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**A view of the Ysleta Mission in El Paso County**

## Annual Operating Budget



# El Paso County Commissioners Court Members



Dolores Briones, County Judge



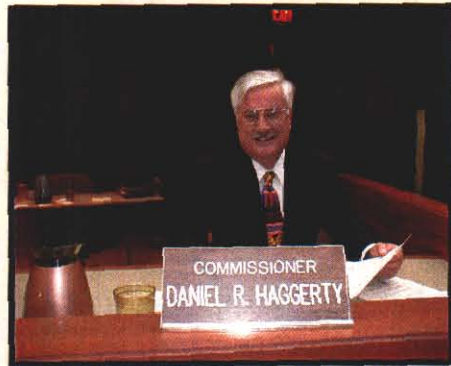
Charles Scruggs, Commissioner Precinct No. 1



Carlos Aguilar, Commissioner Precinct No. 2



Miguel A. Teran, Commissioner Precinct No. 3



Daniel R. Haggerty, Commissioner Precinct No. 4

**Member of the Government Finance Officer's Association**



# County of El Paso, Texas

## Preface

This preface is intended to serve the readers who may be somewhat unfamiliar with El Paso County, the structure and functions of county governments in the State of Texas. It also provides a brief overview of the duties of some of the primary officials.

El Paso County was created from Bexar District in 1849, organized in 1850, and incorporated in 1871. Parts of El Paso County were taken to form Culberson County in 1911 and Hudspeth County in 1915. The County was named in the early days for being a well-known pass through the Rocky Mountains. It is the most western County in Texas, and is about equidistant from Houston, Texas, Los Angeles, California and Denver, Colorado. Also, bordered on the east side by Hudspeth County, El Paso County is just to the north of the International Boundary between the United States of America and the Republic of Mexico, and touches Doña Ana County in New Mexico. The County is a strategic crossroads for continental north-south and east-west traffic. The County spans a geographic area of about 1,013 square miles.

County government in Texas is, for many people, the primary and most accessible level of government. County governments are political subdivisions of the State. The State has created 254 counties. Initially, the counties were primarily created to facilitate the judicial system. As a result of State legislative changes over the years, county governments in Texas are involved not only with the judicial system, but also the delivery of health and welfare services, law enforcement, public safety, cultural and recreational activities, and construction and maintenance of roads and bridges. In comparison to some of the other states, Texas counties have only a very limited ordinance making authority, as specifically granted by the State legislature.

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

There are numerous elected officials in most Texas counties. Some of those elected officials usually include the county treasurer, county clerk, district clerk, county attorney, district attorney, county tax assessor-collector, county sheriff, one or more locally elected state district judges, one or more county court at law judges, one or more justice of the peace, and one or more constable. As has happened in a few other counties, several years ago, in a statewide election, the voters amended the constitution to abolish the office of the El Paso County Treasurer. After this abolishment, Commissioners Court formally instructed the county auditor, an apolitical and an appointed official, to perform all of the statutorily mandated treasury functions. The county auditor is appointed to a two-year term, by the state district judges in each County. In El Paso County, the county auditor, among other duties and responsibilities, serves as the County's chief financial officer, budget officer,



payroll officer, investment officer, treasury officer, internal auditing officer and cash management officer.

The Commissioners Court serves as the executive branch of county government. Among a myriad of other constitutional and statutorily imposed duties and responsibilities, the five members of commissioners court have the exclusive responsibility and authority over a multitude of areas in the operation and in the affairs of county government. To name a few, the Commissioners Court is responsible for approval of the county's operating budget, budgetary amendments, setting ad valorem property tax rates, auditing and direct settlement of all claims against the county. Additionally, this body appoints certain county officials and board members. The Commissioners Court also determines when propositions to issue bonds will be submitted to the voters.

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

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

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



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# **INTRODUCTION**



# COUNTY OF EL PASO

OFFICE OF THE COUNTY AUDITOR

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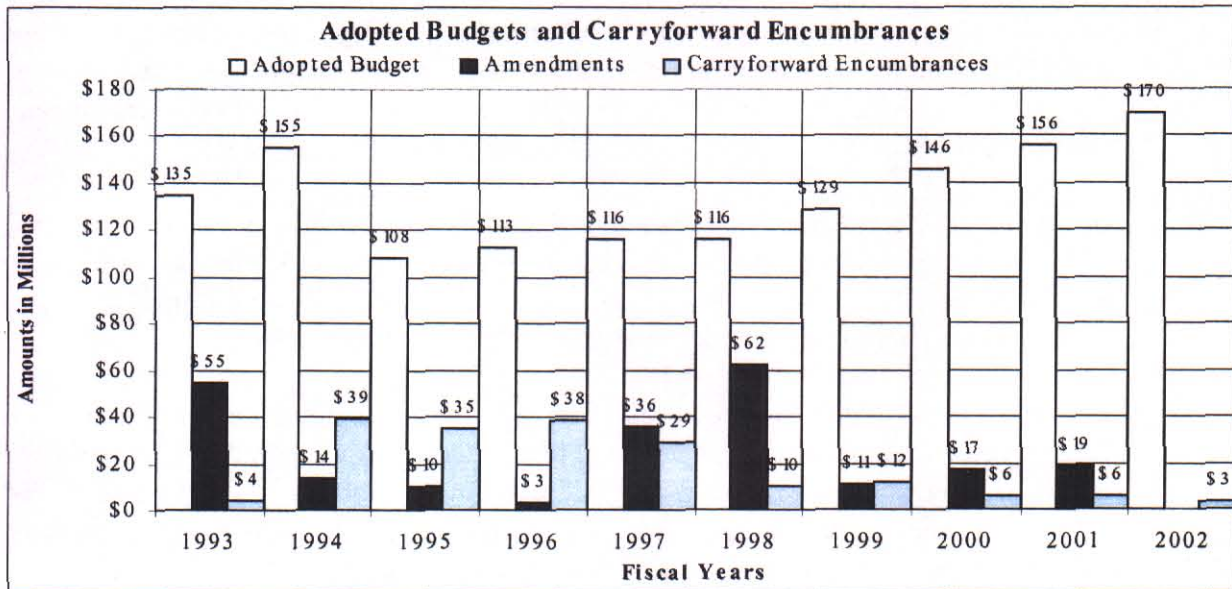
ROOM 406, COUNTY COURTHOUSE BUILDING  
500 EAST SAN ANTONIO STREET  
EL PASO, TEXAS 79901-2407  
(915) 546-2040  
(915) 546-8172 FAX

December 28, 2001

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 2002 published operating budget of the County of El Paso, Texas (County) for the period of October 1, 2001 through September 30, 2002. 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 2002 budget adopted by the County totaled \$169,923,158, a net decrease of \$5,066,805 or 2.90 percent in comparison to the fiscal year 2001 adopted budget as amended. Within these categories, increases totaled \$13,747,266 and related to general government, \$12,433,593 or 45.48

percent and debt service interest totaling \$1,313,673 or 24.51 percent. Budget decreases aggregated \$18,814,071 and are attributed to decreases within administration of justice, \$3,443,402, or 12.06 percent, public safety, \$2,455,858 or 3.92 percent, health and welfare, \$2,126,670 or 20.72 percent, community services, \$1,027,347 or 100 percent, resource development, \$970,201 or 31.32 percent, culture and recreation, \$63,276 or 1.30 percent, public works, \$1,205,104 or 16.70 percent, capital outlays, \$4,808,368 or 63.60 percent, debt service principal, \$1,890,715 or 16.92 percent and other financing uses totaling \$823,130 or 14.11 percent. 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 was a major achievement for El Paso County and continues to be a significant goal towards development and implementation of performance based budgeting which became the focal point in fiscal year 2000 and continued into fiscal year 2002 budget process. Departments, elected officials and agencies funded by the County were apprised of the County's continued 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 2002 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 possibly 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 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 Information Technology 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 2002 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 \$2,770,370 in fiscal year 2002 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 is the second 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. In fiscal year 2001, the County contributed 1 ¼ percent of its 2 ½ percent hotel occupancy tax revenues estimated at \$950,000. In June 2001, the County of El Paso canceled this inter-local agreement with the City of El Paso in order to renegotiate how these funds could be utilized to promote the County of El Paso. As of the adoption of the fiscal year 2002, the agreement had not been renewed.

**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 appropriated \$54,694 in fiscal year 2002 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 fourth 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.

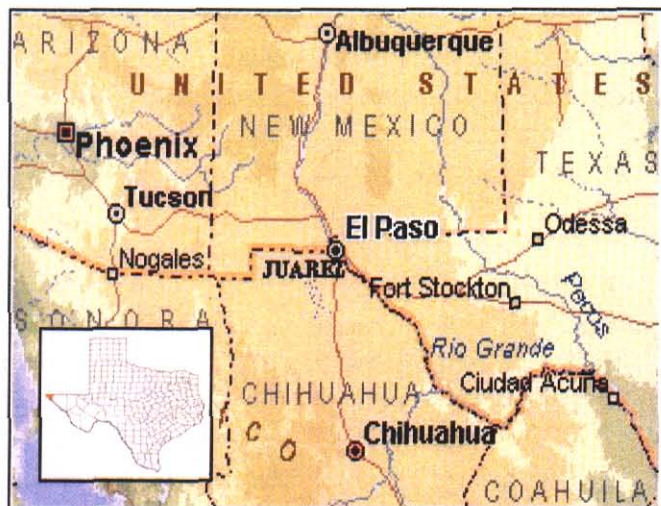
In October 1998, the County Auditor's Office upgraded its accounting software called Financial Accounting Management Information System (FAMIS) along with the purchasing agent's financial software system upgrade for issuance of purchase requisitions and purchase orders called Advanced Purchasing Inventory 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 2002.

Cooperative efforts continue between the Information Technology 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 addressing courthouse space and parking needs, building out of the 8<sup>th</sup> and 10<sup>th</sup> floors, capital needs, computerizing the election system, supporting funding of a new animal shelter, construction of the Fabens Port of Entry, renovating the Coliseum and rural and regional 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

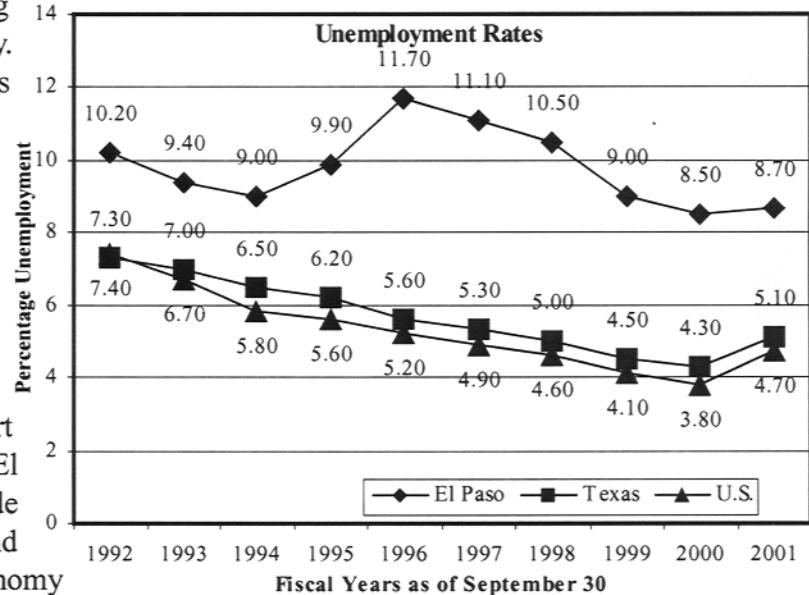
The County enjoys fairly sound economic diversification. Being that El Paso is in the heart of the Southwest, many businesses are attracted to the El Paso/Juarez region. As of January 1, 2001 the City Planning, Research and development department estimated the County population at 679,622. The City of El Paso, the County seat, is estimated as having a population of 563,662. El Paso is the largest City in the United States that borders Mexico. El Paso is the fifth largest City in the State of Texas, the twenty-third largest City. 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 1,217,818. 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 \$500,000 in fiscal year 2002 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 2001 issue of Texas Labor Market Review, unemployment statewide was 5.1 percent in September. When compared to the same time last year, this unemployment rate was eight-tenths of a percentage higher. As reflected in the graph at the top of this page, El Paso's unemployment rate for September 2001 was 8.70 percent, a slight increase in comparison to 8.50 in September 2000. Although El Paso's unemployment rate remains the highest of Texas' big six metropolitan areas, the Texas State Comptroller reported in its State of Texas 2001 Annual Cash Report, that El Paso was the only major metropolitan area of the state whose unemployment rate had not increased as of August 2001 when compared to August 2000. At the same time, the other metropolitan areas all saw increases in their unemployment rates.

### El Paso MSA Employment by Industry

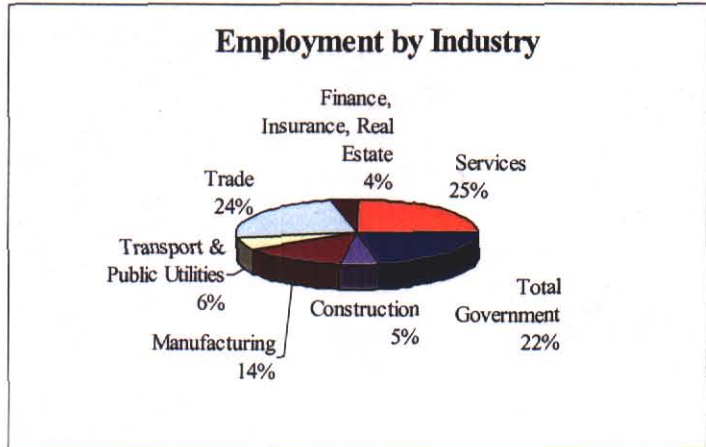
Amounts in Thousands

ELPaso Metropolitan Statistical Area Profile obtained from the Texas Workforce Commission

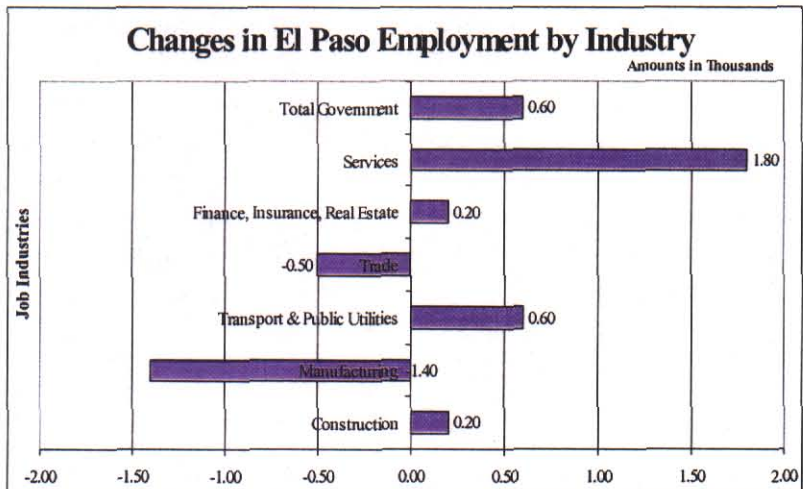
Industry Types	September 2000	Amount Change	Percentage Change	September 2001	Percent of Total
Construction	12.60	0.20	1.59%	12.80	4.93%
Manufacturing	38.50	-1.40	-3.64%	37.10	14.30%
Transport & Public Utilities	15.70	0.60	3.82%	16.30	6.28%
Trade	61.90	-0.50	-0.81%	61.40	23.67%
Finance, Insurance, Real Estate	10.10	0.20	1.98%	10.30	3.97%
Services	62.70	1.80	2.87%	64.50	24.87%
Total Government	56.40	0.60	1.06%	57.00	21.97%
Total Labor Market	257.90	1.50	0.58%	259.40	100.00%

Summaries of job gains are reflected on the table on the prior page. As of September 2001, most sectors did not experience job losses except in the areas of manufacturing and trade. Based on data obtained from the Texas Workforce Commission for the El Paso Metropolitan Statistical Area, El Paso saw a net gain of 1,500 jobs or .58 percent through September 2001 when compared to the same time in 2000 as seen in the table on the prior page.

The pie chart on the right reflects a high level summary of the El Paso job market as of September 2001 while the next table reflects changes in the employment industry components. Of this one-year increase of 1,500 jobs, construction comprises 4.93 percent of the labor force and added 200 jobs, an increase of 1.59 percent, while during the same period manufacturing comprises 14.30 percent of the labor force saw a decline of 1,400, a decrease of 3.64 percent. Other changes include addition of 600 jobs in transportation and public utilities, an increase of 3.82 percent, a decrease of 500 or .81 percent in trade, mainly retail, 200 or 1.98 percent in finance, insurance, and real estate, 1,800 or 2.87 percent in services, and an additional 600 or 1.06 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 El Paso's trend indicates a slight increase and more stability in 2001 when compared to past years and tends to react similar to the rest of Texas.

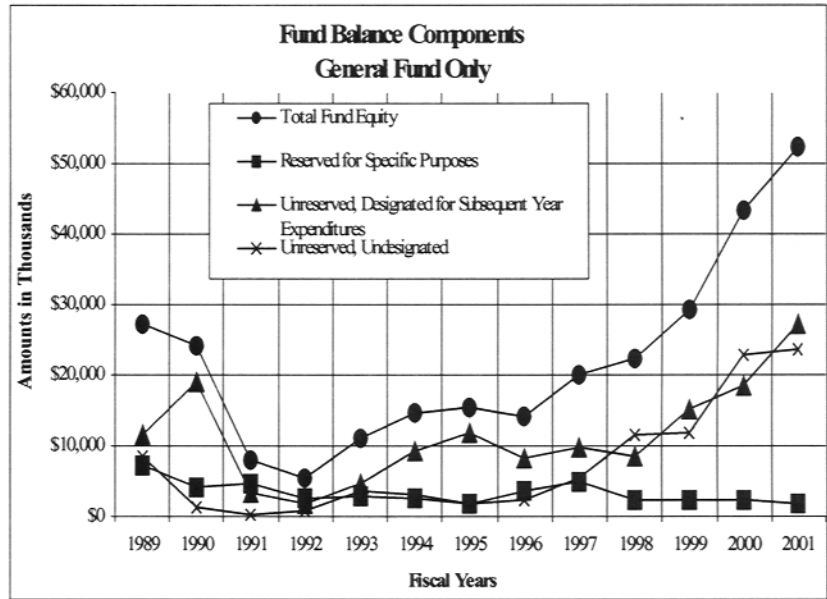


El Paso evolved from an agricultural economy to what it is today, an international center of trade and manufacturing with an increasing population. The top three employers are apparel, health services and retail sectors. Its cultural and business ties as a border region with Mexico drive the El Paso economy. The renewed attraction of El Paso County as a favorable business environment, coupled with fairly low interest rates, continues to stimulate local construction activity.



Due to the nature of our border economy and labor markets, El Paso only saw only slight employment growth in the region yet it has recently achieved the lowest unemployment rates in well over past ten years. Overall, economic conditions and job growth are exhibiting positive indications and are expected to remain upbeat.

The graph to the right depicts the general fund balances over the past thirteen 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 and 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, 2000 and again in 2001. 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, 2007 as reflected in the strategic plan section of this document.



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, 2000 and again in 2001. 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, 2007 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 November 2001, despite the present looming economic downturns, both Moody's Investors Service and Standards & Poors reaffirmed a stable outlook to El Paso County's \$21.3 million Refunding Bonds, Series 2001 and \$35 million Certificates of Obligations, Series 2001 with rating of A1 and AA- respectively. At the same time, both firms reaffirmed these ratings on the County's outstanding general obligation debt. As a border County, these ratings reflect our diverse and moderately growing economic base, El Paso County's well managed financial operations with emphasis on long-range financial goals of maintaining ample reserves, sound financial position and a manageable debt position.

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 2002 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, 2000 the Commissioners Court members adopted an operating budget for the twelve-month period ending September 30, 2001 totaling \$156,263,597. The Commissioners Court increased this budget by a net amount of \$18,726,366 during fiscal year 2001 with twenty-nine 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-nine budget amendments, the operating budget totaled \$174,989,963. For comparative purposes, on October 8, 2001 the Commissioners Court approved and adopted an annual operating budget aggregating \$169,923,158 for the fiscal year beginning October 1, 2001. *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. Special thanks goes 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**

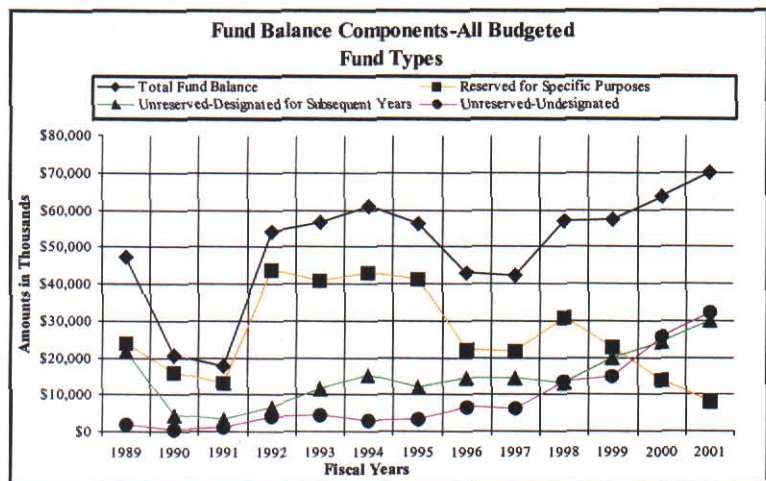
# Executive and Budget Summary

## 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 emphasize maintaining sufficient undesignated fund balance levels in order to maintain and enhance the County's bond ratings. More importantly, the County focuses on having sufficient working capital for meeting current operating needs throughout the fiscal year. Since the County's main cash inflow, namely property taxes, occurs 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 or 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 2002, 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.

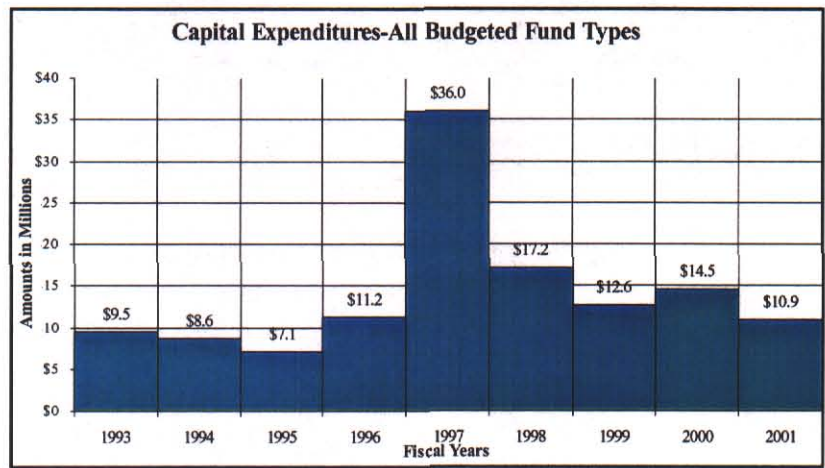
### *Operating Capital*

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 chose 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 an 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 to the right reflects the actual expenditure trends related to capital expenditures for the past nine 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 5th and 7th 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, 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 2002 by utilizing existing capital project funds as recommended by the committee. For the second year in a row, the equipment committee received support from the Court to fund an amount of one million dollars for future capital needs in the County Capital Project Fund. 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 \$6,850,899 with an ideal balance of \$20,552,695 based on the fiscal year 2002 general fund budget. By maintaining a low fund balance, the County remains vulnerable to not maintaining and or even the lowering of its bond ratings. Lower bond ratings may ultimately result in more costly future borrowing at higher interest rates. Increased interest expense as a result of the County's financial position depicted at any one point in time and its financial ability to cover unanticipated revenue losses or significant unanticipated expenditures could have an impact on the financial condition of the County.

Historically speaking, 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 four 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 late summer and at fiscal year end, such as putting a freeze on new encumbrances, had the effect



of enhancing the favorable expenditure budget variance, or unspent budget balance, within the general fund. However, general fund appropriations grew in fiscal year 2001 by \$9,221,598 or 8.28 percent. Actual expenditures and transfers-out in fiscal year 2001 increased by \$12,198,620. Of this total, related amounts entailed general government, \$2,756,542, administration of justice, \$3,110,049, public safety, \$4,464,342 of which \$3,796,813 and \$552,589 related to the Sheriff Department and Juvenile Probation Department, health and welfare, \$290,477, resource development, \$297,925, culture and recreation, \$308,588, capital outlays, (\$79,723) and \$1,050,420 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, included statutory mandates. Additional factors impacting these results included the favorable actual revenues and transfers in over estimates by \$12,804,382 in various areas such as taxes, charges for services for sheriff board bills and fine and forfeiture collections by the county attorney's office and county clerk collections. Also, the fact that revenues and transfers-in exceeded expenditures and transfers-out by \$9,051,689 and a decrease in encumbrances from the prior year of \$403,892 helped contribute to this fund balance.

Although this stable fund balance is a good sign, the Commissioners Court should continually focus on hurdles that lie ahead for County government. The fiscal year 2002 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 2002 budget again increased from the prior year by \$7,884,213 or 34.53 percent over fiscal year 2001 for a total of \$30,717,666. 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 2003 the Court will continue to face even greater funding challenges. Some of those challenges will be additional operational cost of new facilities that may be constructed or purchased, automatic contractual collective bargaining salary adjustments for the sheriff's department and continued adherence to the County's salary-step-plan. Close attention is being placed on the economic impact resulting from the September 11, 2001 tragedy and the resultant war in Afghanistan. Specific monitoring will remain focused on revenues related to tourism such as hotel occupancy and sales and use taxes as they tend to be impacted negatively during times of national and international conflict due to the nature of El Paso County's proximity to the international Juarez, Mexico border. 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 2002 budget, the Court should begin planning for a more stringent budget in 2003 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 adopting the same tax rate in fiscal year 1997 as in 1995, and a less than one percent increase in fiscal year 1998. Although, the court increased its tax rate to \$0.361434 in fiscal year 1999 it has maintained this same rate in fiscal years 2000, 2001 and 2002. From time to time, tax rates have changed as a result of issuance of general obligation bonds, when needed, for capital projects. 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 2002 began July 10, 2001 and ended on October 8, 2001. Throughout the budget process the Court took a firm position on the budget and directed all County departments to work with the County Auditor budget staff in setting their operating budgets. All salary related issues were deferred to the County salary committee and their recommendations were presented to the Commissioners Court during budget hearings. During the fiscal year 2002 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. Additionally, the County held numerous professional training sessions with departments regarding performance based budgeting. 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.

For the past two years, the Commissioners Court experimented with budget roundtable meetings with departments, officials and recipients of County funds, but at the onset of the fiscal 2002 budget hearings, the Court placed greater emphasis of working directly with the County Auditor's office. These meetings were very resourceful to County departments and greatly improved facilitating the budget process for all those involved. The visionary changes introduced during this budget process have set into motion changes still 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. Every effort has been made to incorporate as many changes as possible into this budget package which will continue to reflect improvements that will be evident beginning with the fiscal year 2003.

Throughout the summer of 2001, the County Auditor held numerous workshops with County departments, the equipment committee and the salary committee. Additionally, the Court held many public budgetary hearings. These meetings were attended by elected officials, department heads, key staff members, news media and many interested citizens. Although budgetary roundtable meetings were changed to meetings with the Auditor, emphasis continued to be placed on providing the Court with performance measurement data information. Furthermore, recipients of County funds continued to have an opportunity to discuss their operations and any unique situations affecting their organization when they addressed their budget request to the Court. As with any change, the process received mixed reviews, but overall, the majority of departments and the Court felt that the new process added value to the budget and added greater accountability to the decision making process. At these departmental 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 2002 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; and,
- (h) Adding statutorily approved Courts.

