease in Capital Outlays for fiscal year 2001 is mainly attributable to lower departmental requests from departments who were funded through the Capital Outlays Fund, and Other Financing Uses decreased for fiscal year 2001 for lower grant match requirements for the Ascarate Improvement Fund.

**Fiscal Year 2001 Budget  
Appropriations (Uses) – Special Revenue Fund Type**

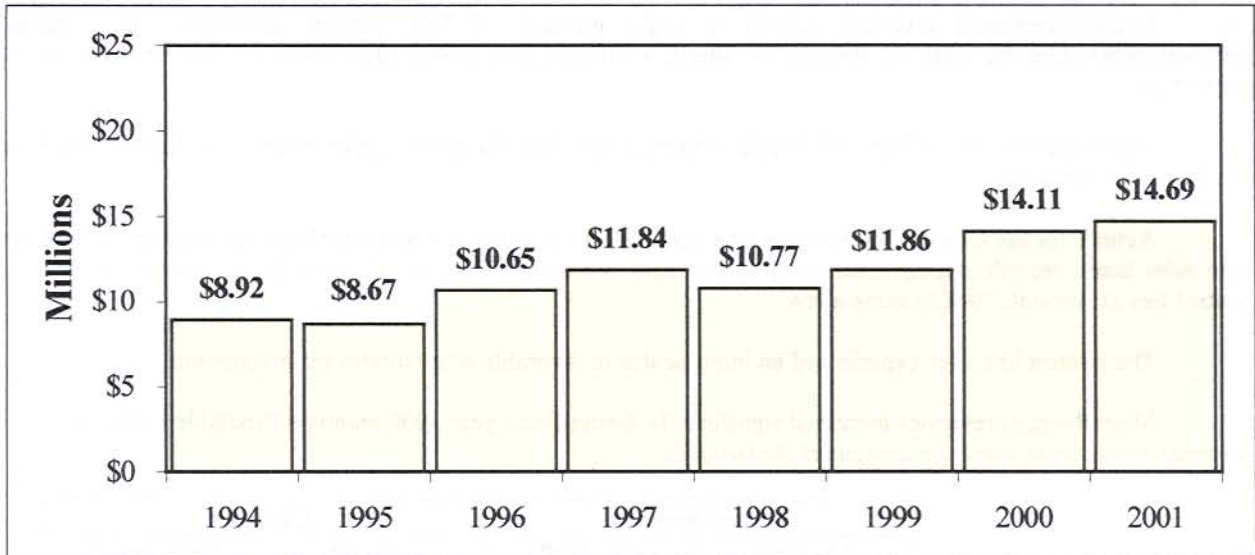


# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

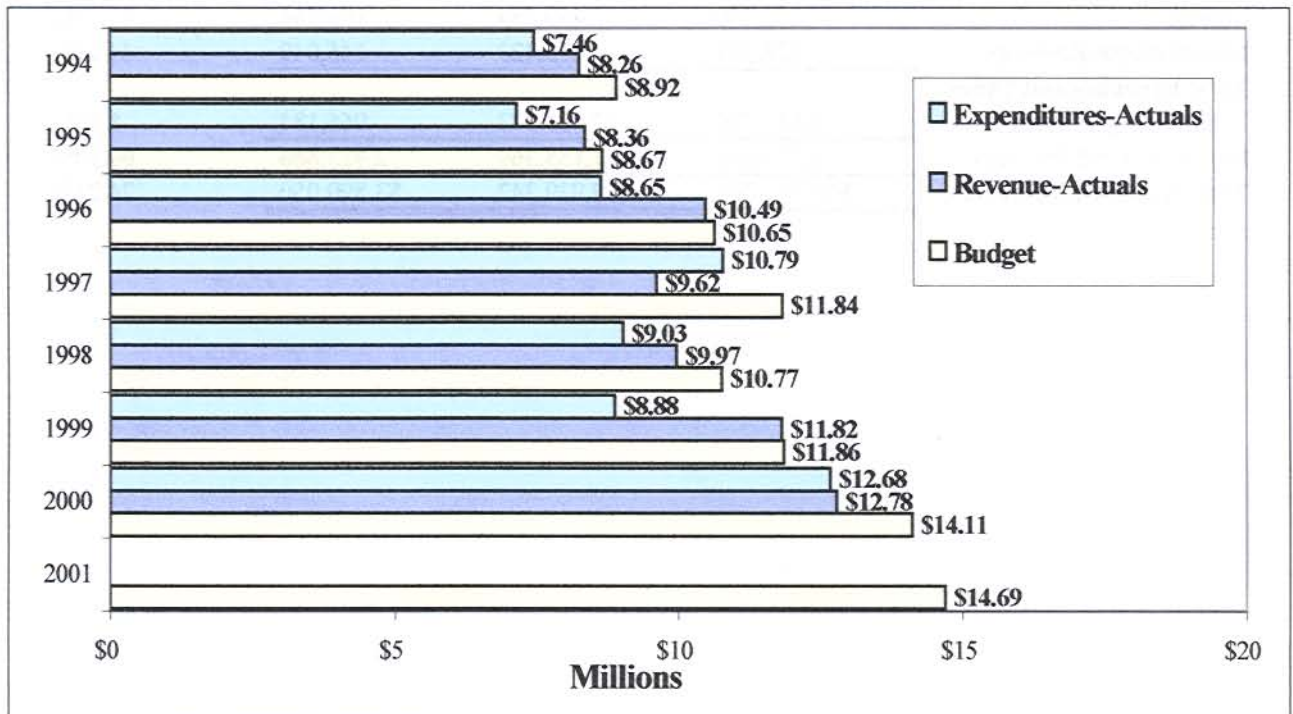
## SPECIAL REVENUE FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the Special Revenue Fund Type overall budget, and a comparison of actuals and expenditures to budgets.

### Special Revenue Fund Type –Budget Trends



### Special Revenue Fund Type Comparative Budget and Actual Trends



**FISCAL YEAR 2001 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 4.14%, for increases in the Hotel/Motel occupancy line item. The only departments affected by Hotel/Motel taxes are the Coliseum Tourist Promotion, Tourist Convention and Amphitheater, and the County Tourist Promotion funds, since these revenues may only be used for the purpose of promoting tourism.

Intergovernmental revenues reflects a slight increase of 3.81 percent attributable to increased reimbursement from the state for training of Sheriff's officers, and lateral road funds for the road and bridge department.

Again the increase in fines and forfeits reflects a new item for motor carrier overweight fees for the Road and Bridge department.

Actuals for the Charges for Services line item reflects increases for additional monies received in 2000 for auto sales taxes, records management preservation fees, law library fees, as well as golf car revenues and traffic control fees at Ascarate Park to name a few.

The interest line item experienced an increase due to favorable interest rates for investments.

Miscellaneous revenues increased significantly during fiscal year 2000 mainly attributable to the increased revenues from commissary concessions at the two jails.

	Actual Sources		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$1,865,542	\$1,942,760	\$77,218	4.14%
Intergovernmental	95,016	98,634	3,618	3.81%
Fines and Forfeits		6,233	6,233	100.00%
Charges for Services	9,256,107	9,793,439	537,332	5.81%
Interest	272,750	469,484	196,734	72.13%
Miscellaneous Revenues	328,374	473,423	145,049	44.17%
<b>Total Revenues and Other</b>				
<b>Financing Sources</b>	11,817,789	12,783,973	966,184	8.18%
Beginning Fund Balances	4,231,503	7,155,369	2,923,866	69.10%
<b>Total Available Resources</b>	<b>\$16,049,292</b>	<b>\$19,939,342</b>	<b>\$3,890,050</b>	<b>24.24%</b>

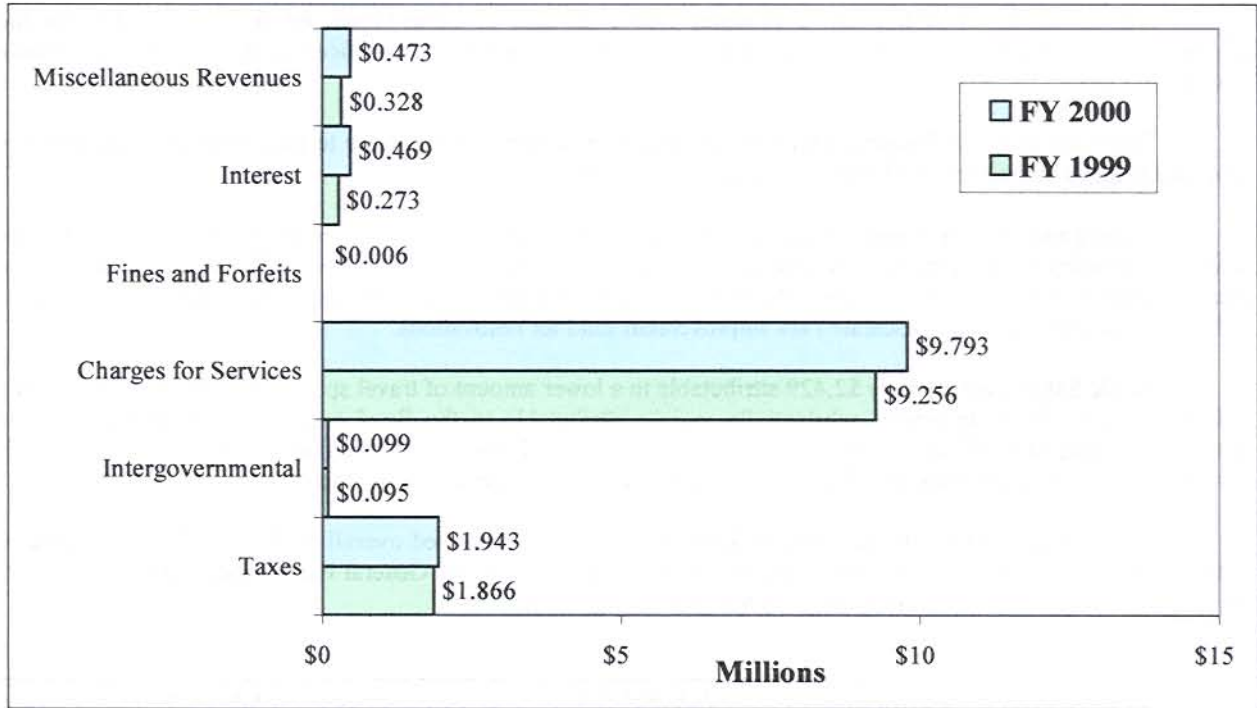
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## SPECIAL REVENUE FUND TYPE

### WITH COMPARATIVE ACTUALS

The following tables provide information regarding changes between actual for fiscal year 1999 and 2000, in addition to revenue trends since 1994.

#### Revenues (Sources):



#### Special Revenue Fund Type-Revenue Trends



\* FY 2001 is Budget



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE ACTUALS**

**CHANGES**

The General Government program under the Special Revenue Fund Type experienced a 21.51% increase most significantly for increases in the Road and Bridge and Commissary funds.

Administration of Justice saw a minimal 1.65% increase in expenditures for fiscal year 2000 for the increase in the transfer of collections from the County and District Clerk's Offices to the Alternative Dispute Resolution Center.

The increase in the Resource Development line item is mainly attributable to the payment of two years of hotel/motel funds to the City of El Paso during fiscal year 2000.

Culture and recreation experienced a large increase in expenditures when compared to fiscal year 1999, for increased spending by the County Law Library, Coliseum, and under the County Tourist Promotion fund, yet, the greatest impact to this program was the Ascarate Park Improvement Fund. During fiscal year 2000 a total of \$384,885 was spent out of the Ascarate Park Improvement fund for renovations.

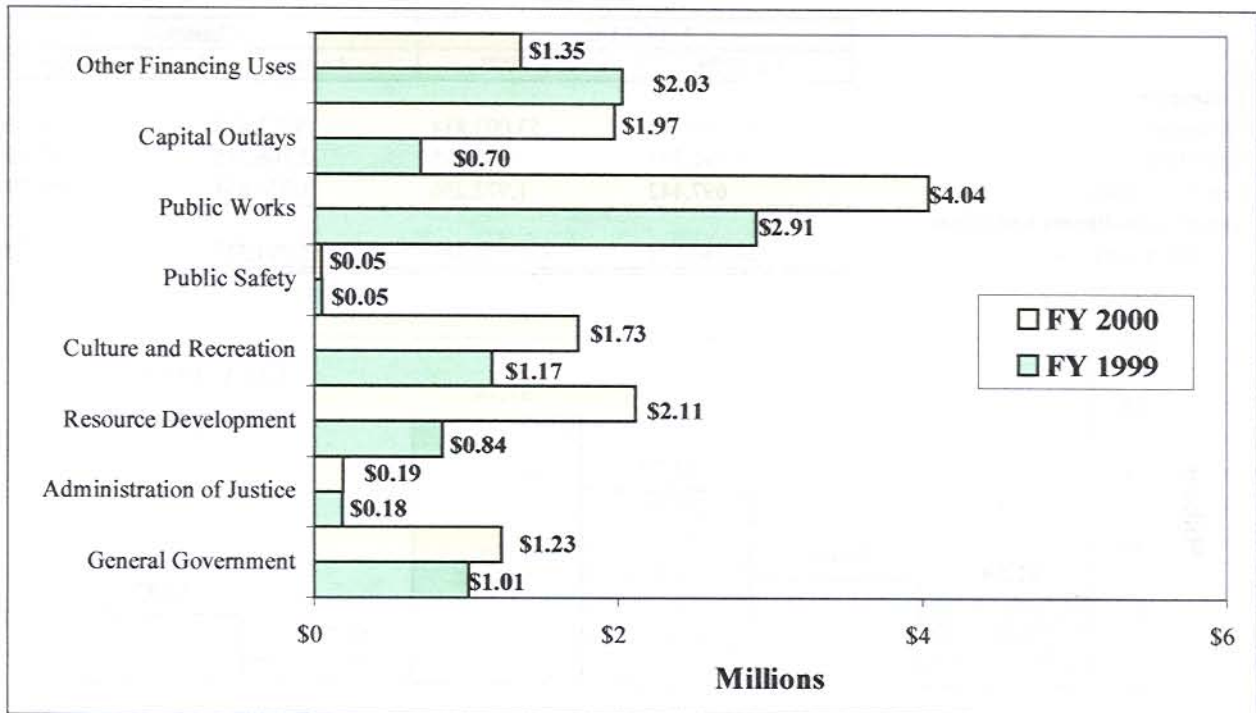
Public Safety decreased by \$2,429 attributable to a lower amount of travel spent for the training of sheriff's officers. Public Works increased substantially mainly attributable to the Road and Bridge department for the increased amount of roads resurfaced. Capital Outlays increased mainly for additional vehicles and equipment purchased by the Ascarate Park, Road and Bridge, and Records Management departments.

Other Financing Uses for the Special Revenue Fund Type decreased overall by 33.13% for a combination of the decrease of the transfer from the Road and Bridge department to the General Fund Type, and the increase in the transfer out for the Ascarate Park Improvement fund for grant matches.

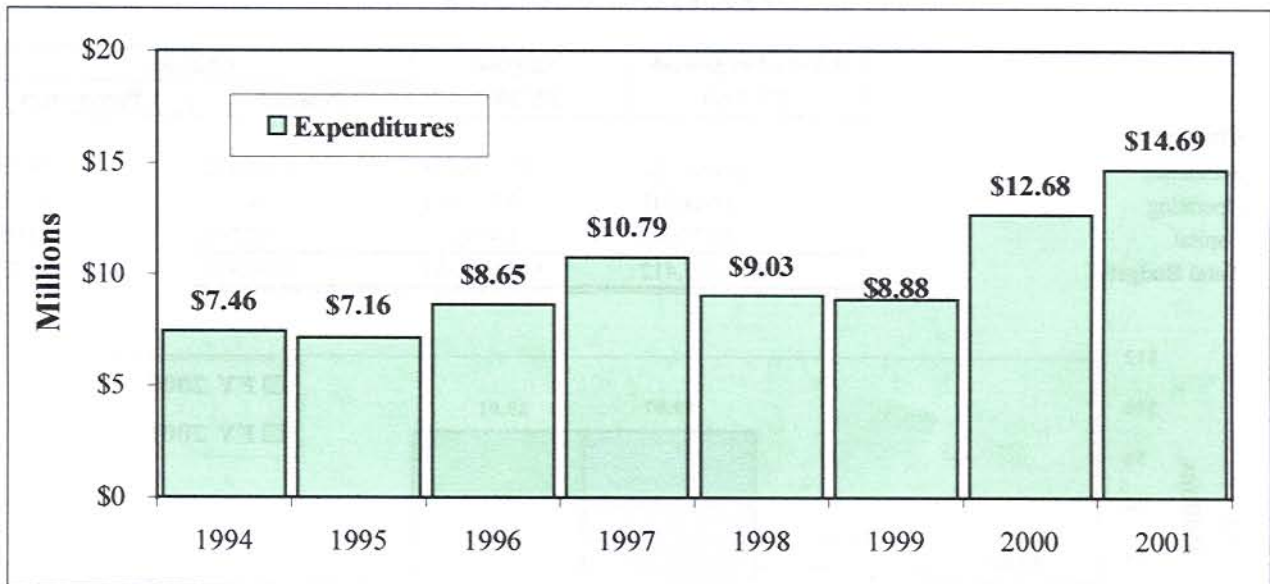
	Actual Uses		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Expenditures (Uses):</b>				
General Government	\$1,013,766	\$1,231,853	\$218,087	21.51%
Administration of Justice	183,349	186,381	3,032	1.65%
Resource Development	840,708	2,113,796	1,273,088	151.43%
Culture and Recreation	1,167,517	1,734,076	566,559	48.53%
Public Safety	48,455	46,026	(2,429)	-5.01%
Public Works	2,905,864	4,038,139	1,132,275	38.97%
Capital Outlays	697,442	1,972,296	1,274,854	182.79%
Other Financing Uses	2,025,070	1,354,121	(670,949)	-33.13%
<b>Total Expenditures and Other Financing Uses</b>	<b>8,882,171</b>	<b>12,676,688</b>	<b>3,794,517</b>	<b>42.72%</b>
Residual Equity Transfers Out	11,752		(11,752)	-100.00%
Ending Fund Balances	7,155,369	7,262,654	107,285	1.50%
<b>Total Expenditures and Fund Balances</b>	<b>\$16,049,292</b>	<b>\$19,939,342</b>	<b>\$3,890,050</b>	<b>24.24%</b>

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY SPECIAL REVENUE FUND TYPE WITH COMPARATIVE ACTUALS

## Expenditures (Uses):



## Special Revenue Fund Type – Expenditure Trends



**\*FY 2001 is Budget**

**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
SPECIAL REVENUE FUND TYPE  
WITH EXPENDITURE ACTUALS**

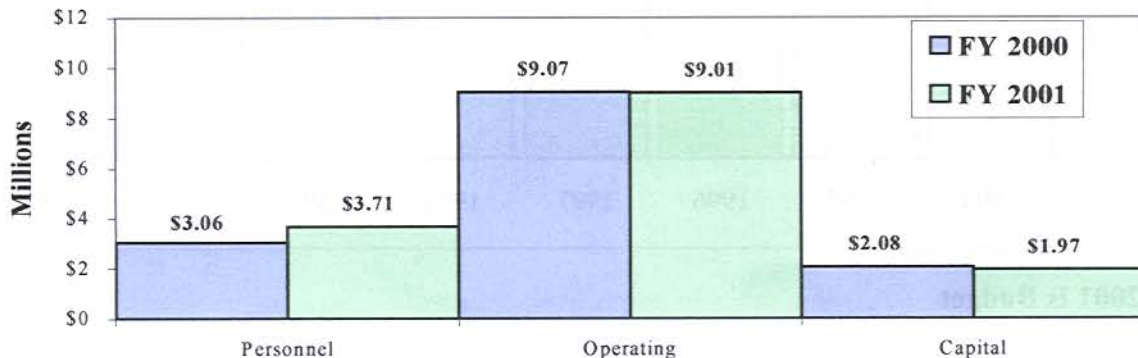
**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Personnel	\$2,590,396	\$3,003,814	\$413,418	15.96%
Operating	5,594,333	7,700,578	2,106,245	37.65%
Capital Outlays	697,442	1,972,296	1,274,854	182.79%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$8,882,171</b>	<b>\$12,676,688</b>	<b>\$3,794,517</b>	<b>42.72%</b>



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Personnel	\$3,062,121	\$3,706,193	\$644,072	21.03%
Operating	9,068,248	9,013,911	(54,337)	-0.60%
Capital	2,077,043	1,974,247	(102,796)	-4.95%
<b>Total Budgets</b>	<b>\$14,207,412</b>	<b>\$14,694,351</b>	<b>\$486,939</b>	<b>3.43%</b>



**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGETS BY FUND**

<b>Page No.</b>	<b>Department</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percent Change</b>
322	Fabens Airport	\$61,000	\$38,500	-36.89%
324	Alternative Dispute Resolution Center	130,000	130,000	
327	Ascarate Park Improvement	1,699,000	1,180,000	-30.55%
329	County Attorney Commissions	125,000	125,000	
331	County Attorney Labor Disputes			
333	County Clerk Records Management and Preservation	570,430	670,173	17.49%
336	County Tourist Promotion	175,000	135,000	-22.86%
338	Coliseum Tourist Promotion	960,000	1,288,470	34.22%
341	Commissary Inmate Profit	300,000	401,248	33.75%
343	Child Welfare Juror Donations		1,600	100.00%
345	Court Reporter Service	132,000	128,322	-2.79%
347	District Attorney 10% Drug Forfeitures	1,332	1,390	4.35%
349	Road and Bridges Administration	1,338,334	1,656,626	23.78%
352	Road and Bridges	6,038,099	6,887,317	14.06%
354	County Graffiti Eradication		50	100.00%
356	County Law Library	375,000	382,312	1.95%
359	Records Management and Preservation	185,000	215,000	16.22%
361	San Elizario Placita	16,000	6,000	-62.50%
363	Courthouse Security	390,000	294,364	-24.52%
365	Sheriff Auction Proceeds			
367	Sheriff Lease	115,000	62,979	-45.24%
369	Tourist Promotion Functions	1,596,217	1,090,000	-31.71%
	<b>Totals</b>	<b>\$14,207,412</b>	<b>\$14,694,351</b>	<b>3.43%</b>

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGETS BY CHARACTER**

<b>Character</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percent Change</b>
Personnel	\$3,062,121	\$3,706,193	21.03%
Operating	9,170,248	9,013,911	-1.70%
Capital	1,975,043	1,974,247	-0.04%
<b>Totals</b>	<b>\$14,207,412</b>	<b>\$14,694,351</b>	<b>3.43%</b>

**FISCAL YEAR 2001 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 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$99,373	\$80,426	\$80,426	\$77,768	-3.30%
<b>Revenue:</b>					
Other	4,863	7,657	3,400	3,500	2.94%
<b>Total Revenue</b>	<u>4,863</u>	<u>7,657</u>	<u>3,400</u>	<u>3,500</u>	2.94%
<b>Expenditures:</b>	3,810	10,315	61,000	38,500	-36.89%
<b>Other financing uses:</b>					
Transfer out	20,000				
<b>Total expenditures and other uses</b>	<u>23,810</u>	<u>10,315</u>	<u>61,000</u>	<u>38,500</u>	-36.89%
<b>Encumbrances</b>			5,471	11,135	103.53%
<b>Ending fund balance</b>	<u>\$80,426</u>	<u>\$77,768</u>	<u>\$17,355</u>	<u>\$31,633</u>	82.27%

**DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The County owns and subcontracts the operation of a County public airport. The area of Fabens Airport covers 270 acres. This budget consists of the operational costs to operate runway lights

**Goals and Objectives**

- Goal 1:** To maintain the facility and the surface of the runway to continue accommodating the aviation needs of the surrounding community.
- Objective 1:** To work closely with the Texas Department of Transportation in order to implement an Aviation Capital Improvement Program.
- Objective 2:** To provide a portion of the finances required to resurface the runway.

**FINANCIAL TRENDS**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations	\$23,810	\$10,315	\$61,000	\$38,500	-36.89%
Capital					
	<u>\$23,810</u>	<u>\$10,315</u>	<u>\$61,000</u>	<u>\$38,500</u>	<u>-36.89%</u>

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

**STAFFING TRENDS**

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

**AUTHORIZED POSITION DETAIL**

Not Applicable

**FISCAL YEAR 2001 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 outside the court system.

	Actual Sources and Uses		Operating Budgets		Change in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$8,165	\$13,032	\$13,032	\$7,150	-45.14%
<b>Revenue:</b>					
Alternative dispute resolution fees	107,289	102,185	130,000	130,000	
<b>Total Revenue</b>	<u>107,289</u>	<u>102,185</u>	<u>130,000</u>	<u>130,000</u>	
<b>Expenditures:</b>	<u>102,422</u>	<u>108,067</u>	<u>130,000</u>	<u>130,000</u>	
<b>Encumbrances</b>			35,743	34,965	-2.18%
<b>Ending fund balance</b>	<u>\$13,032</u>	<u>\$7,150</u>	<u>(\$22,711)</u>	<u>(\$27,815)</u>	22.47%

# ALTERNATIVE DISPUTE RESOLUTION CENTER

## MISSION STATEMENT

To provide alternative dispute resolution services to the residents of El Paso County in order to avoid litigation.

## 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. Such services are offered in court-ordered civil, family, child welfare, and special education cases, moderated settlement conferences, medical liability review panels, non-binding arbitration and mediation of neighborhood justice disputes. The center is supported through a \$10.00 filing fee for each civil case filed in the respective County or District Court. The Mediation process is accomplished with the assistance 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 designated 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 provide timely alternative methods of resolving disputes.
- Objective 1:** To recruit and train additional Pro Bono Mediators, as well as cross-train within the DRC.
- Objective 2:** To evaluate intake process, case management and follow-up procedures.
- Objective 3:** To promote the use of Alternative Dispute Resolution Procedures through education and further outreach to the community.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change
					in Budget
Personnel					
Operations	\$102,422	\$108,067	\$130,000	\$130,000	0.00%
Capital					
	<u>\$102,422</u>	<u>\$108,067</u>	<u>\$130,000</u>	<u>\$130,000</u>	0.00%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
No. of cases mediated	1068	1160	1210
No. of citizens assisted	2136	2298	2248
Moderated settlement cases	9	4	9
Basic trainings	2	1	1
Family trainings	1	0	1



# ALTERNATIVE DISPUTE RESOLUTION CENTER

<b>STAFFING TRENDS</b>
------------------------

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>
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Not Applicable

**FISCAL YEAR 2001 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. The fund has been expanded to include all collections within the park to be used solely for the improvement of Ascarate Park and its facilities.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$15,290	\$986,509	\$986,509	\$568,625	-42.36%
<b>Revenue:</b>					
Golf Course Concession and Fees	621,983	645,456	615,000	555,000	-9.76%
Park Fees	354,197	430,854	312,000	310,000	-0.64%
Swimming Pool Fees	27,627	45,230	28,000	28,000	
Other	18,969	70,212	9,000	34,000	277.78%
<b>Total Revenue</b>	<u>1,022,776</u>	<u>1,191,752</u>	<u>964,000</u>	<u>927,000</u>	-3.84%
<b>Expenditures:</b>	51,557	762,537	837,959	680,000	-18.85%
<b>Other financing uses:</b>					
Transfer out		847,099	861,041	500,000	-41.93%
<b>Total expenditures and other uses</b>	<u>51,557</u>	<u>1,609,636</u>	<u>1,699,000</u>	<u>1,180,000</u>	-30.55%
<b>Encumbrances</b>			44,565	84,907	90.52%
<b>Ending fund balance</b>	<u>\$986,509</u>	<u>\$568,625</u>	<u>\$206,944</u>	<u>\$230,718</u>	11.49%

# ASCARATE PARK IMPROVEMENTS

## MISSION STATEMENT

To produce a rich mix of cultural, recreational, and social opportunities for the citizens of El Paso County and their visitors, in order to enhance the quality of life. To provide open space, recreation and facilities for the citizens of El Paso County and their visitors in order to offer equal opportunity for participation in a safe and secure environment.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was established by Commissioners Court during the fiscal year 1998 budget hearings. It accounts for 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, Swimming Pool and park toll booth fees are accounted for in this index. All sources of revenue will be used to make much needed improvements to Ascarate Park.

## Goals and Objectives

**Goal 1:** To improve the image of the Park through the implementation of various projects.

**Objective 1:** To complete Phase 1 of the "Park Master Plan", which includes the construction of boat docks and ramps, fishing piers, and a jogging trail.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel		\$45,062	\$45,065		-100.00%
Operations	\$30,082	1,186,921	1,375,570	\$1,050,000	-31.01%
Capital	21,475	377,652	278,365	130,000	-114.13%
	<u>\$51,557</u>	<u>\$1,609,635</u>	<u>\$1,699,000</u>	<u>\$1,180,000</u>	100.00%

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

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**FISCAL YEAR 2001 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 the settlement 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 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$98,164	\$95,640	\$95,640	\$92,840	-2.93%
<b>Revenue:</b>					
Commissions	101,904	96,659	75,000	90,000	20.00%
Other	2,202	4,961			
<b>Total Revenue</b>	<u>104,106</u>	<u>101,620</u>	<u>75,000</u>	<u>90,000</u>	20.00%
<b>Expenditures:</b>	<u>106,630</u>	<u>104,420</u>	<u>125,000</u>	<u>125,000</u>	
<b>Encumbrances</b>			25,185	34,903	38.59%
<b>Ending fund balance</b>	<u>\$95,640</u>	<u>\$92,840</u>	<u>\$20,455</u>	<u>\$22,937</u>	12.13%

# COUNTY ATTORNEY COMMISSIONS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index is used to account for fees identified as being generated from the settlement of civil litigation, as provided by law by the County Attorney's Department.

### Goals and Objectives

- Goal 1:** To provide legal representation to the County of El Paso in civil claims and lawsuits filed against the County, the commissioners court or county officials and monitor suits that are referred to outside counsel.
- Objective 1:** To minimize the amount of adverse judgements and/or settlements against the county.
- Objective 2:** To minimize the amount of lawsuits filed against the county by effectively handling claims.

### FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$1,371	\$2,740	\$2,757	\$2,757	
Operations	79,556	75,574	76,410	76,410	
Capital	25,703	26,106	45,833	45,833	
	<u>\$106,630</u>	<u>\$104,420</u>	<u>\$125,000</u>	<u>\$125,000</u>	

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
Number of lawsuits defended	104	114	115
Number of claims defended	84	95	110

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2001 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 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$ 24	\$ 24	\$ 24	\$ 24	
<b>Revenue</b>	<hr/>				
<b>Expenditures</b>	<hr/>				
<b>Encumbrances</b>	<hr/>				
<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 the settlement of labor law cases on behalf of the County and may be spent only for such. Currently, nothing has been budgeted because funds are low. Once funds become available, specific goals and objectives can be met.

### Goals and Objectives

- Goal:** To provide legal representation to the County of El Paso in labor claims and lawsuits filed against the county, the commissioners court or county officials and monitor labor suits that are referred to outside counsel.
- Objective 1:** To minimize the amount of adverse labor judgements and/or settlements against the county.
- Objective 2:** To minimize the amount of labor lawsuits filed against the county.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations					
Capital					

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimate	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**FISCAL YEAR 2001 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.

	<b>Actual Sources and Uses</b>		<b>Operating Budgets</b>		<b>Change in Budget</b>
	<b>FY 1999</b>	<b>FY 2000</b>	<b>FY 2000</b>	<b>FY 2001</b>	
<b>Beginning balance</b>	\$156,547	\$196,799	\$196,799	\$194,207	-1.32%
<b>Revenue:</b>					
Records Management and Preservation Fees	566,316	531,290	525,000	500,000	-4.76%
Other	5,009	10,519	4,000	5,000	25.00%
<b>Total Revenue</b>	<u>571,325</u>	<u>541,809</u>	<u>529,000</u>	<u>505,000</u>	-4.54%
<b>Other financing sources:</b>					
Transfers in				25,173	
<b>Total Revenue and other sources</b>	<u>571,325</u>	<u>541,809</u>	<u>529,000</u>	<u>530,173</u>	0.22%
<b>Expenditures</b>	531,073	544,401	570,430	670,173	17.49%
<b>Other financing uses:</b>					
Transfer out					
<b>Total expenditures and other uses</b>	<u>531,073</u>	<u>544,401</u>	<u>570,430</u>	<u>670,173</u>	17.49%
<b>Encumbrances</b>			18,301	9,143	-50.04%
<b>Ending fund balance</b>	<u>\$196,799</u>	<u>\$194,207</u>	<u>\$137,068</u>	<u>\$45,064</u>	-67.12%



# COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION

## MISSION STATEMENT

To provide, preserve and maintain records for the County in order to assist County departments in their daily activities.

## 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 the following: administer an efficient and effective records management program and provide assistance to departments in its implementation; identify, catalog and preserve records of permanent essential value; ensure that all records management activities are done in accordance with the local Government Code and the Texas Administrative Code; and microfilm and store on electronic media source documents filed in the County Clerk' Office.

## Goals and Objectives

- Goal:** To provide assistance to departments in the administration of an efficient and effective records management program.
- Objective 1:** To provide training to departments in order to reduce storage.
- Objective 2:** Develop and implement a disaster recovery plan for the records management 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.

<b>FINANCIAL TRENDS</b>					<b>Percentage Change</b>
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>in Budget</b>
Personnel	\$404,326	\$445,767	\$461,394	\$518,635	11.04%
Operations	111,852	98,634	109,036	132,748	17.86%
Capital	14,895			18,790	100.00%
	<u>\$531,073</u>	<u>\$544,401</u>	<u>\$570,430</u>	<u>\$670,173</u>	<u>14.88%</u>

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>1999 Estimate</b>	<b>2000 Estimate</b>	<b>2001 Projected</b>
Documents scanned			
Deeds, assumed names, UCC's and financing statements	100,000	102,000	104,040
Vital statistics	30,500	31,110	31,732
Filings			
Probate	1,500	1,530	1,561
Mental health	700	714	728
Criminal	19,000	19,380	19,768
Civil	2,050	2,091	2,133
Criminal dispositions	20,500	20,910	21,328

# COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	19	20	20
Part-time employees			
Totals	19	20	20

## AUTHORIZED POSITION DETAIL

Deputy Clerk	15	Senior Clerk	3
Records Management Administrator	1	Supervisor	1

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$113,741	\$232,268	\$232,268	\$156,632	-32.56%
<b>Revenue:</b>					
Hotel occupancy taxes	186,554				
Other	7,517	11,164			
<b>Total Revenue</b>	194,071	11,164			
<b>Expenditures</b>	75,544	86,800	175,000	135,000	-22.86%
<b>Encumbrances</b>			10,969	10,505	-4.23%
<b>Ending fund balance</b>	\$232,268	\$156,632	\$46,299	\$11,127	-75.97%

# COUNTY TOURIST PROMOTION

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Tourist Promotion fund is used to account for receipts and expenditures related to the promotion for tourism in the County of El Paso. The principal source of revenues is the Hotel/Motel Occupancy Tax.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations	\$75,544	\$86,800	\$175,000	\$135,000	-29.63%
Capital					
	<u>\$75,544</u>	<u>\$86,800</u>	<u>\$175,000</u>	<u>\$135,000</u>	<u>-29.63%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimate	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	2001
		2000	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
Not Applicable	

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$213,481	\$347,069	\$347,069	\$414,710	19.49%
<b>Revenue:</b>					
Hotel occupancy taxes	932,771	989,395	850,000	950,000	11.76%
Other	15,964	27,467	10,000	10,000	
<b>Total Revenue</b>	<u>948,735</u>	<u>1,016,862</u>	<u>860,000</u>	<u>960,000</u>	11.63%
<b>Expenditures</b>	<u>815,147</u>	<u>949,221</u>	<u>960,000</u>	<u>1,288,470</u>	34.22%
<b>Encumbrances</b>			85,771	74,604	-13.02%
<b>Ending fund balance</b>	<u>\$347,069</u>	<u>\$414,710</u>	<u>\$161,298</u>	<u>\$11,636</u>	-92.79%

# COLISEUM TOURIST PROMOTION

## MISSION STATEMENT

To provide a venue to the general public in order to enhance the tourism potential for the County of El Paso.

## 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 2000-2001 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 costs 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

	1999	2000	2000	2001	Percentage Change in Budget
Character	Actual	Actual	Budget	Budget	
Personnel	\$372,296	\$407,021	\$415,971	\$477,941	12.97%
Operations	437,983	540,141	544,029	810,529	32.88%
Capital	4,868	2,059			
	<u>\$815,147</u>	<u>\$949,221</u>	<u>\$960,000</u>	<u>\$1,288,470</u>	25.49%

# COLISEUM TOURIST PROMOTION

## WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimate	Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	14	14	14
Part-time employees			
Totals	14	14	14

## AUTHORIZED POSITION DETAIL

Assistant Coliseum Director	1	Facility Manager	1
Assistant Facility Foreman	1	Facility/Events Plumber/Maint	1
Coliseum Director	1	Maintenance Carpenter	1
Event Booking Manager	1	Maintenance Worker I	5
Facility Foreman	1	Shop Foreman/Mechanic/Main	1

See Personnel changes for this department in Appendix A

**FISCAL YEAR 2001 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 Facilities. This fund is restricted to purchases of items for the benefit of the inmates.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$57,892	\$121,644	\$121,644	\$219,155	
<b>Revenue:</b>					
Detention facility-commissary	262,760	322,997	250,000	300,000	
Other	3,061	11,903			
<b>Total Revenue</b>	<u>265,821</u>	<u>334,900</u>	<u>250,000</u>	<u>300,000</u>	
<b>Expenditures</b>	<u>202,069</u>	<u>237,389</u>	<u>300,000</u>	<u>401,248</u>	
<b>Encumbrances</b>			61,042	36,878	
<b>Ending fund balance</b>	<u>\$121,644</u>	<u>\$219,155</u>	<u>\$10,602</u>	<u>\$81,029</u>	



# 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 Facilities. 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

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$183,835	\$229,016	\$285,000	\$200,624	-42.06%
Capital	18,234	8,373	15,000	200,624	92.52%
	<u>\$202,069</u>	<u>\$237,389</u>	<u>\$300,000</u>	<u>\$401,248</u>	25.23%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
CHILD WELFARE JUROR DONATIONS  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund is to account for donations received from jurors for child welfare activities.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>					
<b>Revenue:</b>					
Jury donations		\$1,683			
Other		63			
<b>Total Revenue</b>		<u>1,746</u>			
<b>Expenditures</b>				\$1,600	100.00%
<b>Encumbrances</b>					
<b>Ending fund balance</b>		<u><u>\$1,746</u></u>			

# CHILD WELFARE JUROR DONATIONS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was created during fiscal year 2000 to account for donations received from jurors to promote child welfare activities.

### **FINANCIAL TRENDS**

<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations				\$1,600	100.00%
Capital					
				<u>\$1,600</u>	<u>100.00%</u>

### **WORK PROGRAM TRENDS**

<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Projected</b>
	Not Available		

### **STAFFING TRENDS**

<b>Authorized Positions</b>	<b>1999</b>	<b>Fiscal Year 2000</b>	<b>2001</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### **AUTHORIZED POSITION DETAIL**

Not Applicable

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$4,398	\$10,323	\$10,323	\$3,322	-67.82%
<b>Revenue:</b>					
Court reporter fees	125,542	120,242	125,000	125,000	
Other	383	1,113			
<b>Total Revenue</b>	<u>125,925</u>	<u>121,355</u>	<u>125,000</u>	<u>125,000</u>	
<b>Expenditures</b>					
<b>Other financing uses:</b>					
Transfer out	120,000	128,356	132,000	128,322	-2.79%
<b>Total expenditures and transfers</b>	<u>120,000</u>	<u>128,356</u>	<u>132,000</u>	<u>128,322</u>	-2.79%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$10,323</u>	<u>\$3,322</u>	<u>\$3,323</u>		-100.00%

# COURT REPORTER SERVICE FUND

## 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.

<b>FINANCIAL TRENDS</b>					Percentage Change in Budget
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	
Personnel					
Operations	\$120,000	128,356	\$132,000	\$128,322	-2.87%
Capital					
	<u>\$120,000</u>	<u>\$128,356</u>	<u>\$132,000</u>	<u>\$128,322</u>	<u>-2.87%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**FISCAL YEAR 2001 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.

	<b>Actual Sources and Uses</b>		<b>Operating Budgets</b>		<b>Changes in Budget</b>
	<b>FY 1999</b>	<b>FY 2000</b>	<b>FY 2000</b>	<b>FY 2001</b>	
<b>Beginning balance</b>	\$1,312	\$1,336	\$1,336	\$1,402	4.94%
<b>Revenue:</b>					
State drug forfeiture	24				
Other		66			
<b>Total Revenue</b>	<u>24</u>	<u>66</u>			
<b>Expenditures</b>					
<b>Other financing uses:</b>					
Transfer out			1,332	1,390	4.35%
<b>Total expenditures and transfers</b>			<u>1,332</u>	<u>1,390</u>	4.35%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$1,336</u>	<u>\$1,402</u>	<u>\$4</u>	<u>\$12</u>	200.00%

# 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

<b>FINANCIAL TRENDS</b>					
<b>Character</b>	<b>1999 Actual</b>	<b>2000 Actual</b>	<b>2000 Budget</b>	<b>2001 Budget</b>	<b>Percentage Change in Budget</b>
Personnel					
Operations			\$1,332	\$1,390	4.17%
Capital					
			<u>\$1,332</u>	<u>\$1,390</u>	4.17%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>1999 Actual</b>	<b>2000 Estimate</b>	<b>2001 Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>1999</b>	<b>Fiscal Year 2000</b>	<b>2001</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>
Not Applicable

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$2,684,220	\$3,789,410	\$3,789,410	\$4,897,035	29.23%
<b>Revenue:</b>					
Auto sales tax	2,164,040	2,513,114	1,900,000	2,250,000	18.42%
Auto registration fees	360,000	360,000	360,000	360,000	
Extra auto license fees	4,226,027	4,198,577	3,700,000	3,600,000	-2.70%
Other	279,700	481,090	189,000	227,000	20.11%
<b>Total Revenue</b>	<u>7,029,767</u>	<u>7,552,781</u>	<u>6,149,000</u>	<u>6,437,000</u>	4.68%
<b>Expenditures</b>	4,304,507	6,445,156	7,376,433	8,543,943	15.83%
<b>Other financing uses:</b>					
Transfer out	1,620,070				
<b>Total expenditures and transfers</b>	<u>5,924,577</u>	<u>6,445,156</u>	<u>7,376,433</u>	<u>8,543,943</u>	15.83%
<b>Encumbrances</b>			512,965	646,726	26.08%
<b>Ending fund balance</b>	<u>\$3,789,410</u>	<u>\$4,897,035</u>	<u>\$2,049,012</u>	<u>\$2,143,366</u>	4.60%



# ROAD AND BRIDGES ADMINISTRATION

## MISSION STATEMENT

To provide guidance, planning and direction to the road and bridges department in order to improve and maintain the County's infrastructure; and to provide public works information to the general public in order to help them comply with property requirements.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Road 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

- Goal:** To organize and administer projects as deemed appropriate.
- Objective 1:** To reassign specialized jobs to a particular warehouse, 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage Change
Character	Actual	Actual	Budget	Budget	in Budget
Personnel	\$281,300	\$389,306	\$391,969	\$604,531	35.16%
Operations	548,631	613,531	946,365	1,052,095	10.05%
Capital					
	<u>\$829,931</u>	<u>\$1,002,837</u>	<u>\$1,338,334</u>	<u>\$1,656,626</u>	19.21%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	7	9	9
Part-time employees			
Totals	<u>7</u>	<u>9</u>	<u>9</u>

# ROAD AND BRIDGES ADMINISTRATION

## AUTHORIZED POSITION DETAIL

Administrative Assistant II	1	Operations/Liason Officer	1
Assistant Roads and Birdges Administrator	1	Public Works Director/Road E	1
Civil Engineer	1	Subdivision Coordinator	1
Drafter II	1	Zoning Inspector	1
Geographic Information Systems Coordinator	1		

# ROAD AND BRIDGES

## MISSION STATEMENT

To provide a safe and well maintained County road system for the citizens of the County in order to support traffic volumes.

## 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 services and the use of Roads and Bridges equipment to the Coliseum, Ascarate Park, Sheriff's and other departments. This department also provides equipment and manpower to maintain the rural park, solid waste collection stations, Fabens Airport, and McGill Cemetery.

## Goals and Objectives

- Goal:** To analyze and identify areas needing infrastructure improvements.
- Objective 1:** To have paved roads where at least 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.

<b>FINANCIAL TRENDS</b>					Percentage Change
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	in Budget
Personnel	\$1,450,840	\$1,623,104	\$1,642,099	\$1,956,967	16.09%
Operations	3,071,284	2,404,720	2,930,000	3,486,350	15.96%
Capital	572,522	1,414,494	1,466,000	1,444,000	-1.52%
	<u>\$5,094,646</u>	<u>\$5,442,318</u>	<u>\$6,038,099</u>	<u>\$6,887,317</u>	12.33%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Projected	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	57	63	63
Part-time employees			
Totals	<u>57</u>	<u>63</u>	<u>63</u>

# ROAD AND BRIDGES

<b>AUTHORIZED POSITION DETAIL</b>			
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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 Markg. II	1
Heavy Equipment Operator I	3	Truck Driver I	13
Heavy Equipment Operator II	2	Truck Driver II	13
Heavy Equipment Operator III	10	Truck Driver III	5

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$47	\$102	\$102	\$177	73.53%
<b>Revenue:</b>					
Graffiti eradication fees		75			
Other	55			50	100.00%
<b>Total Revenue</b>	<u>55</u>	<u>75</u>		<u>50</u>	<u>100.00%</u>
<b>Expenditures</b>	<hr/>				
<b>Encumbrances</b>	<hr/>				
<b>Ending fund balance</b>	<u>\$102</u>	<u>\$177</u>	<u>\$102</u>	<u>\$227</u>	<u>122.55%</u>

# 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 assessed court costs for graffiti-related convictions.

<b>FINANCIAL TRENDS</b>					
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations				\$50	100.00%
Capital				\$50	100.00%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
Not Applicable	

**FISCAL YEAR 2001 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 disbursements relating to the maintenance and operations of the County Law Library.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$ 84,089	\$ 73,684	\$ 73,684	\$ 114,793	55.79%
<b>Revenue:</b>					
Law library filing fees	225,220	348,632	340,000	320,000	-5.88%
Other	14,935	16,285	15,000	12,000	-20.00%
<b>Total Revenue</b>	<b>240,155</b>	<b>364,917</b>	<b>355,000</b>	<b>332,000</b>	<b>-6.48%</b>
<b>Expenditures</b>	250,560	323,808	375,000	382,312	1.95%
<b>Other financing uses:</b>					
Transfer out					
<b>Total expenditures and transfers</b>	<b>250,560</b>	<b>323,808</b>	<b>375,000</b>	<b>382,312</b>	<b>1.95%</b>
<b>Encumbrances</b>			9,722	8,248	-15.16%
<b>Ending fund balance</b>	<b>\$ 73,684</b>	<b>\$ 114,793</b>	<b>\$ 43,962</b>	<b>\$ 56,233</b>	<b>27.91%</b>

**MISSION STATEMENT**

To provide a public legal research facility to the citizens and visitors of the County in order to enhance the administration of justice.

**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, attorneys and the general public. The operations are currently overseen by the a 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 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 disk 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**

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$73,967	\$90,195	\$102,242	\$145,362	29.66%
Operations	176,429	220,464	242,913	230,950	-5.18%
Capital	164	13,149	29,845	6,000	-397.42%
	<u>\$250,560</u>	<u>\$323,808</u>	<u>\$375,000</u>	<u>\$382,312</u>	1.91%

**WORK PROGRAM TRENDS**

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		



# COUNTY LAW LIBRARY

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	3	3	4
Part-time employees			
Totals	3	3	4

## AUTHORIZED POSITION DETAIL

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

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$148,802	\$148,939	\$148,939	\$154,652	3.84%
<b>Revenue:</b>					
Records management and preservation fees	112,980	137,812	105,000	125,000	19.05%
Other	2,838	7,570			
<b>Total Revenue</b>	<u>115,818</u>	<u>145,382</u>	<u>105,000</u>	<u>125,000</u>	19.05%
<b>Expenditures</b>	115,681	139,669	185,000	189,827	2.61%
<b>Other financing uses:</b>					
Transfer out				25,173	100.00%
<b>Total expenditures and transfers</b>	<u>115,681</u>	<u>139,669</u>	<u>185,000</u>	<u>215,000</u>	16.22%
<b>Encumbrances</b>			27,498	44,162	60.60%
<b>Ending fund balance</b>	<u>\$148,939</u>	<u>\$154,652</u>	<u>\$41,441</u>	<u>\$20,490</u>	-50.56%

# RECORDS MANAGEMENT AND PRESERVATION

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is used to account for the receipts and disbursements related to the County's records management and preservation program other than those collected separately by the County Clerk. Resources from this fund are used to manage, organize, promote, implement, and maintain a countywide records and information management program. Access to these funds require specific commissioners court approval.

### FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel	\$6,296	\$616	\$624		-100.00%
Operations	69,804	8,592	44,376	\$86,000	48.40%
Capital	39,581	130,462	140,000	129,000	-8.53%
	<u>\$115,681</u>	<u>\$139,670</u>	<u>\$185,000</u>	<u>\$215,000</u>	13.95%

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2001 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 areas and its Mission.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>		\$11,152	\$11,152	\$7,189	-35.54%
<b>Revenue:</b>					
Contributions	\$12,195	235	5,000		-100.00%
Other	173	373			
<b>Total Revenue</b>	<u>12,368</u>	<u>608</u>	<u>5,000</u>		-100.00%
<b>Expenditures</b>	<u>1,216</u>	<u>4,571</u>	<u>16,000</u>	<u>6,000</u>	-62.50%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$11,152</u>	<u>\$7,189</u>	<u>\$152</u>	<u>\$1,189</u>	682.24%

# 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 two years 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 made by local businesses and other community members. Expenditures consist of purchases for lighting and seating.

### Goals and Objectives

**Goal:** To contribute to efforts of renovating the San Elizario Placita area for local residents to enjoy.

**Objective:** To further upgrade and enhance the Placita by soliciting the donation of funds from local businesses and community members.

### FINANCIAL TRENDS

Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage
					Change in Budget
Personnel					
Operations	\$1,216	\$4,571	\$16,000	\$6,000	-166.67%
Capital					
	<u>\$1,216</u>	<u>\$4,571</u>	<u>\$16,000</u>	<u>\$6,000</u>	<u>-166.67%</u>

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2001 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$124,081	\$124,365	\$124,365	\$24,365	-80.41%
<b>Revenue:</b>					
Courthouse security fees	262,927	263,313	290,000	270,000	-6.90%
Other	2,357	3,169			
<b>Total Revenue</b>	<u>265,284</u>	<u>266,482</u>	<u>290,000</u>	<u>270,000</u>	-6.90%
<b>Expenditures</b>					
<b>Other financing uses:</b>					
Transfer out	265,000	366,482	390,000	294,394	-24.51%
<b>Total expenditures and transfers</b>	<u>265,000</u>	<u>366,482</u>	<u>390,000</u>	<u>294,394</u>	-24.51%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$124,365</u>	<u>\$24,365</u>	<u>\$24,365</u>	<u>(\$29)</u>	-100.12%

# COURTHOUSE SECURITY FUND

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The courthouse security fund 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations	\$180,000	\$366,482	\$390,000	\$294,364	-32.49%
Capital					
	<u>\$180,000</u>	<u>\$366,482</u>	<u>\$390,000</u>	<u>\$294,364</u>	<u>-32.49%</u>

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

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	2001
		2000	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
SHERIFF AUCTION PROCEEDS  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund is utilized to account for the receipt of funds obtained from auction proceeds of abandoned and confiscated property within the County.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
Beginning balance		\$49			
<b>Revenue:</b>					
Other	\$49	(49)			
<b>Total Revenue</b>	49	(\$49)			
<b>Expenditures</b>					
<b>Encumbrances</b>					
<b>Ending fund balance</b>		\$49			



# SHERIFF AUCTION PROCEEDS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was utilized to account for funds generated by the County sheriff relating to proceeds from abandoned vehicle auctions. These funds were restricted for use only to finance such auctions. There has been no expenditure-related activity in this fund for the years presented. However, as can be seen in the budget summary, this account experienced revenue-related activity. For this reason, the fund has been kept open and is presented in this text.

### FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel					
Operations					
Capital					

### WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimate	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
SHERIFF LEOSE FUND  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund is utilized to account for the 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		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$63,658	\$78,344	\$78,344	\$101,614	29.70%
<b>Revenue:</b>					
State agency revenues	61,466	62,979	45,000		-100.00%
Other	1,675	6,317			
<b>Total Revenue</b>	<u>63,141</u>	<u>69,296</u>	<u>45,000</u>		-100.00%
<b>Expenditures</b>	<u>48,455</u>	<u>46,026</u>	<u>115,000</u>	<u>62,979</u>	-45.24%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$78,344</u>	<u>\$101,614</u>	<u>\$8,344</u>	<u>\$38,635</u>	363.03%

# SHERIFF LEOSE FUND

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was established in accordance with provisions provided by the Commission on Law Enforcement Officers Standards and Education. The expenditures in this account are restricted for use in 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations	\$48,455	\$46,026	\$115,000	\$62,979	-82.60%
Capital					
	<u>\$48,455</u>	<u>\$46,026</u>	<u>\$115,000</u>	<u>\$62,979</u>	<u>-82.60%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Estimate	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**FISCAL YEAR 2001 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 convention in El Paso County.

	Actual Sources and Uses		Operating Budgets		Changes in Budget
	FY 1999	FY 2000	FY 2000	FY 2001	
<b>Beginning balance</b>	\$248,430	\$746,217	\$746,217	\$139,395	-81.32%
<b>Revenue:</b>					
Hotel occupancy taxes	746,217	953,365	850,000	950,000	11.76%
Other					
<b>Total Revenue</b>	<u>746,217</u>	<u>953,365</u>	<u>850,000</u>	<u>950,000</u>	11.76%
<b>Expenditures</b>	<u>248,430</u>	<u>1,560,187</u>	<u>1,596,217</u>	<u>1,090,000</u>	-31.71%
<b>Encumbrances</b>					
<b>Ending fund balance</b>	<u>\$ 746,217</u>	<u>\$ 139,395</u>	<u>\$ -</u>	<u>\$ (605)</u>	-100.00%

# TOURIST PROMOTION FUNCTIONS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Hotel/motel tax collections are made in this fund. This department was privatized during the 1998 fiscal year. The private firm was hired to promote tourism in El Paso County.