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 2001 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 continued to impress upon all recipients of County funds, the importance of the County's goals and objectives for a more cost efficient and effective County government. Throughout the budget process, the Court gave greater authority to the County Auditor to evaluate each budget request and to make recommendations to the Court. The County Auditor based all recommendations on justification submitted by departments and further financial analysis by the Auditor. The resultant impacts, which comprise this budget, involve a multitude of scenarios. Level funding was not as prevalent as in past budget years although a reality for some departments. When insufficient justification was encountered in requests, reductions or level funding resulted. The majority of the departments 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 in 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 moderate increase in charges for service revenues, resulted in the County 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 County Auditor and 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 \$152,156,510 in fiscal year 2001 in comparison to \$139,205,492 in fiscal year 2002, a decrease of \$12,951,018 or 8.51 per-

FY 2002 Estimated Revenues and Fund Balance in Comparison to FY 2001 (All Budgeted Fund Types)							
Revenues (Sources):	Adopted FY 2001	FY 2001 Amendments	FY 2001 as Amended	Adopted FY 2002	Change from 2001 Amended	Percent Change	Components as % Budget
Tax Revenues	\$87,006,611		\$87,006,611	\$91,228,747	\$4,222,136	4.85%	53.69%
Licenses and Permits	\$125,000		\$125,000	\$131,000	\$6,000	4.80%	0.08%
Intergovernmental	\$3,078,357	\$16,165,420	\$19,243,777	\$1,686,313	(\$17,557,464)	-91.24%	0.99%
Charges for Services	\$31,124,572	(\$5,000)	\$31,119,572	\$33,418,137	\$2,298,565	7.39%	19.67%
Fines and Forfeits	\$4,193,000	\$0	\$4,193,000	\$4,998,000	\$805,000	19.20%	2.94%
Miscellaneous Revenues	\$2,445,549	\$917,588	\$3,363,137	\$2,876,166	(\$486,971)	-14.48%	1.69%
Interest Earnings	\$2,846,000	\$214,523	\$3,060,523	\$2,260,683	(\$799,840)	-26.13%	1.33%
Other Financing Sources	\$2,654,689	\$1,390,201	\$4,044,890	\$2,606,446	(\$1,438,444)	-35.56%	1.53%
<b>Total revenues and other sources</b>	<b>\$133,473,778</b>	<b>\$18,682,732</b>	<b>\$152,156,510</b>	<b>\$139,205,492</b>	<b>(\$12,951,018)</b>	<b>-8.51%</b>	<b>81.92%</b>
<b>Fund Balance Components</b>							
Fund balance designated to balance the budget	\$22,789,819	\$43,634	\$22,833,453	\$30,717,666	\$7,884,213	34.53%	18.08%
<b>Total Fund Balance Designations</b>	<b>\$22,789,819</b>	<b>\$43,634</b>	<b>\$22,833,453</b>	<b>\$30,717,666</b>	<b>\$7,884,213</b>	<b>34.53%</b>	<b>18.08%</b>
<b>Total Revenues (Sources) and Fund Balance</b>	<b>\$156,263,597</b>	<b>\$18,726,366</b>	<b>\$174,989,963</b>	<b>\$169,923,158</b>	<b>(\$5,066,805)</b>	<b>-2.90%</b>	<b>100.00%</b>
<b>Designated Fund Balance as % of Budget</b>	<b>14.58%</b>			<b>18.08%</b>			

cent. Closer analyses of the components of major class groupings of revenues reveals increases in taxes, licenses and permits, charges for services and fines and forfeits that amounted to \$4,222,136, \$6,000, \$2,298,565 and \$805,000 respectively. Concurrently, the County budgeted decreases in intergovernmental, interest, miscellaneous revenues and other financing sources totaling \$17,557,464, \$799,840, \$486,971 and \$1,438,444 respectively. The most significant change and the majority of these reductions are due to grants reflected as budget amendments during 2001 that will not be budgeted in fiscal year 2002 until grant awards are made.

***Tax Revenues***

Tax revenues represent approximately 53.69 percent of the total county budget exclusive of fund balance designated to balance appropriations. The overall increase in this major classification of taxes relates mainly to ad valorem property and sale and use taxes. The change in ad valorem property taxes was mainly due to increases in property values and the result of new residential and commercial construction. Hotel and motel occupancy taxes that are also included within this group increased only marginally.

On September 10, 2001 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 98.00 percent of the property taxes levied will actually be collected. 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 ad valorem property tax information is provided to facilitate a better understanding of some factors affecting the tax rate in order to analyze ad valorem property tax revenues. Further analyses of these components can be found in the Debt Service section of this document.

	<b>FY 2002</b>	<b>FY 2001</b>	<b>% Change</b>
Adopted Ad Valorem Property Tax Rates	\$0.361434	\$0.361434	0.00%
Effective Tax Rates	\$0.352172	\$0.360553	Not Comparable
Total Taxable Values	\$18,313,853,268	\$17,353,127,193	5.54%
Total Estimated Tax Revenues	\$64,868,747	\$61,716,611	5.11%

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 rate 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, 2001 and 2002. Throughout the fiscal year 2002 budget process, the Court contended with fully funding mandated expenditures, a Countywide cost of living increase, recommendations of the salary committee and the impact to the 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 \$960,726,075 or 5.54 percent, the net increase in budgeted revenues over the prior year is projected to approximate \$3,152,136 or 5.11 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 rose by \$6,000 or 4.80 percent in fiscal year 2002.

### ***Intergovernmental***

Intergovernmental revenues amount to .99 percent of total budgeted revenues. This area saw a decline of \$17,557,464 or 91.24 percent from the fiscal year 2001 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 \$2,577,504 or 62.30 percent under fiscal year 2001. The majority of the decrease can be attributed to one time federal funding within the enterprise fund totaling \$2,252,000 for a water project. Furthermore, the general fund reflects a decrease of \$362,481 for miscellaneous reimbursements and the remainder represents an offsetting increase within the special revenue fund approximating \$36,977 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 is mostly comprised of governmental agencies funding for various grants.

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

This area represents 19.67 percent of total estimates to cover appropriations and exhibited a moderate increase over the fiscal year 2001 estimate by 7.39 percent or \$2,298,565. 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 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 2001. 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, 2001 and again in 2002 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 \$805,000 or 19.20 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 2.94 percent.

### ***Miscellaneous Revenue***

This category which accounts for 1.69 percent of total estimated revenues, decreased noticeably from fiscal year 2001 mainly due to grants related funding. Other revenues in this category are classified as miscellaneous reimbursements and unclassified revenues.

### ***Interest Revenue***

Interest revenue comprises 1.33 percent of total estimates and is projected to decrease by 26.13 percent or \$799,840 below fiscal year 2001. Due to recent interest rate declines by the federal reserve, a significant decrease in interest income is projected, thus, this decrease is basically a reflection of lost 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 2002 by \$1,438,444 or 35.56 percent. As discussed previously, grants are budgeted during the fiscal year when contracts are awarded. This decrease represents approximately \$1,395,943 due to grants being budgeted upon grant award. The residual difference represents balances due from funds as a result of transactions between funds. This category represents 1.53 percent of total estimated funding to cover the budget for fiscal year 2002.

### ***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 18.08 percent of the total funding, up by \$7,884,213 or 34.53 percent from fiscal year 2001. This change is attributed to multiple factors such as an increased usage of fund balance within the general and debt service funds totaling \$8,718,250 and \$297,486 respectively. Declines occurred within the capital project and special revenue funds totaling \$294,428 and \$837,095 respectively in fiscal year 2002. The declines in capital project funds represent consumed funds as projects are completed and utilization of reserve funds in the special revenue funds. 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 2002 and 2001 by (1) fund and (2) program.

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 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 2002 Adopted Appropriations and Fund Balance in Comparison to FY 2001 (All Budgeted Fund Types)

Appropriations (Uses):	Adopted FY 2001	FY 2001 Amendments	FY 2001 as Amended	Adopted FY 2002	Change from 2001 Amended	Percent Change	Components as % of Budget
Capital Project Fund	\$1,729,325		\$1,729,325	\$1,337,080	(\$392,245)	-22.68%	0.79%
Debt Service Fund	\$16,463,426		\$16,463,426	\$15,880,884	(\$582,542)	-3.54%	9.35%
Enterprise Fund	\$389,334	\$2,252,000	\$2,641,334	\$526,834	(\$2,114,500)	-80.05%	0.31%
General Fund	\$120,546,660		\$120,546,660	\$137,017,965	\$16,471,305	13.66%	80.64%
Grants	\$2,440,501	\$16,368,645	\$18,809,146	\$1,346,949	(\$17,462,197)	-92.84%	0.79%
Special Revenue	\$14,694,351	\$105,721	\$14,800,072	\$13,813,446	(\$986,626)	-6.67%	8.13%
<b>Total Budget</b>	<b>\$156,263,597</b>	<b>\$18,726,366</b>	<b>\$174,989,963</b>	<b>\$169,923,158</b>	<b>(\$5,066,805)</b>	<b>-2.90%</b>	<b>100.00%</b>
Encumbrance carryforward		\$5,743,694	\$5,743,694	\$3,115,765	(\$2,627,929)	-45.75%	
<b>Total Combined Appropriations</b>	<b>\$156,263,597</b>	<b>\$24,470,060</b>	<b>\$180,733,657</b>	<b>\$173,038,923</b>	<b>(\$7,694,734)</b>		

This table exhibits that significant amendments to the fiscal year 2001 budget related to grant funds being appropriated during the year as funds were certified. For comparison purposes, if we ignore budgetary amendments from the table above, the overall change in the adopted budget from fiscal year 2001 to 2002 equated to an increase of \$13,659,561 or 8.74%. Further analysis at the fund type level reveals that the most significant change occurred within the general fund, while on the other hand, all other funds declined. These changes resulted due to a variety of factors as explained in the narrative of appropriations by program.

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 2001 discussed from here forward can be found throughout this document.

FY 2002 Adopted Appropriations and Fund Balance in Comparison to FY 2001 (All Budgeted Fund Types)

Appropriations (Uses):	Adopted FY 2001	FY 2001 Amendments	FY 2001 as Amended	Adopted FY 2002	Change from 2001 Amended	Percent Change	Components as % of Budget
General Government	\$29,271,288	(\$1,932,251)	\$27,339,037	\$39,772,630	\$12,433,593	45.48%	23.41%
Administration of Justice	\$22,774,050	\$5,772,122	\$28,546,172	\$25,102,770	(\$3,443,402)	-12.06%	14.77%
Public Safety	\$55,362,805	\$7,327,177	\$62,689,982	\$60,234,124	(\$2,455,858)	-3.92%	35.45%
Health and Welfare	\$8,686,412	\$1,579,001	\$10,265,413	\$8,138,743	(\$2,126,670)	-20.72%	4.79%
Community Services		\$1,027,347	\$1,027,347		(\$1,027,347)	-100.00%	0.00%
Resource Development	\$3,049,166	\$48,597	\$3,097,763	\$2,127,562	(\$970,201)	-31.32%	1.25%
Culture and Recreation	\$4,885,285	(\$2,236)	\$4,883,049	\$4,819,773	(\$63,276)	-1.30%	2.84%
Public Works	\$5,799,817	\$1,414,730	\$7,214,547	\$6,009,443	(\$1,205,104)	-16.70%	3.54%
Capital Outlays	\$4,160,772	\$3,399,211	\$7,559,983	\$2,751,615	(\$4,808,368)	-63.60%	1.62%
Debt Service and Enterprise:							
Principal	\$11,175,000		\$11,175,000	\$9,284,285	(\$1,890,715)	-16.92%	5.46%
Interest	\$5,359,760		\$5,359,760	\$6,673,433	\$1,313,673	24.51%	3.93%
Other Financing Uses	\$5,739,242	\$92,668	\$5,831,910	\$5,008,780	(\$823,130)	-14.11%	2.95%
<b>Total Appropriations (Uses)</b>	<b>\$156,263,597</b>	<b>\$18,726,366</b>	<b>\$174,989,963</b>	<b>\$169,923,158</b>	<b>(\$5,066,805)</b>	<b>-2.90%</b>	<b>100.00%</b>
Encumbrance carryforward		\$5,743,694	\$5,743,694	\$3,115,765	(\$2,627,929)	-45.75%	
<b>Total Combined Appropriations</b>	<b>\$156,263,597</b>	<b>\$24,470,060</b>	<b>\$180,733,657</b>	<b>\$173,038,923</b>	<b>(\$7,694,734)</b>		

In comparing the fiscal year 2002 and 2001 adopted budgets shown on the prior page, 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 2001, the County realized a budgetary saving of \$463,182 or 23.16 percent of the original appropriations of \$2,000,000 in the general fund budget. Although savings were from numerous departments within the general fund budget, significant savings resulted within departments with high attrition rates, such as the sheriff department. Later in fiscal year 2002, 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 2001 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 2001 which will not be budgeted in fiscal year 2002 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 2002 budget depicts that general government appropriations represent approximately \$39,772,630 or 23.41 percent of the total budget and increased by \$12,433,593 or 45.48 percent from the prior amended budget. Overall changes were the result of increases totaling \$12,284,241 and \$149,352 within the general fund and special revenue funds respectively. Some of the significant impacts made within this category to name a few are discussed from here forward. The County continued its pledge to follow through on its Countywide salary-step-plan in fiscal year 2002. Not only did the Court keep its commitment, it addressed various salary issues recommended by the County salary committee and it also added a three percent cost-of-living increase to the salary plan to keep pace with inflation totaling an estimated \$2,500,000. Additionally, effects of automatic collective bargaining increases pursuant to the sheriff's contract, the Court authorized plan changes for detention officer salaries and a multitude of other salary changes impacted the budget for a combined total approximating \$6,625,001. 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 as a transfer-out in the general fund as a safeguard against an unanticipated funding shortfall within the non-budgeted county health, life and dental insurance benefits fund approximating \$250,000 in fiscal year 2002 and \$1,000,000 in fiscal year 2001.



In addition, there were numerous changes within the General Government program, and for the sake of brevity, focus here will be placed on those departmental budget increases or decreases exceeding \$100,000. The most significant increase was \$11,115,220 within general and administrative account of the general fund. The majority of this increase relates to funding of salary and benefit increases approximating \$8,661,819 approved by court. These funds are reserved and are subsequently distributed to departments based on an assessment by the county auditor's office of actual funding needs toward the later part of the third fiscal quarter. In addition, the four general fund contingencies were set at approximately three-tenths of one percent of the general fund adopted budget and resulted in an overall increase of approximately \$1,544,228. At the same time, the Court funded a projected increase for workers compensation claims totaling \$950,000.

Over the past two years actuarial determinations resulted in health premium increases. In fiscal year 2002, funding was allocated to the respective departmental budgets, therefore, the fiscal year 2002 appropriation in the general and administrative account of general government relates to partial funding by the County for employee and retiree health costs approximating \$908,195. 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. Employee benefits were a significant focus of this budget as exhibited by the Court's adoption and funding of an additional retirement option allowing eligible County employees to retire after 20 years of service. This retirement benefit was estimated to cost \$250,000 and will be determined actuarially in future years. In the area of investing in the work force, the Court for the third year appropriated funds for the purpose of contracting an agency to implement a workforce development program. In support of this area, the County increased its contribution by \$100,000 to Project Arriba for a total of \$350,000.

Others changes included Road and Bridge-general and administrative and the Elections budgets. The Road and Bridge department increased by \$244,976 and is mainly attributable to budgeting of additional funds for contingencies in anticipation of preliminary planning costs of the Fabens Port of Entry construction project. The Elections department increased by \$133,993 due to an increase in staff and increased postage cost associated with mailing of new election certificates in fiscal year 2002. Additional information regarding changes within this classification not apparent at this level are exhibited in subsequent trend sections of this document.

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

El Paso County provides the funding to operate Seven County Courts at Law, two County Criminal Courts and a Probate Court. 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, three Associate Family Courts, Associate Child Protective Services Court, Criminal Law Magistrate, Tax Court, Impact Court and seven Justices of the Peace.

With a significant decrease of \$3,443,402 or 12.06 percent under the prior year, administration of justice accounts for 14.77 percent of the total 2002 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 program 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.

Associate Family Court 3 increased by \$214,031 due to the fact that it is fully funded in fiscal year 2002 and became operational during fiscal year 2001. County Criminal Courts 1 and 2 have been budgeted effective January 2002 and therefore, related costs attributable to these courts totaling \$551,623 for judges and staff has been added. In response to these added courts, the Council of Judges budget increased by \$195,175, mainly for a projected increase in legal fees. The Public Defender budget reflects an increase of \$106,371 as a result of additional staff authorized by the Commissioners Court. Additional information regarding changes within this classification not apparent at this level are exhibited in subsequent trend sections of this document.

### ***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 decreased \$2,455,858 or 3.92 percent below fiscal year 2001. 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. Due to the netting of grants funded in fiscal year 2001 and yet to be budgeted in fiscal year 2002, further analysis reflects an increase in the general fund of \$4,282,501. This increase was mainly attributed to the Juvenile Probation and Sheriff departments that rose by \$260,381 and \$3,416,903 respectively. Within the Sheriff's budget, the increases were in the downtown detention facility, East Montana jail annex and law enforcement totaling \$1,214,936, \$1,303,882 and \$898,085 respectively.



It is noteworthy to mention that this category comprised \$60,234,124 or 35.45 percent of the overall County budget. The majority of these appropriations fall within the general fund approximating \$60,166,787. Of this amount, \$49,565,662 or 82.38 percent was in support of Sheriff's Department operations. In contrast, the sheriff's budgets comprise 36.17 percent when compared to the overall general fund budget of \$137,017,965. Additional information regarding changes within this classification not apparent at this level are exhibited in subsequent trend sections of this document.

### ***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 \$8,138,743 or 4.79 percent of the total 2002 adopted budget. This funding amount was \$2,126,670 or 20.72 percent less than the amount funded in fiscal year 2001. This area reflects a reduction mainly due to grants as previously discussed in other categories that net out with an increase in the general fund totaling \$273,000 or 4.19 percent. 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.

Funding to the City of El Paso increased by \$354,548 or 14.68 percent relating to areas of Animal Control, City County Health and On-Site Sewage Inspections. The reason for this increase is attributable to a mutually agreed upon method of determining overall program initiatives and funding between the County and the City of El Paso. Based on agreed upon funding requests by the City and utilization of agreed upon funding ratios, the County's allocation resulted in an overall increase. The County previously budgeted separately for each of these functions but consolidated this funding in fiscal year 2002. The overall intent of the Court remains to identify state mandates of indigent health and to evaluate the adequacy of present Health District programs. Other budgets within this areas saw slight changes, therefore, additional information regarding those changes within this classification not apparent at this level are exhibited in subsequent trend sections of this document.

### ***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 \$1,027,347 or 100 percent due to the fact that grants are budgeted as contracts are awarded, therefore, additional funding awarded during fiscal year 2002 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 community development.

This category decreased by \$970,201 or 31.32 percent from the prior year. As a component of the budget, this classification currently represents about 1.25 percent of the adopted budget. These decreases can be found in the general fund, special revenue and grant funds totaling \$121,247, \$827,954 and \$21,000 respectively.

During fiscal year 2001, the County contracted to pay the City of El Paso one half of its two and one-half percent hotel occupancy tax revenues as the County's contribution to assist in funding the El Paso Tourist and Convention Bureau and for promotion of the County of El Paso. In June 2001, the County canceled its inter-local agreement with the City of El Paso. Subsequently, the Commissioners Court notified the City and requested an action plan regarding usage of County funds and County promotion efforts and expenditures. As of the adoption of the fiscal 2002 budget, an inter-local agreement was not in place between the County and City. The previous inter-local provided approximately \$950,000 to the City of El Paso. As a result, appropriations to the Tourist Promotion fund saw a reduction from the prior year totaling \$832,000 of



which only \$692,000 is attributable to reallocation of hotel occupancy funds to other areas such as the County Tourist Promotion and Coliseum Tourist Promotion funds. Other changes within this category are discussed later in this document.

### ***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 2.84 percent of the overall budget and decreased by 1.30 percent or \$63,276 under the prior fiscal year. Changes in this area exhibit decreases in the special revenue and grant funds totaling \$101,824 and \$54,959 respectively, while at the same time the general fund rose by \$93,507. Most areas in this category received only inflationary funding changes with the exception of recreational departments in the general fund, 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 County continues to evaluate the possibility of privatizing the Ascarate Golf Course. The decrease in the special revenue fund is mainly attributable to the Ascarate Park Improvement fund being budgeted lower in fiscal year 2002 relating to operating expenditures while grant matching transfers-out increased. This decrease was offset by additional appropriations to the Coliseum Tourist Promotion fund. Within the Ascarate Improvement fund, approximately \$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 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 changes within this category are discussed later in this document.

### ***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 3.54 percent of the overall adopted budget, the public works budget totals \$6,009,443, down \$1,205,104 or 16.70 percent from the prior year. The roads and bridges fund and the Fabens Airport mainly represent this category. Within this category, increases occurred in special revenue and enterprise funds totaling \$77,626 and \$132,000 respectively while the grant fund declined by \$1,414,730. Other changes within this category are discussed later in this document.

### ***Capital Outlays***

This category is used to account for capital construction projects and expenditures made to acquire furnishings and equipment. These expenditures are presumed to benefit both the present and future fiscal periods. During fiscal year 2001, 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 within other funds were required. Overall, this category declined by \$4,808,368 from the prior fiscal year or 63.60 percent and represents 1.62 percent of the total budget. Within this category, decreases occurred in the capital project, general, special revenue, grants and enterprise funds totaling \$392,245, \$55,371, \$889,548, \$1,219,204 and \$2,252,000, respectively. Even though overall appropriations declined, a one million dollar general fund contribution to the County capital project fund was appropriated for the second year in a row. New capital appropriations in fiscal year 2002 totaled \$2,751,615, of which \$1,337,080 was the result of additional capital project revenues becoming available for appropriation. The remainder relates to capital funds appropriated within the general fund and special revenue funds. Other changes within this category are discussed later in this document.

## 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 \$1,890,715 or 16.92 percent whereas interest budgeted increased by \$1,313,673 or 24.51 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 9.39 percent of the overall county budget. Other changes within this category are discussed later in this document.

## 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 2.95 percent of the budget or \$5,008,780 and decreased by \$823,130 or 14.11 percent from fiscal year 2001. This category saw decline in the general fund totaling \$1,457,229 while the special revenue fund increased by \$634,099. A significant factor that is not obvious from this analysis is a second year general fund appropriation of \$1 million, as recommended 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 2001, the equipment committee evaluated all capital equipment requests and recommended reallocation of various capital project 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. Other changes within this category are discussed later in this document.

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 2002 Adopted Appropriations by Category and Fund Balance in Comparison to FY 2001 (All Budgeted FundTypes)

Appropriation Categories	Adopted FY 2001	FY 2001 Amendments	FY 2001 as Amended	Adopted FY 2002	Change from 2001 Amended	Percent Change	Components as % of Budget
Personnel	\$87,115,881	\$6,753,023	\$93,868,904	\$102,950,981	\$9,082,077	9.68%	60.59%
Operating	\$64,986,944	\$8,574,132	\$73,561,076	\$64,220,562	(\$9,340,514)	-12.70%	37.79%
Capital	\$4,160,772	\$3,399,211	\$7,559,983	\$2,751,615	(\$4,808,368)	-63.60%	1.62%
<b>Total Budget</b>	<b>\$156,263,597</b>	<b>\$18,726,366</b>	<b>\$174,989,963</b>	<b>\$169,923,158</b>	<b>(\$5,066,805)</b>	<b>-2.90%</b>	<b>100.00%</b>
Encumbrance carryforward		\$5,743,694	\$5,743,694	\$3,115,765	(\$2,627,929)	-45.75%	
<b>Total Combined Appropriations</b>	<b>\$156,263,597</b>	<b>\$24,470,060</b>	<b>\$180,733,657</b>	<b>\$173,038,923</b>	<b>(\$7,694,734)</b>		

As reflected, the overall budget decreased by 2.90 percent or \$5,066,805. Increases were attributable to personnel totaling \$9,082,077 or 9.68 percent while decreases related to operating and capital totaling \$9,340,514 and \$4,808,368 or 12.70 and 63.60 percent, respectively. In-

creases in personnel appropriations as previously discussed were the main impact in this budget, which is offset, by the impact of grant funds explained throughout this document. Some of those increases, to name a few, include full funding of new statutory mandates, increases due to collective bargaining for sheriff deputies and a contract modification related to detention officer salaries, continued funding of the County's salary-step-plan and increased costs of the health benefit premiums amongst other benefit enhancements. Salary increases in fiscal year 2002 will have a greater impact in this budget, as many employees will receive step level increases and attrition declines. In prior years, salary increases had minimal impact due to factors such as attrition. Since implementation of the County's salary-step-plan, the County has experienced 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 2002 County budget, personnel appropriations comprise 60.59 percent, operating appropriations comprise 37.79 percent and capital appropriations comprise 1.62 percent. The County was able to offset some of the increases throughout this budget by utilizing a trade off of appropriations within the general fund.

Capital appropriations in the adopted budget represent additional interest earned on capital project funds and reallocated or new funding required to supplement existing project-based budgets. As capital project funds are expended, reduced interest income is generated, thus, reducing funds available for appropriation over the remainder of the project. Capital projects fund appropriation discussions can be found later in this document.



# **STRATEGIC FINANCIAL PLAN**



# Strategic Financial Plan

## 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, continual funding of a salary step plan 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 or 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	2002	2003	2004	2005	2006	2007
Increase in County Revenue needed (From prior year)	\$30,717,666	\$15,730,977	\$12,635,508	\$9,935,403	\$6,908,719	\$3,682,582
Projected increase in Revenues (From prior year)		\$6,370,220	\$4,367,271	\$4,498,289	\$4,633,238	\$4,772,235
Revenues over/(under) Requirement (Utilized Fund Balance in Fiscal Year 2002)		<u>(\$9,360,758)</u>	<u>(\$8,268,237)</u>	<u>(\$5,437,114)</u>	<u>(\$2,275,481)</u>	<u>\$1,089,653</u>
Total amount Over/(Under) Requirements for 5 year forecast						<u>(\$24,251,936)</u>

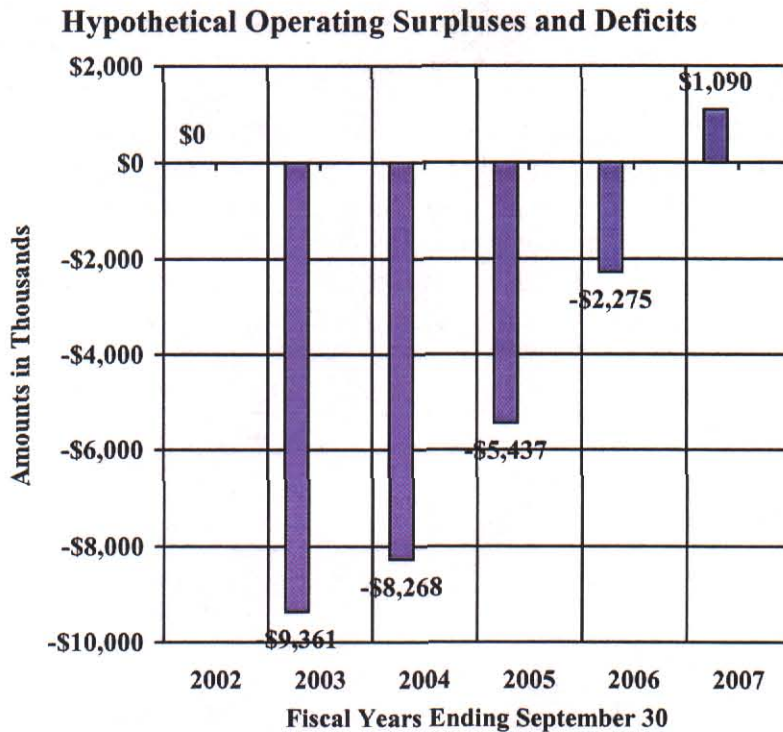
## A SIMULATION MODEL

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 that in fiscal year 2002, the County utilized approximately \$30,717,666 in fund balance reserves to balance the operating budget. Beginning with fiscal year 2003, trends indicate County will need to immediately pursue identifying ways to generate additional revenues or even new revenue sources in order to keep pace with projected expenditure increases.

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 2002 the Commissioners Court utilized \$30,717,666 of fund balance reserves to balance the operating budget in order to supplement the County Auditor's estimated revenues. Of this amount, \$246,397, \$650,064, \$27,100,037 and \$2,721,168, represent 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 2 and 5 percent each year depending upon mandates and legislative changes exclusive of any significant additions to the budget.