### **FINANCIAL TRENDS**

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations	\$248,430	\$1,560,186	\$1,596,217	\$1,090,000	-46.44%
Capital					
	<u>\$248,430</u>	<u>\$1,560,186</u>	<u>\$1,596,217</u>	<u>\$1,090,000</u>	<u>-46.44%</u>

### **WORK PROGRAM TRENDS**

Department Activity	1998 Actual	1999 Projected	2000 Projected
	Not Available		

### **STAFFING TRENDS**

Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### **AUTHORIZED POSITION DETAIL**

Not Applicable

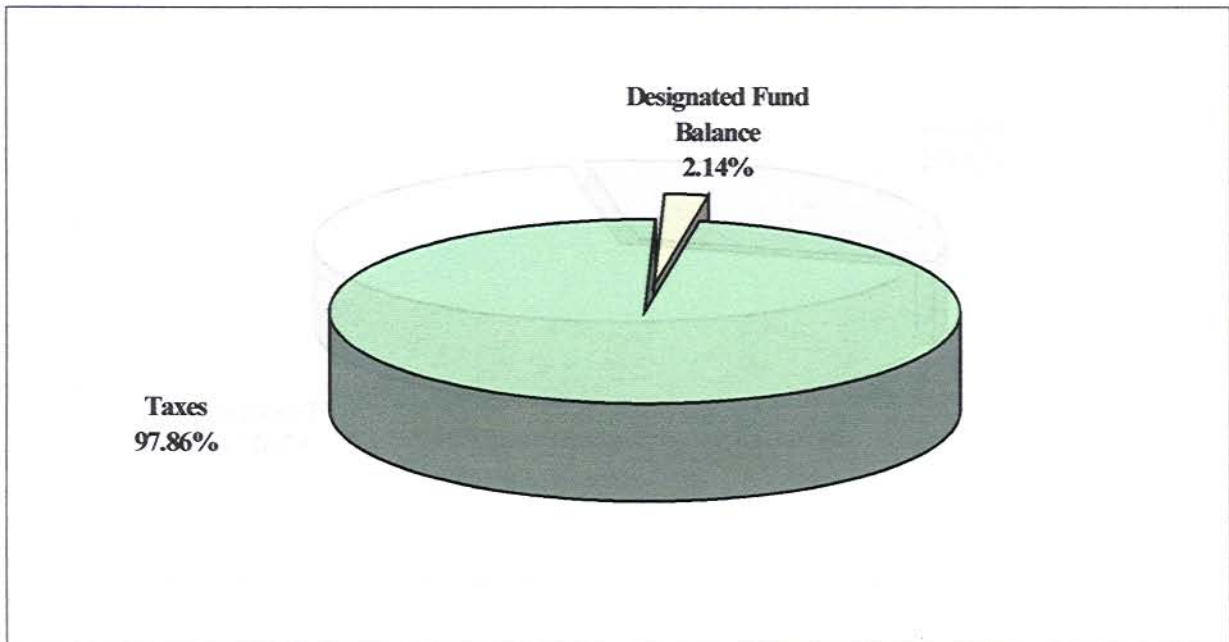
**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
DEBT SERVICE FUND TYPE  
WITH COMPARATIVE BUDGET**

**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. Although it is not reflected in the table below, designated fund balance decreased from \$792,683 in fiscal year 2000, to \$352,578 in fiscal year 2001.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Taxes	\$16,287,984	(\$244,663)	\$16,043,321	\$16,110,848	\$67,527	0.42%
<b>Total Revenues and Other</b>						
<b>Financing Sources</b>	16,287,984		16,043,321	16,110,848	67,527	0.42%
Beginning Fund Balances			1,251,418	876,785	(374,633)	-29.94%
<b>Total Available Resources</b>	<b>\$16,287,984</b>		<b>\$17,294,739</b>	<b>\$16,987,633</b>	<b>(\$307,106)</b>	<b>-1.78%</b>

**Fiscal Year 2001 Budget  
Revenue (Sources) – Debt Service Fund Type**



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

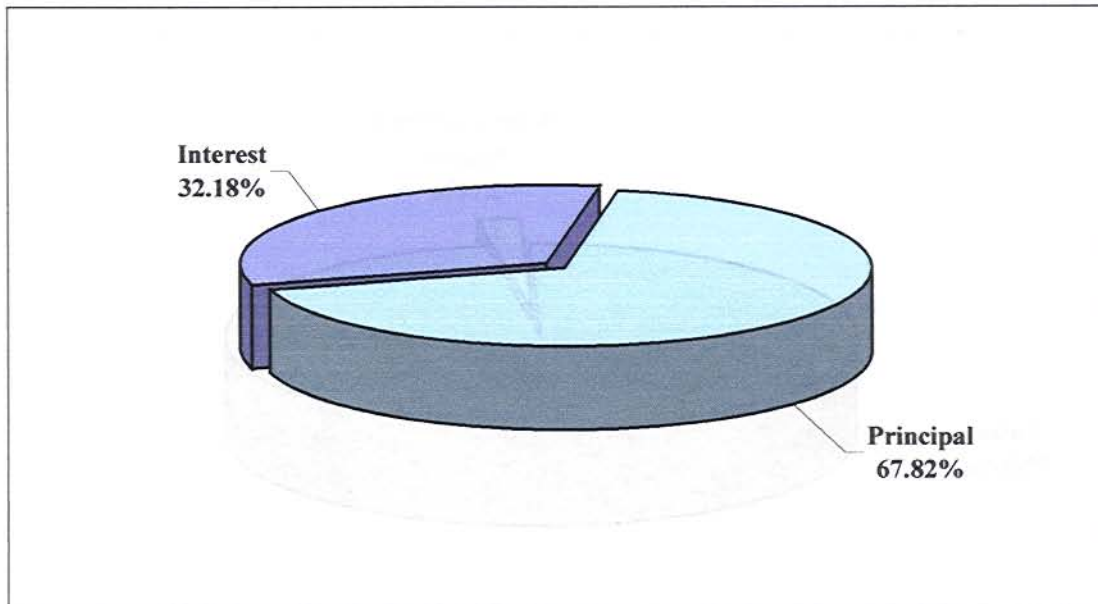
## DEBT SERVICE FUND TYPE

### WITH COMPARATIVE BUDGET

Under the Debt Service Fund Type, there was a decrease 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 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Appropriations (Uses):</b>						
Principal	\$11,185,000		\$11,185,000	\$11,165,000	(\$20,000)	-0.18%
Interest	5,895,667		5,895,667	5,298,426	(597,241)	-10.13%
<b>Total Appropriations and Other Financing Uses</b>	17,080,667		17,080,667	16,463,426	(617,241)	-3.61%
Ending Fund Balances			214,072	524,207	310,135	144.87%
<b>Total Appropriations and Fund Balances</b>	\$17,080,667		\$17,294,739	\$16,987,633	(\$307,106)	-1.78%

**Fiscal Year 2001 Budget  
Appropriations (Uses) – Debt Service Fund Type**



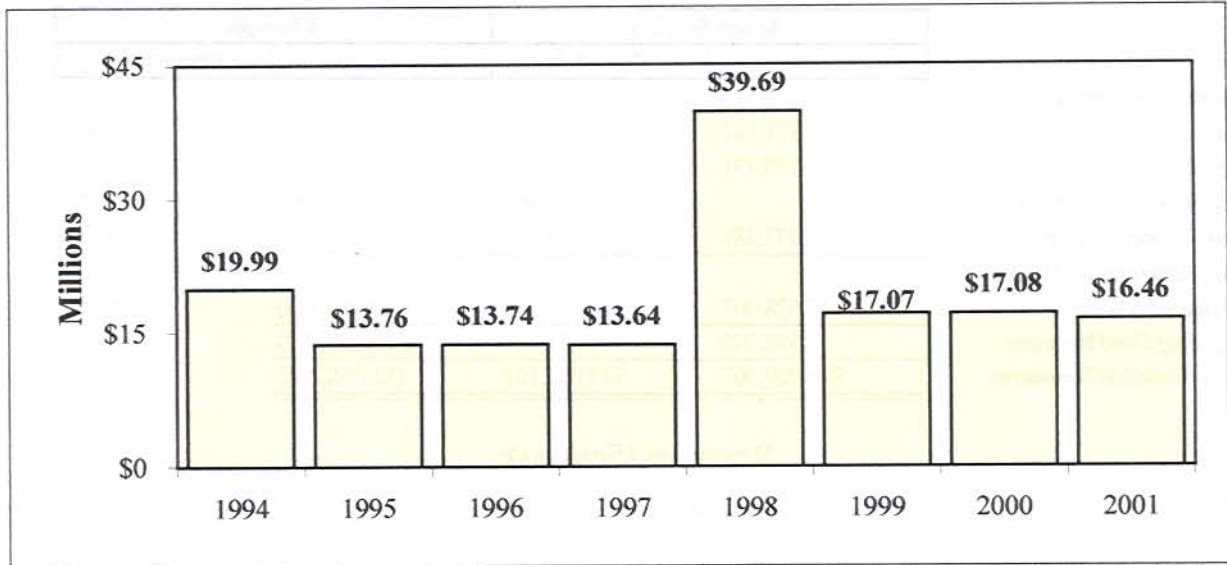
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## DEBT SERVICE FUND TYPE

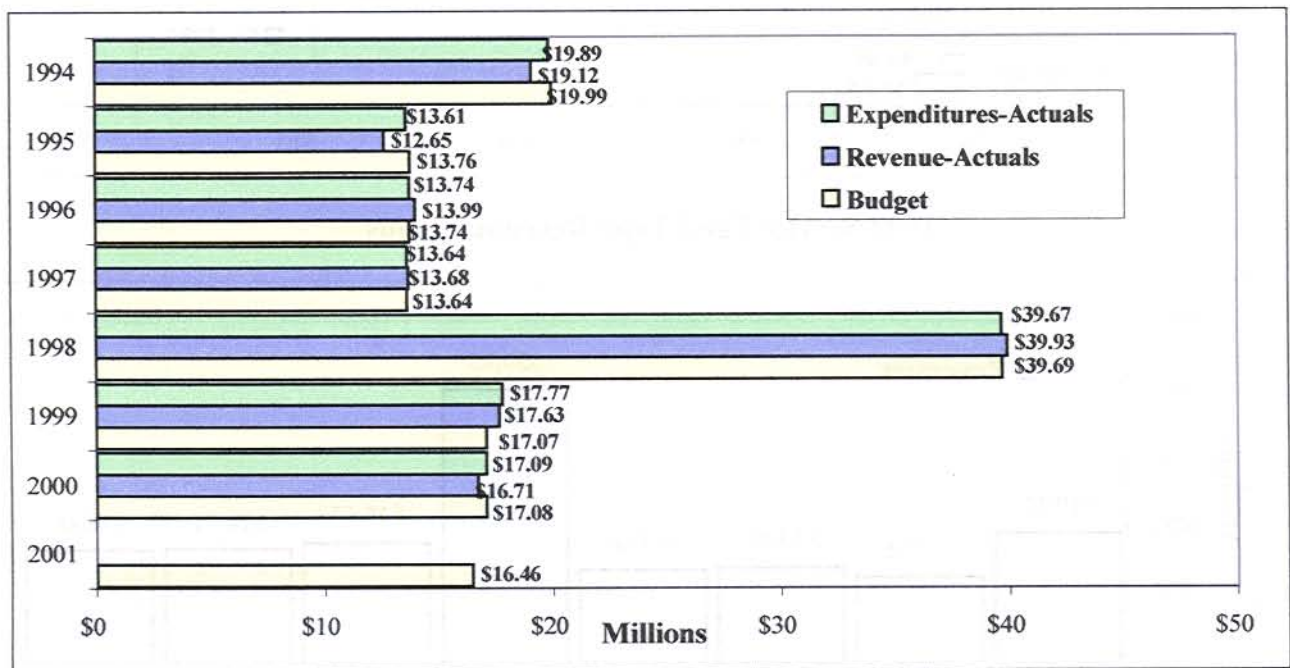
### WITH COMPARATIVE BUDGET

The following tables provide information regarding the Debt Service Fund Type overall budget, and a comparison of actual and expenditures to budgets.

#### Debt Service Fund Type –Budget Trends



#### Debt Service Fund Type Comparative Budget and Actual Trends



\*Fiscal Year 2001 is Budget



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## DEBT SERVICE FUND TYPE

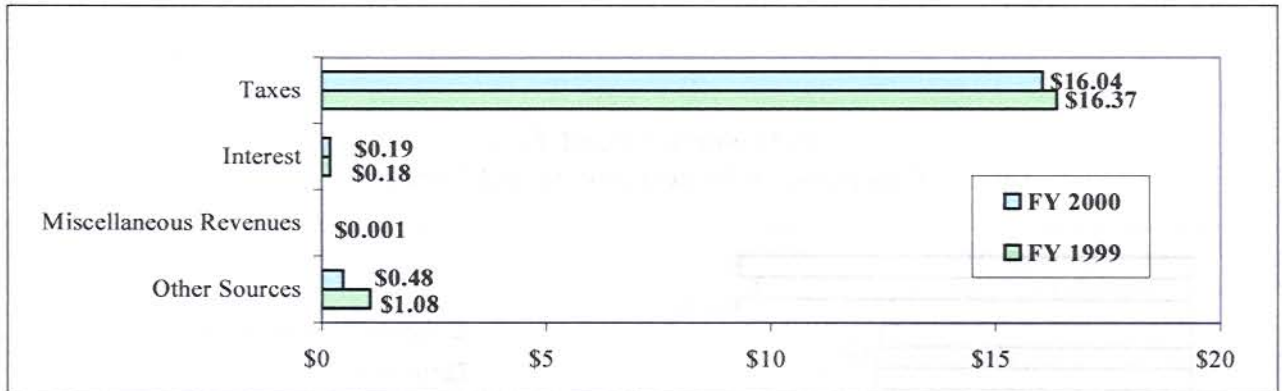
### WITH COMPARATIVE ACTUALS

#### CHANGES

Again, since there were no changes to the County debt structure in fiscal year 2000 to finance County Projects, the decrease in the Other Financing Sources Category and Taxes line items of the Debt Service Fund Type relate to funding changes based on amortization schedules.

	Actual Sources		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Taxes	\$16,371,147	\$16,043,321	(\$327,826)	-2.00%
Interest	179,431	191,365	11,934	6.65%
Miscellaneous Revenues		966	966	100.00%
Other Financing Sources	1,077,489	475,031	(602,458)	-55.91%
<b>Total Revenues and Other Financing Sources</b>	<b>17,628,067</b>	<b>16,710,683</b>	<b>(917,384)</b>	<b>-5.20%</b>
Beginning Fund Balances	1,392,240	1,251,418	(140,822)	-10.11%
<b>Total Available Resources</b>	<b>\$19,020,307</b>	<b>\$17,962,101</b>	<b>(\$1,058,206)</b>	<b>-5.56%</b>

#### Revenues (Sources):



#### Debt Service Fund Type-Revenue Trends



\* FY 2001 is Budget

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

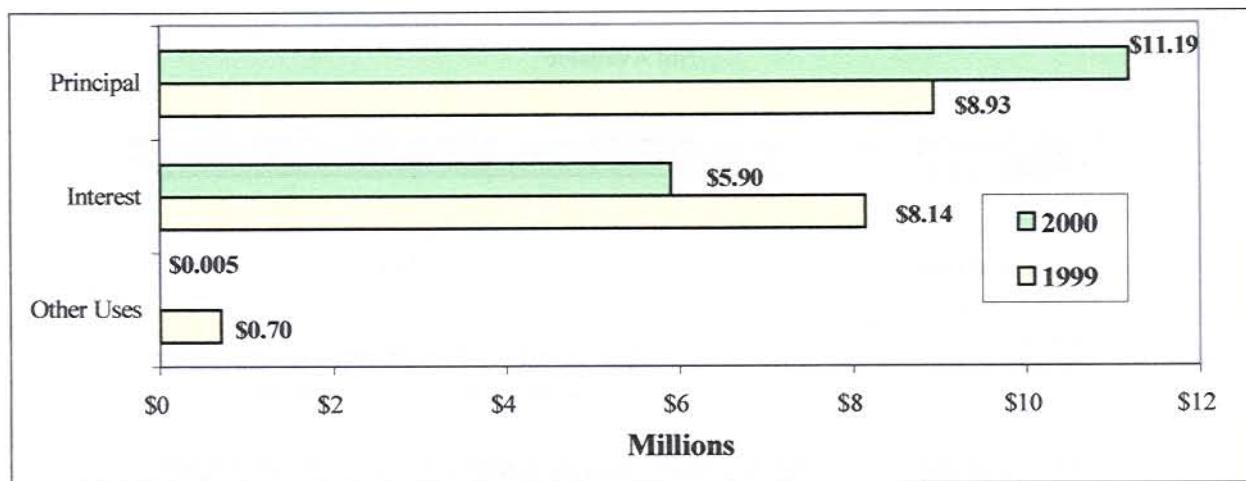
## DEBT SERVICE FUND TYPE

### WITH COMPARATIVE ACTUALS

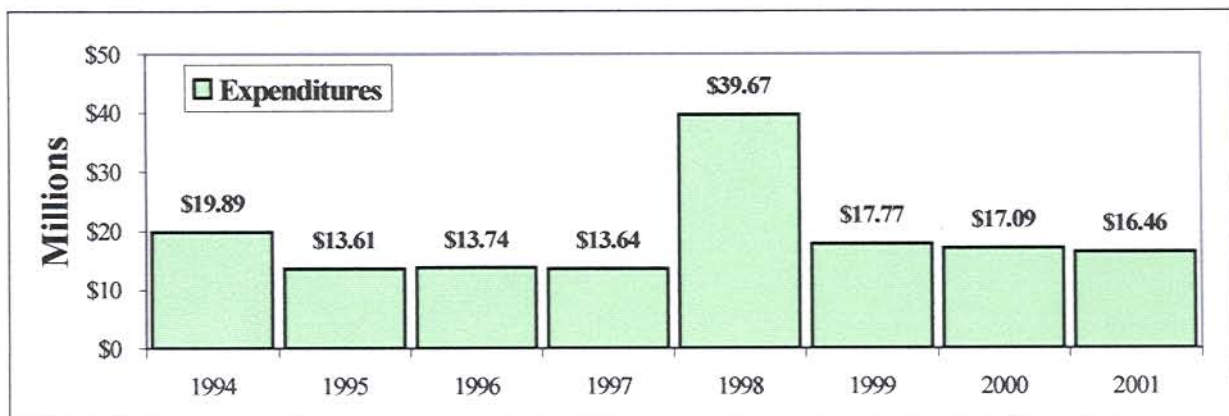
The most significant change that occurred in fiscal year 2000 was the shift of the amount of interest and principal amounts paid, based off of amortization schedules for the Debt Service Fund Type.

	Actual Uses		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Principal	\$8,930,440	\$11,185,000	\$2,254,560	25.25%
Interest	8,137,796	5,895,667	(2,242,129)	-27.55%
Other Financing Uses	700,653	4,649	(696,004)	-99.34%
<b>Total Expenditures and Other Financing Uses</b>	<b>17,768,889</b>	<b>17,085,316</b>	<b>(683,573)</b>	<b>-3.85%</b>
Ending Fund Balances	1,251,418	876,785	(374,633)	-29.94%
<b>Total Expenditures and Fund Balances</b>	<b>\$19,020,307</b>	<b>\$17,962,101</b>	<b>(\$1,058,206)</b>	<b>-5.56%</b>

#### Expenditures (Uses):



#### Debt Service Fund Type – Expenditure Trends



\*FY 2001 is Budget

# DEBT SERVICE FUNDS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Debt Service Fund is used for payment of principal and interest on General Obligation Bonds, Certificates of Obligation Bonds and other County bonded indebtedness.

<b>FINANCIAL TRENDS</b>					
Character	1999 Actual	2000 Actual	2000 Budget	2001 Budget	Percentage Change in Budget
Personnel					
Operations	\$17,768,889	\$17,085,316	\$17,080,667	\$16,463,426	-3.61%
Capital					
	<u>\$17,768,889</u>	<u>\$17,085,316</u>	<u>\$17,080,667</u>	<u>\$16,463,426</u>	<u>-3.61%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999 Actual	2000 Projected	2001 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year 2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

<b>AUTHORIZED POSITION DETAIL</b>	
	Not Applicable

**SCHEDULE OF OUTSTANDING BONDED INDEBTEDNESS  
AS OF OCTOBER 1, 2000**

**Limited Tax Bonds**

**General Obligation Bonds:**

General Obligation Refunding Series 1985	\$ 493,284
General Obligation Refunding Series 1992	2,400,000
General Obligation Refunding Series 1992B	23,195,000
General Obligation Series 1993A	8,185,000
General Obligation Refunding Series 1993B	10,180,000
General Obligation Refunding Series 1993C	4,235,000
General Obligation Refunding Series 1998	26,100,000
	74,788,284

**Certificates of Obligation:**

Certificate of Obligation Series 1992A	705,000
Certificate of Obligation Series 1993	945,000
Certificate of Obligation Series 1994A	1,860,000
Certificate of Obligation Series 1997	8,455,000
Certificate of Obligation Series 1998	19,105,000
	31,070,000

**Total Limited Tax Bonds**

**\$ 105,858,284**

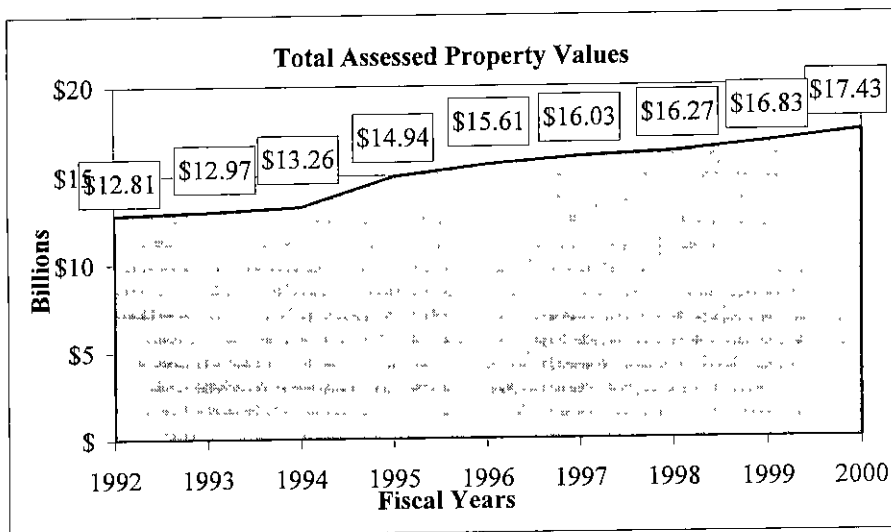
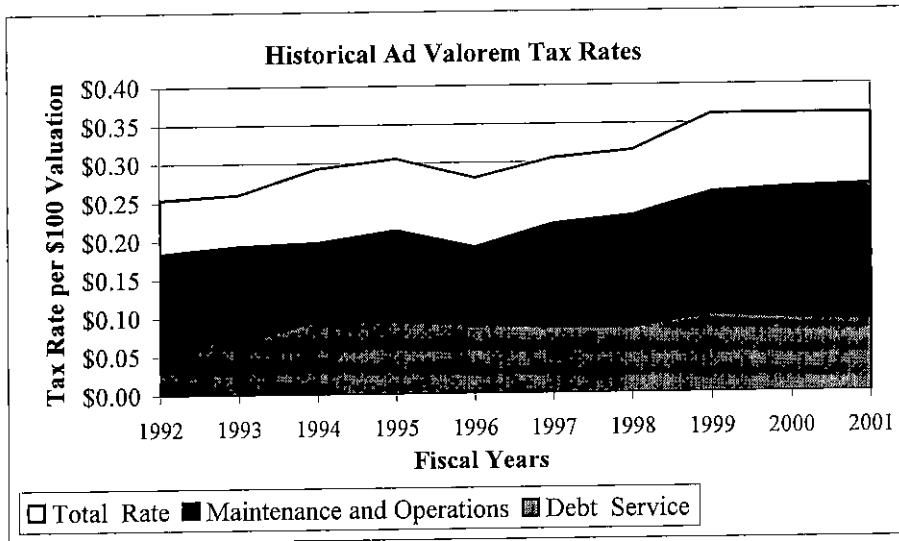
During fiscal year 2000 the County made payments of \$11,185,000 on principal and \$5,895,667 for interest totaling \$17,080,667 on existing debt. At September 30, 2000, the County had \$105,858,284 in principal outstanding debt issues, as shown above.

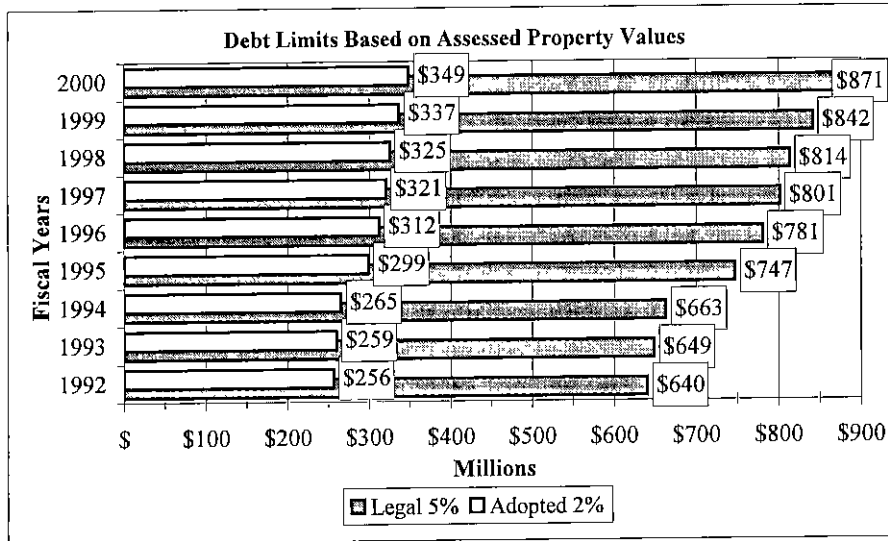
As of September 30, 2000, the County had net bonded debt amounting to \$104,981,499, an assessed value ratio of 0.6 percent and a debt per capita ratio of \$146. Under current State statute, the County general bond obligation issuance are subject to a limitation of five percent of the total assessed value of real and personal property. As of September 30, 2000, the County's net general obligation bonded debt of \$104,981,499 was well below the legal limit of \$871,332,000. The tables and charts on the following pages depict the legal and adopted debt limits, as well as assessed property values and tax rates.

With regards to the County's bond ratings, Moody's Investors Services 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 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 ratings categories.

**SCHEDULE OF TOTAL ASSESSED PROPERTY  
VALUES AND PROPERTY TAX RATES  
(AMOUNTS EXPRESSED IN THOUSANDS)**

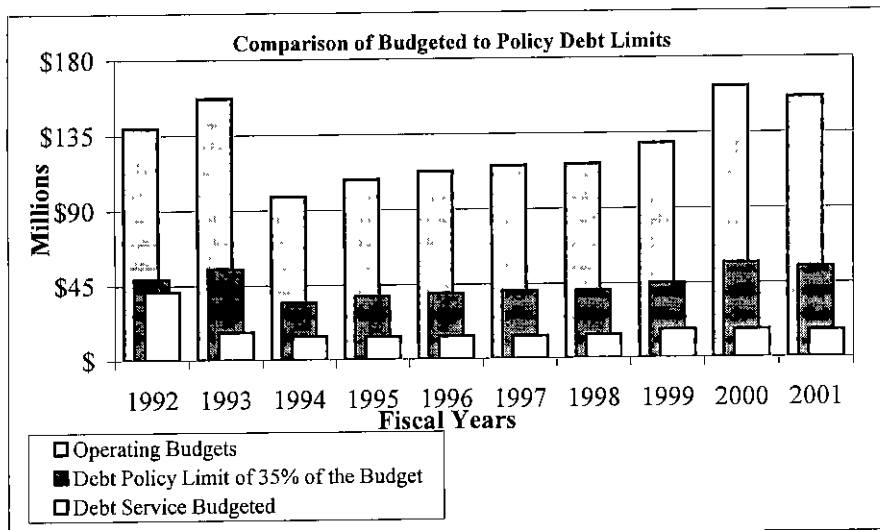
Fiscal Year	Total Assessed Property Values	Tax Rates per \$100/Valuation			Debt Limits Based on Net Property Values	
		Maintenance and Operations	Debt Service	Total Rate	Legal 5%	Adopted 2%
1992	\$12,805,513	\$0.182890	\$0.070670	\$0.253560	\$640,276	\$256,110
1993	12,974,093	0.193027	0.067355	0.260382	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	\$17,426,643	0.265855	0.095579	0.361434	\$871,332	\$348,533
2001	Unavailable	\$0.268593	\$0.092841	\$0.361434		





### BUDGETED AND POLICY DEBT LIMITS (AMOUNTS EXPRESSED IN THOUSANDS)

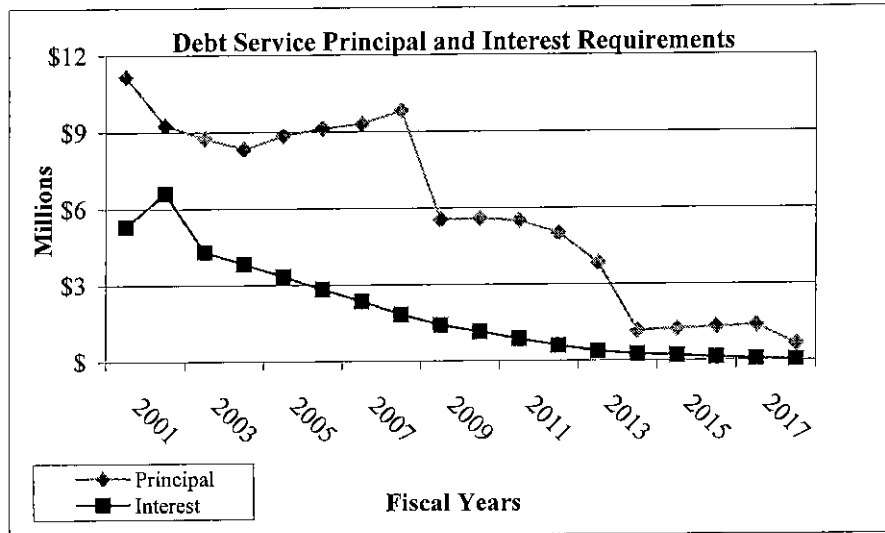
Fiscal Years	Operating Budgets	Debt Policy Limit of 35% of the Budget	Debt Service Budgeted	Debt Service as a % of the Budget
1992	\$139,222	\$48,728	\$41,269	29.64%
1993	156,897	54,914	16,837	10.73%
1994	98,468	34,464	14,349	14.57%
1995	108,330	37,916	13,759	12.70%
1996	112,991	39,547	13,738	12.16%
1997	116,085	40,630	13,738	11.83%
1998	116,874	40,906	14,200	12.15%
1999	128,868	45,104	17,068	13.24%
2000	162,816	56,986	17,081	10.49%
2001	\$156,264	\$54,692	\$16,463	10.54%



## DEBT SERVICE PRINCIPAL AND INTEREST REQUIREMENTS FOR FISCAL YEARS 2001-2018

The following table and chart show the debt service principal and interest requirements through fiscal year 2018.