The fiscal year 2002 budget was balanced by utilization of fund balance. The main factor for the projected deficits in fiscal years beginning with 2003 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 with 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.

In fiscal year 2002 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. This was the fourth year in a row the County of El Paso maintained the same property tax rate of \$0.361434. For the future, unless additional revenues are identified to counter future increased expenditures, the County most likely will 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 third 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 2001. It is anticipated that this revenue source will remain stable for future budgets and should alleviate negative impacts on the County's reserves.

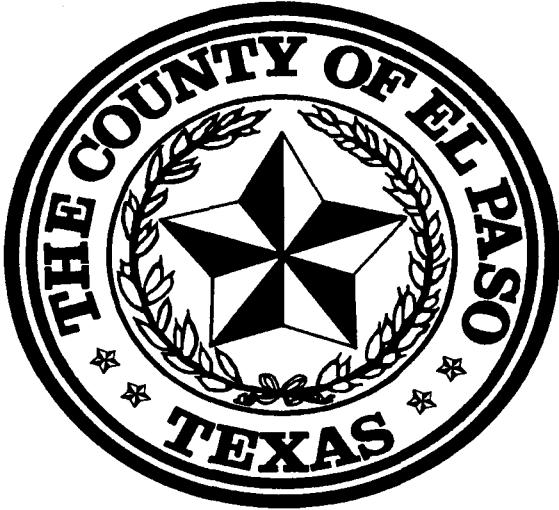
Over the long-term, the County's strategic financial plan helps smooth out the economic peaks and valleys by diverting money to the fund balance and operating capital. Also, within the strategic financial plan's controlled environment, the economic valleys can be smoothed by cautiously utilizing fund 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 2007 when the actual revenues are estimated to surpass the amount allocated to the operating budget, assuming action is taken to stabilize fiscal year 2003. 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 or sales 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 2002 whereby the Commissioners Court again retained the same tax rate as fiscal year 2001.



# **FISCAL OVERVIEW**



# Fiscal Overview

## **BASIS FOR BUDGETING AND ACCOUNTING**

The County's budgetary basis 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. The budgetary basis 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 Funds, 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. Accordingly, the budget for this fund is based on the flow of economic resources for the purpose of providing goods and services to the public.

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.

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 2001. The debt service requirements for fiscal year 2002 declined based on scheduled principal and interest payments.

## **COMPENSATION AND BENEFITS**

Effective January 1, 2002, the Commissioners Court approved an Annually Determined Contribution Rate (ADCR) of 10.32 percent of total salaries for the Texas County and District Retirement System (TCDRS).

In general, the current operating budget provides funding for varying salary increases throughout the County based on a 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 public budgetary hearings. During the public budget hearings, one or more representatives from each department or agency may 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 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 Auditors office.

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 revenue estimates each month as interim monthly financial reports of actual revenues are produced.

As discussed in the Executive and Budget Summary section of this document, the Commissioners Court instructed the County departments to work with the Auditor's office for the development of their respective budgets. These meetings were received very well and proved to be very productive. Public departmental budget hearings before the members of the Court were only necessary if resolution between the departmental request and the Auditor's Office recommendation were necessary.

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 2003**  
**OCTOBER 1, 2001, - SEPTEMBER 30, 2002**

**Proposed Dates**

**Proposed Actions**

- |                   |    |   |
|-------------------|----|---|
| February 15, 2002 | 1. | <p>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:</p> <p><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</p> |
| February 15, 2002 | 2. | <p>The county payroll division will develop a payroll report showing projected salary costs by department for the budgetary period October 1, 2002 through September 30, 2003. 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 22, 2002.</p>  |
| March 4-8, 2002   | 3. | <p>The budget officer will prepare tentative departmental budgetary request forms. The target date for the completion is March 8, 2002.</p>   |
| March 4-8, 2002   | 4. | <p>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.</p>  |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2003**  
**OCTOBER 1, 2001 - SEPTEMBER 30, 2002**

**Proposed Dates**

**Proposed Actions**

- |                                    |     |   |
|------------------------------------|-----|---|
| April 1, 2002                      | 5.  | The budget officer will distribute the tentative budgetary request forms to departments with instructions including input, if any, from the Commissioners Court members.  |
| May 15 , 2002                      | 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 2003, 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 30, 2002. |
| May 20, 2002                       | 7.  | The budget officer plans to present the preliminary budgetary proposal to Commissioners Court.  |
| June 3-28, 2002<br>July 8-31, 2002 | 8.  | Departments will meet with staff of the County Auditor Office to develop budgets for submission to Commissioners Court. Commissioners Court will conduct public hearings and make adjustments, if necessary.  |
| September 3, 2002                  | 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.  |
| September 3, 2002                  | 10. | Pursuant to the <i>Texas Local Government Code</i> , § 152.013, before the 10th day before the date of the meeting, the Commissioners Court will publish one time in the major local newspaper 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.  |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2003**  
**OCTOBER 1, 2001 - SEPTEMBER 30, 2002**

**Proposed Dates**

**Proposed Actions**

- |                      |  |
|----------------------|--|
| September 3-20, 2002 | 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 3, 2002    | 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, 2002   | 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, 2002   | 14. Pursuant to the <i>Texas Local Government Code, § 111.038</i> , Commissioners Court will publish a notice of a public hearing on the 2003 operating budget once in the major local newspaper, stating the date, time and location of the hearing.  |
| September 30, 2002   | 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, 2002      | 16. The budget officer will present the final proposed budget to Commissioners Court.  |
| October 1, 2002      | 17. Pursuant to the <i>Texas Local Government Code, § 111.037</i> , the budget officer will file a copy of the proposed budget with the County Clerk, where it will be available for public inspection by any taxpayer.  |

**TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2003**  
**OCTOBER 1, 2001 - SEPTEMBER 30, 2002**

**Proposed Dates**

**Proposed Actions**

- |                      |  |
|----------------------|--|
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## **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 from 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 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.

## **Operating Budget Policies-Continued**

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 of 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;
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,

## Revenue Policies-Continued

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

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

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) 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)*.

## **Budget Process-Continued:**

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.

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.



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

In accordance with provisions contained in the *Texas Local Government Code*, §§ 111.091, 111.092, 114.025 and 115.045, full disclosures will continue to be provided in the comprehensive annual financial reports, budget reports and bond representations.

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

### **Personnel Policies**

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

The Court will continue to support its salary plan and its salary committee, thus, 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, therefore, reinforcing maintenance of its valuable 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 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.

## **Reserve Policies-Continued:**

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 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.

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.

**For financial accounting and reporting purposes, it is the policy of the County that only assets with a value exceeding \$5,000 or more and having a useful life expectancy of at least one year are reported as general fixed assets in the County's Comprehensive Annual Financial Report. Note however, that this does not mean that items less than the \$5,000 threshold will not be tagged. The purchasing agent, at his discretion, may tag any items deemed appropriate for adequate control and accountability purposes.**

The County Auditor's Office will periodically reconcile the yearly inventory listing provided by the purchasing agent to the County's financial accounting records.

## **Fixed Assets and Capital Planning-Continued:**

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.

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 bond 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 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.
- 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.**

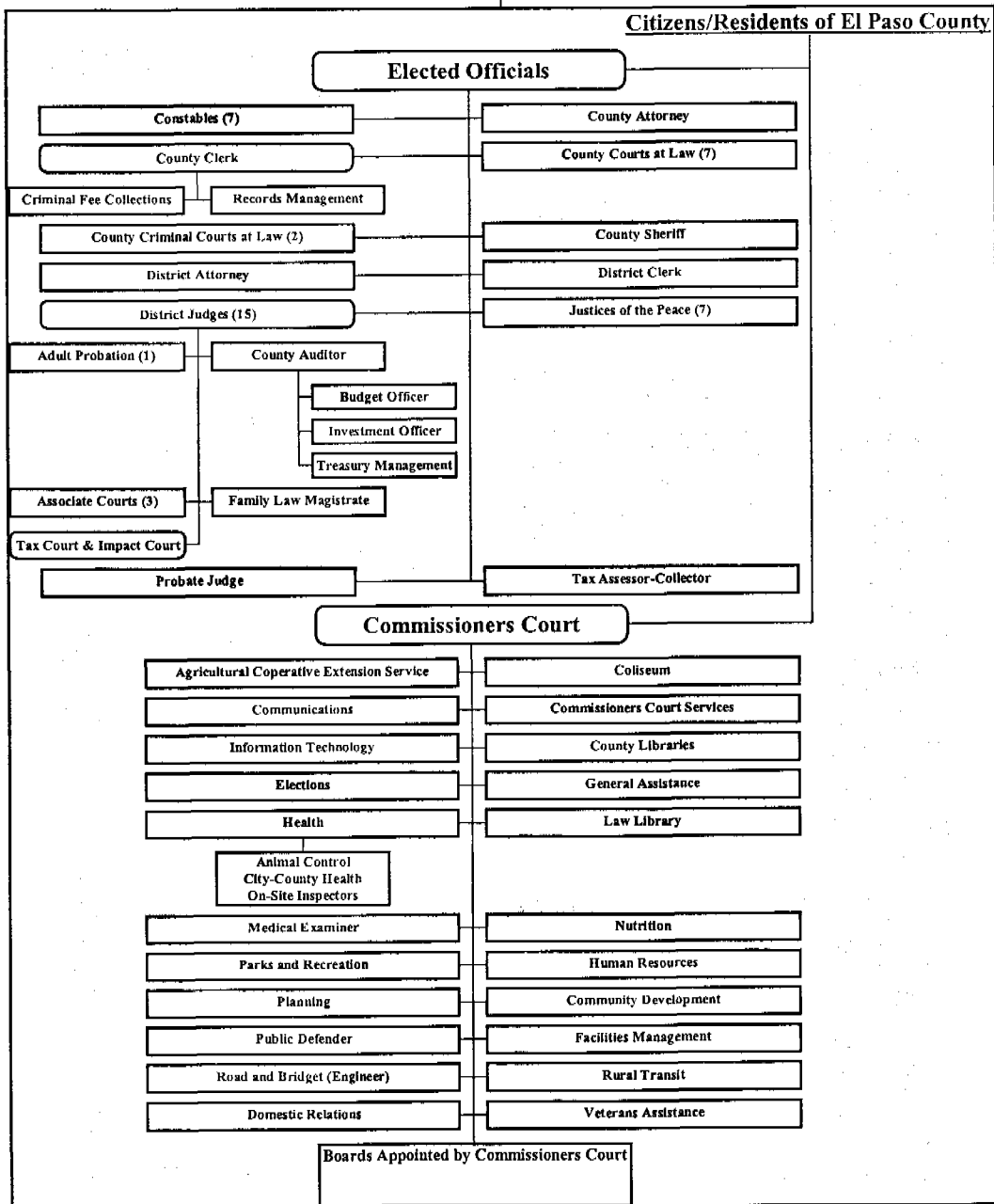
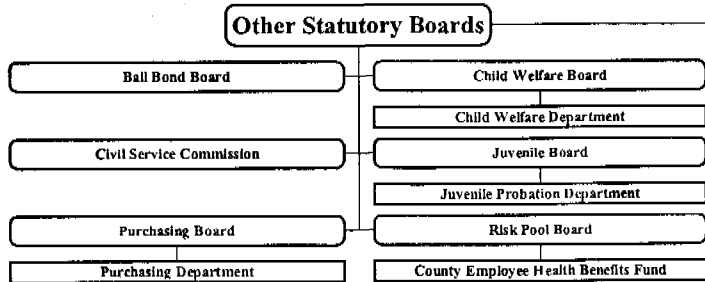
- A. Develop a comprehensive employee training program.
- B. Establish standards for vendors and providers to encourage development of the local workforce.
- C. Develop a comprehensive Human Resources Department.
- D. Develop a rewards and recognition program for county employees and departments.
- E.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

# County of El Paso, Texas

## Organizational Chart

As of October 1, 2001

### El Paso County Organization



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

# Organization by Program Type

## General Government

County Judge  
Commissioners Court  
Commissioners Court Services Department  
County Auditor  
Purchasing  
Human Resources  
County Clerk  
District Clerk  
Information Technology Department  
Elections  
Facilities Management  
Communications  
Tax Assessor-Collector  
Parking Garage Maintenance & Operations  
Risk Pool Board Operations  
County Solid Waste Disposal  
Domestic Relations  
General and Administrative Account  
Grant Matches

## Resource Development

Agricultural Co-Op Extension  
Planning Department  
Community Development  
Economic Development Division  
Downtown Management District  
Small Business Development  
Census 2000

## Administration of Justice

District and Associate Courts  
Council of Judges Administration  
6th Administrative Judicial Region  
Criminal Law Magistrate  
County Courts at Law  
County Criminal 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



## 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

Road and Bridge

## Culture and Recreation

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

## 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





# Directory of Principal Officials



## Commissioners Court (The Governing Body)

County Judge, Dolores Briones	Room 301, County Courthouse Bldg, (915) 546-2098
County Commissioner, Precinct Number 1, Charles Scruggs	Room 301, County Courthouse Bldg, (915) 546-2014
County Commissioner, Precinct Number 2, Carlos Aguilar III	Room 301, County Courthouse Bldg, (915) 546-2111
County Commissioner, Precinct Number 3, Miguel Teran	Room 301, County Courthouse Bldg, (915) 546-2144
County Commissioner, Precinct Number 4, Daniel R. Haggerty	Room 301, County Courthouse Bldg, (915) 546-2044

## The Council of Judges

Local Administrative Judge, 168th Judicial District, Guadalupe Rivera	Room 602, County Courthouse Bldg, (915) 546-2141
34th Judicial District, William E. Moody, District Judge	Room 905, County Courthouse Bldg, (915) 546-2101
210th Judicial District, Sam M. Paxson, District Judge	Room 1005, County Courthouse Bldg, (915) 546-2130
346th Judicial District, José J. Baca, District Judge	Room 902, County Courthouse Bldg, (915) 546-2119
171st Judicial District, Bonnie Rangel, District Judge	Room 601, County Courthouse Bldg, (915) 546-2100
41st Judicial District, Mary Anne Bramblett, District Judge	Room 1006, County Courthouse Bldg, (915) 546-2149
120th Judicial District, Robert Dinsmoor, District Judge	Room 605, County Courthouse Bldg, (915) 546-2103
327th Judicial District, Philip R. Martinez, District Judge	Room 606, County Courthouse Bldg, (915) 546-2032
205th Judicial District, Kathleen Olivares, District Judge	Room 1002, County Courthouse Bldg, (915) 546-2107
243rd Judicial District, David Guaderrama, District Judge	Room 901, County Courthouse Bldg, (915) 546-2168
65th Judicial District, Alfredo Chavez, District Judge	Room 1105, County Courthouse Bldg, (915) 546-2102
384th Judicial District, Patrick M. Garcia, District Judge	Room 906, County Courthouse Bldg, (915) 546-2134
383rd Judicial District, Mike Herrerra, District Judge	Room 1101, County Courthouse Bldg, (915) 546-2132
388th Judicial District, Patricia Macias, District Judge	Room 705, County Courthouse Bldg, (915) 543-3850
409th Judicial District, Sam Medrano, District Judge	Room 702, County Courthouse Bldg, (915) 834-8209
County Court at Law Number 2, Julie Gonzalez, Judge	Room 801, County Courthouse Bldg, (915) 546-2145
County Court at Law Number 5, Herbert E. Cooper, Judge	Room 806, County Courthouse Bldg, (915) 546-2004
County Court at Law Number 4, Alejandro Gonzalez, Judge	Room 805, County Courthouse Bldg, (915) 546-2190
County Court at Law Number 3, Javier Alvarez, Judge	Room 1001, County Courthouse Bldg, (915) 546-2183
County Court at Law Number 1, Richard Herrera, Judge	Room 802, County Courthouse Bldg, (915) 546-2011
County Court at Law Number 6, Sue Kurita, Judge	Room 1106, County Courthouse Bldg, (915) 543-3868
County Court at Law Number 7, Peter S. Peca, Judge	Room 701, County Courthouse Bldg, (915) 543-3877
Associate Family Court 1, Jose Juarez, Judge	Room 1103, County Courthouse Bldg, (915) 543-3859
Associate Family Court 2, Kathleen Anderson, Judge	Room 1102, County Courthouse Bldg, (915) 543-3871
Associate Family Court 3, Vacant, Judge	Not Available
County Criminal Court 1, Vacant, Judge	Not Available
County Criminal Court 2, Vacant, Judge	Not Available
County Probate Court, Max Higgs, Judge	Room 703, County Courthouse Bldg, (915) 546-2161
Magistrate I, James T. Carter, Judge	600 East Overland, Municipal Court Bldg, (915) 546-2
Associate CPS Court, Oscar Gabaldon, Judge	Room 1104, County Courthouse Bldg, (915) 546-2147
Juvenile Court Referee, Richard Ainsa, Judge	6314 Delta, Juvenile Probation Bldg, (915) 772-2133

## Other Principal Officials

County Attorney, José R. Rodríguez	Room 503, County Courthouse Bldg, (915) 546-2050
County Auditor, Edward A. Dion	Room 406, County Courthouse Bldg, (915) 546-2040
County Clerk, Hector Enriquez	Room 105, County Courthouse Bldg, (915) 546-2071
County Purchasing Agent, Piti Vasquez	Room 500, County Courthouse Bldg, (915) 546-2048
County Sheriff, Leo Samaniego	800 East Overland, Room 300, (915) 546-2291
County Tax Assessor and Collector, Victor Flores	500 East Overland, Suite 101, (915) 546-2140
District Attorney, Jaime Esparza	Room 201, County Courthouse Bldg, (915) 546-2059
District Clerk, Edelmira Rubalcaba	Room 103, County Courthouse Bldg, (915) 546-2021
Human Resource Director, Robert Almanzan	Room 302, County Courthouse Bldg, (915) 546-2218
Public Defender, Maria Clara Hernandez	Room 501, County Courthouse Bldg, (915) 546-8185



# 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 Improvement Fund** - This fund is used to account for receipts generated through Ascarate Park and Golf Course and used for 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 Fund** - 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 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 Attorney Supplement Fund** - This fund has been set up as a special revenue fund for the supplement received from the State Comptroller for operating expenses as per HB 804.

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

**Probate Court Travel Fund** – This fund is used to account for additional travel needs of the Probate Court staff, as per Government Code 51.704.

**Probate Judiciary Support Fund** - This fund is used to account for any additional court-related purposes of the Probate Court as per Government Code 25.00211.

**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, as mandated by Local Government Code.

**Road and Bridge Fund and General and Administrative Account Road and Bridge** - These funds are 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.

**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.



**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
WITH FISCAL YEAR 2000 ACTUALS**

The detail for changes between fiscal years is provided at the Fund Type level as well as in the Executive Budget Summary.

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Revenues (Sources):</b>					
Taxes	\$87,599,392	\$87,006,611	\$91,228,747	\$4,222,136	4.85%
Licenses and Permits	134,320	125,000	131,000	6,000	4.80%
Intergovernmental	12,368,860	19,243,777	1,686,313	(17,557,464)	-91.24%
Charges for Services	34,058,706	31,119,572	33,418,137	2,298,565	7.39%
Fines and Forfeits	4,873,497	4,193,000	4,998,000	805,000	19.20%
Interest	5,052,364	3,060,523	2,260,683	(799,840)	-26.13%
Miscellaneous Revenues	4,570,945	3,363,137	2,876,166	(486,971)	-14.48%
Other Financing Sources	3,824,494	4,044,890	2,606,446	(1,438,444)	-35.56%
<b>Total Revenues and Other Financing Sources</b>	<b>152,482,578</b>	<b>152,156,510</b>	<b>139,205,492</b>	<b>(12,951,018)</b>	<b>-8.51%</b>
Beginning Fund Balances	57,473,275	63,769,910	70,368,323	6,598,413	10.35%
<b>Total Available Resources</b>	<b>\$209,955,853</b>	<b>\$215,926,420</b>	<b>\$209,573,815</b>	<b>(\$6,352,605)</b>	<b>-2.94%</b>
<b>Appropriations/Expenditures (Uses):</b>					
General Government	\$13,940,005	\$27,339,037	\$39,772,630	\$12,433,593	45.48%
Administration of Justice	22,978,293	28,546,172	25,102,770	(3,443,402)	-12.06%
Public Safety	52,762,108	62,689,982	60,234,124	(2,455,858)	-3.92%
Health and Welfare	8,804,818	10,265,413	8,138,743	(2,126,670)	-20.72%
Community Services	610,630	1,027,347		(1,027,347)	-100.00%
Resource Development	2,852,361	3,097,763	2,127,562	(970,201)	-31.32%
Culture and Recreation	3,810,516	4,883,049	4,819,773	(63,276)	-1.30%
Public Works	4,669,568	7,214,547	6,009,443	(1,205,104)	-16.70%
Capital Outlays	14,538,175	7,559,983	2,751,615	(4,808,368)	-63.60%
Debt Service and Enterprise:					
Principal	11,185,000	11,175,000	9,284,285	(1,890,715)	-16.92%
Interest	5,952,067	5,359,760	6,673,433	1,313,673	24.51%
Other Financing Uses	4,082,402	5,831,910	5,008,780	(823,130)	-14.11%
<b>Total Appropriations/Expenditures and Other Financing Uses</b>	<b>146,185,943</b>	<b>174,989,963</b>	<b>169,923,158</b>	<b>(5,066,805)</b>	<b>-2.90%</b>
Residual Equity Transfers-Out					
Encumbrances		5,743,694	3,115,765	(2,627,929)	-45.75%
Retained Earnings	195,836	195,836	365,895	170,059	86.84%
Ending Fund Balances	63,574,074	34,996,927	36,168,997	1,172,070	3.35%
<b>Total Fund Balances and Retained Earnings</b>	<b>63,769,910</b>	<b>40,936,457</b>	<b>39,650,657</b>	<b>1,285,800</b>	<b>3.14%</b>
<b>Total Appropriations/Expenditures, Fund Balances, Encumbrances, and Retained Earnings</b>	<b>\$209,955,853</b>	<b>\$215,926,420</b>	<b>\$209,573,815</b>	<b>(\$6,352,605)</b>	<b>-2.94%</b>

**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
BY FUND TYPE**

	General Fund	Special Revenue	Grants	Debt Service	Capital Projects	Enterprise Fund	Grand Totals
<b>Revenues (Sources):</b>							
Taxes	\$74,097,927	\$1,900,000		\$15,230,820			\$91,228,747
Licenses and Permits	131,000						131,000
Intergovernmental	1,419,991	140,064	\$126,258				1,686,313
Charges for Services	24,393,560	8,497,743				\$526,834	33,418,137
Fines and Forfeits	4,993,000	5,000					4,998,000
Interest	1,925,000	245,000			\$90,683		2,260,683
Miscellaneous Revenues	2,487,449	296,800	91,917				2,876,166
Other Financing Sources	470,000	7,672	1,128,774		1,000,000		2,606,446
<b>Total Revenues and Other Financing Sources</b>	<b>109,917,927</b>	<b>11,092,279</b>	<b>1,346,949</b>	<b>15,230,820</b>	<b>1,090,683</b>	<b>526,834</b>	<b>139,205,492</b>
Beginning Fund Balances	52,402,764	9,457,651	2,509,716	844,660	4,787,637	365,895	70,368,323
<b>Total Available Resources</b>	<b>\$162,320,691</b>	<b>\$20,549,930</b>	<b>\$3,856,665</b>	<b>\$16,075,480</b>	<b>\$5,878,320</b>	<b>\$892,729</b>	<b>\$209,573,815</b>
<b>Appropriations/Expenditures (Uses):</b>							
General Government	\$37,671,028	\$2,101,602					\$39,772,630
Administration of Justice	24,821,467	281,303					25,102,770
Public Safety	60,166,787	67,337					60,234,124
Health and Welfare	6,790,794	1,000	\$1,346,949				8,138,743
Resource Development	1,137,438	990,124					2,127,562
Culture and Recreation	2,644,245	2,175,528					4,819,773
Public Works		5,559,443				\$450,000	6,009,443
Capital Outlays	417,069	997,466			\$1,337,080		2,751,615
Debt Service and Enterprise:							
Principal				\$9,268,285		16,000	9,284,285
Interest				6,612,599		60,834	6,673,433
Other Financing Uses	3,369,137	1,639,643					5,008,780
<b>Total Appropriations/Expenditures and Other Financing Uses</b>	<b>137,017,965</b>	<b>13,813,446</b>	<b>1,346,949</b>	<b>15,880,884</b>	<b>1,337,080</b>	<b>526,834</b>	<b>169,923,158</b>
Residual Equity Transfers-Out							
Encumbrances	1,674,757	751,853			689,155		3,115,765
Retained Earnings						365,895	365,895
Ending Fund Balances	23,627,969	5,984,631	2,509,716	194,596	3,852,085		36,168,997
<b>Total Fund Balances and Retained Earnings</b>	<b>25,302,726</b>	<b>6,736,484</b>	<b>2,509,716</b>	<b>194,596</b>	<b>4,541,240</b>	<b>365,895</b>	<b>39,650,657</b>
<b>Total Appropriations/Expenditures, Fund Balances, Encumbrances and Retained Earnings</b>	<b>\$162,320,691</b>	<b>\$20,549,930</b>	<b>\$3,856,665</b>	<b>\$16,075,480</b>	<b>\$5,878,320</b>	<b>\$892,729</b>	<b>\$209,573,815</b>



# 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	\$470,000
Special Revenue Fund	CNTYCLKRMP	County Clerk Records Management & Preservation	\$7,672
Grant Fund	CHILDPROT02	Child Protective Services 2002	378,774
Grant Fund	NUTRITION02	Nutrition Program 2002	750,000
Capital Project Fund	CPCNTYCAPIMP	County Capital Improvement 2001	1,000,000
<b>Total Transfers In</b>			<b><u><u>\$2,606,446</u></u></b>
<b><u>Transfers Out</u></b>			
General Fund	GADMINGF	General and Administrative	\$1,357,672
General Fund	VARIOUS	For grants to be awarded during the year	\$882,691
General Fund	CHILDPROTEC	Child Protective Services Match	378,774
General Fund	NUTRITION	Nutrition Program Match	750,000
Special Revenue Fund	ASCARATEIMPR	Ascarate Park Improvement Fund	1,269,643
Special Revenue Fund	COURTREPORT	Court Reporter Fund	120,000
Special Revenue Fund	SECURITY	Courthouse Security Fund	250,000
<b>Total Transfers Out</b>			<b><u><u>\$5,008,780</u></u></b>