Fiscal Year	Principal	Interest	Total
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
	<u>\$ 105,858,284</u>	<u>\$ 35,379,043</u>	<u>\$ 141,237,327</u>



**COUNTY OF EL PASO, TEXAS**  
**Description of Indebtedness**  
**October 1, 2000**

**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.

**Contractual Obligation, Series 1990A**

This fund is used for payment of principal and interest for the new furniture purchased for the new courthouse. This fund was closed during fiscal year 2000.

**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. This fund was closed during fiscal year 2000

**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, 2000**

**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, 2000**

**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 2001 OPERATING BUDGET SUMMARY CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

## AMENDMENTS

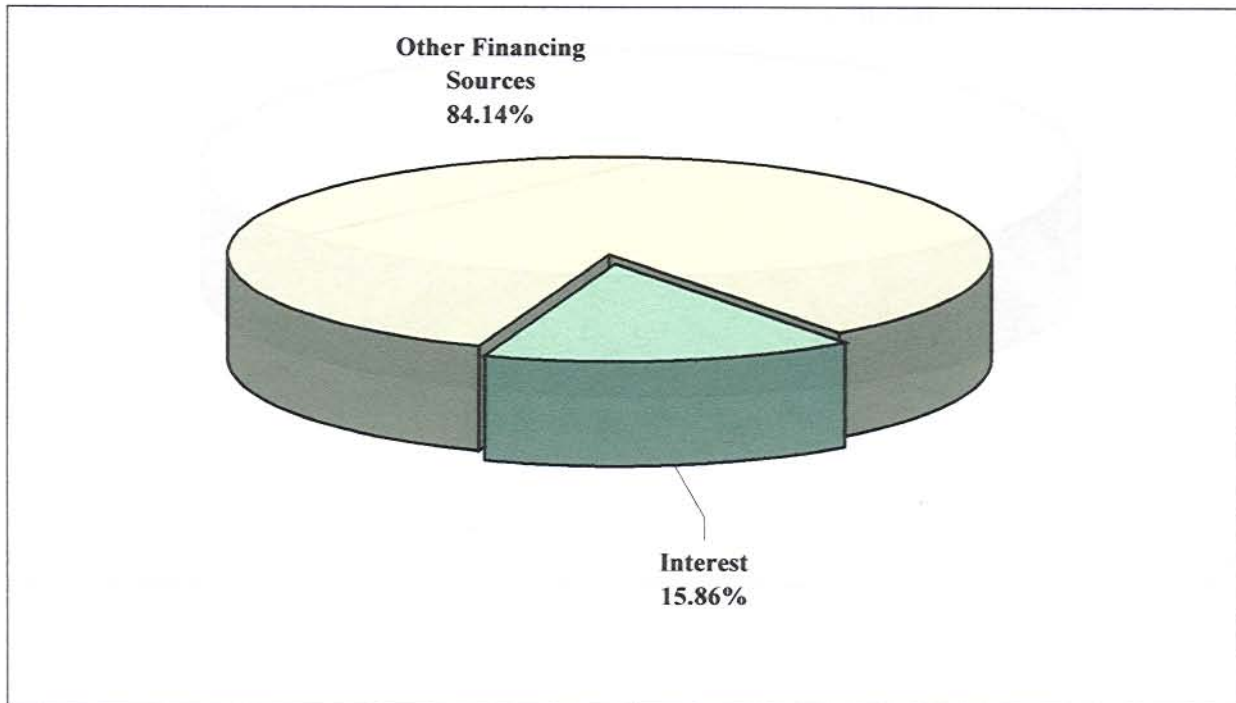
For the Capital Projects Fund Type, no amendments took place for fiscal year 2000.

## CHANGES

Interest is budgeted at a lower rate for fiscal year 2001, due to there being less of an amount of investable funds, since many Capital Projects have been expended. On the other hand, Other Financing Sources increased by \$1 million, for the transfer from the General and Administrative account in General Fund, as recommended by the Equipment Committee to meet any future needs of departments.

	OPERATING BUDGETS			CHANGES		
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Interest	\$353,000		\$353,000	\$188,500	(\$164,500)	-46.60%
Other Financing Sources				1,000,000	1,000,000	100.00%
<b>Total Revenues and Other Financing Sources</b>						
<b>Financing Sources</b>	353,000		353,000	1,188,500	835,500	236.69%
Beginning Fund Balances			18,218,361	9,640,783	(8,577,578)	-47.08%
<b>Total Available Resources</b>	<b>\$353,000</b>		<b>\$18,571,361</b>	<b>\$10,829,283</b>	<b>(\$7,742,078)</b>	<b>-41.69%</b>

**Fiscal Year 2001 Budget  
Revenues (Sources) – Capital Projects Fund Type**

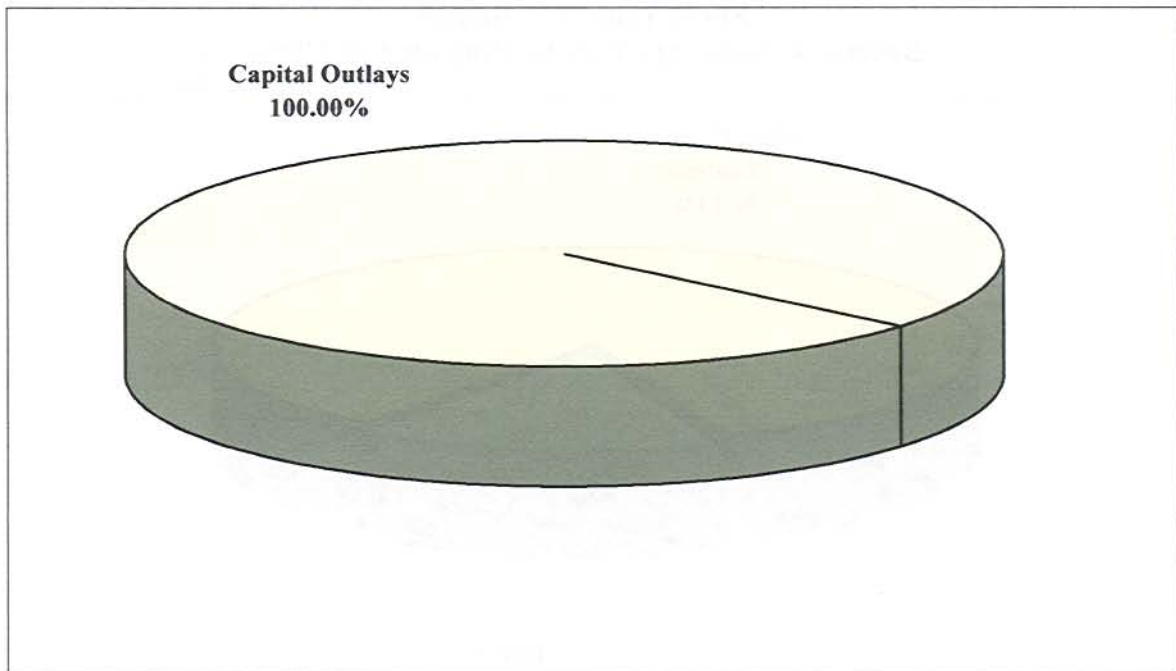


## FISCAL YEAR 2001 OPERATING BUDGET SUMMARY CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

Under the Capital Projects Fund Type appropriations for fiscal year 2001 increased for the \$1 million transfer from the General fund to meet future needs of departments, but offset by decreases in various Capital projects, such as data processing upgrades, and Courthouse equipment, to name a few.

	OPERATING BUDGETS			CHANGES		
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Expenditures (Uses):</b>						
Capital Outlays	\$1,639,137		\$1,639,137	\$1,729,325	\$90,188	5.50%
<b>Total Expenditures and Other Financing Uses</b>	1,639,137		1,639,137	1,729,325	90,188	5.50%
Encumbrances			3,263,252	2,706,197	(557,055)	-17.07%
Ending Fund Balances			13,668,972	6,393,761	(7,275,211)	-53.22%
<b>Total Expenditures and Fund Balances</b>	\$1,639,137		\$18,571,361	\$10,829,283	(\$7,742,078)	-41.69%

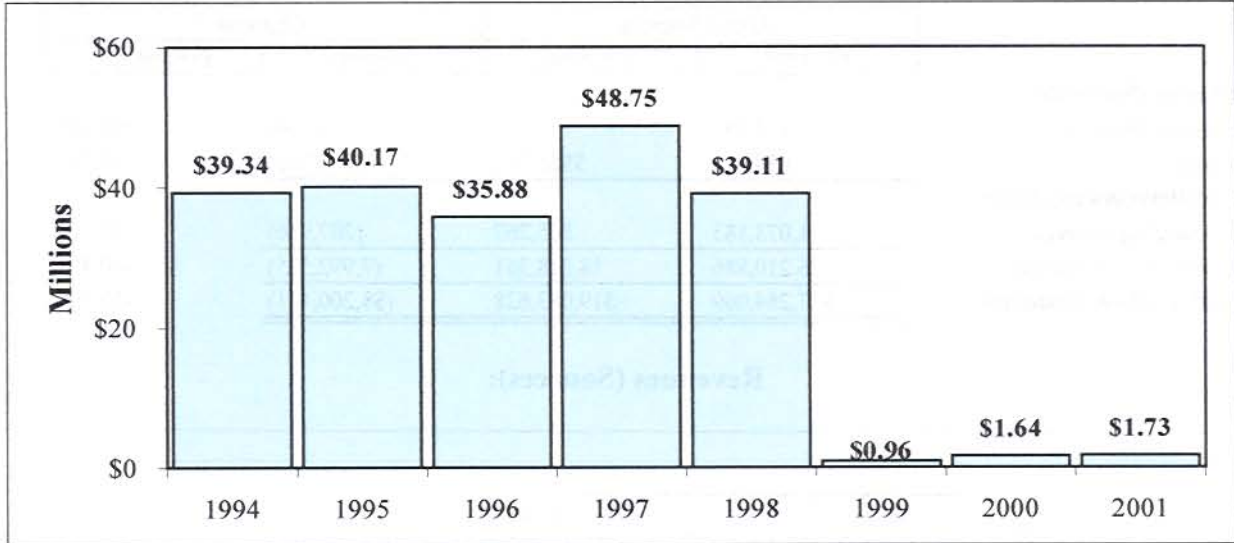
### Fiscal Year 2001 Budget Appropriations (Uses) – Capital Projects Fund Type



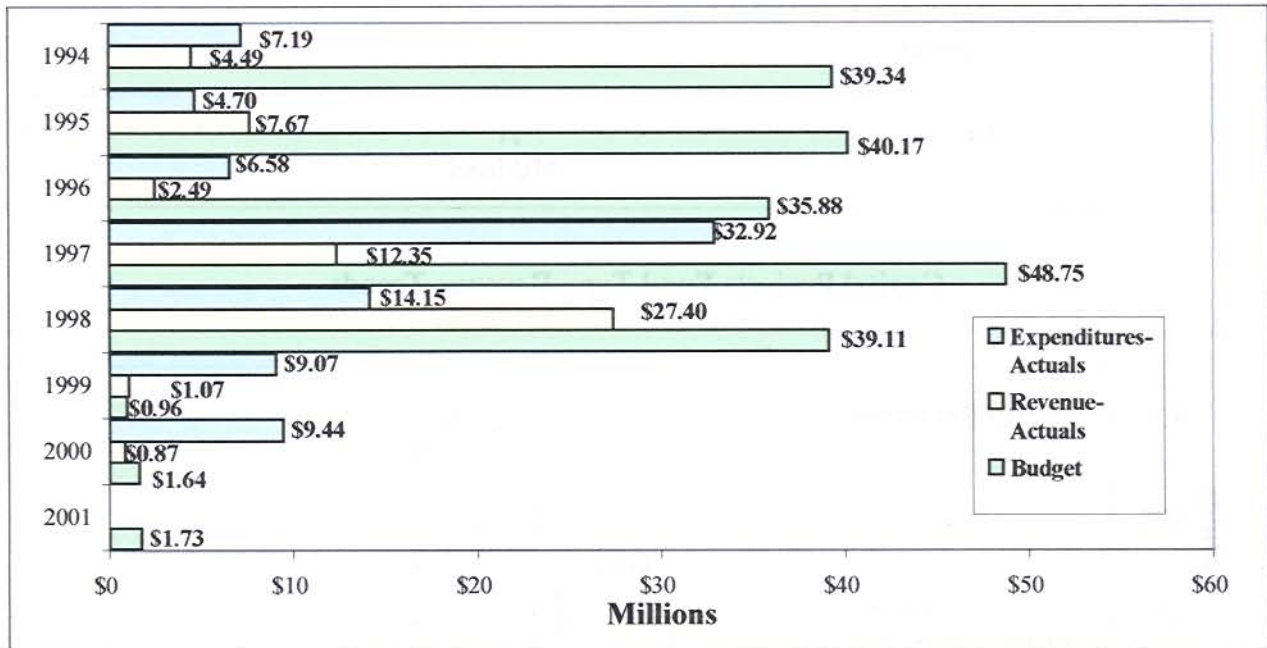
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY CAPITAL PROJECTS FUND TYPE WITH COMPARATIVE BUDGET

The following tables provide information regarding the Capital Project Fund Type overall budgets since fiscal year 1994, and a comparison of actual revenues and expenditures to budgets.

### Capital Projects Fund Type – Budget Trends



### Capital Projects Fund Type Comparative Budget and Actual Trends



\*Fiscal Year 2001 is budget

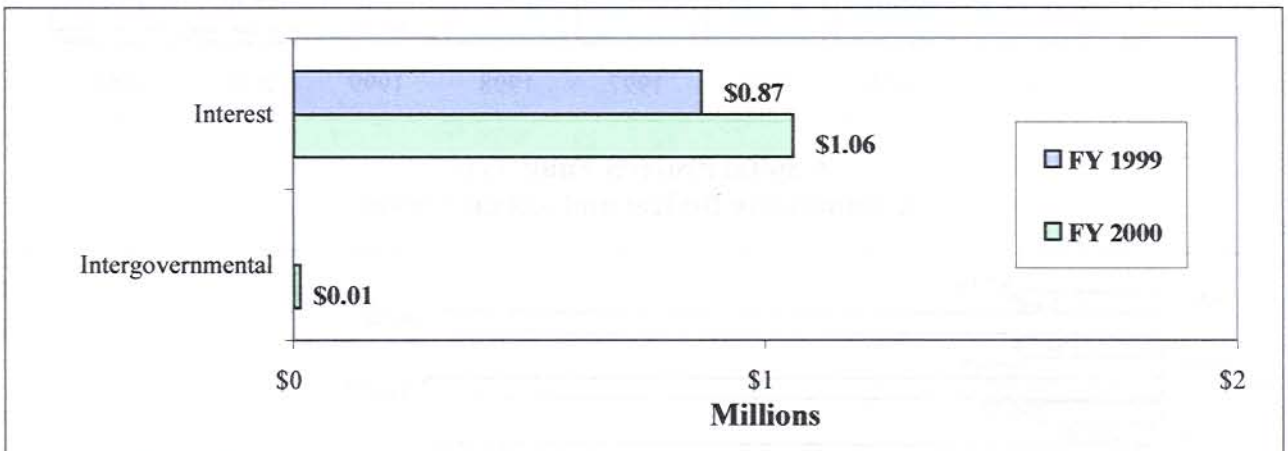
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY CAPITAL PROJECT FUND TYPE WITH COMPARATIVE ACTUALS

## CHANGES

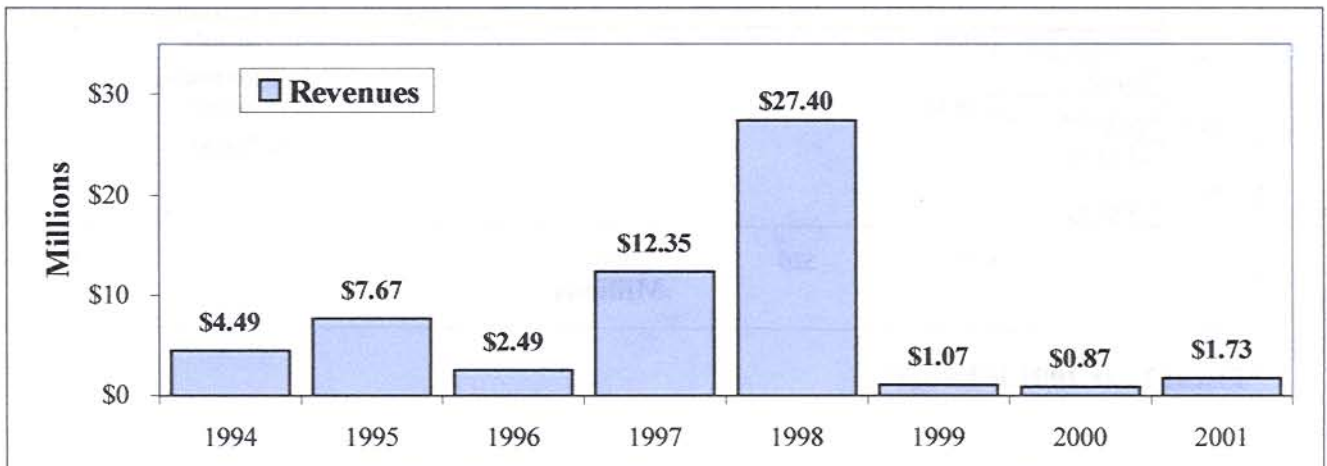
During fiscal year 1999, the County received reimbursement from the City of El Paso for one-time upgrades made at the Municipal Court building, and thus there was no additional revenue during the 2000 fiscal year. The decrease in actual revenues for interest is due to lower amounts of investable funds in fiscal year 2000.

	Actual Sources		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Intergovernmental	\$14,160		(\$14,160)	-100.00%
Interest	1,059,023	\$865,267	(193,756)	-18.30%
<b>Total Revenues and Other</b>				
<b>Financing Sources</b>	1,073,183	865,267	(207,916)	-19.37%
Beginning Fund Balances	26,210,886	18,218,361	(7,992,525)	-30.49%
<b>Total Available Resources</b>	<b>\$27,284,069</b>	<b>\$19,083,628</b>	<b>(\$8,200,441)</b>	<b>-30.06%</b>

### Revenues (Sources):



### Capital Projects Fund Type-Revenue Trends



\* FY 2001 is Budget

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

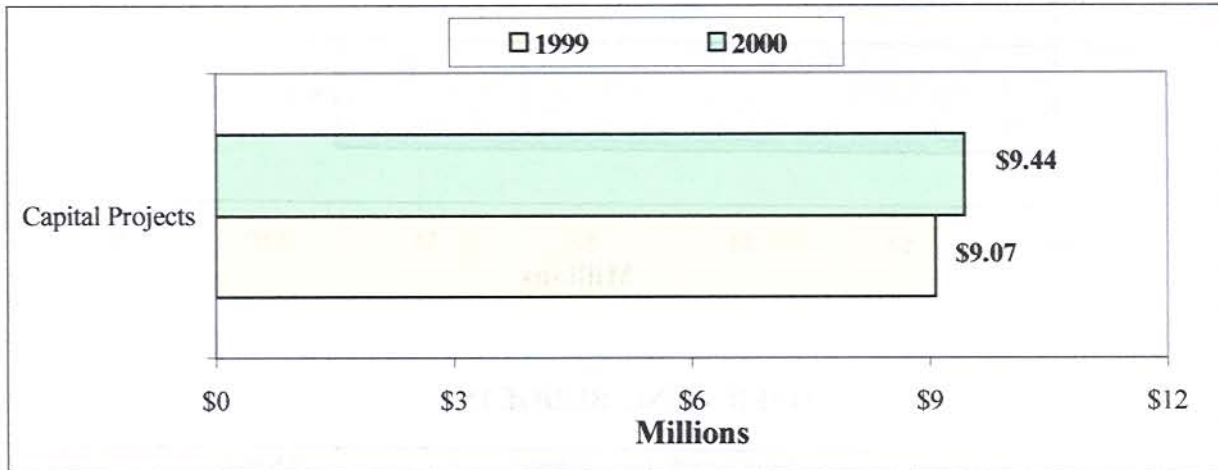
## CAPITAL PROJECTS FUND TYPE

### WITH COMPARATIVE ACTUALS

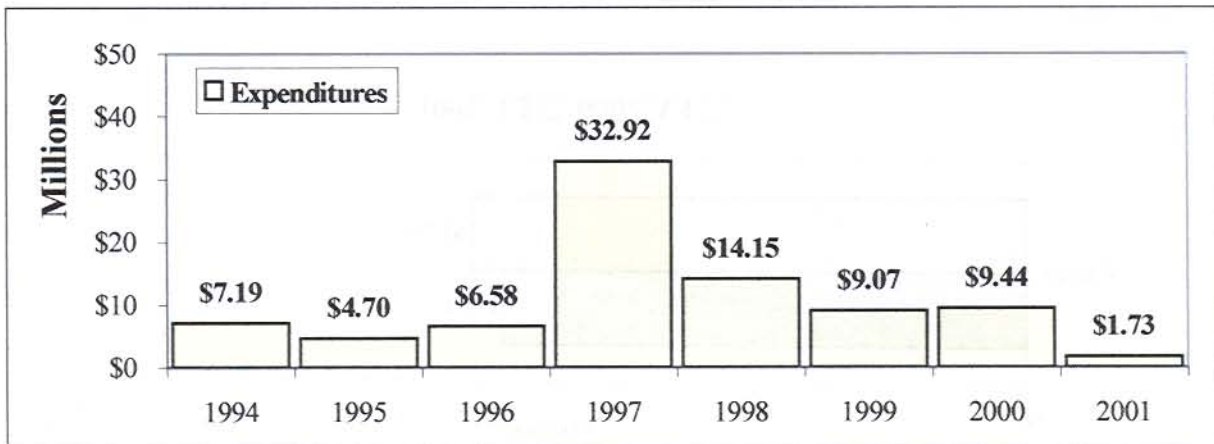
The following table shows an increase of \$377,137 for Capital Projects as a whole, mainly attributable to renovations and construction during fiscal year 2000 for the Jail Annex Module, the Courthouse, the Juvenile Administration Building, and Coliseum.

	Actual Uses		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Capital Outlays	\$9,065,708	\$9,442,845	\$377,137	4.16%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	9,065,708	9,442,845	377,137	4.16%
Ending Fund Balances	18,218,361	9,640,783	(8,577,578)	-47.08%
<b>Total Expenditures and</b>				
<b>Fund Balances</b>	\$27,284,069	\$19,083,628	(\$8,200,441)	-30.06%

#### Expenditures (Uses):



#### Special Revenue Fund Type – Expenditure Trends



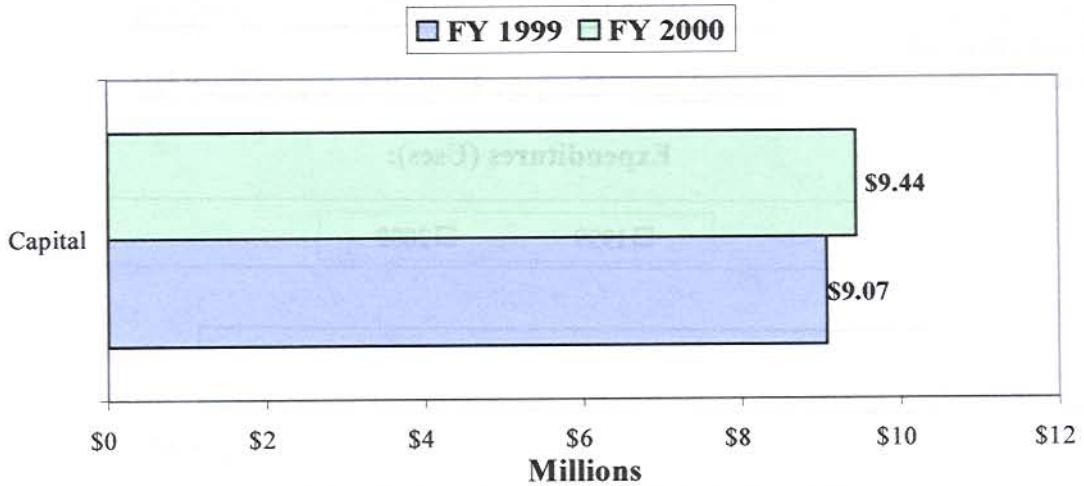
\*FY 2001 is Budget



**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
CAPITAL PROJECTS FUND TYPE  
WITH EXPENDITURE TOTAL**

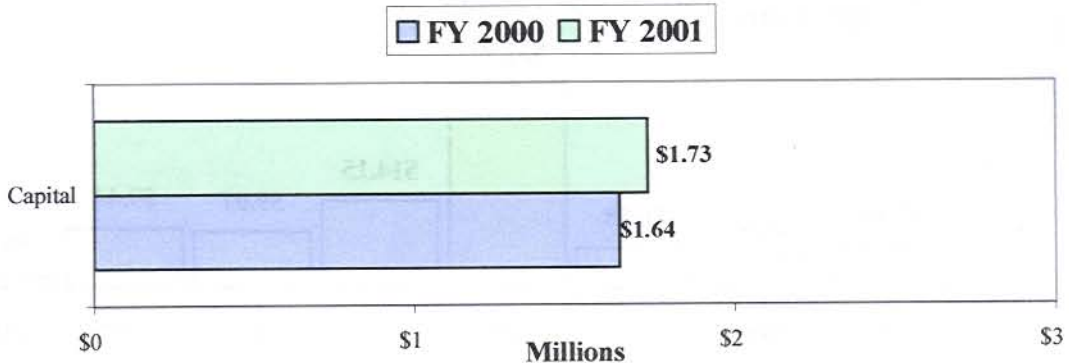
**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Capital Outlays	\$9,065,708	\$9,442,845	\$377,137	4.16%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$9,065,708</b>	<b>\$9,442,845</b>	<b>\$377,137</b>	<b>4.16%</b>



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Capital	\$1,639,137	\$1,729,325	\$90,188	5.50%
<b>Total Budgets</b>	<b>\$1,639,137</b>	<b>\$1,729,325</b>	<b>\$90,188</b>	<b>5.50%</b>



# CAPITAL PROJECT FUNDS

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Capital Projects fund is used to account for expenditures related to acquisitions 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 identification of new resources for the project as approved by the Commissioners Court.

### FINANCIAL TRENDS

Character	1999	2000	2000	2001	Percentage Change in Budget
	Actual	Actual	Budget	Budget	
Personnel					
Operations					
Capital	\$9,065,708	\$9,442,845	\$1,639,137	\$1,729,325	5.50%
	<u>\$9,065,708</u>	<u>\$9,442,845</u>	<u>\$1,639,137</u>	<u>\$1,729,325</u>	5.50%

### WORK PROGRAM TRENDS

Department Activity	1999	2000	2001
	Actual	Estimated	Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	1999	Fiscal Year	
		2000	2001
Full-time employees		Not Applicable	
Part-time employees			
Totals			

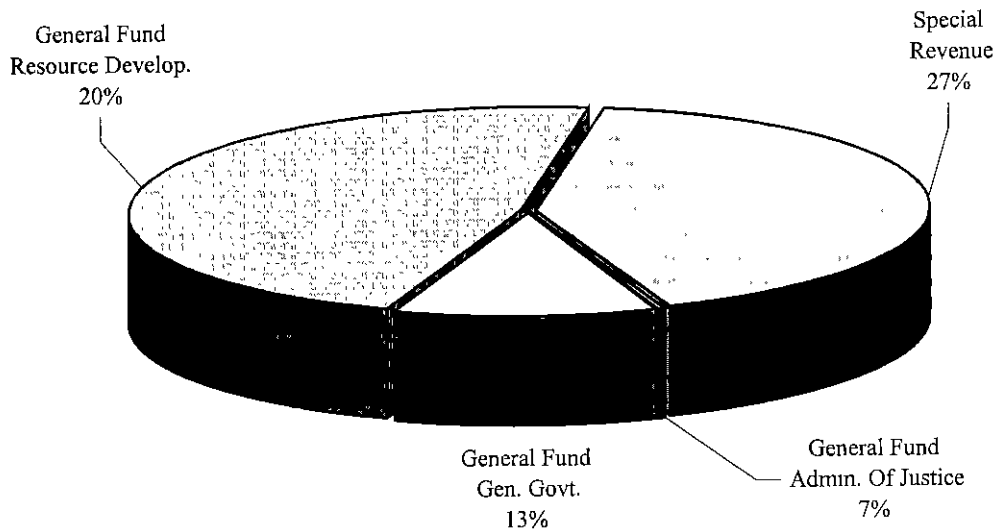
### AUTHORIZED POSITION DETAIL

Not Applicable

# CAPITAL PROJECT PLANNING

The County of El Paso adopted its fiscal year 2001 operating budget which includes only minimal capital outlay appropriations at the departmental level. Seven 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 2000, 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-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 build out of the 5<sup>th</sup> and 7<sup>th</sup> floors of the County Courthouse and improvements to the 2<sup>nd</sup> and 4<sup>th</sup> floors, \$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 proceeds are received. On October 1, 2000 approximately \$10,77,315 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 2001 budget, \$4,160,772 represents new capital project budgets by the County as reflected in the pie chart below. Capital expenditures projected for fiscal year 2001 are categorized as shown in the next page by fund, function and department including carryover capital project appropriations.

## 2001 Capital Budgeting (Excluding Carryover)



	Amount	Purpose
<b>General Fund</b>		
<b>Administration of Justice</b>		
County Attorney (RETGH Legal)	\$2,500	Equipment
County Attorney Teen Coord.	4,700	Equipment & Furniture
<b>General Government</b>		
General and Administrative	<u>450,000</u>	Equipment & Land
<b>Total General Fund</b>	<u><u>\$457,200</u></u>	
<b>Special Revenue</b>		
<b>Administration of Justice</b>		
County Attorney Commissions	\$45,833	Equipment
Law Library	6,000	Equipment
<b>Culture and Recreation</b>		
Ascarate Park Improvement Fund	130,000	Park Improvement
<b>General Government</b>		
Commissary Inmate Profit	200,624	Equipment
Records Management and Preservation	18,790	Equipment
County Records Management and Preservation	129,000	Equipment
<b>Public Works</b>		
Road and Bridge	<u>1,444,000</u>	Equipment & Construc.
<b>Total Special Revenue</b>	<u><u>\$1,974,247</u></u>	
<b>Capital Projects</b>		
<b>New Appropriations</b>		
Agricultural Co-op Building	\$26,802	Supplemental Funding
Ascarate Sprinkler	31,878	Supplemental Funding
County Capital Improvements	1,000,000	New Allocation
Coliseum Renovations	66,457	Supplemental Funding
County Courthouse 1995	52,796	Supplemental Funding
County Courthouse 1998	262,000	Supplemental Funding
Data Processing upgrade	67,397	Supplemental Funding
Eastlake & Old Hueco Tanks		
Road Project	41,476	Supplemental Funding
Jail Annex	41,617	Supplemental Funding
Jail Improvements	4,218	Supplemental Funding
Jail Annex Module	7,684	Supplemental Funding
Juvenile Administration		
Building	18,954	Supplemental Funding
Landmark Building	942	Supplemental Funding
Capital Outlays 1998	97,537	Supplemental Funding
Park Improvements	8,705	Supplemental Funding
Road and Bridge Warehouse	<u>862</u>	Supplemental Funding
<b>Total Budgeted Capital Projects</b>	<u><u>\$1,729,325</u></u>	

Department	Amount	Purpose
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**Carryover Appropriation Projects:**

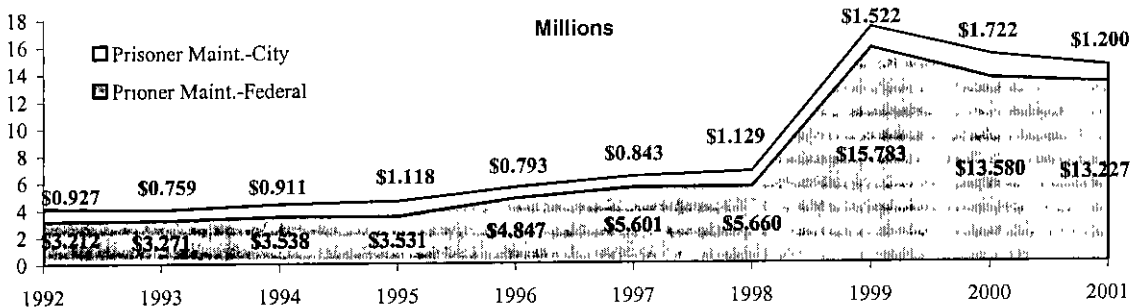
Agricultural Co-op Building	\$435,316	Purchase/Construction of a building
Ascarate Sprinkler	573,756	New sprinkler system at Ascarate Golf Course
Capital Outlays	135,245	Equipment and Vehicles for various departments
Coliseum Renovations	1,002,893	Improvements to the County Coliseum
County Courthouse 1995	506,474	Renovation of 11th floor of County Courthouse
County Courthouse 1998	3,270,849	Building out 2nd, 5th, and 7th floors of County Courthouse for various departments
Data Processing upgrade	569,275	Upgrading hardware and software county-wide
Eastlake & Old Hueco Tanks Road Project	787,777	Developing and paving roads
Jail Annex	498,504	New jail detention facility in East El Paso
Jail Improvements	59,707	Improvements to the County Jail
Jail Annex Module	68,853	New pod for jail facility in East El Paso
Juvenile Administration Building	191,222	Construction of an administration building
Landmark Building	15,727	Renovation of Landmark Building
Capital Outlays 1998	819,650	Equipment and vehicles for various departments
Park Improvements	110,224	Improvements to various County Parks
Road and Bridge Warehouse	<u>519</u>	Renovation of multi-purpose warehouse
	<u><b>\$9,045,991</b></u>	
Total County Capital Expenditures Budgeted	<u><b>\$13,206,763</b></u>	

## IMPACT OF CAPITAL PROJECTS ON THE OPERATING BUDGET

1. **Jail Improvements:** This project relates to improvements to the existing County Sheriffs 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 the fiscal year 2001.

**Cost to Date:** \$3,336,101  
**Fund:** General Fund  
**Operating Budget Impact:**  
     **Personnel:** None  
     **Operating:** None  
     **Capital:** None  
**Department:** County Sheriff

**Trend of County Jail Inmate Revenues**



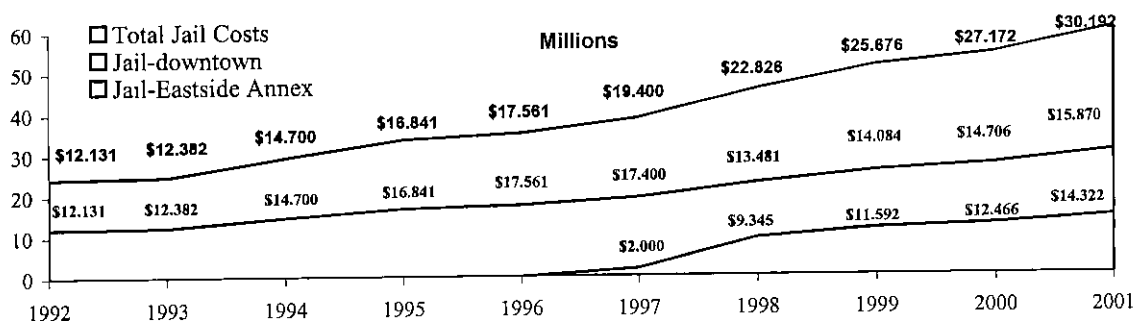
2. **Jail Annex:** This Facility was approved by the voters of El Paso County on November 3, 1992 for the construction of a new County Sheriff's Detention Facility on the east side of town. This project was funded by contractual obligation in the amount of \$35,000,000, \$2,500,000 from the United States Marshall service and interest accrued. This facility, referred to as the Leo Samaniego Law Enforcement Complex, houses a 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 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 14.3 million dollars annually based on current budgeted costs. The graphic depiction above 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 are passed on to the

taxpayers of El Paso County and the County partially funds 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 aware that the financial impact will be upon the County of El Paso since the construction of the new jail annex module was completed in the 1998 fiscal year and its is now fully operational with all modules opening during fiscal year 2000.

**Cost to date:** \$43,771,363  
**Fund:**  
**Operating Budget Impact:** General Fund  
**Personnel:** \$10,623,991  
**Operating:** \$3,697,531  
**Capital:** None  
**Department:** County Sheriff

**Actual/Projected Trend of Cost of Jail Operations**



- 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 were 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 Marshall service were used to construct these additions to the jail annex.

**Cost to date:** \$9,339,771  
**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

- 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 obligation 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 2001.

**Cost to date:** \$3,363,893

**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 5<sup>th</sup>, 7<sup>th</sup> and 11<sup>th</sup> floors were left unfinished for future expansion. This particular bond issue covers renovations on the 11<sup>th</sup> 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 5<sup>th</sup> and 7<sup>th</sup> floors to provide elevator access. It is also anticipated that this project will exhaust its funding during the fiscal year.

**Cost to date:** \$3,301,895  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
**Personnel:** \$566,003  
**Operating:** \$45,626  
**Capital:** None  
**Department:** 383<sup>rd</sup> and 384<sup>th</sup> 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 fund equipment needs of the County for the upcoming fiscal year.

**Cost to date:** None  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
**Personnel:** None  
**Operating:** None  
**Capital:** None  
**Department:** Road 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 are 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 \$43,171 and transfer in of \$425,000.

**Cost to date:** \$1,466,784



**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:** \$369,827  
**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 \$2,150,00 will be used to construct this building. As of March 13, 2000 the new Juvenile Administration building is in full operation.

**Cost to date:** \$2,192,212  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
**Personnel:** \$2,238,746  
**Operating:** \$383,175  
**Capital:** \$8,717  
**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. Bond proceeds in the amount of \$9,244,217 will be used to make these purchases.

**Cost to date:** \$9,062,378  
**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, furniture, other equipment, and vehicles. Funding for this project is provided by contractual obligation issued in 1998 in the amount of \$5,049,277 rather than within each departmental budget.

**Cost to date:** \$4,540,559  
**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. Improvements to its restrooms and front entrance began in the summer of 2000 and are expected to be completed by January 2001. Bond proceeds in the amount of \$1,383,502 will be used for these improvements.

**Cost to date:** \$507,576  
**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 were to be used to finance this project. Since Commissioners Court was unable to decide on a suitable site for the building these funds have been re-designated for the purchase of equipment to meet departmental needs.

**Cost to date:** \$4,943  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **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 5<sup>th</sup>, 7<sup>th</sup>, and 11<sup>th</sup> 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 obligation issued in 1998 will fund the build out of the 5<sup>th</sup> and the 7<sup>th</sup> floors and renovations to the 2<sup>nd</sup> and 4<sup>th</sup> floor which will benefit several departments.

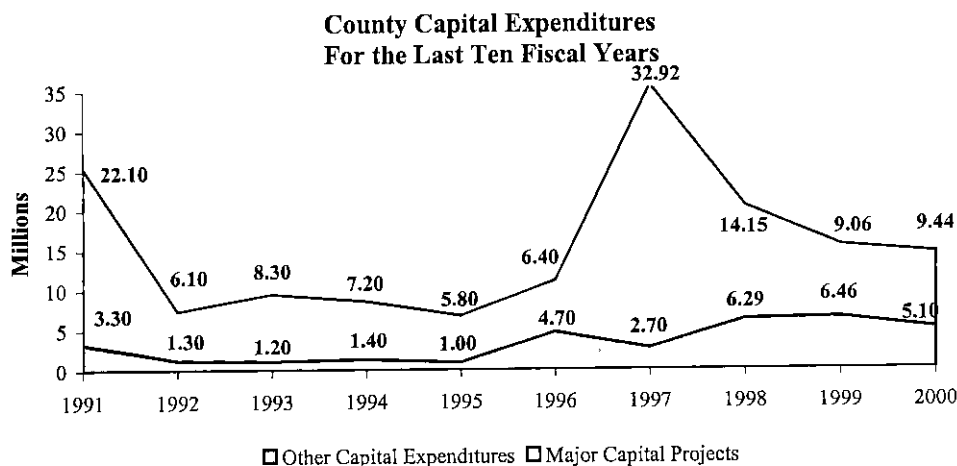
**Cost to date:** \$3,883,377  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **Capital:** None  
**Department:** Various

17. **County Capital Improvements:** This relates to a variety of capital expenditures, for most, if not all County departments in the form of equipment. Funding for this project is provided by a transfer-in from the general fund in the amount of \$1,000,000.

**Cost to date:** \$0  
**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 outlays needs and 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. Once again this fiscal year, only a minimal amount was funded at the departmental level for capital expenditures. As the graph in the next page shows, the County's capital projects mainly relate to major capital expenditures. The commissioners court is seriously addressing future capital needs in order to systematically prevent its equipment and vehicle 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 below 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 11<sup>th</sup> 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, initiated in fiscal year 1999, were 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 and should close out during fiscal year 2001.

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 that 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 building out the 5<sup>th</sup> and 7<sup>th</sup> floors of the County Courthouse and improvements to the County Coliseum.

## **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 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 has been replaced gradually since fiscal year 1996. For fiscal year 2001, the Road and Bridges department reflects \$1,444,000 for equipment purchases and proposed construction, an increase of 16.83%.

The District Attorney, in coordination with the Data Processing department has implemented an enhancement 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 JIMS program, which has resulted in processing criminal cases more expeditiously.

**COUNTY OF EL PASO, TEXAS**  
**Description of Capital Projects**  
**October 1, 2000**

**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. This fund was closed during fiscal year 2000.

**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, 2000**

**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, 2000**

**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 2001 OPERATING BUDGET SUMMARY

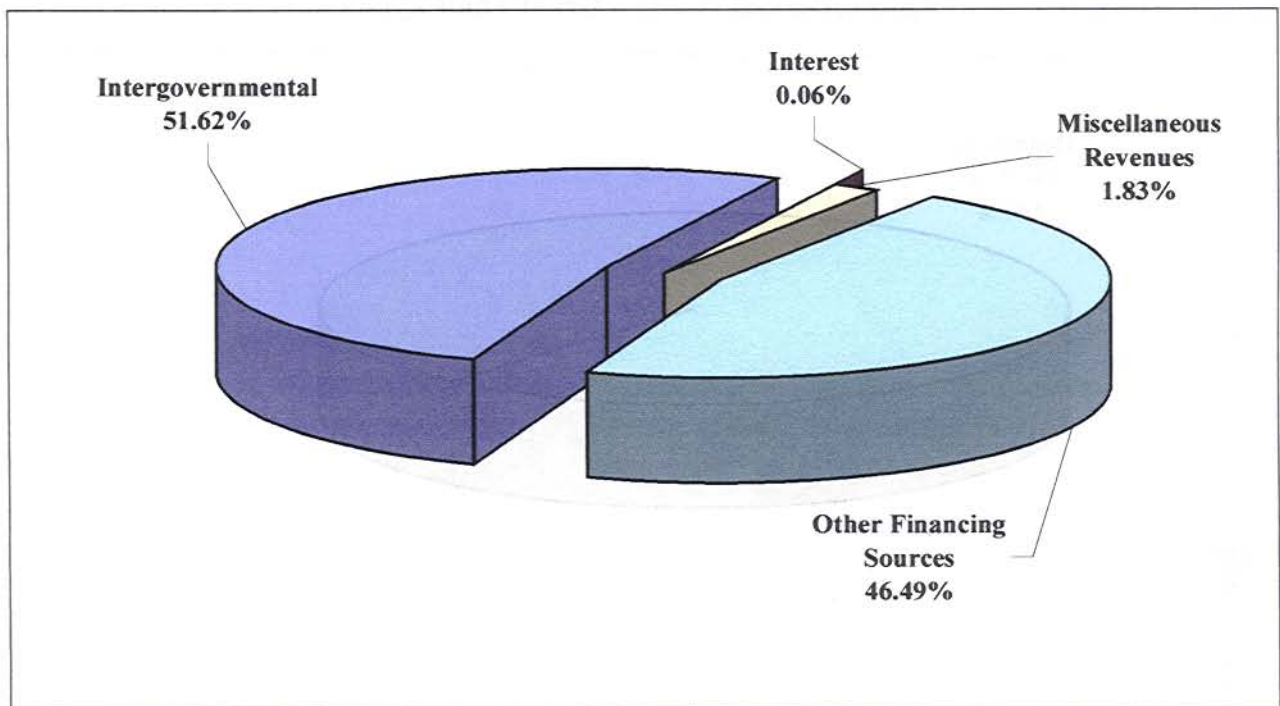
## GRANT FUND TYPE

### WITH COMPARATIVE BUDGET

The reason for the large differences between the various revenue and expenditure budget and actuals for the Grants Fund Type as a whole is due to timing factors. At the beginning of the fiscal year, only two grants are budgeted, the Nutrition Program, whose main purpose is to meet 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 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Intergovernmental	\$295,599	\$13,452,043	\$13,747,642	\$1,259,885	(\$12,487,757)	-90.84%
Interest		26,375	26,375	1,500	(24,875)	-94.31%
Miscellaneous Revenues	39,644	790,889	830,533	44,600	(785,933)	-94.63%
Other Financing Sources	1,058,774	2,271,711	3,330,485	1,134,516	(2,195,969)	-65.94%
<b>Total Revenues and Other Financing Sources</b>	<b>1,394,017</b>	<b>\$16,541,018</b>	<b>17,935,035</b>	<b>2,440,501</b>	<b>(15,494,534)</b>	<b>-86.39%</b>
Beginning Fund Balances			1,417,339	2,335,209	917,870	64.76%
<b>Total Available Resources</b>	<b>\$1,394,017</b>		<b>\$19,352,374</b>	<b>\$4,775,710</b>	<b>(\$14,576,664)</b>	<b>-75.32%</b>

**Fiscal Year 2001 Budget  
Revenues (Sources) –Grant Fund Type**





# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

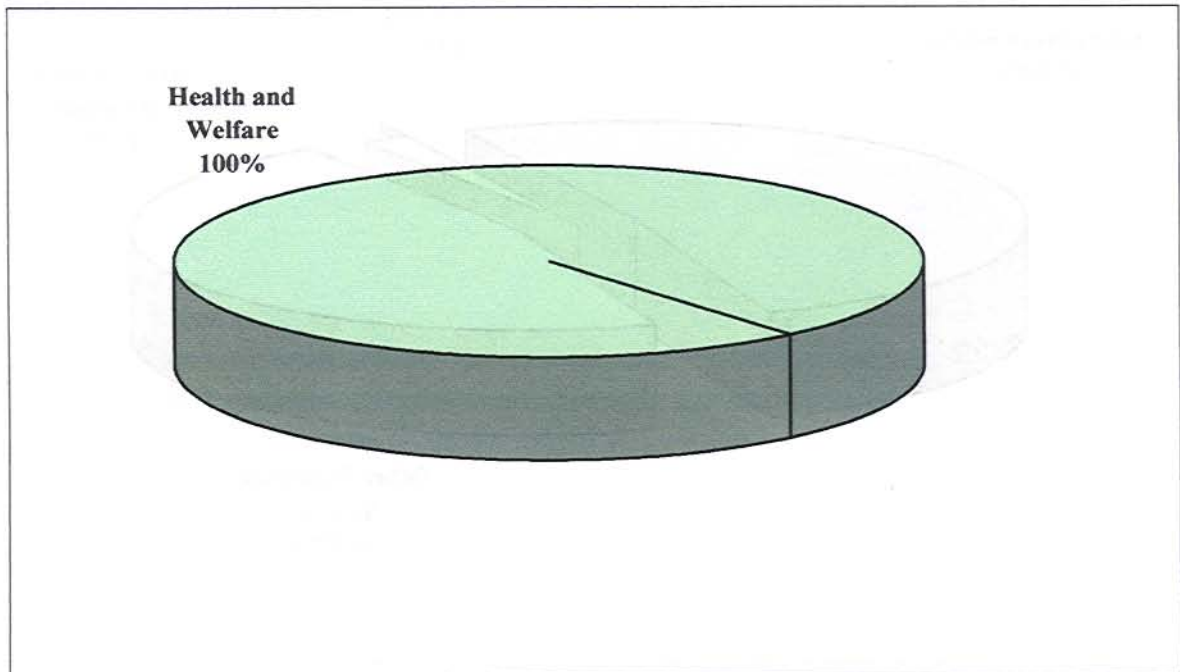
## GRANT FUND TYPE

### WITH COMPARATIVE BUDGET

Again, the reason for the large amendments for the Grant Fund Type are for new grants that are set up during the fiscal year when awarded by various agencies.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Appropriations (Uses):</b>						
Administration of Justice		\$5,213,620	\$5,213,620		(\$5,213,620)	-100.00%
Culture and Recreation		(120)	(120)		120	-100.00%
Public Safety		3,509,366	3,509,366		(3,509,366)	-100.00%
Public Works		411,023	411,023		(411,023)	-100.00%
Health and Welfare	\$1,394,017	1,567,502	2,961,519	\$2,440,501	(521,018)	-17.59%
Community Services		929,499	929,499		(929,499)	-100.00%
Capital Outlays		4,910,128	4,910,128		(4,910,128)	-100.00%
<b>Total Appropriations and</b>						
<b>Other Financing Uses</b>	1,394,017	16,541,018	17,935,035	2,440,501	(15,494,534)	-86.39%
Ending Fund Balances			1,417,339	2,335,209	917,870	64.76%
<b>Total Appropriations and</b>						
<b>Fund Balances</b>	\$1,394,017		\$19,352,374	\$4,775,710	(\$14,576,664)	-75.32%

**Fiscal Year 2001 Budget  
Appropriations (Uses) – Grant Fund Type**



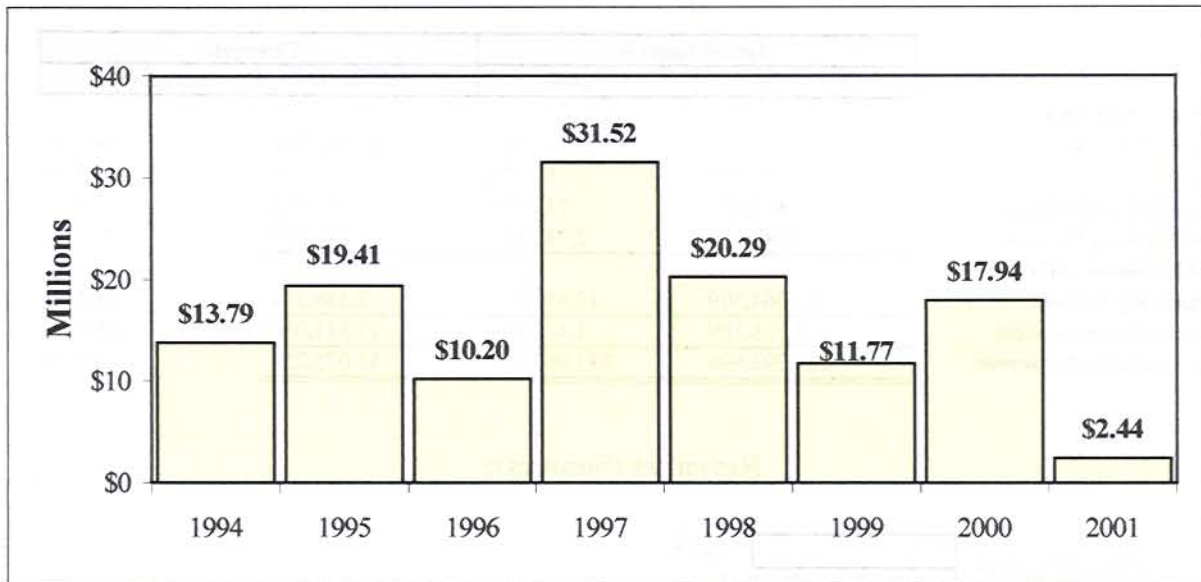
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GRANT FUND TYPE

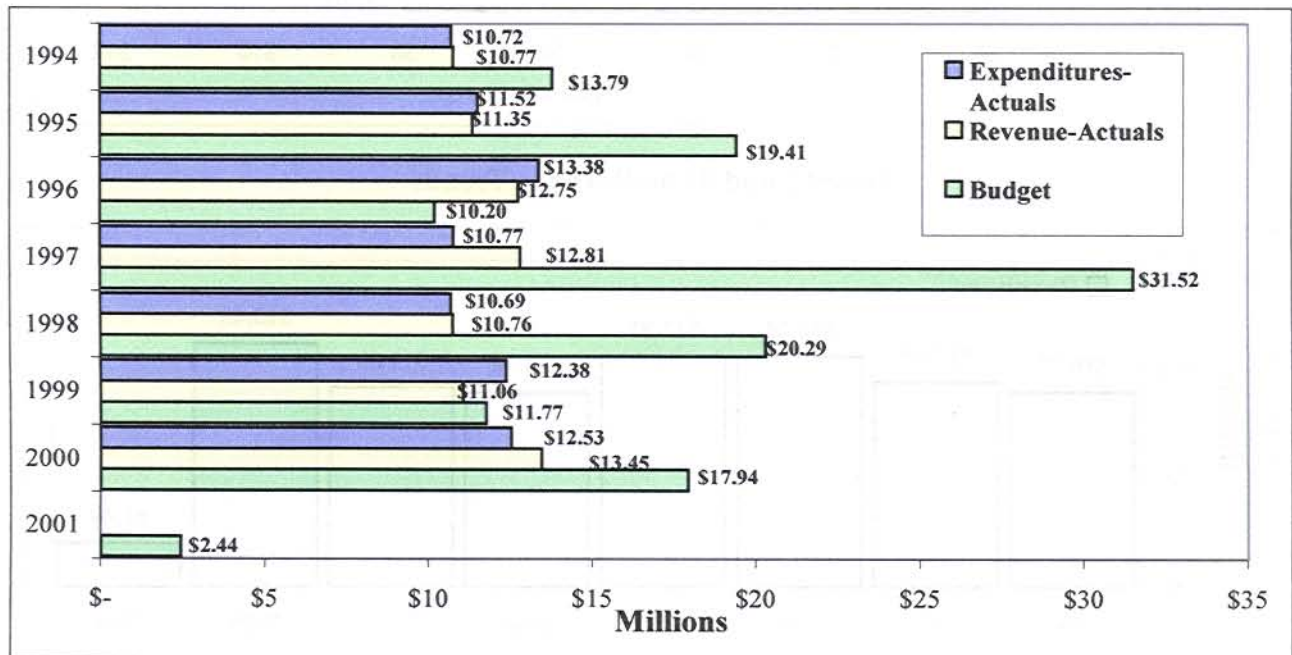
### WITH COMPARATIVE BUDGET

The following tables provide information regarding the Grant Fund Type budgets, and a comparison of actual and expenditures to budgets.

#### Grant Fund Type –Budget Trends



#### Grant Fund Type Comparative Budget and Actual Trends



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

## GRANT FUND TYPE

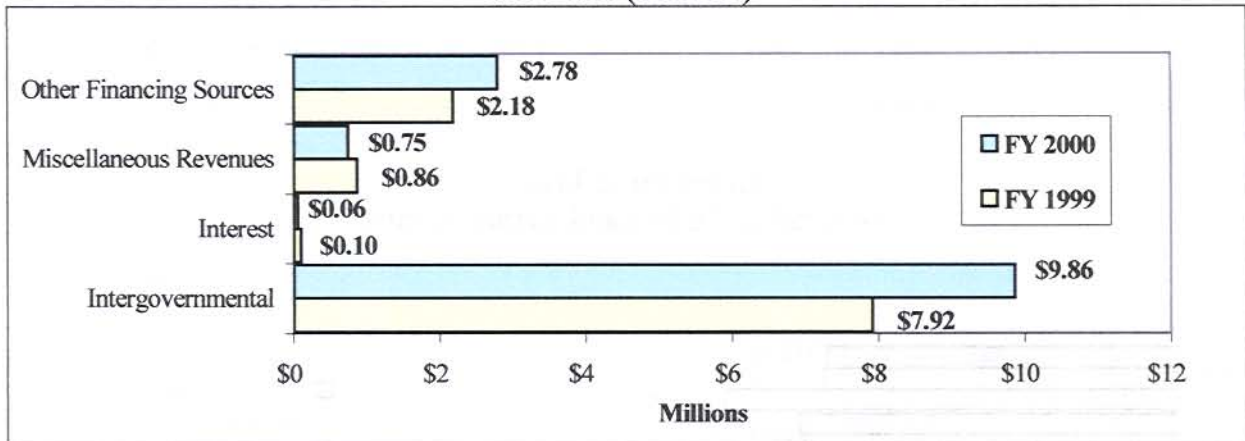
### WITH COMPARATIVE ACTUALS

#### CHANGES

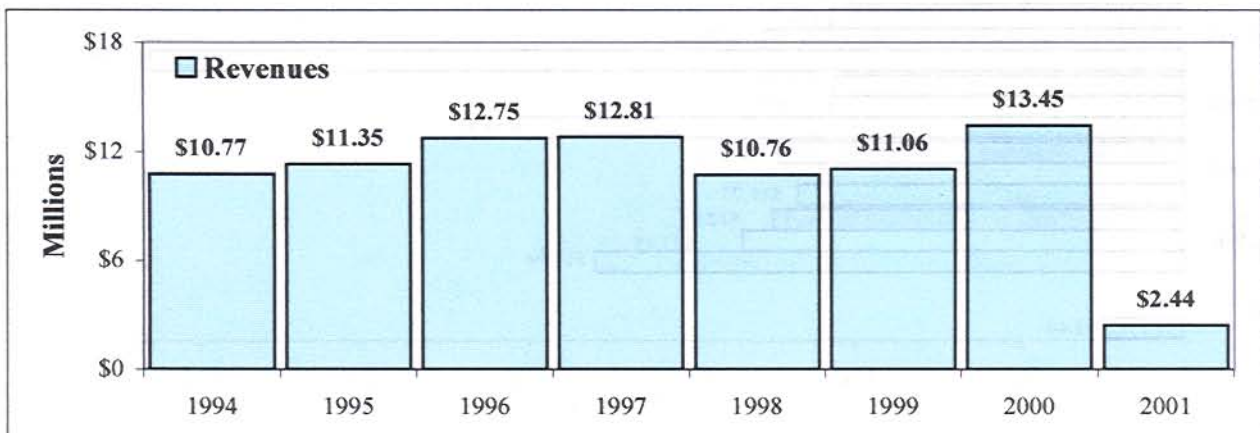
As reflected in the table below, Intergovernmental revenue is the greatest source of for the Grants Fund Type as a whole, while Interest represents only a small portion. The Other Financing Sources shows an increase of \$601,829, as is to be expected, since many of the grants of the County are no longer in their first year of operations, so a greater amount is required to be transferred from the General Fund Type.