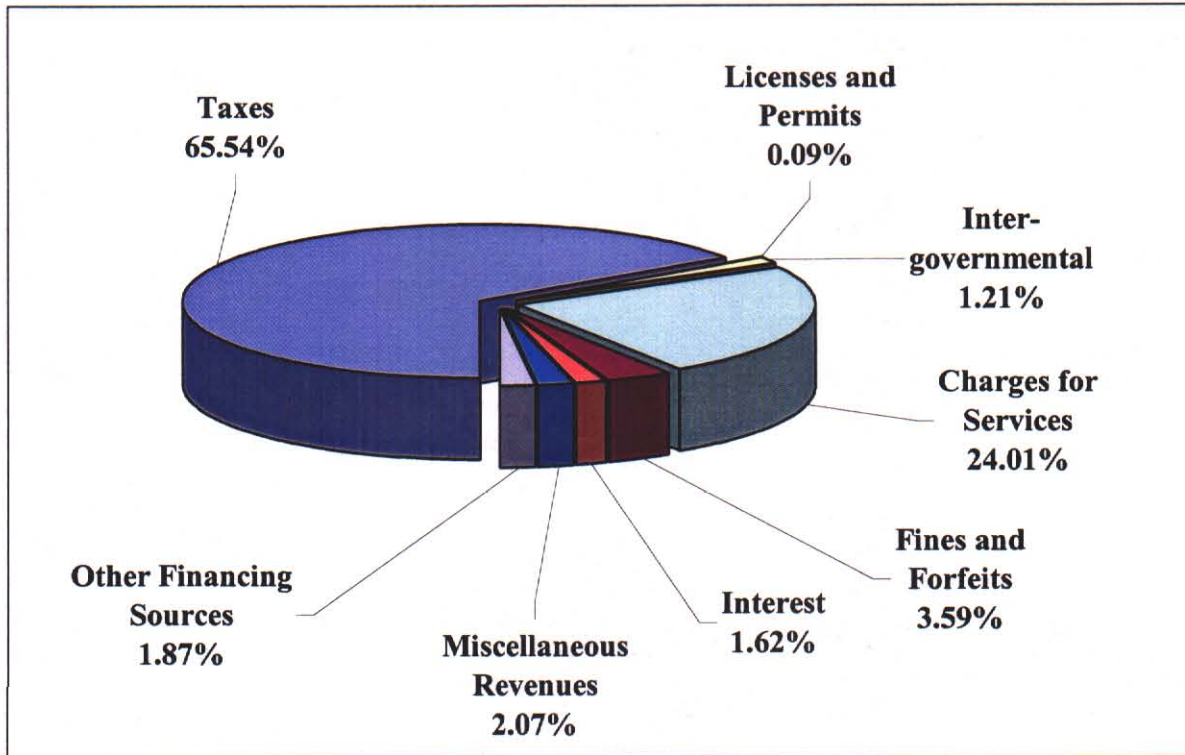


# REVENUES

**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
WITH FISCAL YEAR 2000 ACTUALS**

	OPERATING BUDGETS			CHANGES	
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Revenues (Sources):</b>					
Taxes	\$87,599,392	\$87,006,611	\$91,228,747	\$4,222,136	4.85%
Licenses and Permits	134,320	125,000	131,000	6,000	4.80%
Intergovernmental	12,368,860	19,243,777	1,686,313	(17,557,464)	-91.24%
Charges for Services	34,058,706	31,119,572	33,418,137	2,298,565	7.39%
Fines and Forfeits	4,873,497	4,193,000	4,998,000	805,000	19.20%
Interest	5,052,364	3,060,523	2,260,683	(799,840)	-26.13%
Miscellaneous Revenues	4,570,945	3,363,137	2,876,166	(486,971)	-14.48%
Other Financing Sources	3,824,494	4,044,890	2,606,446	(1,438,444)	-35.56%
<b>Total Revenues and Other Financing Sources</b>	<b>152,482,578</b>	<b>152,156,510</b>	<b>139,205,492</b>	<b>(12,951,018)</b>	<b>-8.51%</b>
Beginning Fund Balances	57,473,275	63,769,910	70,368,323	6,598,413	10.35%
<b>Total Available Resources</b>	<b>\$209,955,853</b>	<b>\$215,926,420</b>	<b>\$209,573,815</b>	<b>(\$6,352,605)</b>	<b>-2.94%</b>

**Fiscal Year 2002  
Revenues (Sources) – All Fund Types - \$139,205,492**





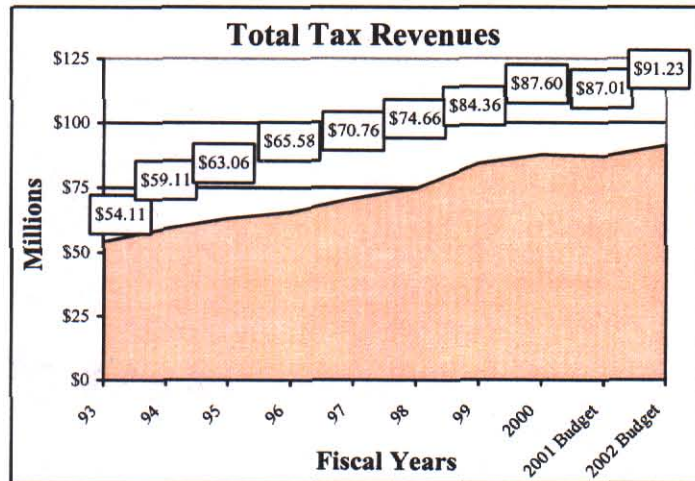
**SUMMARY OF REVENUES WITH  
SELECTED DEFINITIONS AND TRENDS-ALL FUNDS  
(FISCAL YEARS 1993-2000 ARE ACTUAL REVENUES  
FISCAL YEARS 2001 AND 2002 ARE BUDGETED REVENUE  
ESTIMATES)**

**Taxes**

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Current Taxes	\$58,493,819	\$59,000,831	\$62,750,587	\$3,749,756	6.36%
Delinquent Taxes	1,574,625	1,869,059	1,456,235	(412,824)	-22.09%
Penalties And Interest	734,155	846,721	661,925	(184,796)	-21.82%
Sales And Use Tax	23,883,827	22,500,000	23,500,000	1,000,000	4.44%
Bingo Tax	62,364	65,000	60,000	(5,000)	-7.69%
State Mixed Beverage	907,842	825,000	900,000	75,000	9.09%
Hotel Occupancy Taxes 1.25%	989,395	950,000	1,446,600	496,600	52.27%
Hotel Occupancy Taxes 1%	953,365	950,000	258,000	(692,000)	-72.84%
Co Hotel Occupancy Taxes			195,400	195,400	100.00%
<b>Totals</b>	<b>\$87,599,392</b>	<b>\$87,006,611</b>	<b>\$91,228,747</b>	<b>\$4,222,136</b>	<b>4.85%</b>

Since fiscal year 1993, the County's revenues have steadily increased due to the increases in property tax rates and property values. This is depicted on the chart below. These increases have been made in an effort for the County to maintain its current level of services as well as to fund new indebtedness for various projects such as the county courthouse construction, jail annex and the year 2000 computer upgrades. The amount budgeted for this item is dependent upon the actions of the Commissioners Court. The Commissioners Court adopted a property tax rate of \$0.361434 per \$100 assessed valuation for fiscal year 2002, which was the same as fiscal years 1999 through 2001.

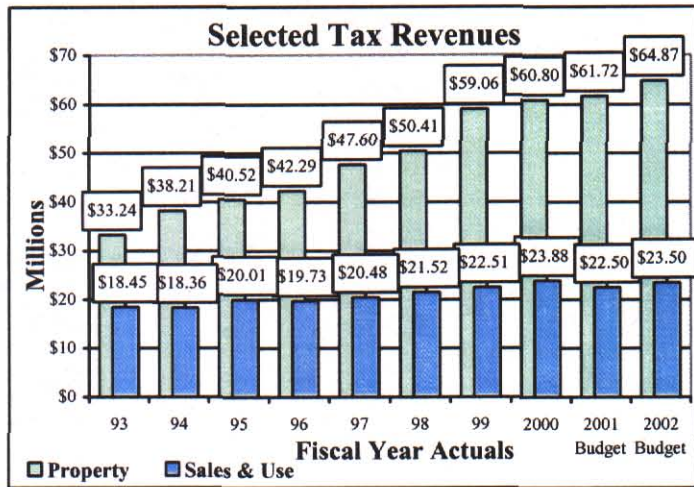
Taxes are a significant source of revenue of the County of El Paso and are comprised mainly of property and sales and use taxes. Property taxes reflect an upward trend, as can be seen on the graph on the next page. Property taxes are levied each fiscal year at a rate prescribed by the Commissioners Court. 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 all taxing entities, including 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. Sales and use tax revenues are tied to the border economy of El Paso and it is anticipated that this revenue will remain stable. However, the tragic events that occurred on September 11, 2001 may cause a slight decrease in this fiscal year because consumers will be more cautious with their spending.



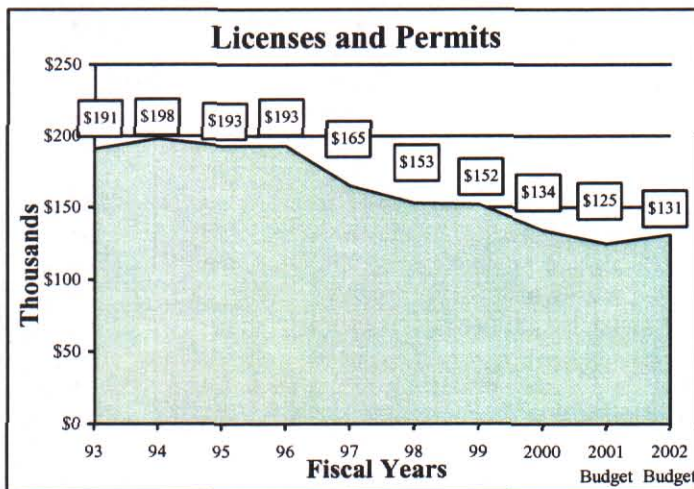
Hotel occupancy taxes represent a two and one-half percent tax imposed on rental of hotel and motel rooms to individuals who are not a permanent resident of the hotel or motel. The County Tax Assessor Collector collects this tax. Other taxes collected relate to Bingo and State Mixed Beverage taxes imposed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



### Licenses and Permits

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Alcoholic Beverages	\$89,680	\$90,000	\$90,000		
Occupational Licenses	38,140	30,000	35,000	\$5,000	16.67%
Bail Bond Permits	6,500	5,000	6,000	1,000	20.00%
<b>Totals</b>	<b>\$134,320</b>	<b>\$125,000</b>	<b>\$131,000</b>	<b>\$6,000</b>	<b>4.80%</b>

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 1996. No significant changes are anticipated in this category in the near future.



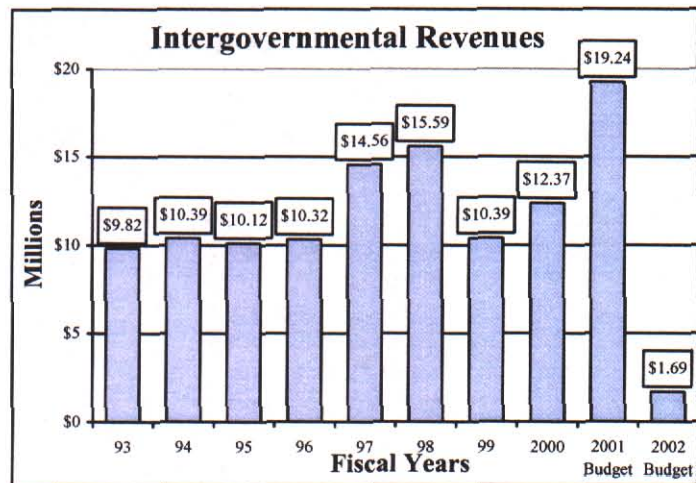
### Intergovernmental

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Federal Grant	\$4,085,299	\$6,620,074		(\$6,620,074)	-100.00%
State Grant	4,367,855	9,460,877	\$126,258	(9,334,619)	-98.67%
State Agency	154,001	152,900	76,950	(75,950)	-49.67%
Lateral Road	30,812	31,000	31,000		



Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Gross Weight And Axle Weight	4,843	5,000	5,000		
Judiciary Support Govt Code	247,076		67,114	67,114	100.00%
Transportation 3B	61,971	20,898		(20,898)	-100.00%
Congregate Meals	360,075	523,159		(523,159)	-100.00%
Homebound Meals-Title 111	176,323	302,190		(302,190)	-100.00%
Usda Cash	133,499	121,572		(121,572)	-100.00%
Contribution-City	574,390	223,635		(223,635)	-100.00%
Detention Home Rental-EPPD	30,995	32,000	32,000		
Reimb-Inmate Transportation	55,116	50,000	50,000		
Rimb-State Witness Claims	55,733	50,000	50,000		
Reimbursements-Utilities	6,455				
Reimbursements-City Computer	551,162	400,000	100,000	(300,000)	-75.00%
Reimbursements-City Utilities	27,385	20,000	20,000		
Reimbursements-Salaries	358,033	275,000	275,000		
Reimbursements-Co. Archives	66,529	75,000	60,000	(15,000)	-20.00%
Reimb-Federal School Lunch	114,396	105,000	110,000	5,000	4.76%
Reimb-R.E. Thomason	221,162	295,472	377,991	82,519	27.93%
Reimb-Legal Fees	260,376	180,000	225,000	45,000	25.00%
Reimb.-Apprehension Of Absc	400				
Reimb.-Medical	284,767	300,000		(300,000)	-100.00%
Reimb.-A. G. Child Support	140,207		80,000	80,000	100.00%
Totals	\$12,368,860	\$19,243,777	\$1,686,313	(\$17,557,464)	-91.24%

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. Currently, the biggest grant funders are the Office of National Drug Control Policy and the Texas Criminal Justice Division. The major decrease in the fiscal year 2002 intergovernmental 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 2001, were fully budgeted in fiscal year 2001 rather than being partially budgeted in fiscal year 2002. 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

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
State A G Child Support	\$561,024	\$450,000	\$550,000	\$100,000	22.22%
Criminal Prosecution Fees	105,911	100,000	100,000		
County Tax Collector Fees	1,783,270	1,550,000	1,675,000	125,000	8.06%

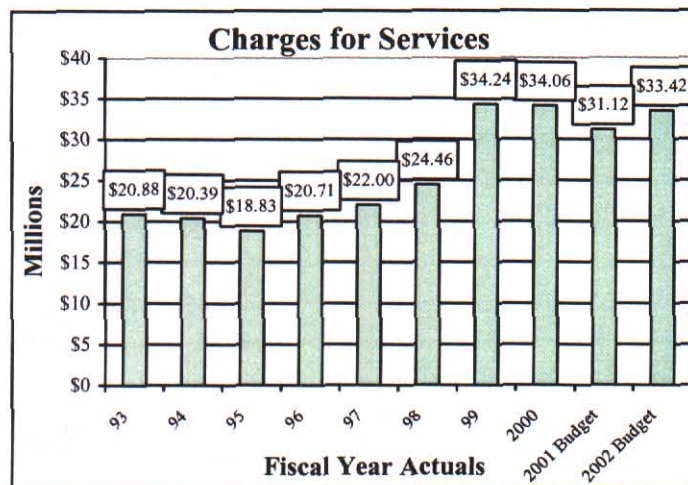


Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
County Clerk Fees	2,158,837	1,950,000	2,150,000	200,000	10.26%
District Clerk Fees	867,468	825,000	850,000	25,000	3.03%
County Sheriff Fees	881,857	900,000	900,000		
County Service Evaluation	396,467	375,000	350,000	(25,000)	-6.67%
Protective Order Application	14,737	13,000	14,000	1,000	7.69%
County Tax Office Collect	124,067	115,000		(115,000)	-100.00%
County Attorney Commissions	96,659	90,000	90,000		
Justice Of The Peace No. 1	16,806	14,000	18,000	4,000	28.57%
Justice Of The Peace No. 2	30,316	25,000	30,000	5,000	20.00%
Justice Of The Peace No. 3	18,569	18,000	22,000	4,000	22.22%
Justice Of The Peace No. 4	27,055	22,500	32,500	10,000	44.44%
Justice Of The Peace No. 5	12,987	11,000	12,737	1,737	15.79%
Justice Of The Peace No. 6	46,940	42,000	37,000	(5,000)	-11.90%
Justice Of The Peace No. 7	12,681	13,000	15,000	2,000	15.38%
Constable No. 1	48,023	32,000	50,000	18,000	56.25%
Constable No. 2	30,986	29,000	36,000	7,000	24.14%
Constable No. 3	30,594	25,000	32,000	7,000	28.00%
Constable No. 4	39,219	36,000	43,000	7,000	19.44%
Constable No. 5	34,790	30,000	33,000	3,000	10.00%
Constable No. 6	11,080	9,000	9,000		
Constable No. 7	9,619	9,000	10,000	1,000	11.11%
Federal Prisoner	13,579,737	13,226,688	14,284,823	1,058,135	8.00%
Prisoner Maintenance-City	1,722,238	1,200,000	1,800,000	600,000	50.00%
Extradition Prisoner	4,452	2,500	2,500		
Weekender Prisoner(Selfpay)	290		1,000	1,000	100.00%
Jury Fees	37,227	37,000	37,000		
Law Library Fees	348,632	320,000	350,000	30,000	9.38%
Alternative Dispute Resolution	102,185	125,000	145,000	20,000	16.00%
Probate Court Fees	8,104	7,500	7,500		
Interpreter Fees	617	1,000		(1,000)	-100.00%
Court Reporter Fees	120,242	125,000	120,000	(5,000)	-4.00%
Special Probate Court Fee	7,725	4,000	4,000		
Graffiti Eradication	75	50	50		
Courthouse Security	185,571	195,000	175,000	(20,000)	-10.26%
Courthouse Security-Justice	77,742	75,000	75,000		
Records Management & Pres	669,102	625,000	648,000	23,000	3.68%
Dro Filing Fees	9,714		175,000	175,000	100.00%
Extra Auto Registration Fee	4,198,577	3,600,000	3,747,989	147,989	4.11%
Auto Registration Fees	360,000	360,000	360,000		
Auto Sales Tax	2,513,114	2,250,000	1,805,704	(444,296)	-19.75%
El Paso Bar Attorney Exempt	181,200	160,000	150,000	(10,000)	-6.25%
Sewage Inspection Fees	84,750	85,000	85,000		
East Montana Water Fees	523,466	389,334	526,834	137,500	35.32%
Microfilm Fees	18,743				
Medical Examiner Fees	1,500		1,500	1,500	100.00%
Daily Parking Fees	232,985	225,000	225,000		
Monthly Parking Fees	231,030	220,000	230,000	10,000	4.55%
Golf Course Food Concession	34,545	27,000	12,000	(15,000)	-55.56%
Coliseum Food Concessions	132,881	125,000	140,000	15,000	12.00%
Coliseum Concessions	35,155	15,000	20,000	5,000	33.33%
Courthouse Cafeteria Concess	20,027	23,000	25,000	2,000	8.70%
Green Fees	398,130	350,000	375,000	25,000	7.14%
Driving Golf Range Fees	20,977	18,000	20,000	2,000	11.11%
Golf Car Fees	191,804	160,000	175,000	15,000	9.38%
Canutillo Swimming Pool	5,461	6,000		(6,000)	-100.00%
Fabens Swimming Pool	10,457	4,000		(4,000)	-100.00%



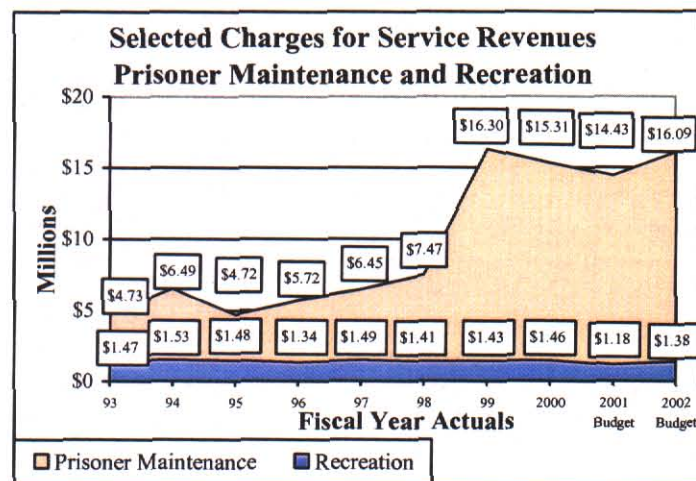
Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Ascarate Swimming Pool	45,230	28,000	25,000	(3,000)	-10.71%
Ascarate Traffic Control	154,109	130,000	145,000	15,000	11.54%
Western Playland	276,510	180,000	225,000	45,000	25.00%
Launching Fees	235				
Gallegos Park Rental	925				
Coliseum Parking	44,529	45,000	60,000	15,000	33.33%
Coliseum Security	2,010	2,000	2,000		
Coliseum Rental	52,072	50,000	120,000	70,000	140.00%
Coliseum Ticketmaster	40,031	35,000	45,000	10,000	28.57%
Equestrian Center Rental	14,638	5,000	13,000	8,000	160.00%
<b>Totals</b>	<b>\$34,058,706</b>	<b>\$31,119,572</b>	<b>\$33,418,137</b>	<b>\$2,298,565</b>	<b>7.39%</b>

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 1993 with minimal fluctuations, as shown on the chart. Departmental and judicial fees saw a slight decrease in fiscal year 1995 but rebounded in 1996. Auto related charges have had 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, state mandates, and court action and appears to be 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, a golf course, and the coliseum, 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. In fiscal year 2001, Commissioners Court approved increase, once again, in golf course and pool fees. Beginning in fiscal year 1999, the commissioners court established a park improvement fund, whereby all revenues generated by the park go into this 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.

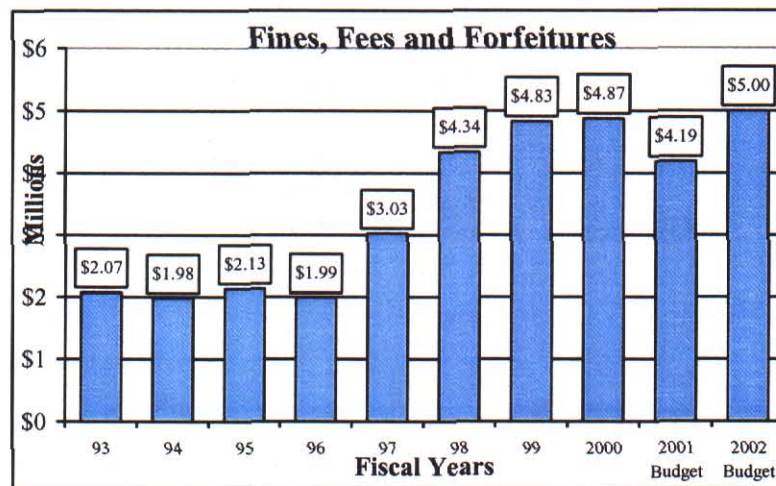
The other category within charges for services relates mainly to miscellaneous fees imposed through the judiciary or by departments due to changes in state laws unrelated to the other previously defined categories. Most of these fees are projected to remain stable and do not significantly impact the budget. Some budget increases were included for the Domestic Relations Office filing fees and for the East Montana Water fees.

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 1993 due to 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

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Child Safety Fees	\$35,028	\$26,000	\$26,000		
County Traffic Fees	68,249	60,000	65,000	\$5,000	8.33%
Motor Carrier Overweight	6,233	5,000	5,000		
County Attorney Bond Forfeit	1,221,821	1,000,000	1,100,000	100,000	10.00%
Fines And Forfeits	3,537,663	3,100,000	3,800,000	700,000	22.58%
Library Fines	2,359	2,000	2,000		
Judgments	1,734				
Juror Fines	410				
<b>Totals</b>	<b>\$4,873,497</b>	<b>\$4,193,000</b>	<b>\$4,998,000</b>	<b>\$805,000</b>	<b>19.20%</b>

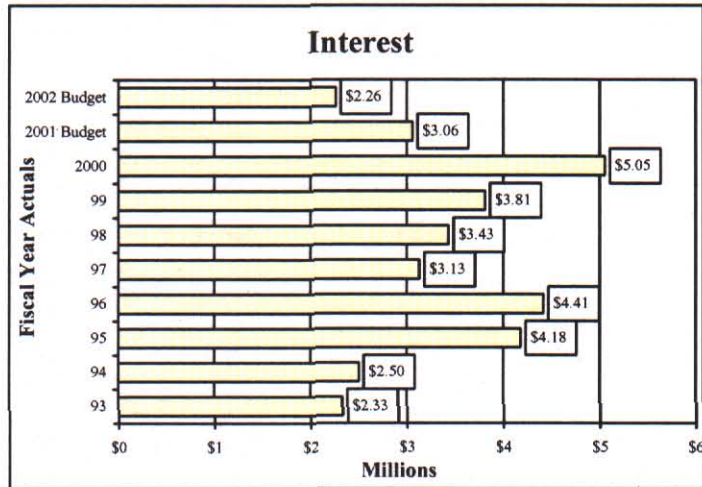
This category of revenue relates to funds generated by various elected officials relating to the judicial process within the County. The County's revenue significantly increased beginning in fiscal year 1997 and progressively trended up through fiscal year 2000. This upward trend is due most significantly to the efforts of County officials in the collection of outstanding bond forfeitures. Currently, trends are expected to stabilize and may eventually move downward once efforts for old outstanding collections are exhausted. Historical trends are a major factor in budgeting this category.



## Interest

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Interest Earnings-Investments	\$4,867,997	\$2,933,014	\$2,132,683	(\$800,331)	-27.29%
Interest Earnings-N.O.W.	184,367	127,509	128,000	491	0.39%
<b>Totals</b>	<b>\$5,052,364</b>	<b>\$3,060,523</b>	<b>\$2,260,683</b>	<b>(\$799,840)</b>	<b>-26.13%</b>

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. With interest rates declining, the County has made conservative estimates, especially in light of the unforeseen future of interest rates.

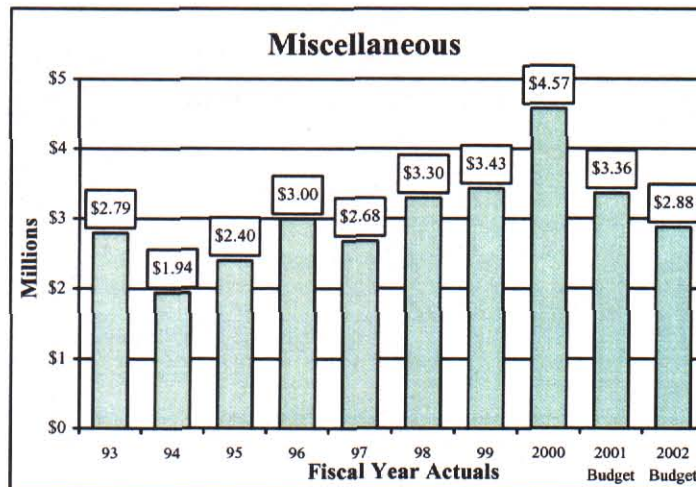


## Miscellaneous Revenues

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Indirect Services	\$592,715	\$616,449	\$616,449		
Contribution-Local		50,000		(\$50,000)	-100.00%
Loan Processing Fees	1,298				
Program Participants	492,591	648,314		(648,314)	-100.00%
State Service Fees	164,201	130,000	150,000	20,000	15.38%
Time Payment Fee-10%	19,217	17,000	18,000	1,000	5.88%
Time Payment Fee-40%	76,309	70,000	78,000	8,000	11.43%
Consolidated Data Process	8,467	1,000	5,000	4,000	400.00%
Jury Donation Revenues	1,683		1,000	1,000	100.00%
Commissary Concession	322,997	300,000	275,000	(25,000)	-8.33%
Phone Commissions-Local	540,612	475,000	450,000	(25,000)	-5.26%
Phone Commissions-Long Dist	929,024	425,000	700,000	275,000	64.71%
Allright Parking	43,002	42,000	45,000	3,000	7.14%
Purchasing Stock Sales	174,918	80,000	100,000	20,000	25.00%
Reimbursements-Misc.	66,566	37,000	30,800	(6,200)	-16.76%
Reimb-Dro Crt Order Cases			5,000	5,000	100.00%
Contributions/Donations-Gen	2,000	9,300		(9,300)	-100.00%
Program Income	48,406	58,357		(58,357)	-100.00%
Program Income-Transportation	2,982	2,676		(2,676)	-100.00%
C-1 Program Income	41,621	41,176		(41,176)	-100.00%
Contributions-Other	109,640	80,528		(80,528)	-100.00%
Foundation Funding		42,450		(42,450)	-100.00%
Property Sales	17,795				
Unclassified Revenues	914,901	236,887	401,917	165,030	69.67%
<b>Totals</b>	<b>\$4,570,945</b>	<b>\$3,363,137</b>	<b>\$2,876,166</b>	<b>(\$486,971)</b>	<b>-14.48%</b>



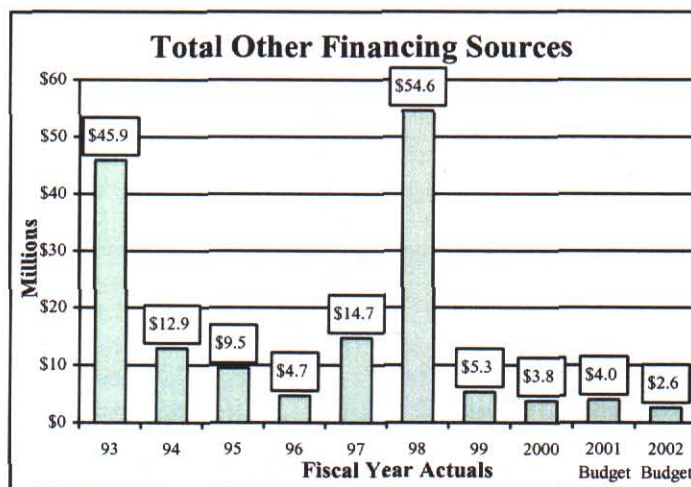
Miscellaneous revenues relate to those considered as non-recurring and not classified in any of the other major categories as defined. Miscellaneous revenues fluctuate from year to year mainly because of the nature of such revenues. This classification is budgeted conservatively based on historical trends. Phone commissions have seen 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

Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Transfers In	\$841,513	\$1,300,173	\$1,257,672	(\$42,501)	-3.27%
Transfers In-Grants	2,782,602	2,524,717	1,128,774	(1,395,943)	-55.29%
Transfers In-Court Report	128,356	120,000	120,000		
Transfers In-Excess Grant	72,023	100,000	100,000		
<b>Totals</b>	<b>\$3,824,494</b>	<b>\$4,044,890</b>	<b>\$2,606,446</b>	<b>(\$1,438,444)</b>	<b>-35.56%</b>

As reflected on the graph to the right, 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 charges from the Road and Bridge Fund to the general fund.



## Total Revenues

<b>Grand Totals</b>					
Revenue Account Title	Actuals FY 2000	Operating Budgets		Changes	
		FY 2001	FY 2002	Amounts	%
Grand Totals	\$152,482,578	\$152,156,510	\$139,205,492	(\$12,951,018)	-8.51%
Fund Balance Designation		22,833,453	30,717,666	7,884,213	34.53%
Grand Totals and Fund Balance Designation	\$152,482,578	\$174,989,963	\$169,923,158	(\$5,066,805)	-2.90%

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. For fiscal year 2002, Commissioners Court opted to increase the General Fund Balance Designation over the previous year by \$8,718,250 in an effort to avoid raising taxes and still increase the level of services. The tables included in this narrative give detailed activity on changes related to actual revenue collections of fiscal year 2000 and a comparison of the fiscal year 2001 and fiscal year 2002 budgeted revenue estimates.



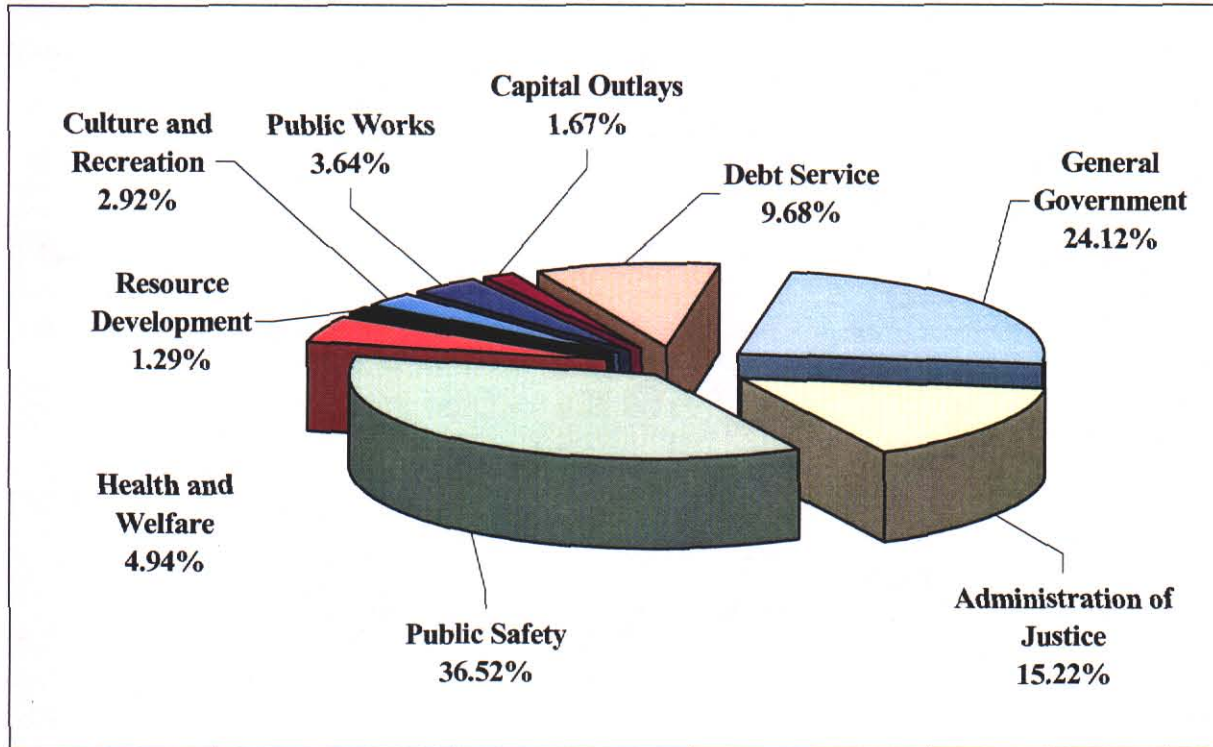
# **EXPENDITURES**

**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
WITH FISCAL YEAR 2000 ACTUALS**

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Appropriations/Expenditures (Uses):</b>					
General Government	\$13,940,005	\$27,339,037	\$39,772,630	\$12,433,593	45.48%
Administration of Justice	22,978,293	28,546,172	25,102,770	(3,443,402)	-12.06%
Public Safety	52,762,108	62,689,982	60,234,124	(2,455,858)	-3.92%
Health and Welfare	8,804,818	10,265,413	8,138,743	(2,126,670)	-20.72%
Community Services	610,630	1,027,347		(1,027,347)	-100.00%
Resource Development	2,852,361	3,097,763	2,127,562	(970,201)	-31.32%
Culture and Recreation	3,810,516	4,883,049	4,819,773	(63,276)	-1.30%
Public Works	4,669,568	7,214,547	6,009,443	(1,205,104)	-16.70%
Capital Outlays	14,538,175	7,559,983	2,751,615	(4,808,368)	-63.60%
Debt Service and Enterprise:					
Principal	11,185,000	11,175,000	9,284,285	(1,890,715)	-16.92%
Interest	5,952,067	5,359,760	6,673,433	1,313,673	24.51%
Other Financing Uses	4,082,402	5,831,910	5,008,780	(823,130)	-14.11%
<b>Total Appropriations/Expenditures and Other Financing Uses</b>	<b>146,185,943</b>	<b>174,989,963</b>	<b>169,923,158</b>	<b>(5,066,805)</b>	<b>-2.90%</b>
Residual Equity Transfers-Out					
Encumbrances		5,743,694	3,115,765	(2,627,929)	-45.75%
Retained Earnings	195,836	195,836	365,895	170,059	86.84%
Ending Fund Balances	63,574,074	34,996,927	36,168,997	1,172,070	3.35%
<b>Total Fund Balances and Retained Earnings</b>	<b>63,769,910</b>	<b>40,936,457</b>	<b>39,650,657</b>	<b>1,285,800</b>	<b>3.14%</b>
<b>Total Appropriations/Expenditures, Fund Balances, Encumbrances, and Retained Earnings</b>	<b>\$209,955,853</b>	<b>\$215,926,420</b>	<b>\$209,573,815</b>	<b>\$6,352,605</b>	<b>2.94%</b>

**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
WITH FISCAL YEAR 2000 ACTUALS**

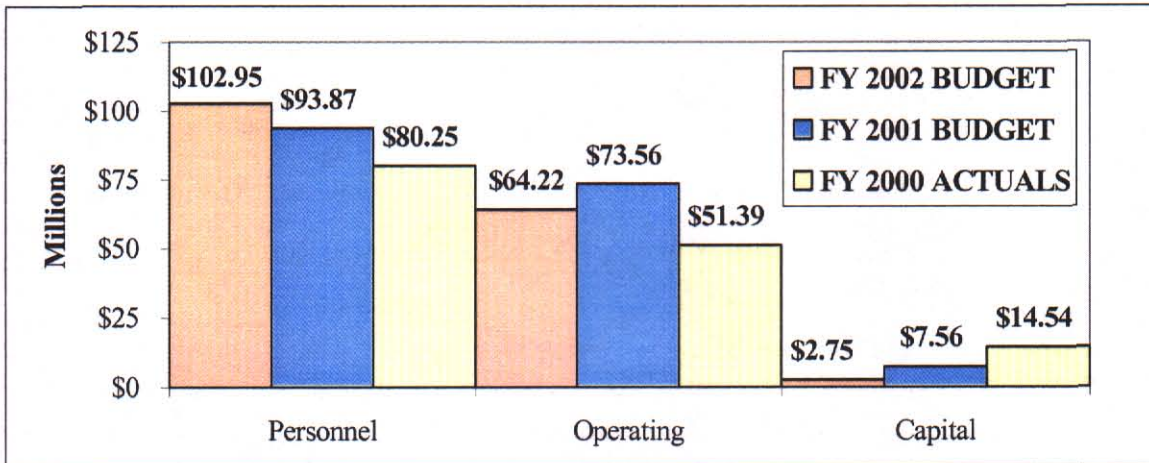
**Fiscal Year 2002  
Appropriations (Uses) – All Fund Types - \$169,923,158**



**ALL FUND TYPES  
OPERATING BUDGET SUMMARY  
WITH FISCAL YEAR 2000 ACTUALS**

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000	OPERATING BUDGETS		Changes	
	Actuals	FY 2001	FY 2002	Amount	%
Personnel	\$80,252,934	\$93,868,904	\$102,950,981	\$9,082,077	9.68%
Operating	51,394,834	73,561,076	64,220,562	(9,340,514)	-12.70%
Capital	14,538,175	7,559,983	2,751,615	(4,808,368)	-63.60%
<b>Total Budgets and Actuals</b>	<b>\$146,185,943</b>	<b>\$174,989,963</b>	<b>\$169,923,158</b>	<b>(\$5,066,805)</b>	<b>-2.90%</b>



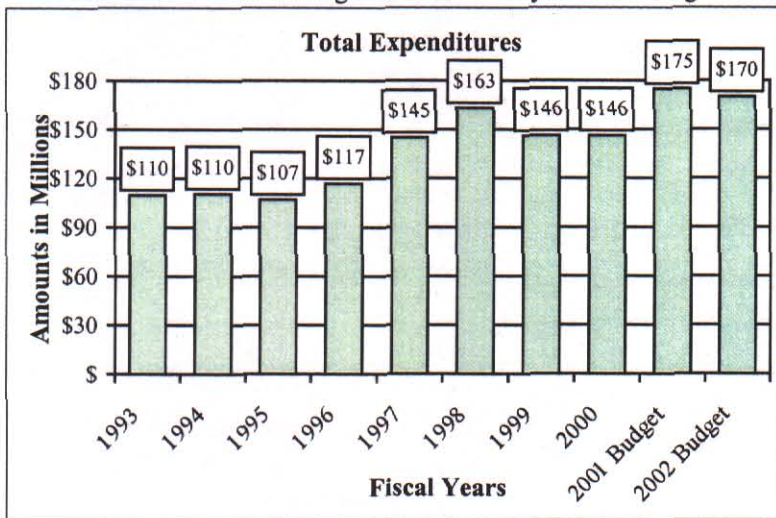


**HISTORICAL EXPENDITURE TRENDS  
BY PROGRAM-ALL FUNDS  
(FISCAL YEARS 1993-2000 ARE ACTUAL EXPENDITURES  
FISCAL YEARS 2001 AND 2002 ARE BUDGETED APPROPRIATIONS)**

**AMOUNTS IN THOUSANDS**

Function	Actuals								Budgets	
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
General Government	\$ 12,529	\$ 15,105	\$ 15,497	\$ 15,972	\$ 17,292	\$ 18,130	\$ 25,325	\$ 13,940	\$27,339	\$39,773
Administration of Justice	15,112	15,791	16,119	18,441	21,085	19,441	20,994	22,978	28,546	25,103
Public Safety	25,764	28,912	32,427	33,352	35,135	43,221	47,986	52,762	62,690	60,234
Health and Welfare	7,022	6,755	7,476	9,134	7,269	8,820	8,077	8,805	10,265	8,139
Community Services	3,111	3,889	3,968	1,624	849	552	486	611	1,027	
Resource Development	3,114	1,897	1,623	1,810	1,854	1,694	1,334	2,852	3,098	2,128
Culture and Recreation	2,023	2,178	2,379	2,203	2,683	2,850	3,055	3,811	4,883	4,820
Public Works	1,929	2,233	2,461	2,948	3,182	3,154	3,328	4,670	7,215	6,009
Capital Outlays	9,520	8,609	7,055	11,180	36,028	20,446	12,641	14,538	7,560	2,752
Debt Service										
Principal	4,000	6,000	6,965	5,928	6,383	6,774	8,930	11,185	11,175	9,284
Interest and other costs	5,144	8,466	6,648	7,810	7,258	7,159	8,193	5,952	5,360	6,673
Other Uses	20,480	10,574	4,378	6,278	5,886	30,944	5,823	4,082	5,832	5,009
<b>Total Expenditures</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>\$174,990</b>	<b>\$169,923</b>

**Total expenditures** for the County of El Paso have had steady growth over the years. This growth has related to 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 1998 is in the function of public safety.



This trend has continued through fiscal year 2002 and is discussed in greater detail throughout this portion of the budget document and throughout other portions of the budget document as a whole.

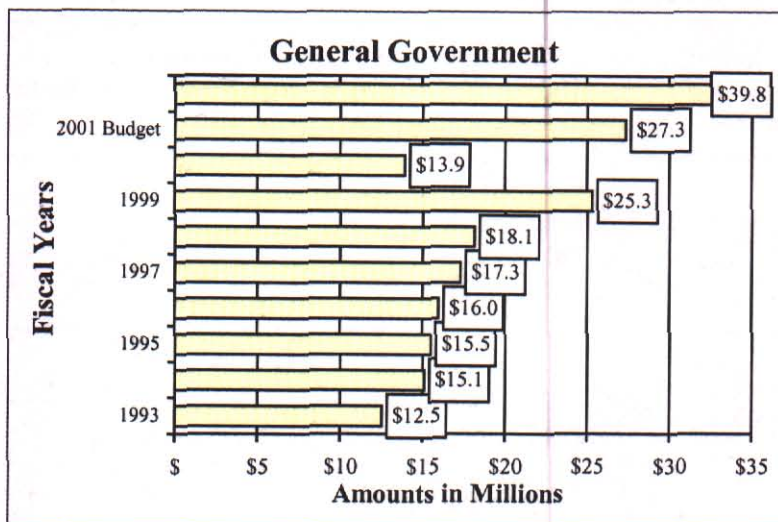
The **General Government** component of the County's budget relates to departments, which are generally administrative in nature. For example, the County Judge and County Commissioners are funded within this function, as they are the administrative body of the County. They are responsible for making financial and other decisions, which impact the residents of the County of El Paso. Other departments that fall within this category, to name a few, are the County Auditor, General and Administration, County and District Clerk, Information Technology Department 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 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. This same approach

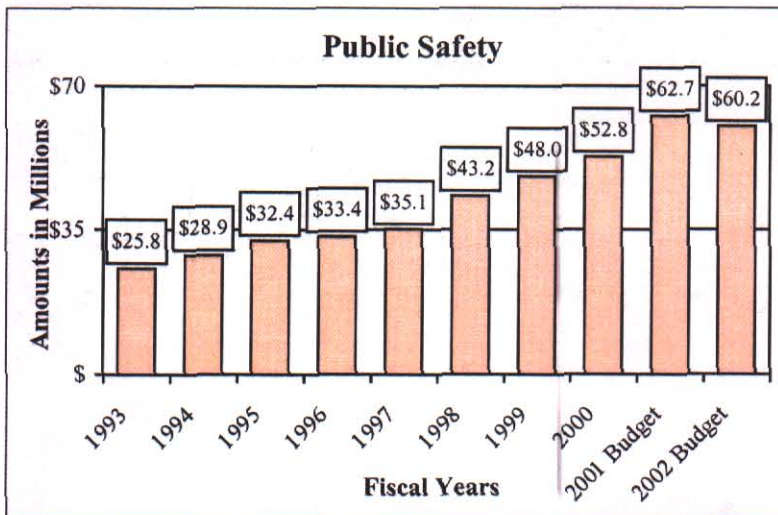
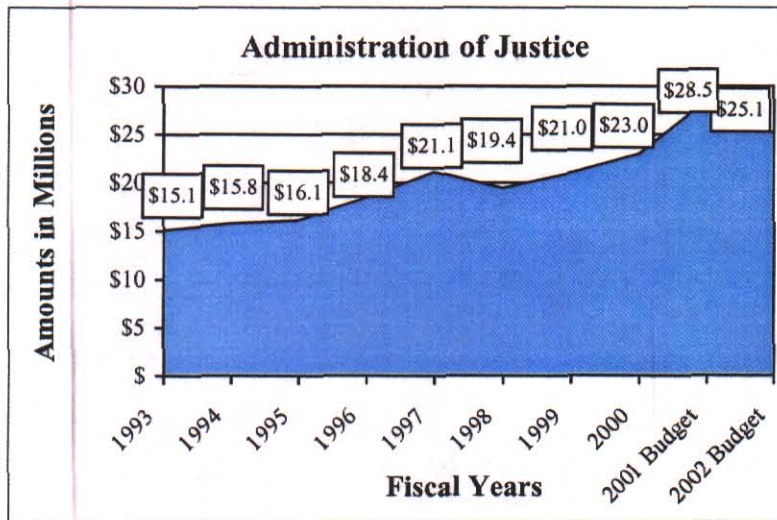


was used in budgeting salary increases in fiscal years 2001 and 2002. The general and administrative index of the general

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 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 unforeseen 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. These increases have related 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, which increased at a higher rate. The fluctuations are also 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 four years two County Courts at Law and two State District Courts have been established within the County. Moreover, two County Criminal Courts at Law are partially funded for fiscal year 2002. 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 and the Public Defender's offices, whose departments work in direct relation with the Judiciary. The decrease in fiscal year 2002 appropriations is mainly due to grants that were budgeted during fiscal year 2001 which have yet to be renewed and budgeted in fiscal year 2002.



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

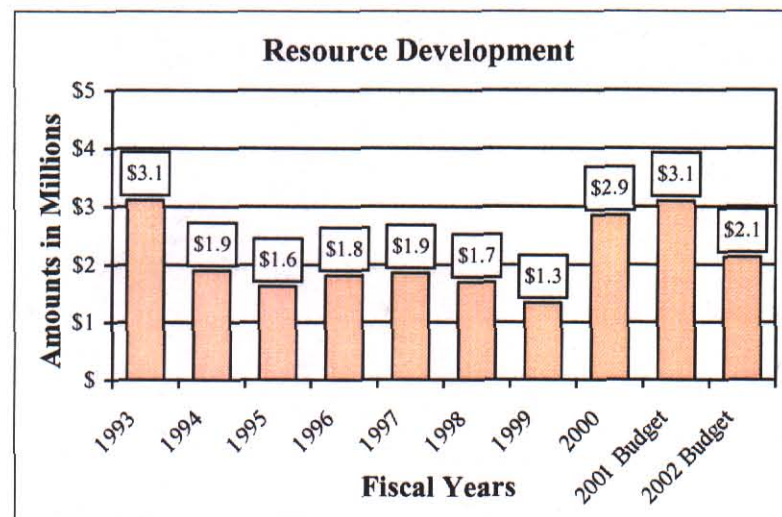
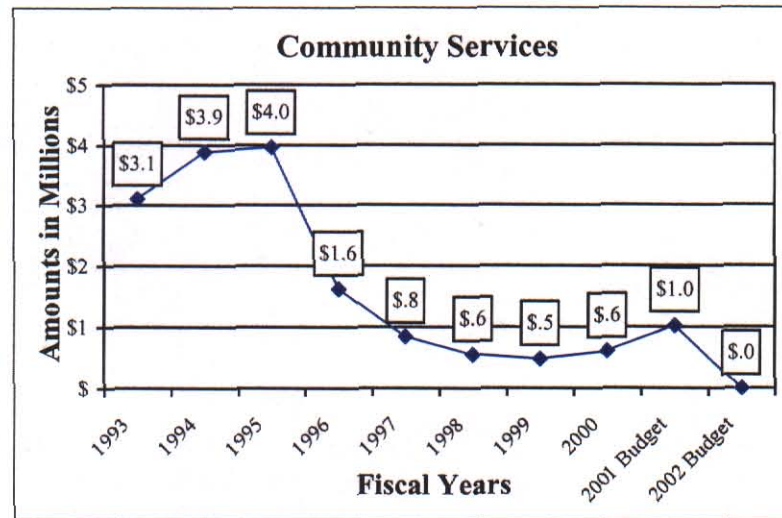
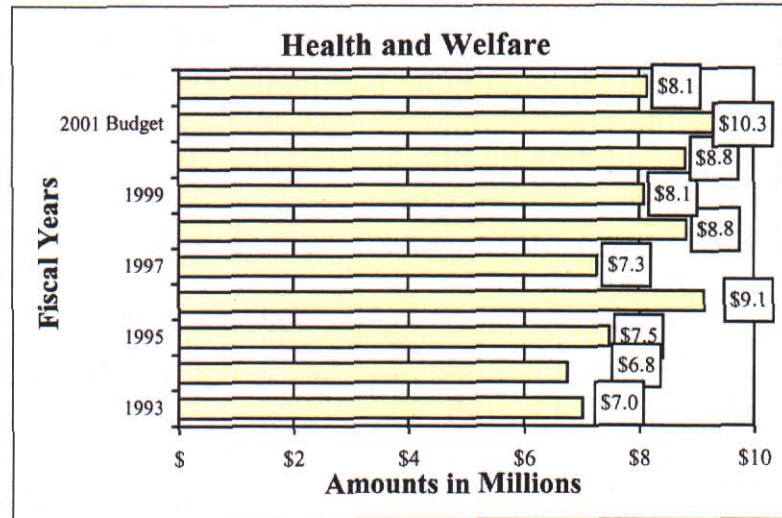


located in east El Paso began its first full year of operation during fiscal year 1998 and was fully staffed and operational for most of the fiscal year. The County of El Paso constructed the Jail Annex in an effort to relieve overcrowding in the downtown detention facility. Fiscal year 2000 felt the full impact of both detention facilities operating at near capacity for the entire fiscal year. Other factors for the increase in Public Safety expenditures relate 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, with slight fluctuations. The costs related to the medical examiners office had posted significant increases as operations had become established. In fiscal year 1998, the County funded increases in mental health costs and its contribution to the Child Welfare Program. The County has also increased funding to the City-County Health District over recent years. The fiscal year 2002 budget in this category although lower than the 2001 budget 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 transportation and community centers. 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 2002 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



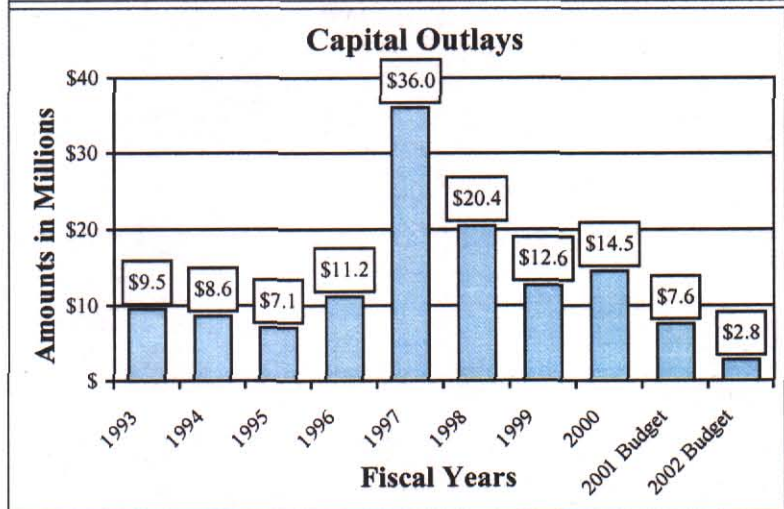
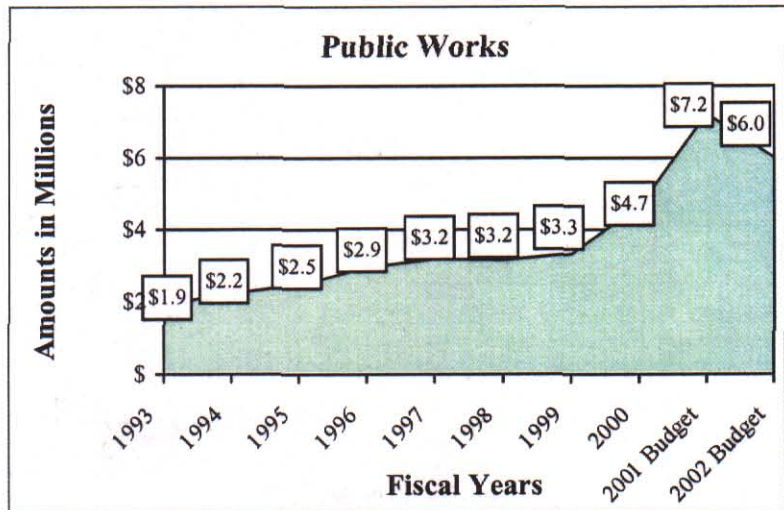
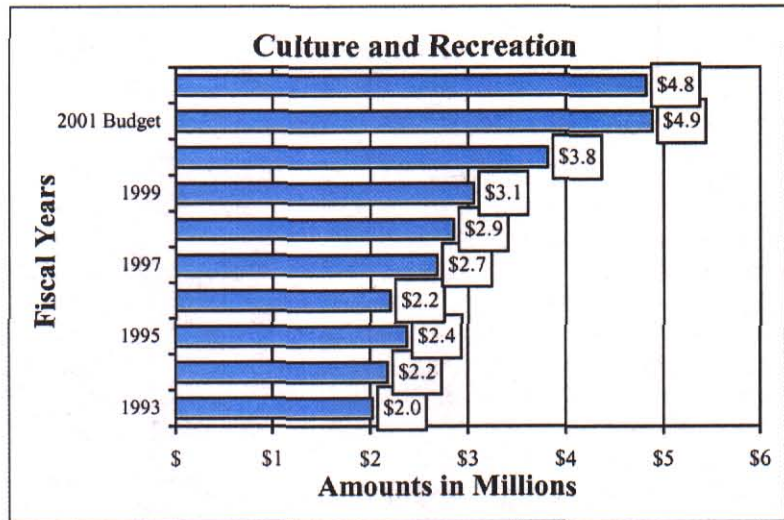


City of El Paso on a monthly basis. The increases in fiscal years 2000 and 2001 are attributable to two main areas. First, the Commissioners Court created a new planning department. Secondly, most of the increase is due to a modification to the interlocal agreement with the City of El Paso, which increased the funding ratio of hotel/motel tax collections allocated to the City by one quarter of a percent. For fiscal year 2002, funding related to this agreement was significantly reduced, as depicted on the graph on the prior page.

*Factors contributing to the upward slope in Culture and Recreation 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 2001 and 2002 are related to the Coliseum Tourist Promotion fund. The main reason for such a significant increase since 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 2002, which remain to be appropriated from within the General Fund.*

In the **Public Works** group, these expenditures 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. Other expenditures in this category are related to grants awarded for the construction of water and drainage lines in the colonias. The significant increase in the 2001 budget is related to the Rural Development East Montana water project in the Enterprise Fund.