	Actual Sources		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Intergovernmental	\$7,921,707	\$9,864,453	\$1,942,746	24.52%
Interest	99,429	57,120	(42,309)	-42.55%
Miscellaneous Revenues	862,400	746,438	(115,962)	-13.45%
Other Financing Sources	2,180,773	2,782,602	601,829	27.60%
<b>Total Revenues and Other Financing Sources</b>	<b>11,064,309</b>	<b>13,450,613</b>	<b>2,386,304</b>	<b>21.57%</b>
Beginning Fund Balances	2,728,389	1,417,339	(1,311,050)	-48.05%
<b>Total Available Resources</b>	<b>\$13,792,698</b>	<b>\$14,867,952</b>	<b>\$1,075,254</b>	<b>7.80%</b>

#### Revenues (Sources):



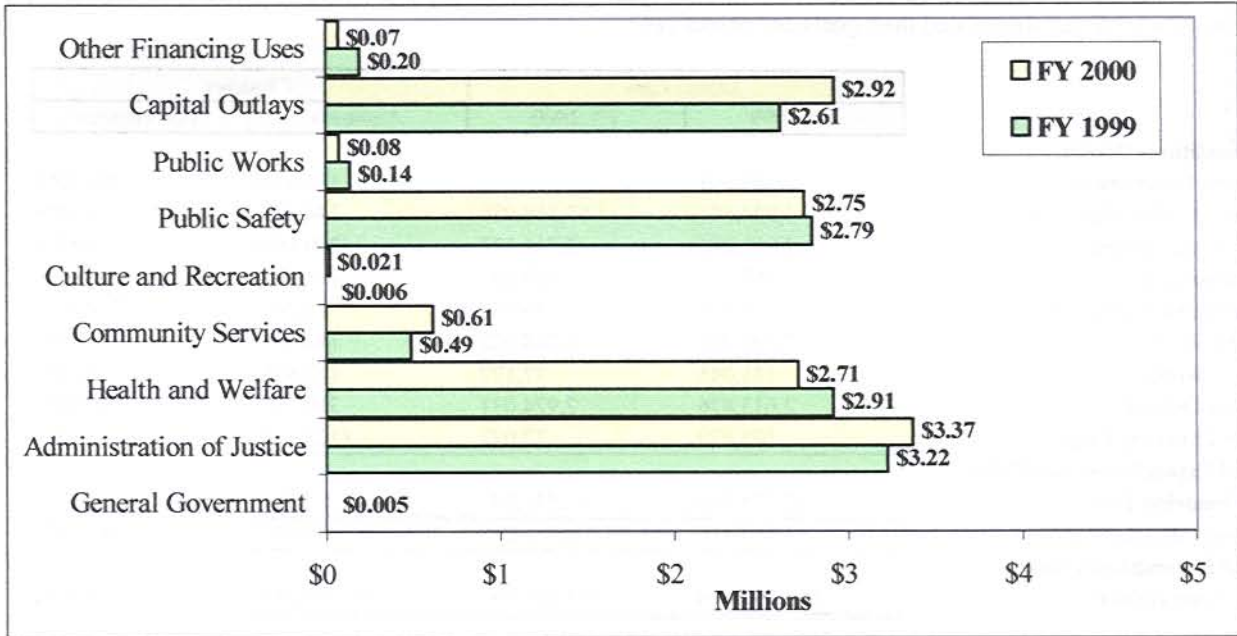
#### Grant Fund Type-Revenue Trends



\*FY 2001 is Budget

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
GRANT FUND TYPE  
WITH COMPARATIVE ACTUALS**

**Expenditures (Uses):**



**Grant Fund Type – Expenditure Trends**

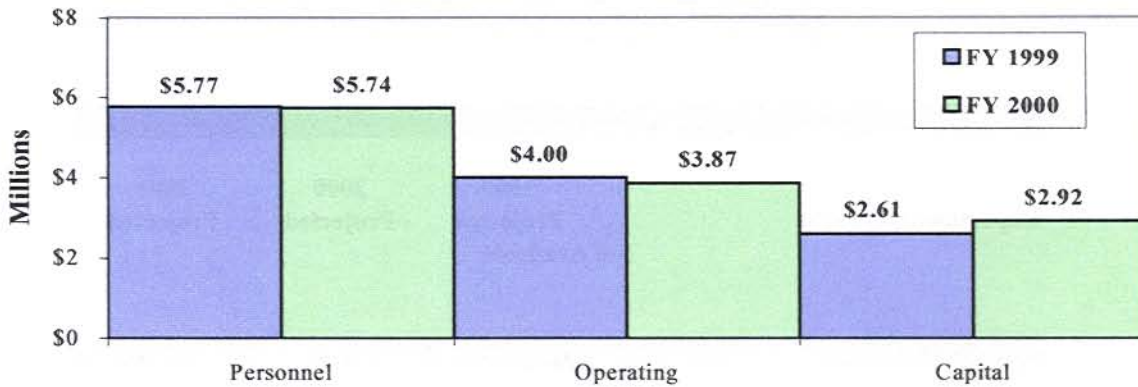


**\*FY 2001 is Budget**

**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
GRANT FUND TYPE  
WITH EXPENDITURE TOTAL**

**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Personnel	\$5,765,355	\$5,738,900	(\$26,455)	-0.46%
Operating	3,996,128	3,869,812	(126,316)	-3.16%
Capital Outlays	2,613,876	2,924,031	310,155	11.87%
<b>Total Expenditures and Other</b>				
Financing Uses	\$12,375,359	\$12,532,743	\$157,384	1.27%



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Personnel	\$7,953,095	\$876,223	(\$7,076,872)	-88.98%
Operating	5,071,812	1,564,278	(3,507,534)	-69.16%
Capital	4,910,128		(4,910,128)	-100.00%
<b>Total Budgets</b>	\$17,935,035	\$2,440,501	(\$15,494,534)	-86.39%



# 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

Character	1999	2000	2000	2001	Percentage
	Actual	Actual	Budget	Budget	Change in Budget
Personnel	\$5,765,355	\$5,738,900	\$7,953,095	\$876,223	-88.98%
Operations	3,996,128	3,869,812	7,120,152	1,564,278	-78.03%
Capital	2,613,876	2,924,031	2,861,788		-100.00%
	<u>\$12,375,359</u>	<u>\$12,532,743</u>	<u>\$17,935,035</u>	<u>\$2,440,501</u>	<u>-86.39%</u>

### WORK PROGRAM TRENDS

Department Activity	1999 Projected	2000 Projected	2001 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	1999	2000	2001
Full-time employees	111	122	113
Part-time employees	3	2	2
Totals	<u>114</u>	<u>124</u>	<u>115</u>

### AUTHORIZED POSITION DETAIL

Administrative Assistant	4	Detective	25
Acting Captain/Commander	1	Director-RIC	1
AP Deputy Probation Officer	3	Division/Unit Chief Attorney	1
Assest Tracing Clerk	1	Education Coordinator	1
Assistant Center Director	1	First Assistant County Attorney	1
Assistant Program Coordinator	1	Fiscal Administrator	1
Assistant Program Director	1	Homebound Information Specialis	1
Chief Pros.-Task Force	1	Homebound Supervisor	1
Civ. Evidence-Custodian	1	Information and Referral Specialis	1
Civ. Training Director	1	Instructor	2
Clerk	3	Intelligence Analyst	2
Clerk-Part time	1	Investigator	1
Computer Analyst	1	Juvenile Service Coordinator	1
Criminal Intelligence analyst	1	JPD Juv. Probation Officer	3
Data Entry Clerk	1	Legal Secretary	5

## GRANT FUNDS

### AUTHORIZED POSITION DETAIL

Lieutenant	2	Secretary	4
Local Area Network Technician	1	Senior Trial Attorney	5
Nutrition Center Director	4	Sergeant	3
Nutrition Project Manager	1	Service Coordinator I	1
Office Coordinator	1	Services Coordinator II	1
Office Manager	1	Special Prosecutor	2
Paralegal	2	Social Worker	1
Paralegal/Investigator	1	Staff Attorney	1
Patrolman	2	Tactical Secretary	1
Pre-Emply/wrk. Mat. Skl. Int.	1	Transit Coordinator	1
Probation Officer	1	Trial Attorney	5
Program Accountant	1	Trial Team Chief Atty.	1
Program Director-Victim Svcs.	1	Vocation Preparation Ins.-PT	1

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2001 OPERATING BUDGET SUMMARY  
ENTERPRISE FUND TYPE  
WITH COMPARATIVE BUDGET**

**AMENDMENTS**

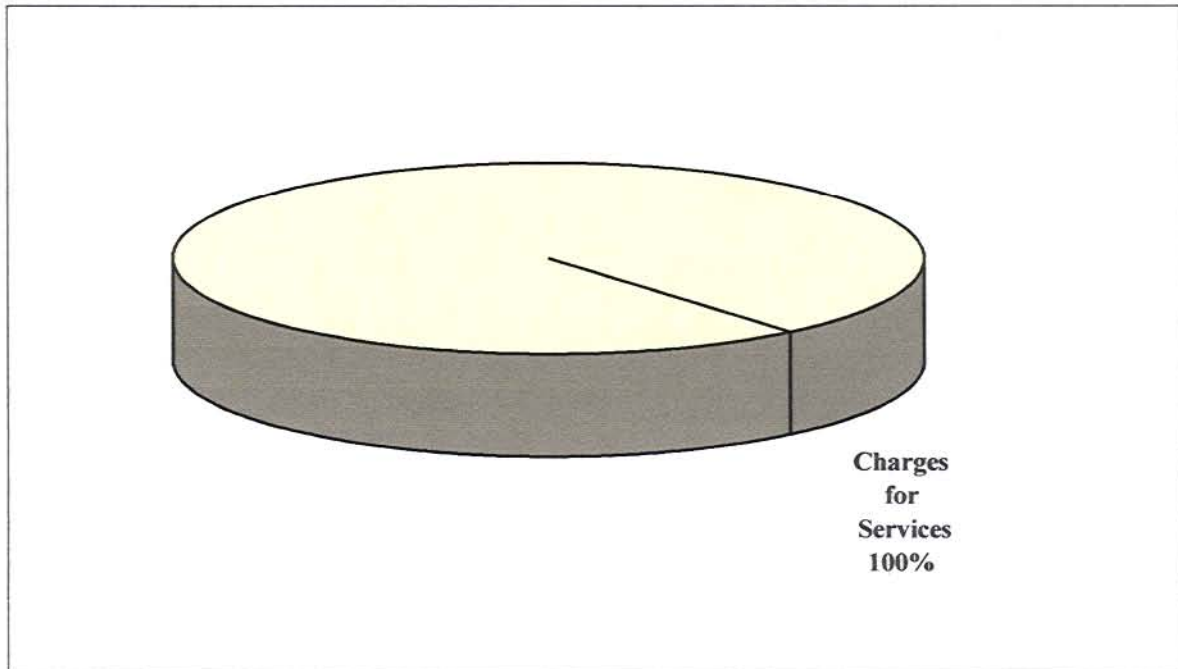
The overall increase of \$197,472 for the Enterprise Fund Type consisted of \$195,000 for bond proceeds, and \$2,472 in additional water hookup revenues.

**CHANGES**

Overall for the Enterprise Fund Type, the total budget decreased by \$239,013 for which \$195,000 was for bond proceeds during fiscal year 2000. The remaining balance of \$44,013 is due to a projected decrease in the amount of water hookups for the East Montana Water Project.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Revenues (Sources):</b>						
Intergovernmental		\$195,000	\$195,000		(\$195,000)	-100.00%
Charges for Services	\$430,875	2,472	433,347	\$389,334	(44,013)	-10.16%
<b>Total Revenues and Other Financing Sources</b>	<u>\$430,875</u>	<u>\$197,472</u>	<u>\$628,347</u>	<u>\$389,334</u>	<u>(\$239,013)</u>	<u>-38.04%</u>

**Fiscal Year 2001 Budget  
Revenues (Sources) – Enterprise Fund Type**





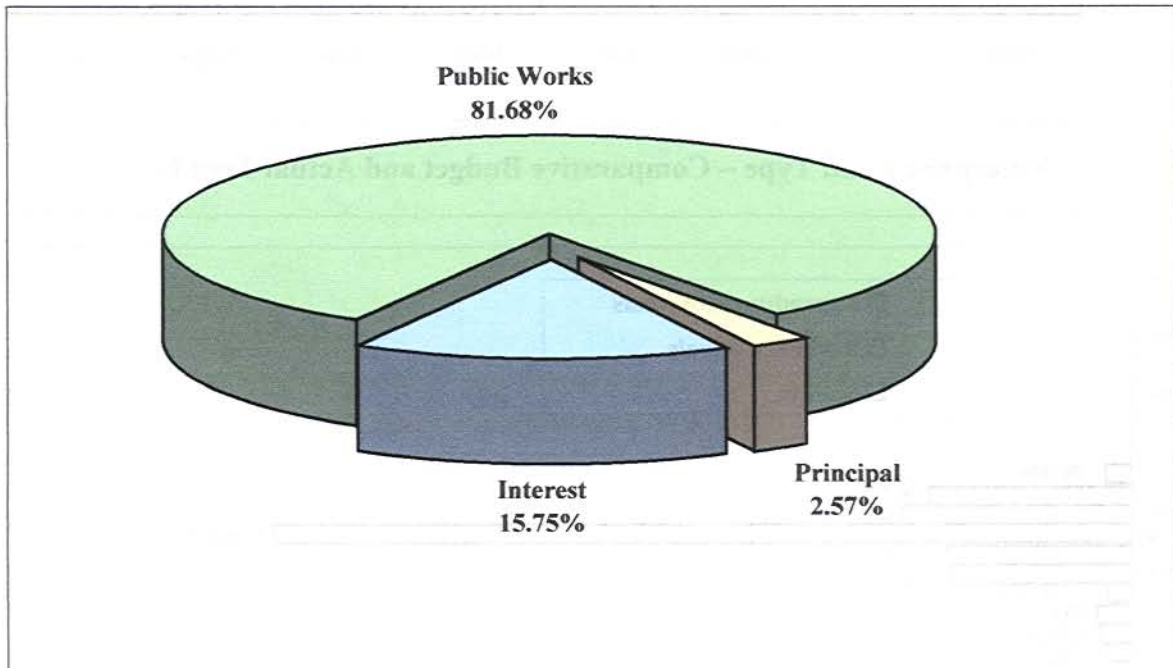
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY ENTERPRISE FUND TYPE WITH COMPARATIVE BUDGET

## CHANGES

For the appropriation side of the Enterprise Fund Type, principal and interest requirements will be lower for fiscal year 2001, and thus the decrease in appropriations.

	OPERATING BUDGETS				CHANGES	
	Adopted FY 2000	Amendments FY 2000	Total Budget FY 2000	Total Budget FY 2001	AMOUNT	%
<b>Appropriations (Uses):</b>						
Public Works	\$318,000	\$156,971	\$474,971	\$318,000	(\$156,971)	-33.05%
Principal	50,000		50,000	10,000	(40,000)	-80.00%
Interest	62,875	2,472	65,347	61,334	(4,013)	-6.14%
Capital Outlays		38,029	38,029		(38,029)	-100.00%
<b>Total Appropriations and Other Financing Uses</b>	<b>\$430,875</b>	<b>\$197,472</b>	<b>\$628,347</b>	<b>\$389,334</b>	<b>(\$239,013)</b>	<b>-38.04%</b>

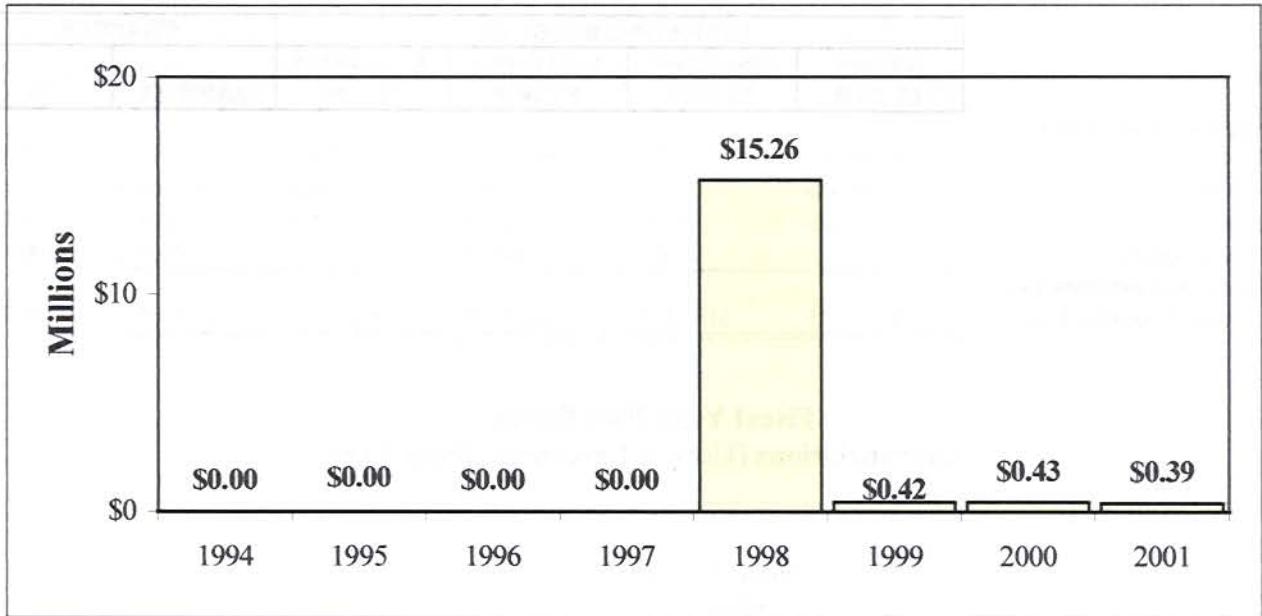
**Fiscal Year 2001 Budget  
Appropriations (Uses) – Enterprise Fund Type**



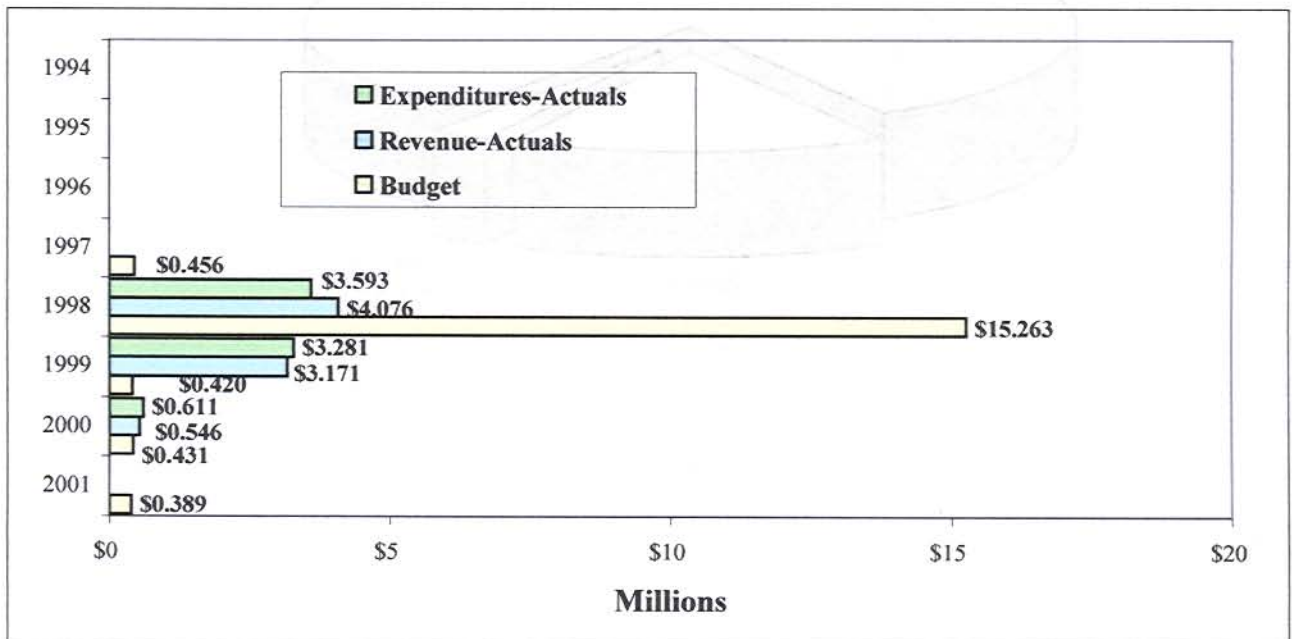
# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY ENTERPRISE FUND TYPE WITH COMPARATIVE ACTUALS

The following tables provide information regarding the Enterprise Fund Type budgets, and a comparison of actual and expenditures to budgets

### Enterprise Fund Type – Budget Trends



### Enterprise Fund Type – Comparative Budget and Actual Trends



\*FY 2001 is Budget

# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

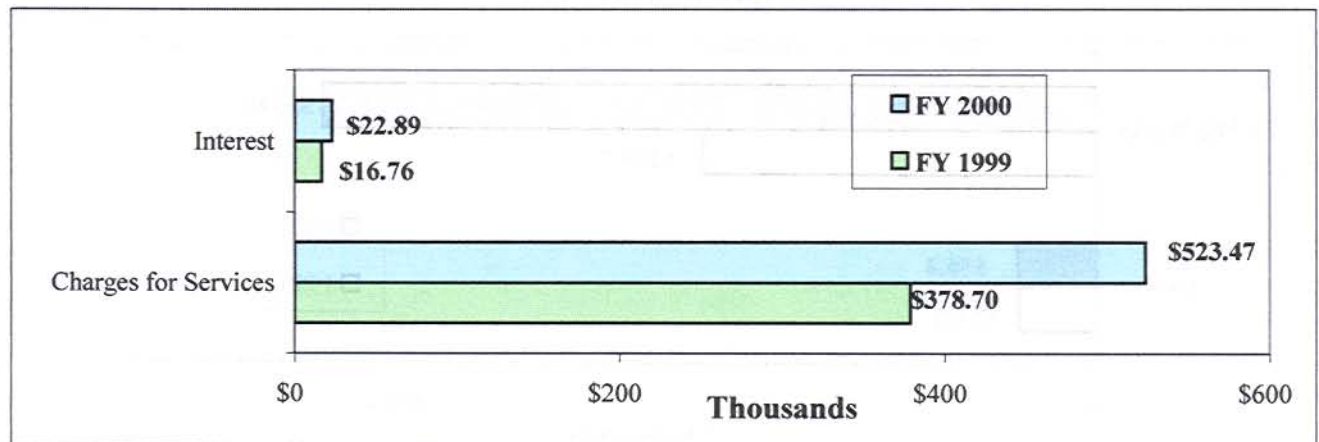
## ENTERPRISE FUND TYPE

### WITH COMPARATIVE ACTUALS

For the Enterprise Fund Type interest was favorable during fiscal year 2000, as well as revenues from water hookups.

	Actual Sources		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Revenues (Sources):</b>				
Interest	\$16,756	\$22,886	\$6,130	36.58%
Charges for Services	378,700	523,466	144,766	38.23%
<b>Total Revenues and Other</b>				
<b>Financing Sources</b>	395,456	546,352	150,896	38.16%
Beginning Retained Earnings		260,137	260,137	
<b>Total Available Resources</b>	<b>\$395,456</b>	<b>\$806,489</b>	<b>\$411,033</b>	<b>103.94%</b>

#### Revenues (Sources):



# FISCAL YEAR 2001 OPERATING BUDGET SUMMARY

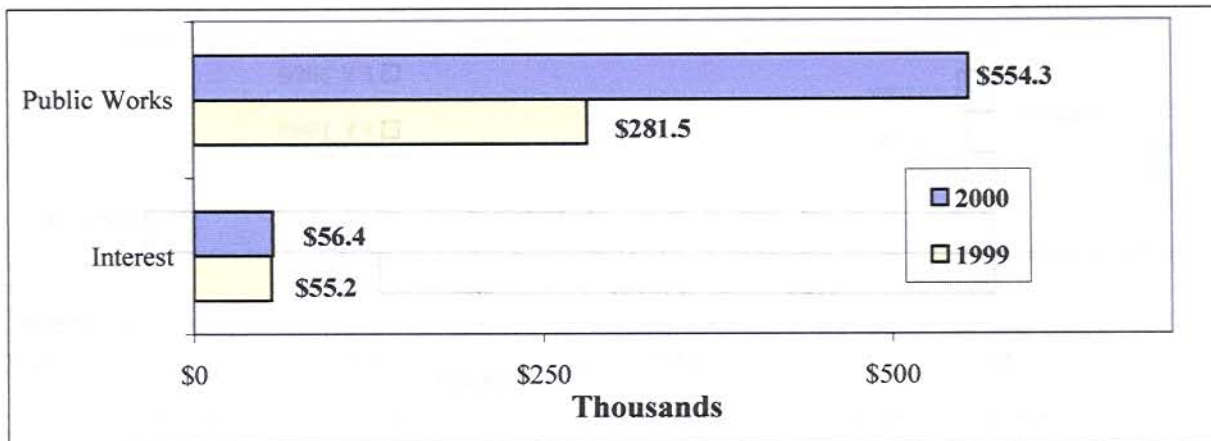
## ENTERPRISE FUND TYPE

### WITH COMPARATIVE ACTUALS

Actual expenditures for the Enterprise Fund Type increased during fiscal year 2000 due to one full year of operating and public utility expenses for the East Montana Water Project.