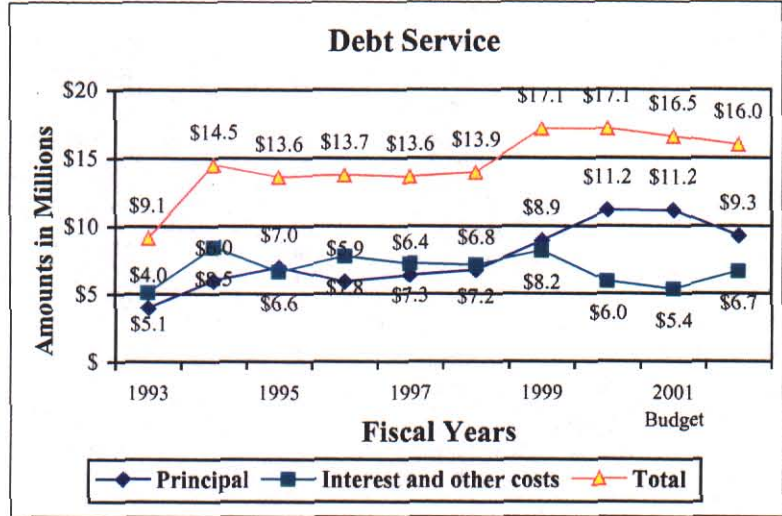
**Capital Outlays** are mainly the result of major capital projects. The main peak reflects the completion of a variety of county projects including the County Courthouse Building followed by new projects such as the Jail Annex and Module projects, which were completed during fiscal years 1997 and 1998.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



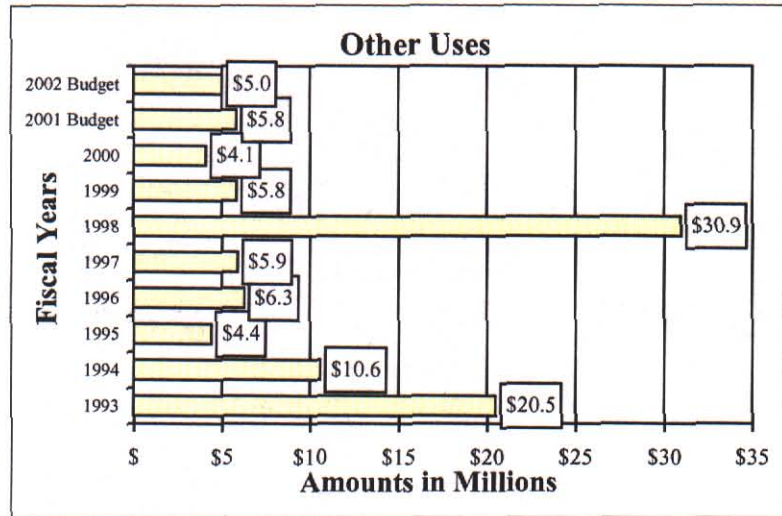


equipment and improvements at the departmental level. In fiscal year 1998 the County issued \$22,645,000 towards addressing capital needs for the County which included addressing the year 2000 computer issue while simultaneously moving from the costly mainframe environment to the more efficient client 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. For fiscal years 2001 and 2002, Commissioners Court committed \$1,000,000 from the general fund each budget year to be used for equipment replacement needs and new departmental capital outlays.

**Debt Service** is utilized for the repayment of outstanding obligations of the County relating to bonds issued over the years for approved capital projects. Fluctuations over the years are attributable to the timing of debt repayments. The trend increased through fiscal year 2000, as can be seen in the Debt Service section of this report. Based on the County's current indebtedness, total payments have begun trending downward 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 refunding 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 1993 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.



**GENERAL FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

	OPERATING BUDGETS			CHANGES	
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Revenues (Sources):</b>					
Taxes	\$69,613,311	\$68,995,763	\$74,097,927	\$5,102,164	7.39%
Licenses and Permits	134,320	125,000	131,000	6,000	4.80%
Intergovernmental	2,405,773	1,782,472	1,419,991	(362,481)	-20.34%
Charges for Services	23,741,801	22,072,188	24,393,560	2,321,372	10.52%
Fines and Forfeits	4,867,264	4,188,000	4,993,000	805,000	19.22%
Interest	3,446,242	2,425,000	1,925,000	(500,000)	-20.62%
Miscellaneous Revenues	3,350,118	2,081,449	2,487,449	406,000	19.51%
Other Financing Sources	566,861	495,000	470,000	(25,000)	-5.05%
<b>Total Revenues and Other Financing Sources</b>	<b>108,125,690</b>	<b>102,164,872</b>	<b>109,917,927</b>	<b>7,753,055</b>	<b>7.59%</b>
Beginning Fund Balances	29,170,651	43,458,642	52,402,764	8,944,122	20.58%
<b>Total Available Resources</b>	<b>\$137,296,341</b>	<b>\$145,623,514</b>	<b>\$162,320,691</b>	<b>\$16,697,177</b>	<b>11.47%</b>

**TAXES**

When comparing the 2001 and 2002 budgets, there are some significant differences. The line item for Taxes was budgeted at a higher amount for increases in property values resulting from new construction, both residential and commercial. Although the tax rate for fiscal year 2001 and 2002 remained constant at \$0.361434 per \$100 of assessed property value, an increase in revenues is expected. The Sales and Use Taxes line item was budgeted at \$1,000,000 more based on historical trend data.

**LICENSES AND PERMITS**

Licenses and Permits were budgeted for a \$6,000 projected increase in receipts for occupational licenses and bail bond permits.

**INTERGOVERNMENTAL REVENUES**

Intergovernmental Revenues were projected lower for next fiscal year mainly based on a termination of a contract for the reimbursement of medical costs for prisoners and also due to the anticipated migration by the City of El Paso to a new financial system.

**CHARGES FOR SERVICES**

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, receipts relating to reimbursement for the housing of prisoners have met and exceeded the revenue estimate budgeted for this line item.

# **GENERAL FUND**



**GENERAL FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
	Total Budget FY 2001	Total Budget FY 2002	Amount	%

<b>Revenues (Sources):</b>					
Fines and Forfeits	\$4,867,264	\$4,188,000	\$4,993,000	\$805,000	19.22%
Interest	3,446,242	2,425,000	1,925,000	(500,000)	-20.62%
Miscellaneous Revenues	3,350,118	2,081,449	2,487,449	406,000	19.51%
Other Financing Sources	\$566,861	\$495,000	\$470,000	(\$25,000)	-5.05%

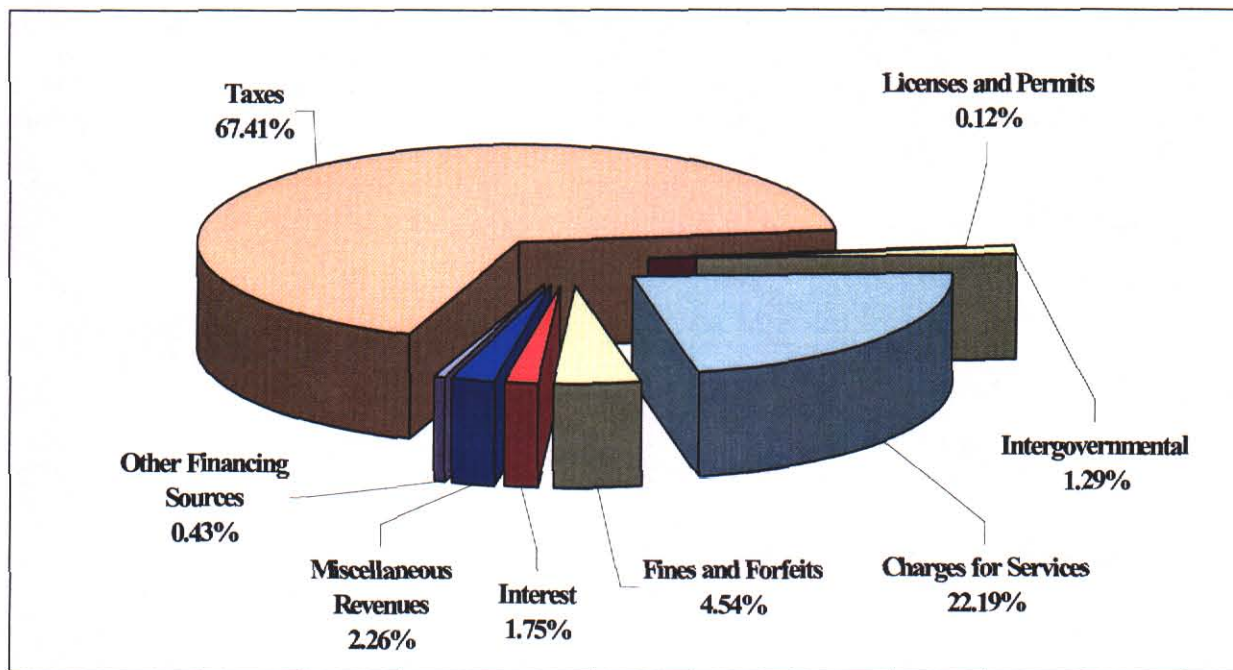
**FINES AND FORFEITS**

Fines and Forfeits were budgeted higher for fiscal year 2002 due to the increased collection of court fines and bond forfeitures. The aggressive collection efforts by various offices in the County, namely the County Clerk's and County Attorney's Offices' have contributed to these increases.

**INTEREST, MISCELLANEOUS REVENUES AND OTHER FINANCING SOURCES**

Lastly, the line item for Interest was decreased by \$500,000 due to a less favorable economic outlook, specifically lower interest rates, than in prior fiscal years. Miscellaneous Revenues were increased mostly due to increased long distance phone commission revenues, while Other Financing Sources were budgeted lower based on historical trends for courthouse security fees.

**Fiscal Year 2002 Budget  
Revenues (Sources) – General Fund Type - \$109,917,927**



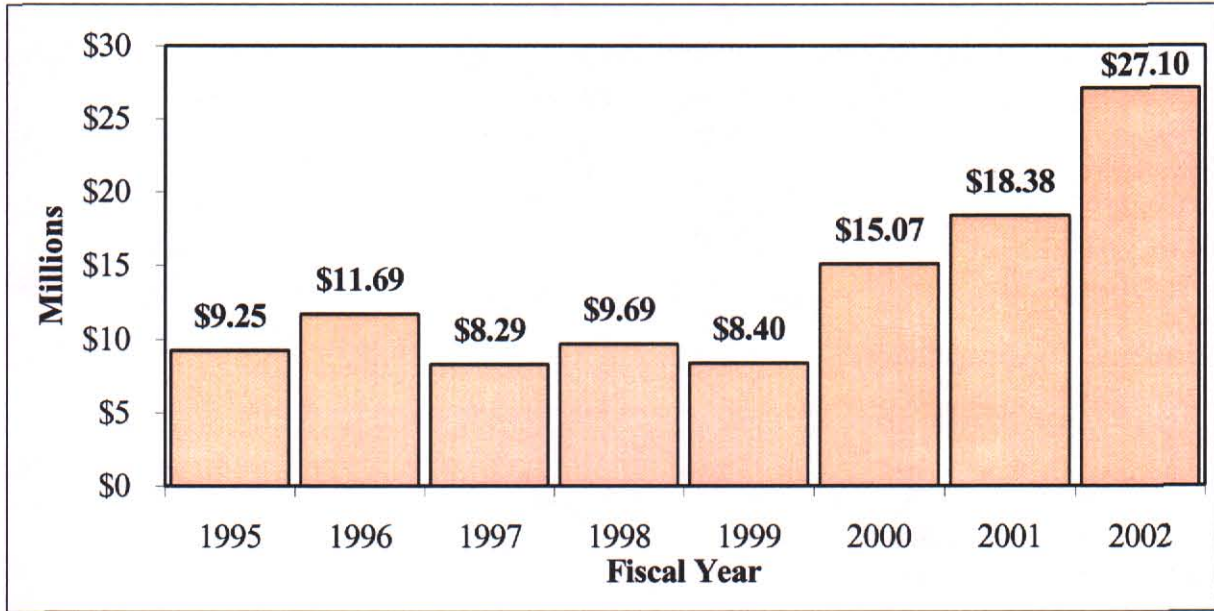
As can be seen in the pie chart above, Tax revenues, consisting of Property Taxes, Sales and Use Taxes, Bingo Tax and State Mixed Beverage Taxes account for 67.41% of General Fund Revenues. The next material item to the General fund is Charges for Services. As mentioned before, the largest item under Charges for Services is the revenue from the U.S. Marshal's Office for the housing of federal prisoners.



## GENERAL FUND TYPE FUND BALANCE COMPARISON

As can be seen in the bar graph below, since 1995 the Commissioners Court has consistently used a portion of the fund balance reserves to balance the operating budget. In fiscal year 2001, Commissioners Court used \$18,381,788 to balance the budget. For fiscal year 2002, the Commissioners Court used \$27,100,038 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 unforeseen emergencies.

### YEARLY COMPARISON OF FUND BALANCE UTILIZED TO BALANCE THE GENERAL FUND BUDGET



**GENERAL FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

	OPERATING BUDGETS			CHANGES	
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Appropriations/Expenditures (Uses):</b>					
General Government	\$12,708,152	\$25,386,787	\$37,671,028	\$12,284,241	48.39%
Administration of Justice	19,422,926	23,649,564	24,821,467	1,171,903	4.96%
Public Safety	49,968,040	55,884,286	60,166,787	4,282,501	7.66%
Health and Welfare	6,093,691	6,517,794	6,790,794	273,000	4.19%
Resource Development	738,565	1,258,685	1,137,438	(121,247)	-9.63%
Culture and Recreation	2,055,712	2,550,738	2,644,245	93,507	3.67%
Capital Outlays	199,003	472,440	417,069	(55,371)	-11.72%
Other Financing Uses	2,651,610	4,826,366	3,369,137	(1,457,229)	-30.19%
<b>Total</b>					
<b>Appropriations/Expenditures and Other Financing Uses</b>	93,837,699	120,546,660	137,017,965	16,471,305	13.66%
Encumbrances		2,078,649	1,674,757	(403,892)	-19.43%
Ending Fund Balances	43,458,642	22,998,205	23,627,969	629,764	2.74%
<b>Total</b>					
<b>Appropriations/Expenditures, Other Financing Uses and Fund Balances</b>	\$137,296,341	\$145,623,514	\$162,320,691	\$16,697,177	11.47%

**GENERAL GOVERNMENT**

Overall there was a \$12 million dollar increase between fiscal years 2001 and 2002. The most significant of these increases was to establish a reserve under a General and Administrative account for salary increases and re-grades for County employees. These reserves will be transferred via a budgetary amendment during the fiscal year to individual departments that are not able to cover increased salary expenses through attrition. Other changes include increases in many departments for training needs and utilities.

**ADMINISTRATION OF JUSTICE**

The increase of \$1.1 million dollars in the Administration of Justice program is mainly attributable to the creation of two new County Criminal Courts at Law effective in January 2002, along with associated costs such as a projection for the increase in legal fees, and costs for legal representation in the various attorney offices.

**PUBLIC SAFETY**

Although increased projections in expenditures are forecasted for the Constables, and the Juvenile Probation department, the Sheriff's department is primarily responsible for the \$4 million dollar increase in the Public Safety program. In years prior to fiscal year 2001, the Sheriff's department had experienced a high turnover rate for detention officers. This was not the case during fiscal year 2001, due to more aggressive recruiting efforts by the Sheriff's department. Therefore, for fiscal year 2002, the Sheriff's department budget was projected with only a 5% attrition rate, compared to 10% in years past. Another factor taken into account was the increased cost for Sheriff's officers as a result of the Collective Bargaining Contract.



**GENERAL FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**HEALTH AND WELFARE**

During fiscal year 2001, a new agreement was signed between the County and the City and a new funding ratio was established on how health costs would be split, which resulted in a higher amount that needed to be budgeted for this purpose. This increase was offset by a decrease in the amount budgeted for personnel for the Medical Examiner's Office, which is the result of personnel changes.

FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
	Total Budget FY 2001	Total Budget FY 2002	Amount	%

**Appropriations/Expenditures**

(Uses):

Health and Welfare	\$6,093,691	\$6,517,794	\$6,790,794	\$273,000	4.19%
Resource Development	738,565	1,258,685	1,137,438	(121,247)	-9.63%
Culture and Recreation	2,055,712	2,550,738	2,644,245	93,507	3.67%
Capital Outlays	199,003	472,440	417,069	(55,371)	-11.72%
Other Financing Uses	\$2,651,610	\$4,826,366	\$3,369,137	(\$1,457,229)	-30.19%

**RESOURCE DEVELOPMENT**

The decrease in budget for fiscal year 2002 for Resource Development is for a position that was transferred from the Planning Department to the Commissioners Court Services department under the General Government program, and is also due to the de-funding of Economic Development.

**CULTURE AND RECREATION**

For fiscal year 2002, the Library was funded more than in previous years for the purchase of new books and for a new travel account, and the Rural Parks Department received a greater allocation for road re-surfacing and maintenance and repairs.

**CAPITAL OUTLAYS**

For the past several years, the Commissioners Court has opted to fund equipment needs for County departments under the Capital Projects fund. One exception to this would be for the Adult Probation department, since they are reimbursed by the Hudspeth and Culberson Counties. Additionally, a contingency is set aside under the General and Administrative account to meet any unexpected emergency for the County. The decrease represents the difference between amendments during fiscal year 2001 for equipment needs of County departments, such as the Sheriffs department, and the exceptions noted above.

**OTHER FINANCING USES**

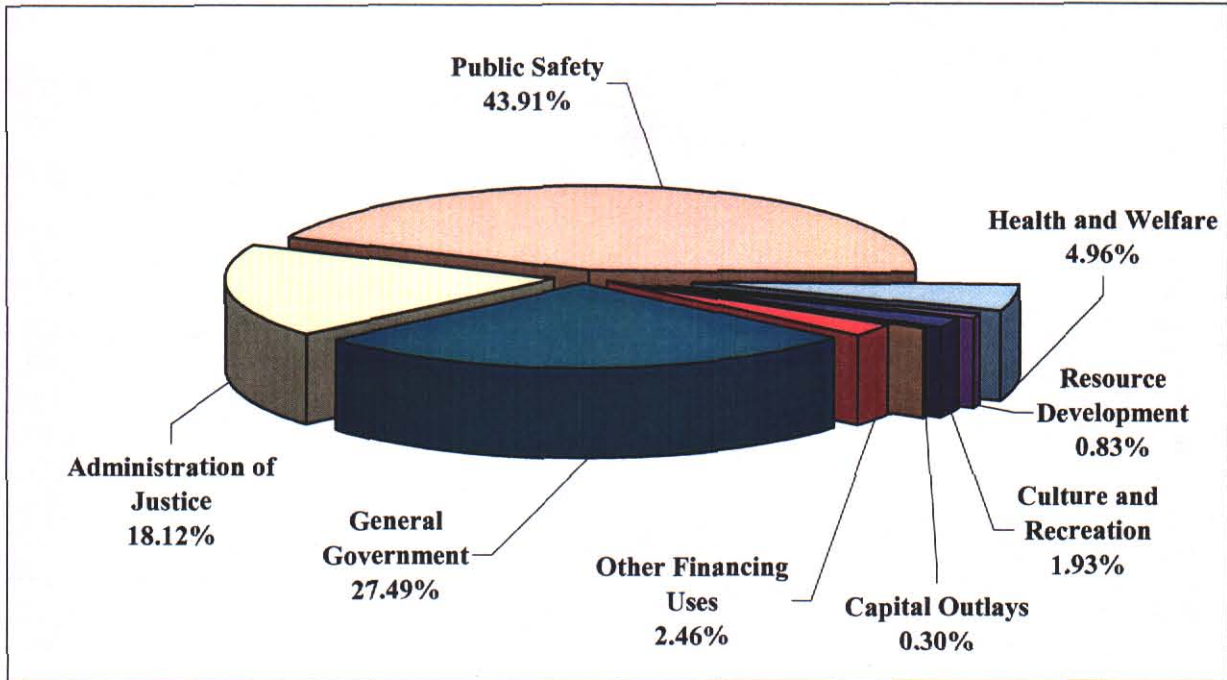
Of the total \$1,457,229 decrease in Other Financing Uses, \$750,000 represents the decrease in the transfer to the Health and Life Fund, since adequate reserves have been met. The remaining balance is due to reduced grant match requirements, and directly funding the match requirements for the Juvenile Probation department under their salary and fringe accounts, and not a match account.



# GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

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

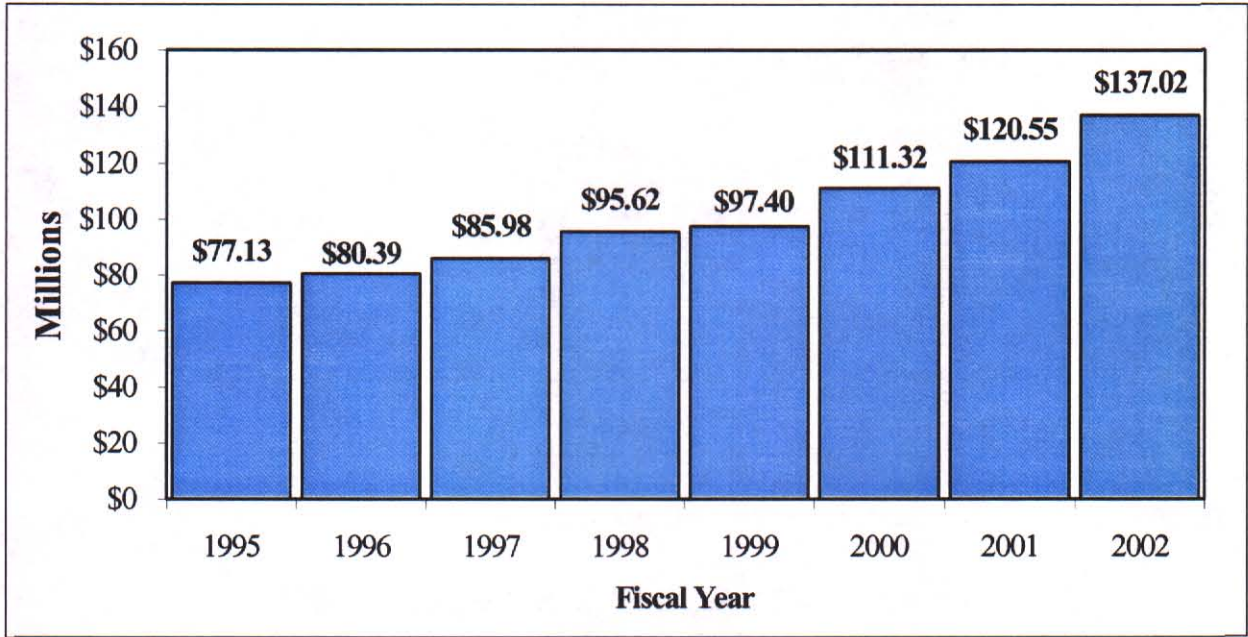
## Fiscal Year 2002 Budget Appropriations (Uses) – General Fund Type - \$137,017,965



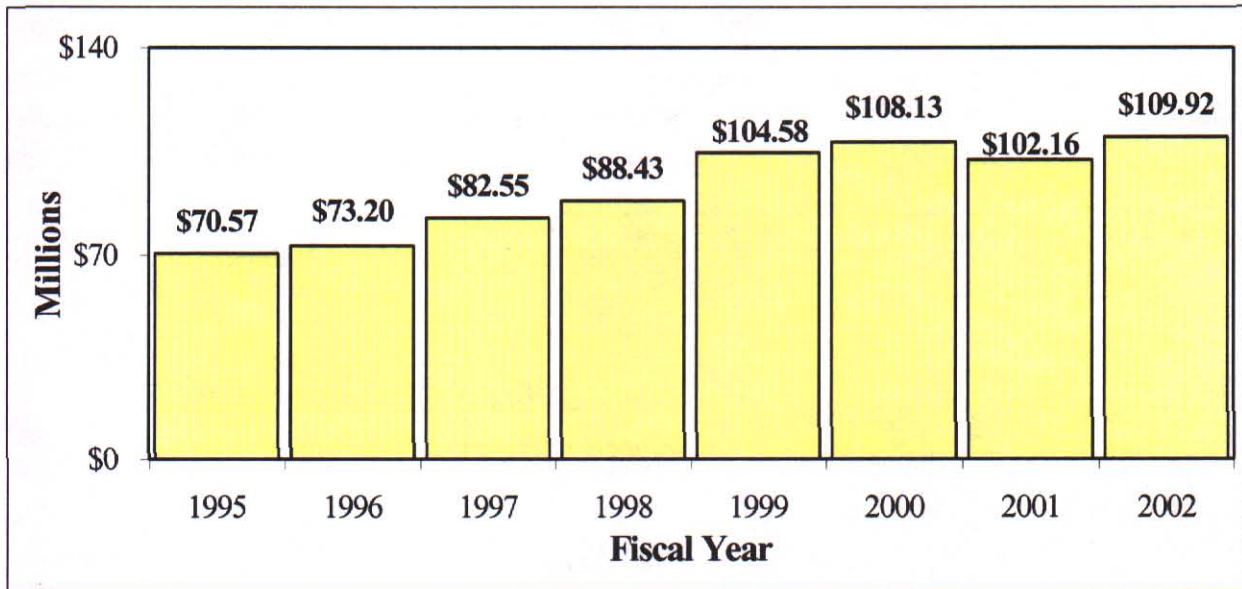
## GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the General Fund Type overall budget, and actual revenues/expenditures since 1995.

### General Fund Type – Budget Trends



### General Fund Type-Revenue Trends

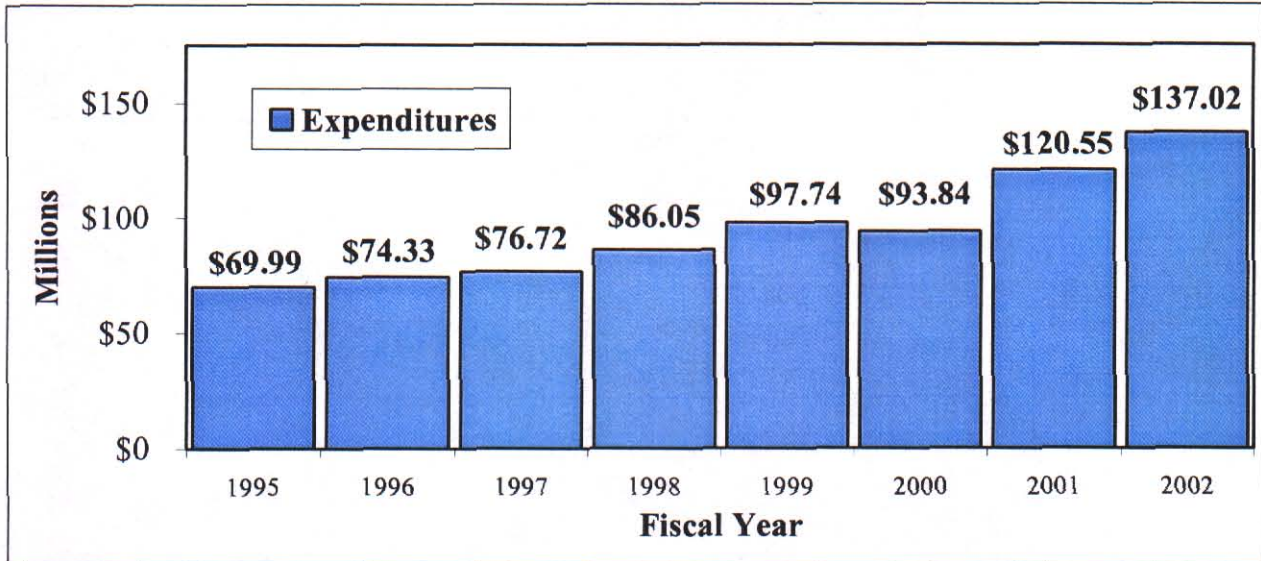


**\*Fiscal Year 2001 and 2002 are Budgets, 1995-2000 are Actuals**



**GENERAL FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

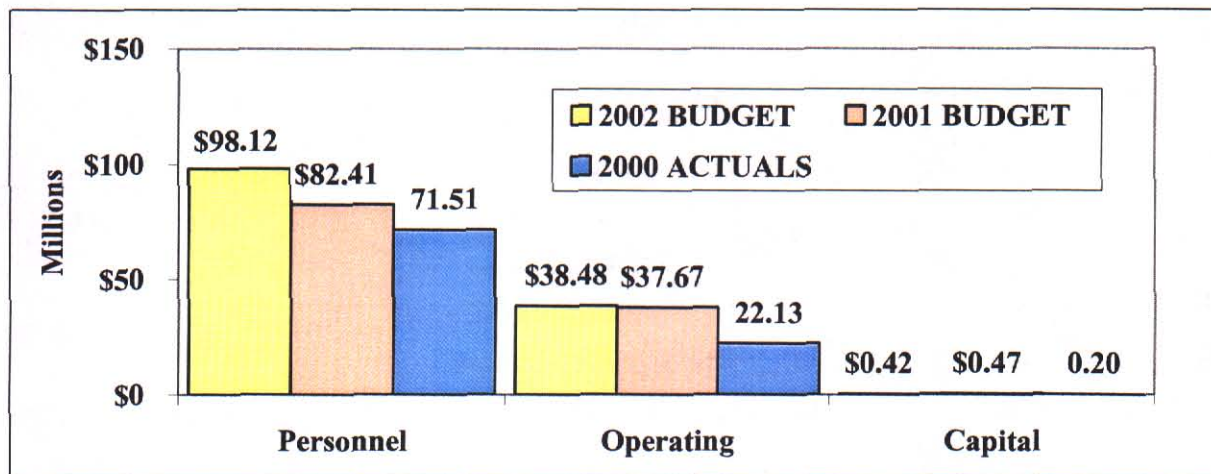
**Expenditures (Uses):  
General Fund Type – Expenditure Trends**



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	%
Personnel	\$71,510,220	\$82,405,760	\$98,116,050	\$15,710,290	19.06%
Operating	22,128,476	37,668,460	38,484,846	816,386	2.17%
Capital	199,003	472,440	417,069	(55,371)	-11.72%
<b>Total Budgets and Actuals</b>	<b>\$93,837,699</b>	<b>\$120,546,660</b>	<b>\$137,017,965</b>	<b>\$16,471,305</b>	<b>13.66%</b>





# **GENERAL GOVERNMENT**

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE GENERAL GOVERNMENT  
WITH COMPARATIVE BUDGETS BY DEPARTMENT**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
92	Commissioner Precinct No. 1	\$117,788	\$118,241	0.38%
94	Commissioner Precinct No. 2	128,843	131,054	1.72%
96	Commissioner Precinct No. 3	142,404	141,276	-0.79%
98	Commissioner Precinct No. 4	98,862	98,417	-0.45%
100	Commissioners Court Services Office		172,122	100.00%
101	Communications Center	187,274	185,657	-0.86%
103	County Auditor	2,312,301	2,391,692	3.43%
107	County Clerk	1,276,264	1,290,541	1.12%
110	County Clerk Criminal Fee Collections	244,263	244,099	-0.07%
112	County Judge	404,469	350,702	-13.29%
115	County Solid Waste Disposal	389,256	472,112	21.29%
116	District Clerk	2,734,128	2,688,312	-1.68%
118	Domestic Relations Office	757,442	754,469	-0.39%
120	Elections	563,157	697,150	23.79%
122	Facilities Management	2,178,561	2,193,799	0.70%
124	General and Administrative	8,133,188	19,238,457	136.54%
125	Grant Matches	2,826,366	2,111,465	-25.29%
126	Human Resources	428,451	485,954	13.42%
129	Information Technology Department	4,366,032	4,403,491	0.86%
133	Landmark Building Maintenance	90,203	88,775	-1.58%
134	Parking Garage Maintenance and Operations	111,567	118,612	6.31%
135	Purchasing	1,061,001	1,047,585	-1.26%
139	Risk Pool Board Operations	14,600	5,000	-65.75%
141	Tax Office	2,047,131	2,023,683	-1.15%
	<b>Totals</b>	<b>\$30,613,551</b>	<b>\$41,452,665</b>	<b>35.41%</b>

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
GENERAL GOVERNMENT**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	14,584,038	25,497,436	74.83%
Operating	15,629,115	15,542,729	-0.55%
Capital	400,398	412,500	3.02%
<b>Totals</b>	<b>\$30,613,551</b>	<b>\$41,452,665</b>	<b>35.41%</b>

# 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

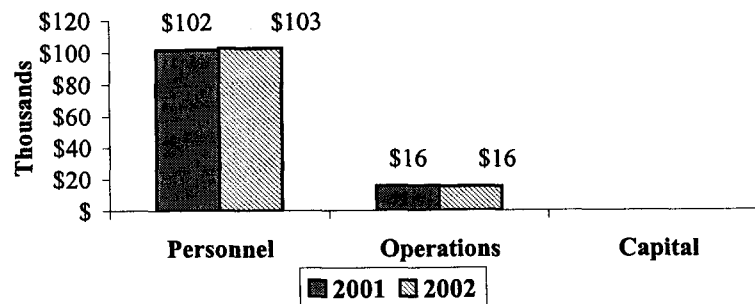
The County Commissioner exercises power over County business as provided by the Texas Constitution, Article V, Section 18 and the Local Government Code, involving the establishment and maintenance of a courthouse and jail, the building and maintenance of roads and bridges, the safekeeping of all citizen's records, letting of contracts in the name of the County, providing law enforcement through the County Sheriff, administering public welfare and health services, operating County parks, providing elections, setting the County tax rate, issuing bonds and adopting the overall operating budget.

## 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$71,371	\$101,837	\$102,690	0.84%
Operations	9,648	15,951	15,551	-2.51%
Capital				
	<u>\$81,019</u>	<u>\$117,788</u>	<u>\$118,241</u>	0.38%

2001 and 2002 Budgets





# COMMISSIONER PRECINCT NO. 1

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Agenda items sponsored	74	75	72
Calls received	1,424	1452	1449
Referrals made to departments	48	49	46
Committees/boards on which Commissioners serves	16	16	13
Letters/memos written	256	261	258
Speeches/presentations given	104	106	103
Meetings/functions attended	296	302	299
Constituent contacts made	336	343	340
Pieces of mail received	3216	3280	3277

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	2	2	3
Part-time employees			
Totals	2	2	3

## AUTHORIZED POSITIONS DETAIL

Commissioners Court			
Admin. Assistant	2	County Commissioner	1

See Personnel Changes for this department in Appendix A.

# **COMMISSIONER PRECINCT NO. 2**

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## **MISSION STATEMENT**

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.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The County Commissioner exercises power over County business as provided by the Texas Constitution, Article V, Section 18 and the Local Government Code, involving the establishment and maintenance of a courthouse and jail, the building and maintenance of roads and bridges, the safekeeping of all citizen's records, letting of contracts in the name of the County, providing law enforcement through the County Sheriff, administering public welfare and health services, operating County parks, providing elections, setting the County tax rate, issuing bonds, and adopting the overall County operating budget.

## **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.

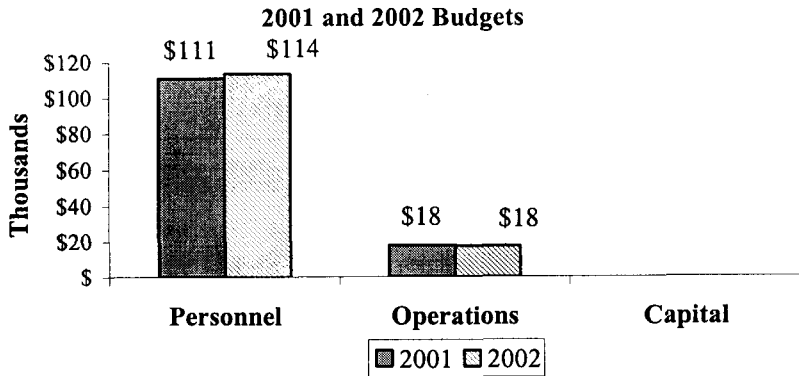
## **HIGHLIGHTS**

- Ascarate Park: Completed Phase I – Boat dock and loading ramp. Completed Phase II – Boardwalk, jogging trail, 3 new fishing piers, picnic and playground areas, new Haucha Courts, basketball and tennis courts. Beginning Phase III and IV – Concession area, new and remodeled restrooms, League Sports Complex, little lake expansion, enchanted forest play area, jogging trail/boardwalk.
- Rio Grande River Park and Trail System: acquired a \$750,000.00 grant, and hired architect and surveying company.
- Coliseum: Completed Phase I – new restrooms, ticket booth and VIP room ahead of time and under budget. Record attendance of Disney on Ice during construction and record attendance of Monster Truck Show during construction.
- First Summer Camp Program: County operating first summer camp program in collaboration with five County school districts and Boys and Girls Club of El Paso.

# COMMISSIONER PRECINCT NO. 2

## FINANCIAL TRENDS

Category	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$94,717	\$110,892	\$113,533	2.38%
Operations	12,529	17,951	17,521	-2.40%
Capital				
	<u>\$107,246</u>	<u>\$128,843</u>	<u>\$131,054</u>	1.72%



## WORK PROGRAM TRENDS

Department Activity	1999 Actual	2000 Estimated	2001 Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

## 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

The County Commissioner exercises power over County business as provided by the Texas Constitution, Article V, Section 18 and the Local Government Code, involving the establishment and maintenance of a courthouse and jail, the building and maintenance of roads and bridges, the safekeeping of all citizen's records, letting of contracts in the name of the County, providing law enforcement through the County Sheriff, administering public welfare and health services, operating County parks, providing elections, setting the County tax rate, issuing bonds and adopting the overall County operating budget.

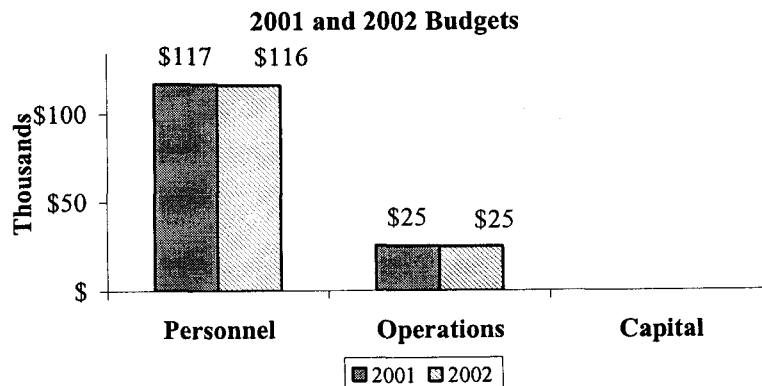
## GOALS AND OBJECTIVES

- 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.

## HIGHLIGHTS

- The office of the Commissioner Precinct No. 3 has worked diligently on two major projects the past year, the Fabens Port of Entry and regional water plan for the outlying parts of the County.

FINANCIAL TRENDS				
Category	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$102,129	\$116,963	\$116,265	-0.60%
Operations	10,369	25,441	25,011	-1.69%
Capital				
	<u>\$112,498</u>	<u>\$142,404</u>	<u>\$141,276</u>	-0.79%



# COMMISSIONER PRECINCT NO. 3

---

## WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

## AUTHORIZED POSITIONS DETAIL

Administrative Secretary	2	County Commissioner	1
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# **COMMISSIONER PRECINCT NO. 4**

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## **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**

The County Commissioner exercises power over County business as provided by the Texas Constitution, Article V, Section 18 and the Local Government Code, involving the establishment and maintenance of a courthouse and jail, the building and maintenance of roads and bridges, the safekeeping of all citizen's records, letting of contracts in the name of the County, providing law enforcement through the County Sheriff, administering public welfare and health services, operating County parks, providing elections, setting the County tax rate, issuing bonds and adopting the overall County operating budget.

## **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.
- Goal 4:** To provide an effective office expense and travel/training control system.
- 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.
- Objective 3:** To maintain low office cost by utilizing recycled supplies from previous office occupants.
- Objective 4:** To reduce travel and training cost by reducing number of trips and utilizing fare reduction offers whenever possible.

## **HIGHLIGHTS**

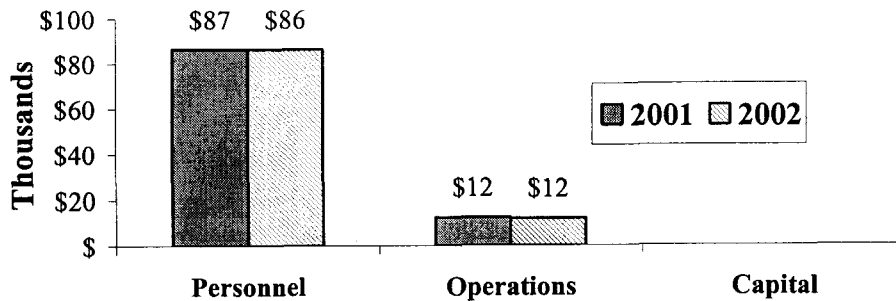
- First time water and sewer services provided to 46 homes in the Westway community.
- Installed sewer connections to 127 households in Westway, water yard line service connected to 38 homes and provided 163 sewer yard line connections in Westway addition.
- In cooperation with El Paso Water Utilities, provided water, sewer, yard lines and septic tank decommissioning for 464 households in the Canutillo addition.
- Substantial improvements to the Ponderosa and Western Village water system with the installation of a master meter, 6-inch water main, 7 fire hydrants and yard service lines.
- In cooperation with the Sheriff's Department, honored two "Outstanding Citizen Heroes from the Canutillo community.

# COMMISSIONER PRECINCT NO. 4

## FINANCIAL TRENDS

Category	2000 Actual	2001 Budget	2002 Budget	Change in Budget
Personnel	\$84,680	\$86,511	\$86,496	-0.02%
Operations	7,307	12,351	11,921	-3.48%
Capital				
	<u>\$91,987</u>	<u>\$98,862</u>	<u>\$98,417</u>	-0.45%

### 2001 and 2002 Budgets



## WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
Agenda items sponsored	29	30	31
Telephone calls received	1823	1878	2980
Committees/boards served	18	19	21
Special projects	31	32	28
Letters/memos written	196	202	198
Speeches/presentations	23	24	25
Meeting/functions	436	449	438
Constituent contacts	1008	1038	1056
Mail received	3122	3216	3125
Constituent problems	96	99	106
Courthouse tours	15	15	20

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	2	2	2
Part-time employees			
Totals	<u>2</u>	<u>2</u>	<u>2</u>

## AUTHORIZED POSITIONS DETAIL

Commissioners Court Admin. Assistant	1	County Commissioner	1
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**COMMISSIONERS COURT SERVICES OFFICE**

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**DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

This is a newly created department for the purpose of providing support services to the County Judge and Commissioners.

<b>FINANCIAL TRENDS</b>					
	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
					<b>in</b>
					<b>Budget</b>
Personnel				\$148,822	
Operations				23,300	100.00%
Capital					
				<u>\$172,122</u>	100.00%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Projected</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
Full-time employees			2
Part-time employees			
Totals			<u>2</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
Administrative Coordinator	1	Media Relations Coord.	1

See Personnel changes for this department in Appendix A

# **COMMUNICATIONS CENTER**

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## **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 possible. We are committed to the values of integrity, courtesy and competency in our dealings with the public and the departments we provide service to. We recognize the need for change when necessary and will remain progressive by implementing the best and most current technology aimed at providing the best voice and information service possible while always considering the most cost effective and cost savings methods.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Communication Center provides telephone service and maintenance to El Paso County departments. The main PBX switch located at the County Courthouse, provides telecommunications service to the County Courthouse, County Jail, MDR building and Tax office. An additional PBX switch located at the Leo Samaniego Law Enforcement Complex, 12501 Montana, is also maintained by the Communications Department. The Communications Department maintains other smaller key systems at locations from Vinton to Fabens. The Communications Department switchboard operator/clerical assistant also provides general information to the public and billing to County departments for local and long distance telecommunications service. All of the responsibilities mentioned are handled by a staff of five County employees. The Communications Department is on call for the County Jail and the Jail Annex.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve call handling.
- Goal 2:** To install of PBX systems at remote locations.
- Goal 3:** To reduce long distance charges.
- Objective 1:** Have all incoming calls answered by a person.
- Objective 2:** Eliminate the need for different types of inventory.
- Objective 3:** Reduce interstate and intrastate long distance cost.
- Objective 4:** To upgrade systems at various locations to NORTEL systems that will reduce inventory maintenance and costs.

## **HIGHLIGHTS**

- In October of 2001 the upgrade of the Courthouse PBX was completed. The County now has a Digital PBX system that is up to date and can support the growth the Courthouse has recently experienced.
- We are also pleased to announce that all of the Communications Department technical staff has obtained Nortel Certification in the maintenance courses that have been attended. We sincerely believe that having a staff that is certified in the equipment it maintains is a very big plus to El Paso County Government and the departments it services.

# COMMUNICATIONS CENTER

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$134,914	\$149,679	\$148,462	-0.81%
Operations	35,860	37,595	37,195	-1.06%
Capital				
	<u>\$170,774</u>	<u>\$187,274</u>	<u>\$185,657</u>	-0.86%

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actuals	Estimated	Projected
Employees	4	4	4
Telephones on main switch	1,389	1431	1474
Trunks on main switch	115	118	122
Telephones on jail annex switch	200	206	212
Trunks on annex Switch	24	25	25
Automated attendants	7	7	7

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	4	4	5
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>5</u>

## AUTHORIZED POSITIONS DETAIL

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

See Personnel Changes for this department in Appendix A

# **COUNTY AUDITOR**

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## **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 2002.
- 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.



# COUNTY AUDITOR

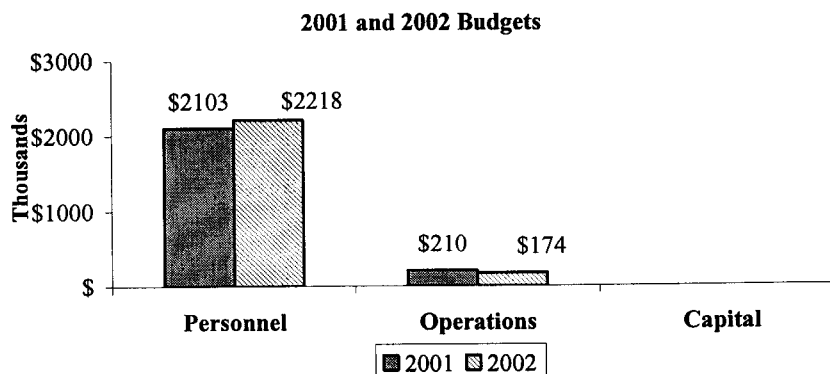
## Goals and Objectives-continued

- 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.

## Highlights

- Implemented new interface programs for the County financial software, which resulted in reduction of data entry inputs, which resulted in greater accuracy and efficiency.
- Greatly increased the participation of County employees in the direct deposit program, which resulted in more efficient payroll bank reconciliations by reducing the number of outstanding checks.
- Continued to meet County's financial position goal of an undesignated fund balance between 5-15%.
- Implemented changes in the budget process, which resulted in less public hearings and more efficient and effective interaction with departments.

FINANCIAL TRENDS				
Category	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$1,777,447	\$2,102,547	\$2,217,719	5.48%
Operations	89,969	209,754	173,973	-17.06%
Capital	1,451			
	<u>\$1,868,867</u>	<u>\$2,312,301</u>	<u>\$2,391,692</u>	3.43%



# COUNTY AUDITOR

## WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Actual	2002 Projected
Number of payroll transactions:			
Checks issued	25,295	13,661	10,000
Direct Deposit Advices	41,321	45,900	50,000
Accounts Payable Transactions:			
Checks issued	55,104	31,794	31,500
Financial Reports Issued:			
Interim Monthly Reports	12	12	12
Quarterly Reports	4	4	4
Annual Reports	4	4	4
Budget Changes	28	29	24
Financial Position:			
Fund Balance Goal Achieved (5-15%)	10.54%	18.96%	17.15%
Training:			
Auditor Staff Development	56	39	45
County Departmental Training	3	3	3
Audits Conducted	260	200	260
Financial Software Activity:			
Application Upgrades	1	1	1
New Interfaces Written	N/A	3	3
Grants administered	134	127	127
Positions budgeted	2,144	2,249	2,249

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	45	47	50
Part-time employees	3	3	3
<b>Totals</b>	<b>48</b>	<b>50</b>	<b>53</b>

## AUTHORIZED POSITIONS DETAIL

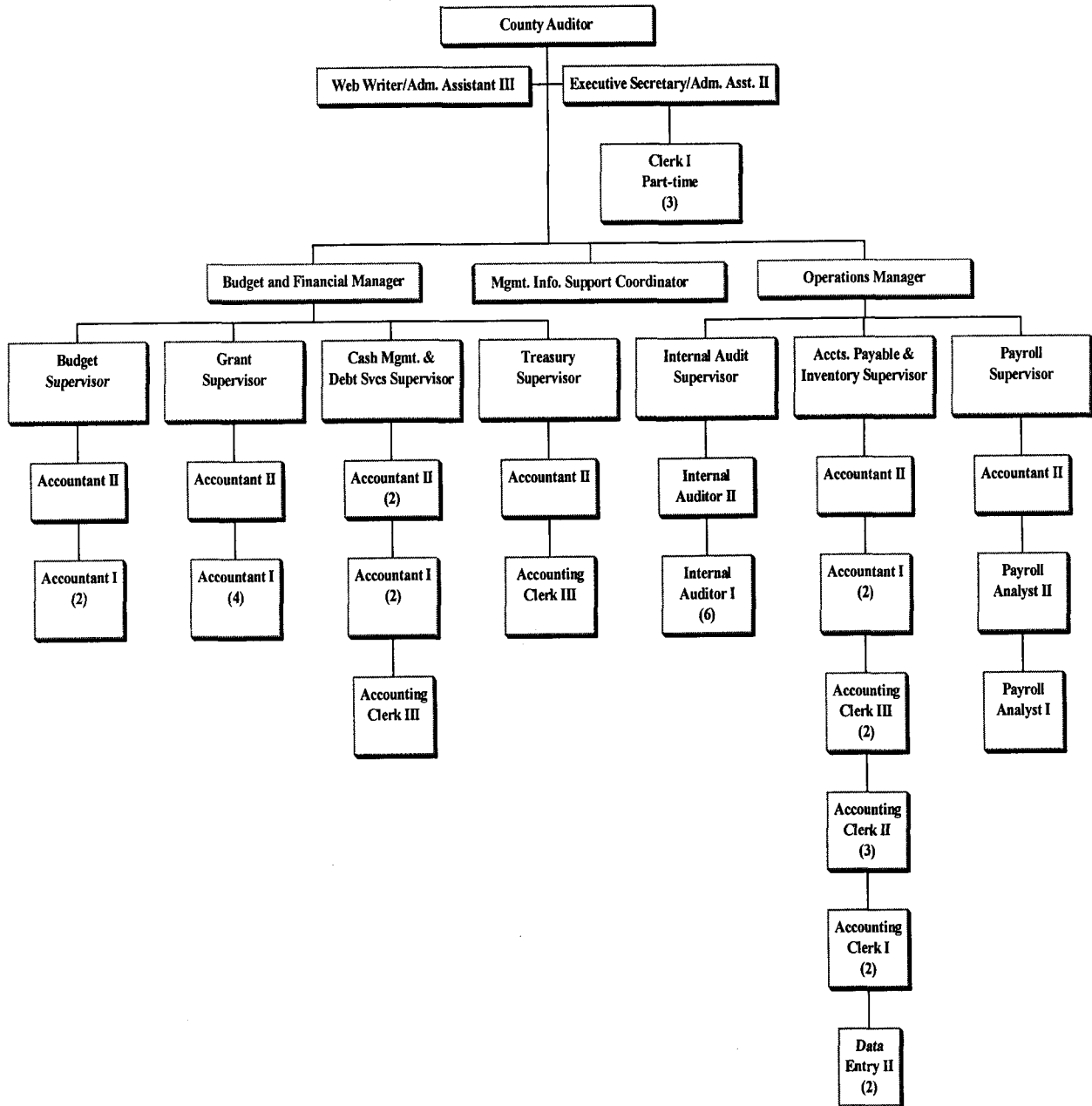
Accountant I	10	Data Entry II	2
Accountant II	6	Executive Assistant II	1
Accounting Clerk I	2	Grant Supervisor	1
Accounting Clerk II	3	Internal Audit Super.	1
Accounting Clerk III	4	Internal Auditor I	6
A/P and Inventory Supervisor	1	Internal Auditor II	1
Administrative Assistant III	1	Operations Manager	1
Applications Programmer Mgr.	1	Payroll Accountant II	1
Budget and Financial Manager	1	Payroll Analyst I	1
Budget Supervisor	1	Payroll Analyst II	1
Cash Mgmt. And Debt Service Super.	1	Payroll Supervisor	1
Clerk Part-time	3	Treasury Supervisor	1
County Auditor	1		

See personnel Changes for this department in Appendix A

See next page for Departmental Organization

# COUNTY AUDITOR

## DEPARTMENTAL ORGANIZATION



# **COUNTY CLERK**

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## **MISSION STATEMENT**

To provide services to the public and other agencies in order to record and retrieve documents in our custody, timely, accurately, and reliably.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

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

1. The meetings and business of Commissioners Court;
2. Ownership of property within the County;
3. Proceedings, dispositions and collections of monies relevant to cases in the County Courts at Law;
4. Vital statistics, e.g., preparing formal and informal marriage applications and issuing licenses, the recording of birth /death certificates/marriage licenses, and the issuing of certified copies of the same;
5. The Probate Clerk of the County including the filing of will probate, guardianships, small estates, mental health, will files for safekeeping, trust/custodial accounts, registry court funds and civil cash bonds;
6. Business ownership within the County (assumed names).

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

## **GOALS AND OBJECTIVES**

- Goal 1:** To provide recording services to the public and other agencies in order to record and retrieve documents filed with the clerk timely, accurately, and efficiently.
- Goal 2:** To reduce the time to process a County Court at Law case jacket and it's documents from initial filing to case closure.
- Goal 3:** To provide quality services to the public, hospitals, funeral homes and other agencies in order to efficiently file and retrieve records in our custody.
- Goal 4:** To provide quality service to the public and Probate Court in the filing of will probate, guardianships, small estates, mental health, wills file for safekeeping, custodial accounts, registry court funds and cash bonds.
- Goal 5:** To provide quality service to the public in the filing, renewing and withdrawal of assumed names.
- Goal 6:** To accurately and efficiently prepare the Court's agenda, and to record its minutes.
- Objective 1:** Reduce the time necessary to file, record, and mail documents to customers.
- Objective 2:** Improve services and reduce waiting time in processing disposition requests.
- Objective 3:** To reduce vital recording time from the time of filing to forwarding to the State.
- Objective 4:** Accurately and timely file probate documents.
- Objective 5:** Improve service and reduce filing time in assumed names.
- Objective 6:** To timely and accurately prepare agendas and record Court minutes.



# COUNTY CLERK

## FINANCIAL TRENDS

Category	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$1,116,178	\$1,200,296	\$1,210,206	0.83%
Operations	68,512	75,968	80,335	5.75%
Capital				
	<u>\$1,184,690</u>	<u>\$1,276,264</u>	<u>\$1,290,541</u>	1.12%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Probate			
Investments	161	161	166
Avg. monthly balance	\$2,900,000	\$2,900,000	\$2,987,000
Vital Statistics			
Birth registrations	16,529	16,860	17,365
Death registrations	4,312	4,398	4,530
Marriage licenses	6,978	7,117	7,331
Customers	101,512	101,512	104,557
Civil/Criminal department			
New cases	16,398	16,725	17,227
Disposed	15,917	16,235	16,723
Dismissals	6,639	6,772	6,975
Pending	19,654	20,047	20,649
Deeds	101,309	103,336	106,436

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	37	37	40
Part-time employees	8	8	6
Totals	<u>45</u>	<u>45</u>	<u>46</u>

# COUNTY CLERK

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## AUTHORIZED POSITION DETAIL

Accounting Clerk I	1	Deputy Clerk-Part time	6
Accounting Supervisor	1	Office Adm. Support/Mgr.	1
Adm. Asst/Comms Crt Recorder	1	Receptionist	1
Chief Deputy	1	Senior Clerk II	8
County Clerk	1	Sr. Dep. Clk./Asst. Comm. Ct. Re	1
Court Clerk	8	Supervisor	5
Deputy Clerk	11		

See Personnel Changes for this department in Appendix A

# COUNTY CLERK CRIMINAL FEE COLLECTIONS

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## 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 scheduled 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 ensuring that fines and Court costs assessed by the Courts are collected in the time frame established by the Courts.
- Goal 2:** To collect monies due to El Paso County as quickly and efficiently as possible.
- Goal 3:** To inform the public of the duties and procedures of the department.
- Objective 1:** Maintain the current 90% collection rate for the (4) County Courts and establish collections on the two new Courts anticipated for the year 2002.
- Objective 2:** To increase collections for the Justice of the Peace Courts.
- Objective 3:** To increase dollars collected for County Courts by 18% (\$500,000).
- 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.