	Actual Uses		Changes	
	FY 1999	FY 2000	Amounts	Percentages
<b>Expenditures (Uses):</b>				
Public Works	\$281,540	\$554,253	\$272,713	96.86%
Interest	55,162	56,400	1,238	2.24%
<b>Total Expenditures and Other</b>				
<b>Financing Uses</b>	336,702	610,653	273,951	81.36%
Retained Earnings	201,383	195,836	(5,547)	-2.75%
Net Income	58,754		(58,754)	-100.00%
<b>Total Net Income and Retained Earnings</b>	\$260,137	\$195,836	(\$64,301)	-24.72%

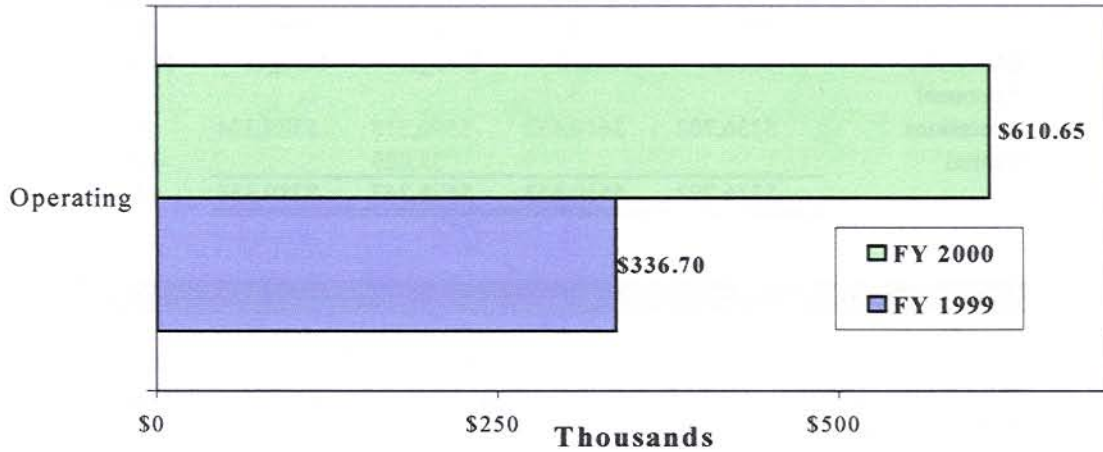
#### Expenditures (Uses):



**BUDGET SUMMARY FOR FISCAL YEAR 2001  
BY CHARACTER  
ENTERPRISE FUND TYPE  
WITH EXPENDITURE TOTAL**

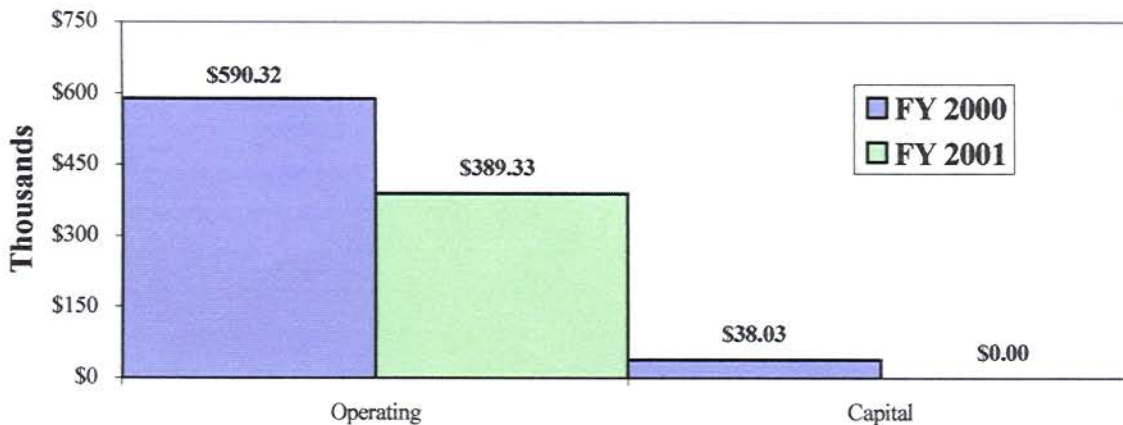
**ACTUAL EXPENDITURES**

Character	Actual Uses		Changes	
	FY 1999	FY 2000	Amount	Percentage
Operating	\$336,702	\$610,653	\$273,951	81.36%
<b>Total Expenditures and Other Financing Uses</b>	<b>\$336,702</b>	<b>\$610,653</b>	<b>\$273,951</b>	<b>81.36%</b>



**OPERATING BUDGETS**

Character	Adopted w/Amends FY 2000	Adopted FY 2001	Changes	
			Amount	Percentages
Operating	\$590,318	\$389,334	(\$200,984)	-34.05%
Capital	38,029		(38,029)	-100.00%
<b>Total Budgets</b>	<b>\$628,347</b>	<b>\$389,334</b>	<b>(\$239,013)</b>	<b>-38.04%</b>



# 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.

<b>FINANCIAL TRENDS</b>					
	1999	2000	2000	2001	Percentage
Character	Actual	Actual	Budget	Budget	Change
					in
					Budget
Personnel					
Operations	\$336,702	\$610,653	\$590,318	\$389,334	-34.05%
Capital			38,029		-100.00%
	<u>\$336,702</u>	<u>\$610,653</u>	<u>\$628,347</u>	<u>\$389,334</u>	<u>-38.04%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	1999	2000	2001
	Actual	Actual	Projected
Number of water hookups	1,100		

<b>STAFFING TRENDS</b>			
Authorized Positions	1999	Fiscal Year	2001
		2000	
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		
	1999	2000	2001

### General Fund

**General Government:**

County Auditor	44.00	46.50	48.50
Commissioner Precinct No. 1	2.00	2.00	2.00
Commissioner Precinct No. 2	2.00	3.00	3.00
Commissioner Precinct No. 3	2.00	3.00	3.00
Commissioner Precinct No. 4	2.00	2.00	2.00
County Judge	4.00	6.00	7.00
County Clerk Criminal Fee Collections	6.00	7.00	8.00
Consolidated Data Processing	45.50	54.00	40.00
County Clerk	38.00	45.00	45.00
Communications Center	4.00	4.00	4.00
District Clerk	66.00	72.00	67.00
Domestic Relations Office			20.00
Elections	10.00	10.00	10.00
Facilities Management	32.00	31.50	35.50
San Elizario Center Maintenance	0.00	0.00	1.00
Personnel	8.00	8.00	8.50
County Purchasing	16.00	18.00	18.00
County Tax Office	62.50	62.50	64.50
County Solid Waste	6.00	6.00	6.00
<b>Total General Government</b>	350.00	380.50	393.00

**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	4.00
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	3.00
409th District Court			3.00
County Attorney	47.00	49.00	48.00
County Attorney Bond Forfeitures	3.00	6.00	6.00
County Attorney RETGH Legal	5.00	5.50	6.00
County Attorney Teen Court Coordinator			1.00
County Court At Law No. 1	3.00	3.00	3.00

(Continued on next page)



## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1999	2000	2001

### 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	3.00
County Court At Law No. 8			3.00
County Court At Law No. 9			3.00
County Court at Law Judges	7.00	7.00	9.00
Child Abuse Master	4.00	4.00	4.00
Council of Judges Administration	12.00	13.00	16.00
County Court At Law Administration	14.00	14.00	15.00
District Attorney	95.00	100.00	106.00
District Judges Salary Supplement	13.00	14.00	15.00
Family Court I	4.00	4.00	4.00
Family Court II	4.00	4.00	5.00
Impact Court	4.00	4.00	4.00
Tax Court			2.00
Justice Of The Peace No. 1	3.00	3.50	4.00
Justice Of The Peace No. 2	3.00	4.00	5.00
Justice Of The Peace No. 3	5.00	5.00	6.00
Justice Of The Peace No. 4	4.00	5.00	5.00
Justice Of The Peace No. 5	3.00	3.00	3.00
Justice Of The Peace No. 6	9.00	10.00	10.00
Justice Of The Peace No. 7	4.00	6.00	6.00
Juvenile Court Referee	5.00	5.00	5.00
Criminal Law Magistrate I	4.00	5.00	5.00
County Probate Court	7.00	7.00	7.00
Public Defender	28.50	35.50	35.50
<b>Total Administration of Justice</b>	<b>353.50</b>	<b>382.50</b>	<b>411.50</b>

**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

(Continued on next page)

## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1999	2000	2001

### General Fund- continued

**Public Safety-Continued**

Juvenile Probation	118.50	172.50	177.50
County Sheriff-Detention Facility	328.00	370.00	369.00
County Sheriff-Jail Annex	278.00	310.00	310.00
County Sheriff-Law Enforcement	252.00	252.00	269.00
County Sheriff-Courthouse Security	13.00	13.00	13.00
<b>Total Public Safety</b>	996.50	1124.50	1145.50

**Health and Welfare:**

County Child Welfare	1.00	1.00	1.00
General Assistance	10.00	10.00	10.00
Medical Examiner	10.50	11.00	13.50
Veterans Assistance	2.00	2.00	2.00
<b>Total Health and Welfare</b>	23.50	24.00	26.50

**Resource Development:**

Agricultural Co-Op Extension	15.50	15.50	14.50
Planning and Management Services		3.00	10.00
Community Development		5.00	7.00
<b>Total Resource Development</b>	15.50	23.50	31.50

**Culture and Recreation:**

Ascarate Regional County Park	11.00	12.00	12.00
Agua Dulce Community Center			1.00
Ascarate Golf Course	16.00	16.00	19.00
County Library	6.00	6.00	6.00
Rural Parks	4.00	4.00	5.00
Swimming Pools	1.00	1.00	1.00
<b>Total Culture and Recreation</b>	38.00	39.00	44.00

**Community Service:**

Community Services Management		2.00	
<b>Total Community Service</b>		2.00	

**Public Works:**

Public Works/Facilities Management		2.00	
<b>Total Public Works</b>		2.00	

**Total General Fund**

1777.00	1978.00	2052.00
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# Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	1999	2000	2001

## Special Revenue Fund

**General Government:**

County Clerk Records Mgmt. And Preservation

**Total General Government**

19.00	20.00	20.00
19.00	20.00	20.00

**Resource Development:**

Coliseum Tourist Promotion

**Total Resource Development**

14.00	14.00	14.00
14.00	14.00	14.00

**Public Works:**

General Administration-Roads and Bridges

Road and Bridges

**Total Public Works**

7.00	9.00	9.00
57.00	63.00	63.00
64.00	72.00	72.00

**Culture and Recreation:**

County Law Library

**Total Culture and Recreation**

3.00	3.00	4.00
3.00	3.00	4.00

**Total Special Revenue**

100.00	109.00	110.00
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## Grant Fund

**Grants**

112.50	123.00	159.50
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**GRAND TOTAL-ALL FUNDS**

1,989.50	2,210.00	2,321.50
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## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Positions Changes	Effective Date
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The Commissioners Court's Policy during budgetary hearings is generally no new positions with the exception of those new positions listed below. The Court on various occasions approves proposed restructuring or reorganization by various departments as represented below. The salary committee, appointed by Commissioners Court, reviews and approves any staffing changes before the Court takes action.

### General Fund

#### **General Government:**

##### County Auditor

Accountant I	1	October 1, 2000
Accounting Clerk I	(1)	October 1, 2000
Administrative Assistant I	(1)	October 1, 2000
Applications Programmer Manager	1	October 1, 2000
Executive Assistant II	1	October 1, 2000
Payroll Analyst	1	October 1, 2000
Total	<u>2</u>	

The above resulted from restructuring by Commissioners Court during budget hearings.

##### Commissioner Precinct No. 3

Commissioners Court Admn. Assistant	(1)	October 1, 2000
Administrative Secretary	1	
Total	<u>1</u>	

The above resulted from restructuring by Commissioners Court during budget hearings.

##### County Judge

Director of Policy Implementation	1	October 1, 2000
Total	<u>1</u>	

The above resulted from restructuring by Commissioners Court during budget hearings.

##### County Clerk Criminal Fee Collection

Deputy Clerk	1	October 1, 2000
Total	<u>1</u>	

The above resulted from the addition of one position by Commissioners Court during budget hearings.

##### Consolidated Data Processing

Administrative Assistant I	(1)	Restructuring during FY00
Administrative Assistant II	1	Restructuring during FY00
Communications Network Technician II	1	Restructuring during FY00
Communications Network Technician II	(2)	October 1, 2000
Communications Network Technician II	(1)	Restructuring during FY00
Computer Operator II	(1)	October 1, 2000
Computer Operations Supervisor/Manager	(1)	October 1, 2000
Data Entry Analyst I	(1)	Restructuring during FY00
Executive Director	(1)	Restructuring during FY00
Chief Technology Officer	1	Restructuring during FY00
Information Center Coordinator	(1)	Restructuring during FY00
Network Engineer I	(1)	October 1, 2000
Network Engineer II	(1)	October 1, 2000
Network Engineer III	2	Restructuring during FY00
Network Engineer III	(4)	October 1, 2000
Operation Research Analyst III	(1)	Restructuring during FY00
Programmer I	(1)	October 1, 2000
Program Analyst I	(1)	Restructuring during FY00
Program Analyst II	(1)	Restructuring during FY00
Program Analyst III	(4)	Restructuring during FY00
System Engineer I	1	Restructuring during FY00
System Engineer I	(1)	October 1, 2000
System Engineer II	1	Restructuring during FY00
System Engineer II	(1)	October 1, 2000
System Engineer IV	3	Restructuring during FY00
Web Designer I	1	Restructuring during FY00
Total	<u>(14)</u>	

The above resulted from restructuring by Commissioners Court during budget hearings.

(Continued on next page)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Positions Changes	Effective Date
County Clerk	Administrative Assistant	(1)	October 1, 2000
	Court Recorder	1	October 1, 2000
	Deputy Clerk	(1)	October 1, 2000
	Office Manager/Network Engineer	1	October 1, 2000
	Operations Officer	(1)	October 1, 2000
	Senior Deputy Clerk	1	October 1, 2000
	Total	<u>1</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Communications Center	Communications Technician I	(1)	October 1, 2000
	Communications Technician II	1	October 1, 2000
<u>1</u>			
The above resulted from approved restructuring by Commissioners Court during budget			
District Clerk	Clerk I	1	October 1, 2000
	Clerk/Cashier	(6)	Trans. to Domestic Rela.
	Counter Clerk	(1)	Restructuring during FY00
	Court Clerk	2	October 1, 2000
	Court Clerk	1	Restructuring during FY00
	Criminal Appeals Clerk/Records Liaison Officer	(1)	Restructuring during FY00
	Senior Clerk II	(1)	Trans. to Domestic Rela.
	Total	<u>(5)</u>	
The above resulted from approved restructuring by Commissioners Court during FY00 and the addition of one position during budget hearings.			
Domestic Relations	Child Support Division Chief	1	July 1, 2000
	Child Support Supervisor	1	July 1, 2000
	Clerk/Cashier	7	July 1, 2000, October 1, 2000
	Executive Director	1	July 1, 2000
	Executive Secretary	1	July 1, 2000
	Office Manager/Network Eng.	1	July 1, 2000
	Paralegal II	2	July 1, 2000
	Probation Officer II	2	July 1, 2000
	Receptionist	1	July 1, 2000
	Social Worker	2	July 1, 2000
	Senior Trial Attorney	1	July 1, 2000
	Total	<u>20</u>	
The above resulted from the creation of a new department during FY 00 and the addition of one position during budget hearings.			
Facilities Management	Custodian I	3	October 1, 2000
	Maintenance Mechanic I	1	October 1, 2000
	Total	<u>4</u>	
The above resulted from the addition of four positions by Commissioners Court during budget hearings.			
Personnel	Civil Service Support Clerk	(1)	October 1, 2000
	Human Resource Clerk	1	October 1, 2000
	Volunteer Intern: Part time	1	October 1, 2000
<u>1</u>			
The above resulted from approved restructuring by Commissioners Court and the addition of one position during budget hearings.			
San Elizario Center-Maintenance	Maintenance Worker	1	Restructuring during FY00
<u>1</u>			
The above resulted from the creation of a new department during FY 00.			

(Continued on next page)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

	Position Title	Positions Changes	Effective Date
Tax Office	Accounting Clerk I	1	October 1, 2000
	Accounting Clerk III	(1)	October 1, 2000
	Administrative Assistant I	1	October 1, 2000
	Auto Title Clerk II	1	October 1, 2000
	Operations and liaison Officer	(1)	October 1, 2000
	Receptionist	1	October 1, 2000
	Senior Clerk	(1)	October 1, 2000
	Vehicle Inventory Director	1	October 1, 2000
	Total		<u>2</u>
The above resulted from approved restructuring by Commissioners Court and the addition of two positions during budget hearings.			
		<u>13</u>	
<b>Total General Government</b>			
<b>Administration of Justice:</b>			
65th District Court	Data Entry Clerk	1	October 1, 2000
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during budget hearings.			
409th District Court	Bailiff	1	September 1, 2000
	Certified Court Reporter	1	September 1, 2000
	Court Coordinator	1	September 1, 2000
	Total	<u>3</u>	
The above resulted from the addition of a new district court as during FY 00 as mandated by state legislature			
County Attorney	Chief Investigator	1	Restructuring during FY00
	Civil Attorney	(7)	Restructuring during FY00
	Civil Attorney	(1)	Restructuring during FY00
	Court Prosecutor	(1)	Restructuring during FY00
	Division/Unit Chief Attorney	4	Restructuring during FY00
	Family Violence Attorney	(1)	Restructuring during FY00
	Gang Violence Prosecutor	(1)	Restructuring during FY00
	Investigator	(1)	Restructuring during FY00
	Juvenile Prosecutor	(1)	October 1, 2000
	Legal Secretary	(1)	October 1, 2000
	Legal Secretary II	1	October 1, 2000
	Legal Secretary II	1	Restructuring during FY00
	Secretary	(1)	Restructuring during FY00
	Senior Trial Attorney	2	October 1, 2000
	Senior Trial Attorney	9	Restructuring during FY00
	Supervising Attorney	(3)	Restructuring during FY00
	Supervisor-Sheriff	(1)	Restructuring during FY00
	Trial Attorney	(1)	October 1, 2000
	Trial Chief Attorney	1	Restructuring during FY00
	Total		<u>(1)</u>
The above resulted from approved restructuring by Commissioners Court during FY00.			
County Attorney Bond Forfeitures	Bond Forfeiture Attorney	(1)	Restructuring during FY00
	Unit Chief Attorney	1	Restructuring during FY00
	Total		<u>0</u>
The above resulted from approved restructuring by Commissioners Court during FY00.			
County Attorney-RETGH Legal	Chief Attorney	1	Restructuring during FY00
	Legal Secretary I	(1)	Restructuring during FY00
	Paralegal, PT	(1)	October 1, 2000
	Paralegal, FT	1	October 1, 2000
	Supervising Attorney	(1)	Restructuring during FY00
	Division Chief	1	Restructuring during FY00
Total		<u>0</u>	
The above resulted from approved restructuring by Commissioners Court.			
(Continued on next page)			

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Positions Changes	Effective Date
County Attorney Teen Court Coord.	Teen Court Coordinator	1	October 1, 2000
		<u>1</u>	
The above resulted from the creation of a new department during FY 00.			
County Court at Law No.8	Bailiff	1	September 1, 2001
	Certified Court Reporter	1	September 1, 2001
	Court Coordinator	1	September 1, 2001
	Total	<u>3</u>	
The above resulted from the creation of a new County Court at Law as approved by Commissioners Court.			
County Court at Law No 9	Bailiff	1	September 1, 2001
	Certified Court Reporter	1	September 1, 2001
	Court Coordinator	1	September 1, 2001
	Total	<u>3</u>	
The above resulted from the creation of a new County Court at Law as approved by Commissioners Court.			
County Court at Law Judges	County Court Judge	2	September 1, 2001
	Total	<u>2</u>	
The above resulted from the addition of County Court at Law No's 8 and 9 as approved by Commissioners Court.			
Council of Judges Administration	Assistant Jury Panel Bailiff/Coordinator	1	Restructuring during FY00
	Assistant Jury Panel Bailiff/Coordinator	1	October 1, 2000
	Computer Operator II	(1)	Restructuring during FY00
	Interpreter I	1	October 1, 2000
	Roving Court Reporter	1	October 1, 2000
	Total	<u>3</u>	
The above resulted from the addition of three positions approved by Commissioners Court during budget hearings and restructuring during FY00.			
County Court at Law Administration	Administrative Assistant	1	October 1, 2000
	Docket Coordinator II	1	October 1, 2000
	Office Coordinator	(1)	October 1, 2000
	Total	<u>1</u>	
The above resulted from the addition of one position and restructuring approved by Commissioners Court during budget hearings.			
District Attorney	Appellate Attorney	(2)	Restructuring during FY00
	Asst. Program Coordinator	1	Restructuring during FY00
	Investigator	1	October 1, 2000
	Legal Secretary I	1	October 1, 2000
	Service Coordinator	(1)	Restructuring during FY00
	Supervisor Legal Secretary	(1)	Restructuring during FY00
	Supervisor Clerk	(1)	Restructuring during FY00
	Trial Chief Attorney	1	October 1, 2000
	Trial Attorney	7	Restructuring during FY00
	Total	<u>6</u>	
The above resulted from approved restructuring by Commissioners Court and the addition of six positions during budget hearings.			
District Judges - Salary Supplement	District Judge	1	October 1, 2000
	Total	<u>1</u>	
The above resulted from the addition of a new district court as mandated by State legislature.			
Family Court No. 2	Data Entry II	1	October 1, 2000
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during budget hearings.			

(Continued on next page)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

	Position Title	Positions Changes	Effective Date
Tax Court	Court Coordinator	1	October 1, 2000
	Court Reporter	1	October 1, 2000
	Total	<u>2</u>	
The above resulted from the creation of a new department as approved by Commissioners Court during budget hearings.			
Justice of the Peace No 1	Senior Clerk I	1	Restructuring during FY00
	Senior Clerk I - Part Time	(1)	Restructuring during FY00
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during FY00.			
Justice of the Peace No.2	Senior Clerk I	1	Restructuring during FY00
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during FY00.			
Justice of the Peace No.3	Senior Clerk I	1	Restructuring during FY00
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during FY00.			
Public Defender	Appellate Attorney	(1)	Restructuring during FY00
	Capital Attorney	(1)	Restructuring during FY00
	Division/Unit Chief Attorney	3	Restructuring during FY00
	First Assistant Litigation	(1)	Restructuring during FY00
	Senior Trial Attorney	5	Restructuring during FY00
	Senior Trial Attorney	1	October 1, 2000
	Social Worker	1	Restructuring during FY00
	Trial Attorney	(7)	Restructuring during FY00
	Total	<u>0</u>	
The above resulted from the addition of one position approved by Commissioners Court during budget hearings and restructuring during FY00			
<b>Total Administration of Justice</b>		<u><u>28</u></u>	
<b>Public Safety:</b>			
Juvenile Probation	Accounting Clerk-Part time	1	Restructuring during FY00
	Assistant Training Coordinator	1	Restructuring during FY00
	General Counsel	1	Restructuring during FY00
	Housekeeper-Part time	1	Restructuring during FY00
	Intake Tracker	1	Restructuring during FY00
	ISP Tracker	1	Restructuring during FY00
	Juvenile Corrections Officer	6	Restructuring during FY00
	Juvenile Corrections Officer-Part time	(6)	Restructuring during FY00
	Juv. Cr. Rcrds. Mgmt. Off-Part time	(1)	Restructuring during FY00
	Legal Screening Officer	(1)	Restructuring during FY00
	Probation Officer Auditor	1	Restructuring during FY00
	Probation Officer II	(2)	Restructuring during FY00
	Senior Detention Officer	(1)	Restructuring during FY00
	Tracker-Part time	1	Restructuring during FY00
	Total	<u>3</u>	
	The above resulted from the addition of several positions and restructuring approved by Commissioners Court during FY00.		
County Sheriff-Detention Facility	Computer Support Program Analyst	1	Restructuring during FY00
	Computer Support Technician	1	Restructuring during FY00
	Court Coordinator/Data Entry	(3)	Restructuring during FY00
	Floor Control Officer	(1)	Restructuring during FY00
	Maintenance Technician	1	Restructuring during FY00
	Secretary	(1)	Restructuring during FY00
	TDCJ Coordinator Clerk	1	Restructuring during FY00
Total	<u>(1)</u>		
The above resulted from the addition and restructuring of several positions by Commissioners Court during FY00			

(Continued on next page)



## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Position Title	Positions Changes	Effective Date
County Sheriff-Jail Annex	Clerk	(2) Restructuring during FY00
	Court Coordinator/Data Entry	1 Restructuring during FY00
	Detention Officer	(4) Restructuring during FY00
	Floor Control Officer	5 Restructuring during FY00
	Food Svc. Shift Leader	(1) Restructuring during FY00
	Food Svc. Specialist	1 Restructuring during FY00
	Human Resource Clerk	1 Restructuring during FY00
	Maintenance Technician	(1) Restructuring during FY00

The above resulted from the addition and restructuring of several positions by Commissioners Court during FY00

County Sheriff- Law Enforcement	Budget/Procurement Supervisor	1	Restructuring during FY00
	Crime Analyst	1	Restructuring during FY00
	Patrolman	16	Restructuring during FY00
	Secretary (sheriff)	(1)	Restructuring during FY00
	Supervisor Clerical (SO)	1	Restructuring during FY00
	Supply supervisor	(1)	Restructuring during FY00
	<b>Total</b>	<u>17</u>	

The above resulted from the addition of previously grant employees and restructuring of several positions by Commissioners Court during FY00.

### Total Public Safety

19

### Health and Welfare:

General Assistance	Caseworker	(1)	Restructuring during FY00
	Senior Caseworker	1	Restructuring during FY00
	<b>Total</b>	<u>0</u>	

The above resulted from approved restructuring by Commissioners Court during FY00.

Medical Examiner	Administrator	1	Restructuring during FY00
	Investigator, FT	1	October 1, 2000
	Investigator, PT	1	October 1, 2000
	<b>Total</b>	<u>3</u>	

The above resulted from the addition of two positions approved by Commissioners Court during budget hearings and one position during FY00.

### Total Health and Welfare

3

### Resource Development:

Agricultural Co-Op Extension	Administrative Assistant I	1	Restructuring during FY00
	Clerk	(1)	Restructuring during FY00
	Clerk	(1)	October 1, 2000
	Receptionist	1	Restructuring during FY00
	Secretary	(1)	Restructuring during FY00
	<b>Total</b>	<u>(1)</u>	

The above resulted from approved restructuring from Commissioners Court during FY00 and the deletion of one position during budget hearings

Planning and Management Services	Database and Research Coordinator	1	October 1, 2000
	Grant and Contract Coordinator	1	October 1, 2000
	Graphic/Planning Technician	1	October 1, 2000
	Planning and Administrative Technician	1	October 1, 2000
	Planning Coordinator	1	October 1, 2000
	Public Information Officer	1	October 1, 2000
	Strategic and Economic Development Planner	1	October 1, 2000
	<b>Total</b>	<u>7</u>	

The above resulted from the addition of several position by Commissioner Court during budget hearings

(Continued on next page)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Positions Changes	Effective Date
Planning Department	Project Coordinator/Grantswriter	1	October 1, 2000
	Construction Specialist	1	October 1, 2000
	Grants Coordinator	(1)	October 1, 2000
	Senior Grants Writer	(1)	October 1, 2000
	Self-Help Coordinator	1	October 1, 2000
	Housing Coordinator	1	October 1, 2000
	Total		<u>2</u>
The above resulted from the addition of two positions previously grant positions.			
<b>Total Resource Development</b>		<u>8</u>	
<b>Culture and Recreation:</b>			
Ascarate Regional County Park	Lake Attendant/Pool Operator	(1)	Restructuring during FY00
	Aquatics Manager	1	Restructuring during FY00
	Utility Worker I	(2)	October 1, 2000
	Utility Worker II	2	October 1, 2000
	Total		<u>0</u>
The above resulted from restructuring as approved by Commissioners Court during budget hearings and FY00.			
Ascarate Golf Course	Cashier/Clerk Golf Course	2	October 1, 2000
	Utility Worker I -Part time	2	October 1, 2000
	Total		<u>4</u>
The above resulted from the addition of several positions as approved by Commissioners Court during budget hearings.			
Rural Parks	Utility Worker IV	1	October 1, 2000
	Total		<u>1</u>
The above resulted from the addition of one position as approved by Commissioners Court during budget hearings.			
Swimming Pools	Facility Pool Manager	(1)	October 1, 2000
	Pool Maintenance Operator	1	October 1, 2000
	Total		<u>0</u>
The above resulted from restructuring as approved by Commissioners Court during budget hearings.			
<b>Total Culture and Recreation</b>		<u>5</u>	
<b>Community Services:</b>			
Community Services Management	Administrative Assistant III	(1)	October 1, 2000
	General Manager	(1)	October 1, 2000
	Total		<u>(2)</u>
The above resulted from the deltion of the department as approved by Commissioners Court			
<b>Total Community Services</b>		<u>(2)</u>	
<b>Public Works:</b>			
Public Works/Facilities Management	Administrative Assistant III	(1)	October 1, 2000
	General Manager	(1)	October 1, 2000
	Total		<u>(2)</u>
The above resulted from the deltion of the department as approved by Commissioners Court.			
<b>Total Public Works</b>		<u>(2)</u>	
<b>TOTAL GENERAL FUND</b>		<u>72</u>	
<b><u>SPECIAL REVENUE</u></b>			
<b>Culture and Recreation:</b>			
Coliseum Tourist Promotion	Facility Manager	1	October 1, 2000
	Special Events Manager	(1)	October 1, 2000
	Total		<u>0</u>
The above resulted from restructuring approved by Commissioners Court during budget hearings.			

(Continued on next page)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

	Position Title	Positions Changes	Effective Date
County Law Library	Assistant Librarian	(1)	October 1, 2000
	Assistant Library Director	1	October 1, 2000
	Assistant Law Librarian	1	October 1, 2000
		<u>1</u>	
	The above resulted from restructuring approved by Commissioners Court during budget		
<b>Total Culture and Recreation</b>		<u>1</u>	
<b>Public Works:</b>			
Roads and Bridges	Truck Driver I	(5)	Restructuring during FY00
	Truck Driver II	5	Restructuring during FY00
	Total	<u>0</u>	
	The above resulted from approved restructuring by Commissioners Court during FY00.		
<b>Total Public Works</b>		<u>0</u>	
<b>TOTAL SPECIAL REVENUE</b>		<u>1</u>	
<b>GRANTS</b>			
<b>Various</b>	Captain	(1)	
	Clerk	(1)	
	Community Prosecutor	(1)	
	CPS Attorney	(4)	
	Crime Analyst	(1)	
	Detective	(3)	
	Intelligence Analyst	1	
	Intensive Supervision Probation Tracker	(1)	
	Juvenile Justice Prosecutor	(1)	
	Patrolman	(17)	
	Program Coordinator	(1)	
	Project Clerk (Asset Tracing Inv.)	(1)	
	Secretary	2	
	Staff Attorney	(4)	
	Supervisory Attorney	(1)	
	Fiscal Administrator	1	
	Acting Captain/Commander	1	
	Homebound Supervisor	1	
	Social Worker	1	
	AP Deputy Probation Officer	3	
	JPD Juv Probation Officer	3	
	Program Director-Victim Svcs.	1	
	Trial Attorney	5	
	Division/Unit Chief Attorney	1	
	Senior Trial Attorney	5	
	Trial Team Chief Attorney	1	
	Paralegal/Investigator	1	
	Assets Tracing Clerk	1	
<b>TOTAL GRANTS</b>		<u>(9)</u>	
	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 2000 tax year, the commissioners levied an overall rate of \$0.361434 per \$100 valuation. Of this overall levy, a rate of \$0.268593 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$0.092841 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.

WEDNESDAY, SEPTEMBER 6, 2000  
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

---

**APPROVED - ADOPT PROPERTY TAX RATE FOR COUNTY OF EL PASO OF  
\$0.361434 PER \$100 ASSESSED VALUATION FOR 2000 TAX YEAR**

SEPTEMBER 6, 2000

MOTION # 49 (Item # 59)

On this day, on motion of Commissioner Teran, seconded by County Judge Briones, it is the order of the Court to adopt a property tax rate for the County of El Paso of \$0.361434 per \$100 assessed valuation for the 2000 tax year; a rate of \$0.268593 per \$100 assessed valuation is for the purpose of maintenance and operations, and a rate of \$0.092841 per \$100 assessed valuation is for the payment of principal and interest on the debt of this county. Further, the County Tax Assessor Collector is authorized to assess and collect these taxes for the County of El Paso on October 1, 2000.

VOTE: YES - Judge Briones, Hooten, Teran

NO - Aguilar, Haggerty

---

THE STATE OF TEXAS    )  
                                  )  
COUNTY OF EL PASO    )

KNOW ALL MEN BY THESE PRESENTS:

September 13, 2000

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 6, 2000.

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, 2000**

WEDNESDAY, OCTOBER 4, 2000  
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

---

**APPROVED - COUNTY OF EL PASO ANNUAL OPERATING BUDGET  
FOR FISCAL YEAR 2000-2001**

**OCTOBER 4, 2000**

**MOTION # 36 (Item # 25)**

On this day, on motion of Commissioner Teran, seconded by Commissioner Hooten, 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 for the fiscal year beginning October 1, 2000 and ending September 30, 2001.

A copy of the adopted budget has been filed in the County Clerk's Office.

VOTE: YES - Judge Briones, Hooten, Aguilar, Teran, Haggerty

NO - None

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THE STATE OF TEXAS    )  
                                  )  
COUNTY OF EL PASO    )

KNOW ALL MEN BY THESE PRESENTS:

December 27, 2000

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 4, 2000.

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

  
SUE ANNE WARREN, DEPUTY CLERK



**COUNTY OF EL PASO, TEXAS**

**APPENDIX D**

**Statistical Information**

Table 1

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
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
2000	13,830	22,978	52,762	8,805	611	3,811	2,843	4,115	17,081	14,538	141,374

(1) Includes general, special revenue, debt service, and capital projects funds

General Governmental Expenditures By Function  
 Fiscal Year 2000

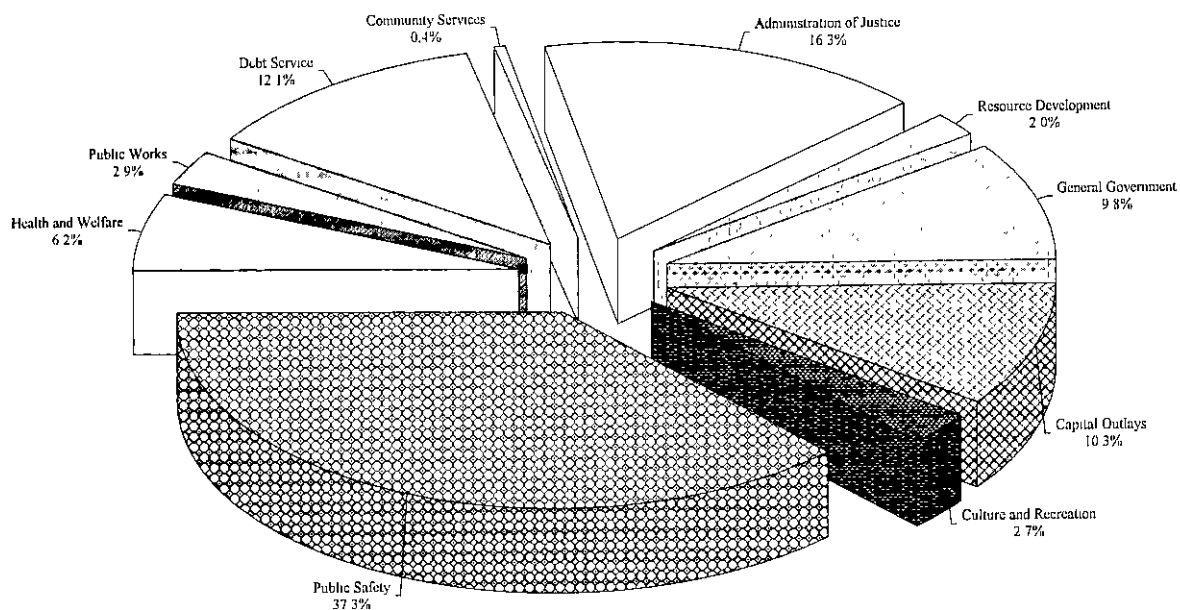


Table 2

**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
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	33,863	4,828	3,793	3,433	140,823
2000	87,599	134	12,369	33,535	4,874	5,030	4,571	148,112

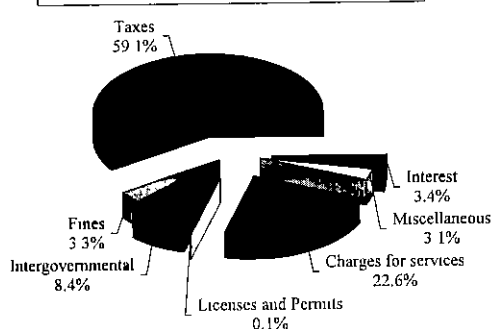
(1) Includes general, special revenue, debt service and capital project funds

Table 2A

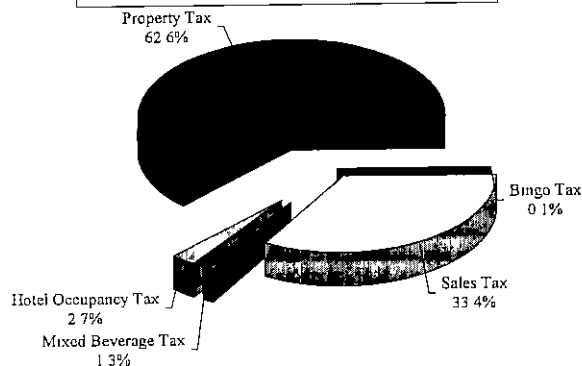
**County of El Paso, Texas  
General Governmental Tax Revenues by Source  
Last Ten Fiscal Years  
(Unaudited)  
(Amounts Expressed in Thousands)**

Fiscal Year	Property Tax	Sales Tax	Hotel Occupancy Tax	Bingo Tax	Bank Franchise Tax	Mixed Beverage Tax	Total
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	-	847	74,655
1999	59,055	22,509	1,866	61	-	869	84,360
2000	60,802	23,884	1,943	62	-	908	87,599

General Governmental Revenues by Source  
Fiscal Year 2000

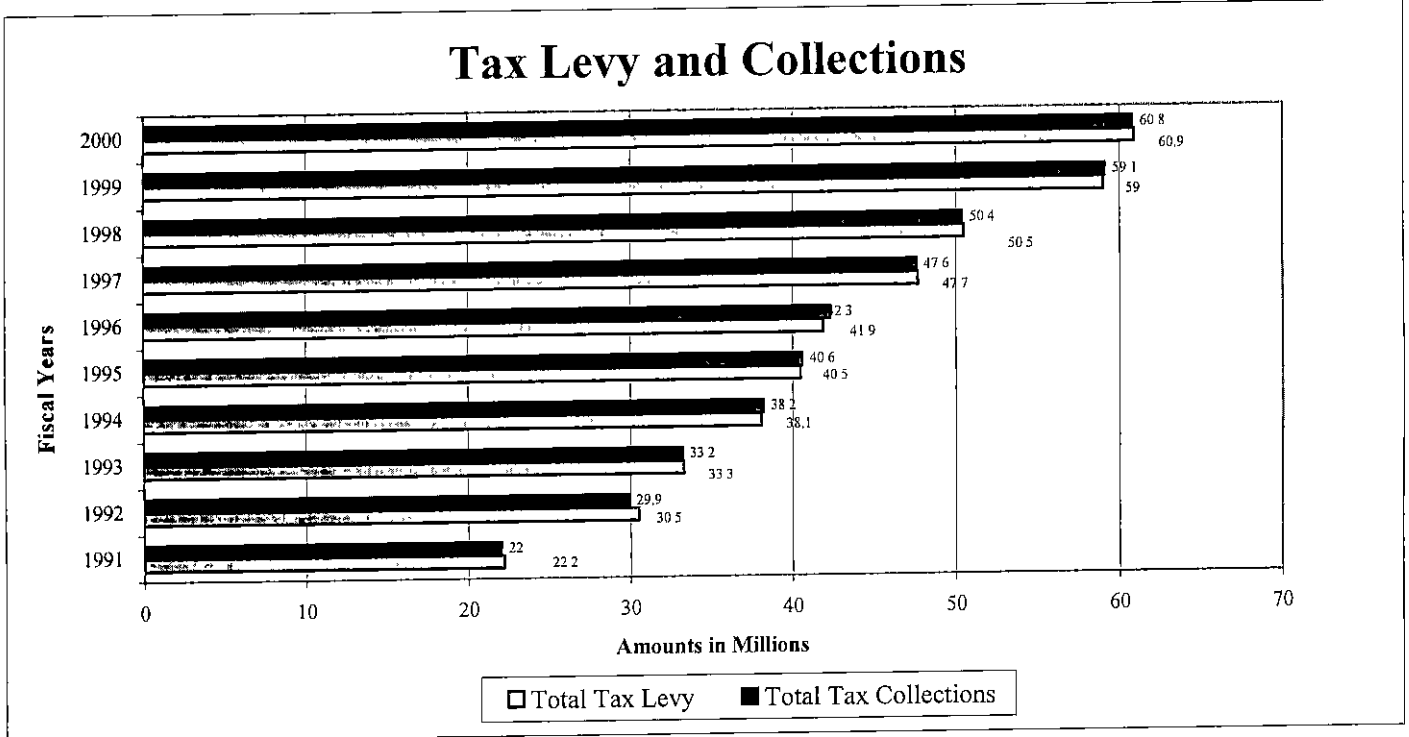


General Governmental Tax Revenues by Source  
Fiscal Year 2000



**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
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
2000	60,879	58,448	96.01	2,355	60,803	99.88	5,479	9.00



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	
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	16,300,582	16,300,582	2,435,739	2,435,739	1,902,221	16,834,100	18,736,321	89.85
2000	16,952,836	16,952,836	2,569,513	2,569,513	2,095,706	17,426,643	19,522,349	89.27

Total Assessed Value

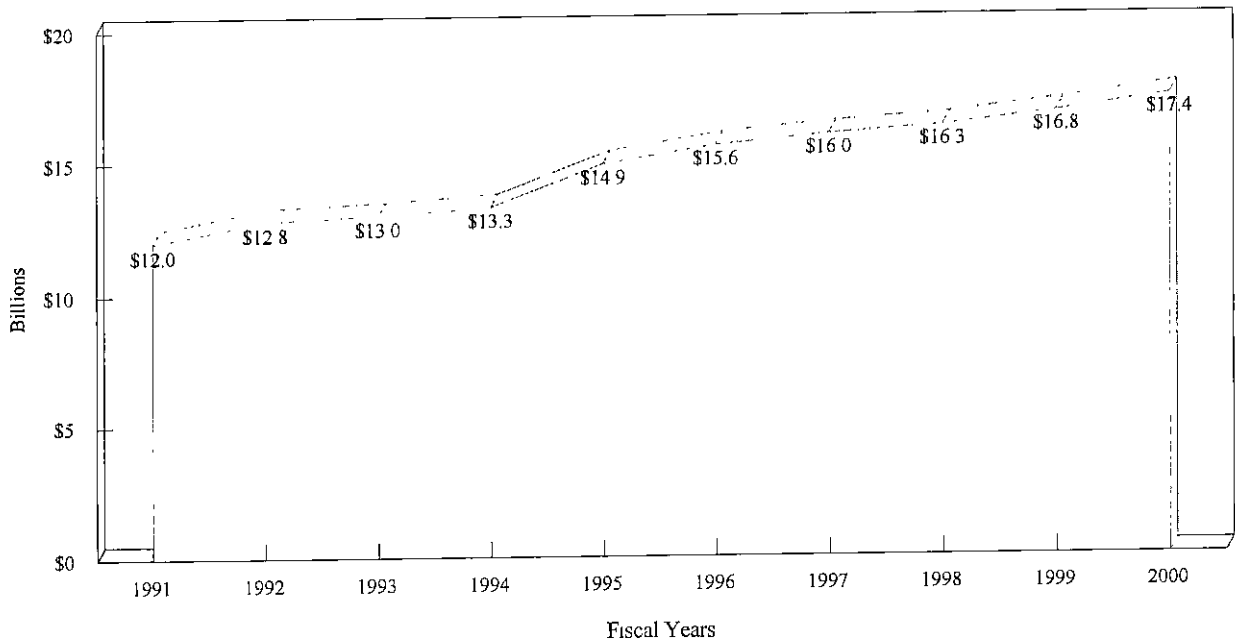


Table 5

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

Name of Government	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Anthony Ind. School District	\$.33000	\$.33000	\$1.28500	\$1.37446	\$1.36500	\$1.38500	\$1.35000	\$1.58000	\$1.43168	\$1.63111
Canutillo Ind. School District	.41400	.49400	1.47000	1.51103	1.57399	1.67000	1.67000	1.67000	1.53660	1.70072
City of Anthony	.23590	.24089	.24934	.24062	.23448	.24473	.25074	.25625	.25625	.27358
City of El Paso	.60746	.60746	.62145	.64379	.65322	.63592	.63592	.66023	.66023	.66021
City of Horizon	.12547	.14955	.16955	.16955	.16955	.16955	.16955	.19423	.19039	.20366
City of Socorro	.29811	.29811	.36839	.37529	.37529	.38355	.38355	.38005	.39713	.39713
Clint Ind. School District	.61200	.52640	1.53000	1.65000	1.53677	1.56042	1.64240	1.64240	1.40000	1.45154
County of El Paso	.25356	.26038	.29329	.30540	.28034	.30540	.31500	.36143	.36143	.36143
El Paso Community College	.09894	.09961	.09932	.10056	.10028	.10507	.10364	.11075	.11075	.12750
El Paso County Education District (2)	.83600	.93600								
EPCO Rural Fire Prev. Dist. No. 1	.03000	.03000	.02952							
EPCO Rural Fire Prev. Dist. No. 2	.03000	.03000	.03000	.03000						
EPCO Emergency Service District No. 1 (3)				.10000	.07992	.08033	.08332	.08286	.08157	.08716
EPCO Emergency Service District No. 2 (4)					.07000	.07500	.10000	.10000	.10000	.10000
EPCO Tornillo Water Improvement Dist.	.08690	.08785	.08816	.08700	.07576	.07744	.07101	.06507	.06100	.06270
EPCO Water Authority (Horizon)	.45523	.45523	.44856	.44755	.45960	.46195	.47875	.47876	.47876	.46870
El Paso Ind. School District	.36451	.36451	1.30051	1.53970	1.52468	1.51498	1.51523	1.65388	1.56015	1.55158
Fabens Ind. School District	.35400	.25400	1.31000	1.31000	1.23000	1.31332	1.37000	1.46000	1.46000	1.50000
Hacienda Del Norte Water Imp. Dist.	.14437	.14431	.14181	.13966	.13033	.12772	.12484	.49500	.40000	.40000
Homestead Municipal Util. Dist.	1.32635	1.06868	1.21570	1.14000	.91000	.75265	.72000	.67950	.54000	.54000
Lower Valley Water Authority	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000
R. E. Thomason General Hospital	.21468	.20532	.20532	.21724	.19374	.19374	.19130	.18507	.18507	.18547
San Elizario Ind. School District	1.00941	.82755	1.68222	1.62199	1.17212	1.50000	1.47516	1.50000	1.50000	1.50000
Socorro Ind. School District	.51736	.55000	1.48000	1.48000	1.47000	1.47000	1.38000	1.55000	1.47283	1.53059
Tornillo Ind. School District	.50456	.52462	1.35000	1.46970	1.33000	1.3608	1.23174	1.48000	1.26840	1.49804
Town of Clint	.24497	.23731	.24100	.36000	.35000	.35929	.36394	.34255	.34255	.34255
Westway Water Imp. District	1.01852	.75823	.71183	.56334	.42060	.33464	.27265	.25609	.25609	.19193
Ysleta Ind. School District	.42000	.46248	1.44000	1.65000	1.60597	1.64952	1.58025	1.63000	1.55148	1.54958
Downtown Management District (5)							.12000	.12000	.12000	.12000

(1) These property tax rates are expressed in dollars per \$100 assessed valuation.

(2) Senate Bill 7 abolished the El Paso County Education District

(3) 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

(4) The EPCO Rural Fire Prevention District No. 2 was changed to a new taxing entity called the El Paso County Emergency Service District No. 2 in July 1995.

(5) 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, 2000  
(Unaudited)  
(Amounts Expressed in Thousands)

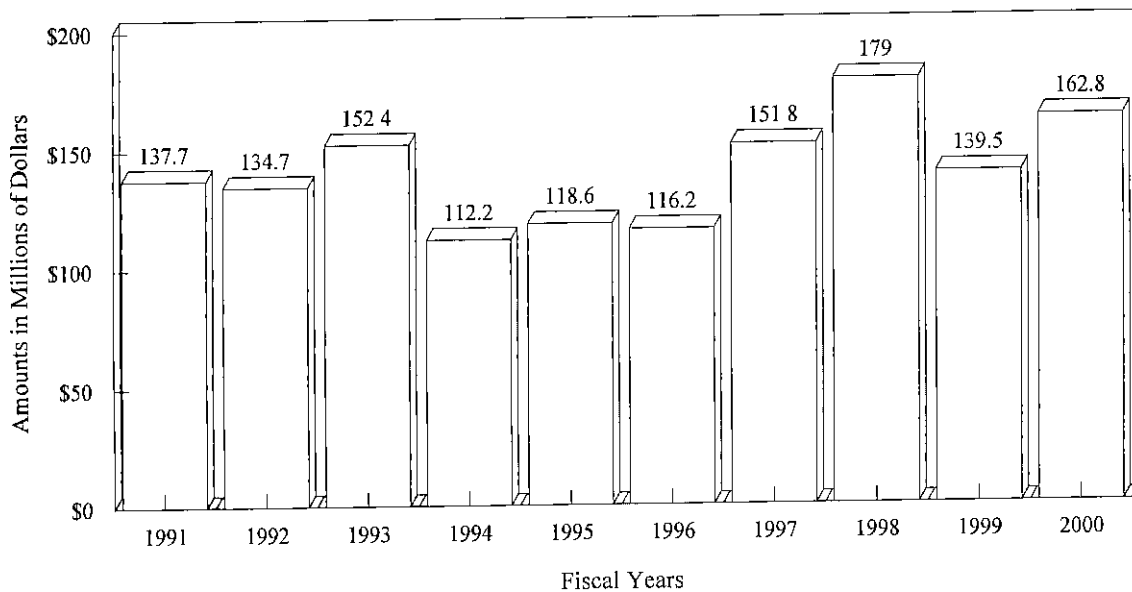
Taxpayer	Type of Business	2000 Assessed Valuation	Percentage of Total Assessed Valuation
El Paso Electric Company	Electric utility	\$204,119	1.17%
Southwestern Bell Telephone	Telephone communications	175,477	1.01%
Refinery Holding Co. L.P.	Oil refinery	93,090	0.53%
Simon Property Group	Real estate development	85,206	0.49%
Chevron USA, Inc.	Oil refinery	83,720	0.48%
Phelps-Dodge Refining Corp.	Copper refinery	75,902	0.44%
Tenet Hospitals Limited	Health care	68,577	0.39%
Hoover Co.	Cleaning appliances	51,385	0.29%
River Oaks Properties, LTD	Real estate management	51,287	0.29%
Chase Bank of Texas	Banking	<u>48,570</u>	0.28%
Totals		<u><u>\$937,333</u></u>	5.38%

Table 7

**County of El Paso, Texas**  
**Operating Budgets for Various Funds**  
**Last Ten Fiscal Years**  
**(Unaudited)**

Fiscal Year	Debt Service Fund	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Total
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
2000	17,080,667	111,325,062	32,142,447	1,639,137	628,347	162,815,660

**Annual Operating Budget Totals**  
 Last Ten Fiscal Years (Unaudited)





**Table 8**

**County of El Paso, Texas**  
**Computation of Legal Debt Margin**  
**September 30, 2000**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

<hr/>	
Assessed Valuation:	
Assessed Value of Real Property	\$14,857,130
Assessed Value of Personal Property	<u>2,569,513</u>
Total Assessed Value	<u><u>\$17,426,643</u></u>
Legal debt margin:	
Debt limitation - 5% of Total Assessed Value (1)	\$871,332
Debt Applicable to Limitation:	
Total bonded debt	\$105,858
Less: Amount available for repayment of general obligation bonds	<u>877</u>
Total debt applicable to limitation	<u>104,981</u>
Legal debt margin	<u><u>\$766,351</u></u>

(1) Vernon's Civil Statutes of the State of Texas Annotated, Article 722

Table 9

**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)	Gross Bonded Debt(1)(3)	Less Debt Service Fund(1)(4)	Debt		Ratio of Net Bonded Debt To Assessed Value	Net Bonded Debt Per Capita
					Payable from Enterprise Revenues(1)(5)	Net Bonded Debt(1)		
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	115,448	3,068		112,380	0.87	181.55
1994	636	13,259,806	113,588	1,195		112,393	0.85	176.72
1995	652	14,939,562	112,223	844		111,379	0.75	170.83
1996	668	15,611,797	106,296	1,094		105,202	0.67	157.48
1997	682	16,027,841	108,663	1,132		107,531	0.67	157.67
1998	693	16,274,987	125,974	1,392	1,150	124,582	0.77	179.77
1999	705	16,834,100	117,043	1,251	1,090	115,792	0.69	164.24
2000	717	17,426,643	105,858	877	1,225	104,981	0.60	146.37

(1) Amounts expressed in thousands.

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

(3) The 1990-1992 amounts include revenue bonds.

(4) Amounts available for repayment of general obligation bonds.

(5) The 1998-2000 amounts include state issued bonds for which the county is paying back with user assessed fees.

**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)**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest Plus Agent and Noncommitant Fees</b>	<b>Total Debt Service</b>	<b>Total General Governmental Expenditures (1)</b>	<b>Ratio of Debt Service to General Governmental Expenditures</b>
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
2000	11,185	5,896	17,081	141,374	12.08

(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, 2000  
 (Unaudited)  
 (Amounts Expressed in Thousands)

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to County of El Paso	Amount Applicable to County of El Paso
Direct:			
County of El Paso	\$115,792	100%	\$115,792
Total direct debt	115,792	100	115,792
Overlapping:			
Anthony Independent School District	4,265	100	4,265
Canutillo Independent School District	14,664	100	14,664
City of Anthony	348	100	348
City of El Paso	344,470	100	344,470
Clint Independent School District	17,345	100	17,345
El Paso County Water Authority (Horizon)	7,554	100	7,554
El Paso Independent School District	198,449	100	198,449
Fabens Independent School District	10,120	100	10,120
R. E. Thomason General Hospital	17,620	100	17,620
San Elizario Independent School District	10,220	100	10,220
City of Socorro	1,285	100	1,285
Socorro Independent School District	97,564	100	97,564
Tornillo Independent School District	2,916	100	2,916
Westway Water Improvement District	391	100	391
Ysleta Independent School District	54,469	100	54,469
Total overlapping debt	781,680	100	781,680
Totals	\$897,472	100%	\$897,472

**County of El Paso, Texas  
Tax Rates and Fund Allocations (1)  
Last Ten Fiscal Years  
(Unaudited)**

Fiscal Year	Total Tax Rate	Maintenance and Operations Tax Rate	Debt Service Tax Rate
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
2000	0.36143	0.26859	0.09284

(1) These tax rates and fund allocations are expressed in dollars per \$100 assessed valuation.

**Components of the Tax Rate for  
Fiscal Year 1999**

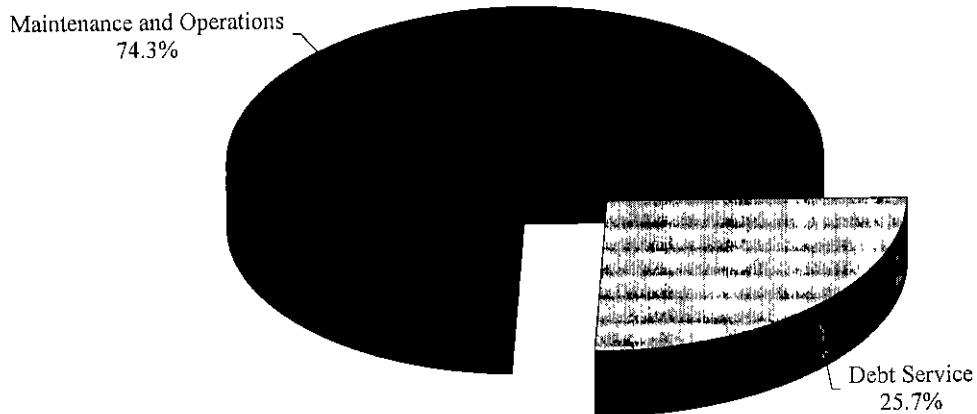


Table 13

**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		Unemployment Rate (2)
				In Years of Formal Schooling(1)	Schools Enrollment(1)	
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
2000	717,212	16,359	28.0	12.6	188,130	8.5

## 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)
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	7,735,460	11,000,861	1,902,221	16,834,100	511	105,431	3,376	174,825
2000	8,633,659	11,642,032	2,849,048	17,426,643	458	111,872	11,958	327,954

(1) Amounts expressed in thousands.

(2) Source: Building Services Department, City of El Paso, Texas

Table 15

**County of El Paso, Texas  
Miscellaneous Statistics  
September 30, 2000  
(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>	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
	2000	717,212

<u>Employment</u>	<u>Year</u>	<u>Work Force</u>	<u>Employed</u>	<u>Unemployment</u>
				<u>Rate</u>
	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%
	2000	290,500	265,800	8.5%

(Continued)



**County of El Paso, Texas  
Miscellaneous Statistics  
September 30, 2000  
(Unaudited)**

<u>Road and Highways</u>	There are about 683 maintained miles of roads in the County				
<u>Employees</u>	The County has 2,066 full time regular and 58 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 - 15,224 students El Paso Community College enrollment - 17,901 students High schools - 30 Middle schools - 37 Intermediate and elementary schools - 121 Private schools - elementary and high schools - 55 Business and vocational schools - 27 Alternative schools - 15				
<u>Medical Facilities</u>	Thirteen hospitals provide 2,266 beds. County ratios: Doctors to population, 1 to 850 Dentists to population, 1 to 4,146 Hospital beds to population, 1 to 317				
<u>Finance</u>	Federal and state chartered banks - 9 with 37 branch locations. Credit Unions - 16 with 27 branch locations.				
<u>Retail Sales</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
	\$4,987,281,378	\$5,508,763,690	\$5,327,154,239	\$5,546,593,565	\$5,931,712,858
<u>Cultural</u>	Churches 503 Major newspapers 1 Radio stations 27 Local television stations 11 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 Principles.
<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 a portion of the boardwalk and fishing pier improvements in progress on the Lake at Ascarate Regional Park.

We hope this document has provided some insight about the County's Government and its budget for the fiscal year 2001.