## HIGHLIGHTS

- As of March 31, 2001, the Collections Department has collected \$5,875,000 since opening in April 1998. For the budget year 2001, we anticipate collections in excess of \$2,700,000. In January 2000, the Collections Department started assessing a \$2 administrative fee on all payments collected for the County Courts. The amounts collected for this fee in 2001 will exceed \$32,000. Our requested operating expenses of \$17,325 and our equipment request of \$10,500 can be paid with the monies collected for this fee. We should start collecting for two new Criminal Courts in January 2002.

FINANCIAL TRENDS				
	2000	2001	2002	Percentage
Category	Actual	Budget	Budget	Change in Budget
Personnel	\$190,891	\$226,138	\$226,124	-0.01%
Operations	14,715	18,125	17,975	-0.83%
Capital	\$205,606	\$244,263	\$244,099	-0.07%

# COUNTY CLERK CRIMINAL FEE COLLECTIONS

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
New cases	n/a	n/a	n/a
Total dollars assessed	n/a	n/a	n/a
Total dollars collected	\$2,415,415	\$2,487,877	\$2,562,514
Warrants issued	n/a	n/a	n/a
Warrants executed	n/a	n/a	n/a

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	7	8	9
Part-time employees			
Totals	7	8	9

## AUTHORIZED POSITION DETAIL

Caseworker	5	Senior Clerk	1
Collection Manager	1	Supervisor	1
Deputy Clerk	1		

See Personnel Changes for this department in Appendix A



# **COUNTY JUDGE**

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## **MISSION STATEMENT**

To promote Strong Families, Strong Future (SFSF) through efficient administration of County government.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The County Judge is the chief executive officer of the County as outlined in the Texas Constitution Art. V, Sec. 18 and Art. V. Sec. 15.

## **GOALS AND OBJECTIVES**

- Goal 1:** To lead the Commissioners Court in funding and supporting the operation of the various programs and initiative designed to advance family self-sufficiency.
- Goal 2:** 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 3:** 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 4:** 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:** To increase participation to affect legislation.
- Objective 2:** To increase percentage of families living above poverty rate.
- Objective 3:** To increase percentage of families with health insurance.
- Objective 4:** Maintain regular contact with law enforcement leaders.
- Objective 5:** Participate regularly and significantly in the El Paso Educational Collaborative and career days.
- Objective 6:** Maintain regular contact with educational leaders.
- Objective 8:** Participate in the Workforce Development Advisory Board of the Chamber of Commerce.
- Objective 9:** Maintain oversight and monitoring of Project Arriba.
- Objective 10:** Begin comprehensive training program for all County employees.

# COUNTY JUDGE

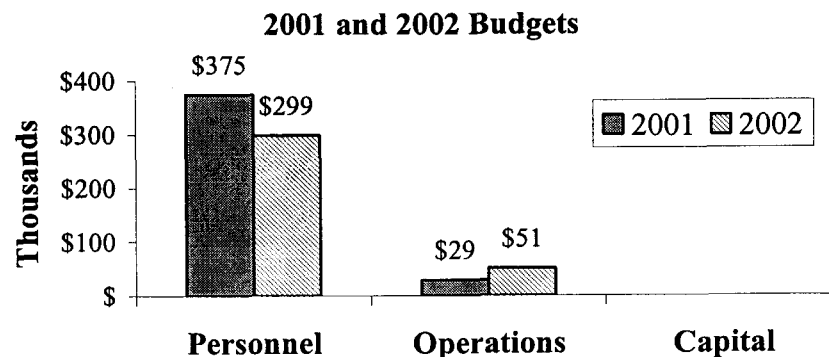
## GOALS AND OBJECTIVES (CONTINUED)

- Objective 11:** Convene workshop of all entities interested in affordable housing outside the city limits.
- Objective 12:** Develop specific objectives for County Housing Authority.
- 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:** Finalize the re-organization process.

## HIGHLIGHTS

- El Paso's first National Family Week November 18-23, 2000 with the receipt of a National Family Week Grant in the amount of \$46,500.00.
- Formed partnership with United Way of El Paso and Ysleta del Sur Pueblo for SFSF.
- Designation of El Paso as "special circumstance site", by the Annie E. Casey Foundation.
- Creation and Implementation of the CASASTART Program.
- Finished the reorganization of County Government structure recommended by the Texas Comptroller's Report.
- Implemented the recommendations made to R.E. Thomason Hospital District by the MGT performance review.
- Participated in and assured completion of the R.E. Thomason Hospital District Strategic plan.

FINANCIAL TRENDS				
Category	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$257,697	\$375,118	\$299,302	-20.21%
Operations	50,245	29,351	51,400	75.12%
Capital				
	\$307,942	\$404,469	\$350,702	-13.29%



# COUNTY JUDGE

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## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
	Not Available		

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	5	6	5
Part-time employees			
Totals	5	6	5

## AUTHORIZED POSITIONS DETAIL

County Judge	1	Dir. of Policy Implementation	1
Deputy Chief Administrator	1	Executive Assistant	2

See Personnel Changes for this department in Appendix A

# COUNTY SOLID WASTE DISPOSAL

## MISSION STATEMENT

To provide safe collection stations for the disposal of household trash for residents of the County who 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.

## GOAL 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.

<b>FINANCIAL TRENDS</b>				
Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$140,467	\$157,735	\$157,787	0.03%
Operations	207,305	231,521	314,325	35.77%
Capital				
	<u>\$347,772</u>	<u>\$389,256</u>	<u>\$472,112</u>	21.29%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
		Not Available	

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	6	6	6
Part-time employees			
Totals	<u>6</u>	<u>6</u>	<u>6</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
Truck Driver II RD & BDGE	1	Utility Worker I	4
Truck Driver III RD & BDGE	1		



# DISTRICT CLERK

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## MISSION STATEMENT

The district clerk is the Registrar, Recorder, and Custodian of all Court Pleadings, Instruments, and papers that are part of any Civil or Criminal District Court. The office generates revenue for the County through the collection of filing fees, funds held in litigation, bonds, and money awarded to minors. The office is also the center of judicial activity in El Paso County.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The employees are a dedicated, service-oriented team to the Courts and the public they serve on a daily basis. Our organization is divided into eight (8) areas of specific concentration: Accounting, Adoption and Appeals, Attorney General, Archives Storage, Civil Courts, Criminal Courts, Jury Selection, and our Vault storage facility. As a team we strive to provide service to the District Courts, County Courts, Visiting Judges, and the Jail Magistrate. Working relationships have been formed with the Sheriff's Office, District Attorney, County Attorney, Adult Probation, and the Attorney Generals Staff.

## GOALS AND OBJECTIVE

- Goal 1:** To improve efficiency and productivity in serving the courts, attorneys, and the public.
- Goal 2:** To provide customer service and support to the citizens of El Paso and the County Court system.
- Objective 1:** To properly staff, upgrade, and maintain the office, in order to meet the demands of the public.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$1,727,058	\$1,736,210	\$1,742,307	0.35%
Operations	860,393	997,918	946,005	-5.20%
Capital	27,430			
	<u>\$2,614,881</u>	<u>\$2,734,128</u>	<u>\$2,688,312</u>	-1.68%

<b>WORK PROGRAM TRENDS</b>				
Department Activity	2000 Actual	2001 Estimated	2002 Projected	
<b>Criminal</b>				
Cases filed	4,422	6,258	8,886	
Dispositions	6,467	7,748	9,297	
Counts processed	5,348	6,880	8,875	
Counts disposed	5,757	8,312	11,969	
<b>Civil</b>				
Cases filed	11,087	11,420	11,762	
Dispositions	9,501	9,786	10,080	
Bond forfeiture revenue	\$ 2,012,977	\$ 2,073,366	\$ 2,135,567	

(Continued on next page)

# DISTRICT CLERK

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
<b>Child Support</b>			
Established/Modified Orders	44,794	46,138	47,522
Paternities Established	40,173	41,378	42,620
Court Filings	95,858	98,734	101,696
<b>Accounting</b>			
Trust account	\$6,034,049	\$6,215,070	\$6,401,523
Deposit account	\$473,394	\$487,596	\$502,224
Fee account	\$3,021,011	\$3,111,641	\$3,204,990
Year end balance	\$9,528,454	\$9,814,308	\$10,108,737
<b>Jury Trials</b>			
Questionnaires sent	111,000	114,330	117,760
Juror summons	64,000	65,920	67,898
Jury account	540,532	556,748	573,451

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	66	61	64
Part-time employees	6	6	5
<b>Totals</b>	<b>72</b>	<b>67</b>	<b>69</b>

## AUTHORIZED POSITION DETAIL

Accounting Clerk I	1	Computer System Supp. Analyst	1
Accounting Clerk III	1	Court Clerk	19
Accounting Supervisor	1	District Clerk	1
Administrative Assistant I	1	Expungement Clerk	1
Assistant Jury Coordinator	1	Files Supervisor	1
Asst. Supervisor (Counter Clerks)	1	Grand Jury Coordinator	1
Chief Deputy	1	Jury Coordinator	1
Clerk I	8	Office Amin./Support Mgr.	1
Clerk, Part time	2	Receptionist	1
Clerk IV	15	Senior Clerk II	2
Clerk IV Part - time	3	Supervisor	5

See Personnel Changes for this department in Appendix A

# **DOMESTIC RELATIONS OFFICE**

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## **MISSION STATEMENT**

To efficiently and effectively assure compliance with the orders of the Courts in regard to family law matters. To help families resolve conflicts without additional burden on the taxpayer. To improve access to justice for all families in El Paso.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

On June 13, 2000, Commissioners Court unanimously voted to establish and fund a Domestic Relations Office (DRO). The El Paso County 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, recording and disbursing payments to the custodial parent in accordance with El Paso County child support order. 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, provides counseling for persons to assure compliance with child support and visitation orders, and provides assistance to the Courts and families on resolving disputes involving children.

## **GOALS AND OBJECTIVES**

- Goal 1:** To quickly and accurately process and disburse payments to the custodial parents as set forth in the court order. All payments are to be recorded and disbursed no later than the first business day following receipt.
- Goal 2:** To provide accurate and timely monitoring of child support activity in order to prevent arrearages from becoming unmanageable and to enforce other orders upon application or as Friend of the Court.
- Goal 3:** To provide immediate assistance to the Court in helping to resolve disputes in family law cases.
- Objective 1:** Accurately process and disburse payments no later than the first business day following receipt.
- Objective 2:** Handling disputes between parties involved in family law hearings.
- Objective 3:** To provide revenue from those receiving services instead of burdening the taxpayer.

## **HIGHLIGHTS**

- The DRO is evolving to meet the needs of the community we serve. We are offering new services such as our Pro Se assistance classes and Paternity cases to establish orders for child support, health care and visitation. We have been very fortunate in receiving strong support from the media throughout our first six (6) months in helping get information about the DRO to the community. The El Paso DRO has become recognized as a leader in the State among DRO offices and in improving access to justice. We shall continue to stay on the cutting edge and provide our community with the best and most unique service in the State.
- The DRO has recently initiated a flextime program with some of our employees. This has been a very successful program thus far. The employees participating in it are able to get a great deal of work done from 7:30 a.m. to 8:00 a.m. and from 5:00 p.m. to 5:30 p.m. This provides an hour each day that they can work without the interruptions from telephone calls or walk in customers.
- The DRO has attempted to promote an inviting workplace. In using flextime, cross training and staff meetings to keep the staff apprised of current events and new opportunities on the horizon, we have kept our staff focused and interested in our mission.

# DOMESTIC RELATIONS OFFICE

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$57,047	\$701,729	\$701,729	
Operations	10,034	55,713	52,740	-5.34%
Capital				
	<u>\$67,081</u>	<u>\$757,442</u>	<u>\$754,469</u>	-0.39%

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
		Not Available	

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		20	23
Part-time employees			1
Totals		<u>20</u>	<u>24</u>

## AUTHORIZED POSITIONS DETAIL

Accounting Clerk III, Part time	1	Senior Clerk II	1
Child Family Crt Svcs	1	Paralegal II	2
Child Support Division Chief	1	Probation Officer II	2
Clerk/Cashier	7	Receptionist	1
Executive Director	1	Social Worker	3
Executive Secretary	1	Senior Trial Attorney	1
Office Admin./Support Mgr.	1	Trial Attorney	1

See Personnel Changer for this department in Appendix A



# ELECTIONS

## MISSION STATEMENT

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

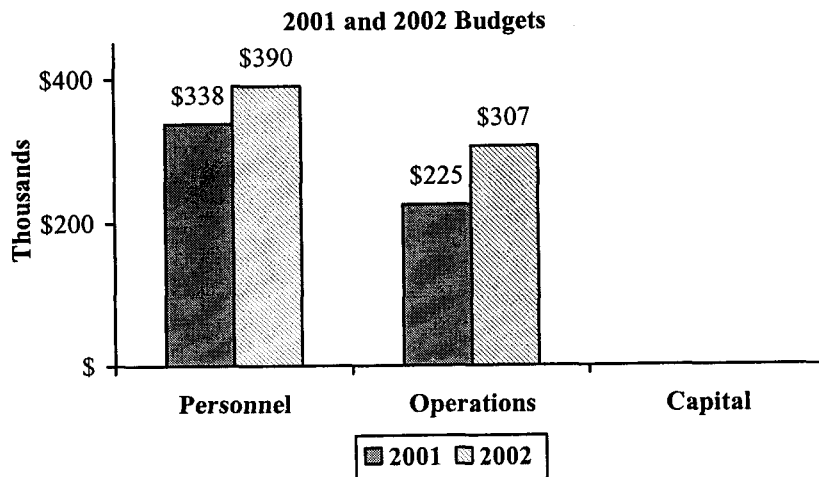
## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The main responsibility is to register people to vote and to conduct elections for all but one (Tornillo, ISD) entity in the County of El Paso. The Elections Department furnishes maps, labels and list of registered voters to the candidates and to elected officials. A voter history of each voter is also kept in the computer.

## GOALS AND OBJECTIVE

- Goal 1:** To provide high quality service to voters.
- Goal 2:** To plan training sessions for clerks.
- Objective 1:** To plan training sessions, and to hire more office help to assist the public.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$319,450	\$337,807	\$390,476	15.59%
Operations	114,714	225,350	306,674	36.09%
Capital				
	\$434,164	\$563,157	\$697,150	23.79%



# ELECTIONS

## WORK PROGRAM TRENDS

<b>Department Activity</b>	<b>2000 Actual</b>	<b>2001 Estimated</b>	<b>2002 Projected</b>
Voter applications received/day			
Registered voters		Not Available	
Campaign forms distributed			

## STAFFING TRENDS

<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>		<b>2002</b>
		<b>2001</b>		
Full-time employees	10	10		12
Part-time employees				
<b>Totals</b>	<b>10</b>	<b>10</b>		<b>12</b>

## AUTHORIZED POSITIONS DETAIL

Administrative Assistant III	1	Graphics Planning Tech	1
Assistant Election Administrator	1	Elections Administrator	1
Clerk II	1	Senior Clerk I	1
Clerk II	1	Senior Clerk II	1
Computer Systems Support Analyst	1	Voting Equipment Tech. I	1
Drafter II	1	Voting Equipment Tech. II	1

See Personnel changes for this department in Appendix A

# **FACILITIES MANAGEMENT**

## **MISSION STATEMENT**

To provide a safe, clean, and comfortable environment for County employees and the public which use our facilities.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Facilities Management Department is responsible for the operation and maintenance of assigned County Facilities. The assigned facilities include the County Courthouse, Archives (MDR) Building, and Tax Office. The Department is responsible for providing maintenance and custodial services to the Office of the Medical Examiner, and leased space occupied by General Assistance. We provide maintenance services to Rushfair and Zaragosa Tax Offices, Canutillo and Fabens Nutrition Centers, and Sparks and Montana Vista Community Centers. In addition, the Department oversees the Landmark Building in a caretaker capacity.

## **GOALS AND OBJECTIVES**

- Goal 1:** To process maintenance and request for services work orders in a timely manner.
- Goal 2:** To continue performing preventive maintenance on all equipment in order to preserve and extend its useful life.
- Goal 3:** To reduce the number of complaints received and increase productivity through better employee training and communication.
- Objective 1:** To process non-emergency corrective maintenance and request for services work order within two (2) working days.
- Objective 2:** Reduce/prevent equipment unscheduled down time.
- Objective 3:** Train new employees in the proper use of all supplies within two weeks of employment.
- Objective 4:** Establish a Customer Service questionnaire to be distributed to custodial customers.
- Objective 5:** Increase custodial productivity.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel	\$806,445	\$944,912	\$953,700	0.93%
Operations	1,085,073	1,233,649	1,240,099	0.52%
Capital				
	<u>\$1,891,518</u>	<u>\$2,178,561</u>	<u>\$2,193,799</u>	0.70%

<b>WORK PROGRAM TRENDS</b>			
	<b>2000</b>	<b>2001</b>	<b>2002</b>
<b>Department Activity</b>	<b>Actuals</b>	<b>Estimated</b>	<b>Projected</b>
Primary facilities serviced	12	12	13
Gross square footage of facilities	694,616	715,454	736,918
Number of maintenance mechanics	9	9	10
Approximate square footage serviced	77,124	79,438	81,821

# FACILITIES MANAGEMENT

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	31	35	35
Part-time employees	1	1	1
<b>Totals</b>	<b>32</b>	<b>36</b>	<b>36</b>

## AUTHORIZED POSITIONS DETAIL

Administrative Assistant II	1	Electronics Specialist	1
Assistant Facilities Manager	1	Facilities Manager	1
Custodian Foreman	1	Maintenance Mechanic I	7
Custodian I	19	Maintenance Mechanic II	2
Custodian, Part time	1	Maintenance Supervisor	1
Custodian 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.

FINANCIAL TRENDS				
Category	2000 Actual*	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel	\$956,604	\$1,296,783	\$11,795,696	809.61%
Operations	(3,590,566)	6,443,712	7,030,261	9.10%
Capital		392,693	412,500	5.04%
	<u>(\$2,633,962)</u>	<u>\$8,133,188</u>	<u>\$19,238,457</u>	136.54%

\*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.

WORK PROGRAM TRENDS			
Department Activity	2000	2001	2002
	Actual	Estimated	Projected
		Not Applicable	

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	2002
		2001	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITIONS DETAIL	
	Not Applicable

# 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$1,944,549	\$2,826,366	\$2,111,465	-25.29%
Capital				
	<u>\$1,944,549</u>	<u>\$2,826,366</u>	<u>\$2,111,465</u>	-25.29%

WORK PROGRAM TRENDS				
Department Activity	2000 Estimated	2001 Projected	2002 Projected	
Number of grants which county matching funds are budgeted separately from their related departments	19	19	19	
Number of grants which county matching funds are budgeted under the department they relate to*	4	6	6	
Total number of grants partially or fully funded from County funds	23	25	25	

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

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

## AUTHORIZED POSITIONS DETAIL

Not Applicable

# **HUMAN RESOURCES**

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## **MISSION STATEMENT**

To act in partnership with County departments in recruiting and retaining a competitive, qualified, motivated and diverse workforce, to promote a safe and positive workforce.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The team members of the Human Resources Department are responsible for conducting the business of the County in the areas of Employment, Civil Service, Risk Management, and Training and Benefits.

## **GOALS AND OBJECTIVES**

- Goal 1:** Provide the tools and the conduit for all County departments in recruiting and hiring qualified and diverse candidates.
- Goal 2:** Respond equitably to the needs of the departments and employees of those departments in promoting a positive work environment.
- Goal 3:** Provide employees with a competitive compensation package in return for meeting performance expectations.
- Goal 4:** Identify, prevent, control and reduce the County's exposure to financial losses through the administration of comprehensive risk management programs.
- Goal 5:** Reduce the number of preventable injuries by County employees.
- Goal 6:** To provide administrative support to the commissioners.
- Goal 7:** Enforce the appropriate application of the rules and regulations.
- Goal 8:** Provide comprehensive training and organizational development in core areas to all County employees.
- Goal 9:** Increase the supervisory skill level of managers and department heads.
- Goal 10:** Provide comprehensive support to the Risk Pool Board.
- Goal 11:** Provide comprehensive support to all County employees on benefits available.
- Objective 1:** Provide accurate testing, background checks, drug/alcohol screening, minimum job qualifications.
- Objective 2:** Expedite the time to fill a position with the County by providing an accurate and accessible job listing, prompt processing of applications and producing accurate reports on the status of vacant positions.
- Objective 3:** Uphold the equal employment laws created to build a viable and diverse workforce.
- Objective 4:** Initiate a performance management team to revise and standardize the County's compensation and performance evaluation practices.
- Objective 5:** Schedule inspections of smaller departments and make recommendations to prevent losses while requiring larger departments to have a safety coordinator who is responsible for implementation and monitoring of loss prevention and loss control techniques and procedures.

# HUMAN RESOURCES

## GOALS AND OBJECTIVES (CONTINUED)

- Objective 6:** Coordinate and conduct safety training, monitor employee injury and accident reports and work with County departments to develop an injury prevention program and track results on a quarterly basis.
- Objective 7:** Educate department managers in techniques to minimize injuries to their employees.
- Objective 8:** Support elected officials and department heads in the supervision of their employees and the application of the rules.
- Objective 9:** Demonstrate value to ensure consistent and equitable treatment of our employees.
- Objective 10:** Provide Countywide cost effective training and employee development so that employees can have the essential skills they need to provide services to citizens and conduct themselves in accordance with County policies and performance expectations.
- Objective 11:** Be the one-stop source and be able to answer questions and /or direct employees to the appropriate representative.
- Objective 12:** Oversee cost effective benefits programs related to County employees in a timely and respectful manner.

## HIGHLIGHTS

- Orientation: 113 participants in 3 months. Average attendance per session is 38.
- Personnel: Office of Medical Examiner – assisted in the resolution and established an acceptable organizational chart.
- Training: Conducted Roberts’ Rules of Order Training for Commissioners’ Court.

FINANCIAL TRENDS				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$288,364	\$386,959	\$401,850	3.85%
Operations	19,756	33,787	84,104	148.92%
Capital		7,705		-100.00%
	<u>\$308,120</u>	<u>\$428,451</u>	<u>\$485,954</u>	13.42%



# HUMAN RESOURCES

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actuals	Estimated	Projected
Employment & Civil Service			
Positions posted (OP)	337	347	370
Applications received (IP)	3,761	3,874	4,031
Tests administered (OP)	514	529	552
New employees (OC)	479	493	512
Terminations (OC)	358	369	250
Promotions (OC)	110	113	150
Grievances filed civil service (IP)	4	4	8
Positions reclassified WS (OC)	11	11	25
New Positions (OP)	N/A	6	15
Risk Management			
Training presentations (OP)	61	63	60
Coord. Ins. Billing & payments (OP)	20	21	60
Safety inspections (SQ)	77	79	45
Insurance claims managed (OP)	1,530	1,576	1,500
New Reported Claims (IP)	426	439	400
Training Section	N/A	N/A	
Training Presentations (OP)	N/A	N/A	60
Award/Certificate Presentations (SQ)	N/A	N/A	12
Training Participants (OC)	N/A	N/A	800

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	8	8	8
Part-time employees		1	1
Totals	8	9	9

## AUTHORIZED POSITIONS DETAIL

Civil Service Support Coordinator	1	Insurance Benefit Coord.	1
Clerk III	2	Intern, Part time	1
Dir. Of Personnel and Risk Management	1	Risk Manager	1
Employment Manager	1	Secretary	1

See Personnel Changes for this department in Appendix A

# **INFORMATION TECHNOLOGY DEPARTMENT**

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## **MISSION STATEMENT**

The mission of the Information Technology Department is to provide cost effective computer systems necessary to enable our customers to achieve their goals and to assist the County, City, and other entities in effective management, administration, and delivery of a wide variety of quality services to the taxpayers of El Paso; to understand our customer's business processes so that we are able, through the delivery of our services, to "Add-Value" to those processes; to anticipate and respond to requests and the changing needs of our customers; and to provide appropriate support in the use of these systems. The functions of ITD are operating and maintaining data and video communications, Local Area Networks (LAN), Virtual Local Area Networks (VLAN), Wide Area Networks (WAN), Personal Computers and Peripheral Equipment, Server Computers, analysis and decision making regarding information technology. Major projects involve information system technology, computer and data security, and database management.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

This department is the information technology service of the County of El Paso. Other's using the services of ITD (i.e., City of El Paso, Federal, State, and Local entities) are charged on a contract basis. All ITD employees are employees of the County of El Paso. The ITD Data Center is located in Room 403 of the El Paso County Courthouse with some support personnel located in the Courthouse lower level. ITD employees are also located at Sheriff's Office, County Jail and Jail Annex. Staffing levels have decreased during the current fiscal year with IT System improvements and the completion of a change in computer infrastructure and user requirements.

## **GOALS AND OBJECTIVES**

- Goal 1:** To address the issues of information technology and implement new releases of software for the financial, human resource and justice systems.
- Goal 2:** To expand and dedicate significant support to the use of personal computers in the network environment.
- Goal 3:** To design and specialize a voice, data, and video communications system for the new County Jail annex.
- Goal 4:** 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 are being installed to help provide positive identification of arrested individuals.

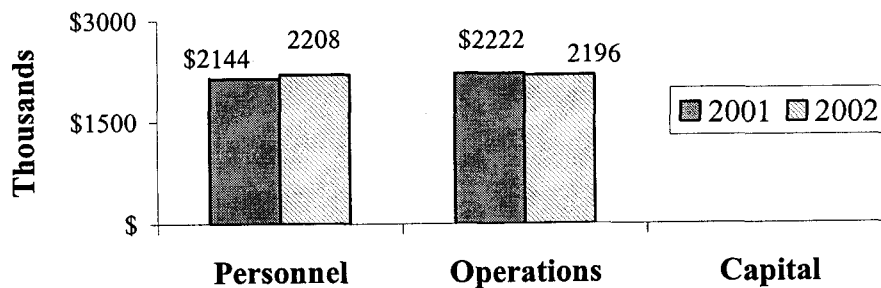
# INFORMATION TECHNOLOGY DEPARTMENT

## GOALS AND OBJECTIVES (CONTINUED)

**Objective 5:** Work on the analysis, design, specifications and cost estimates for a County Courthouse fiber-based backbone for data and video, a Countywide intranet and internet access.

FINANCIAL TRENDS				
	2000	2001	2002	Percentage Change in Budget
Category	Actual	Budget	Budget	
Personnel	\$2,166,718	\$2,144,232	\$2,207,526	2.95%
Operations	1,373,806	2,221,800	2,195,965	-1.16%
Capital	417			
	<u>\$3,540,941</u>	<u>\$4,366,032</u>	<u>\$4,403,491</u>	0.86%

**2001 and 2002 Budgets**



# INFORMATION TECHNOLOGY DEPARTMENT

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Help desk calls	5,875	6,051	6,091
Applications support	545	561	2,500
Pages printed	252,525	260,101	277,778
Disk storage space (in gigabytes)	432	445	432
Disk storage space R-6000 (in gigabytes)	90	93	225
Converted images (in gigabytes)	0	-	400
Batch jobs processed	18,000	18,540	9,000
Transactions (CICS)	70,000,000	72,100,000	83,000,000
Remote AS/400	2	2	-
IBM 2003, 205	1	1	1
Local area networks (LAN)	46	47	84
Wide area network (WAN)	1	1	1
Communication controllers	90	93	1
IP terminal addresses	4,282	5	5
IP address	2,500	2,575	3,500
Paychecks printed	160,000	164,800	115,000
Vendor checks printed	56,000	57,680	70,000
Payroll advice's	10000	10,300	42,714
Training Hours	1826	1,881	1,500
SQL Database	20	21	45
Programs VB	8	8	20
Assess database	10	10	20
Web Sites	1	1	5
Servers	25	26	36
Switches	155	160	174
Routers	35	36	51

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	52	38	38
Part-time employees	2	2	1
Totals	54	40	39



# INFORMATION TECHNOLOGY DEPARTMENT

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## AUTHORIZED POSITION DETAIL

Accounting Clerk III	1	Help Desk/Training Specialist	1
Administrative Assistant II	1	Internet/Intranet Apps. Mgr	1
Applications Program Analyst I	1	Inventory Control Analyst	1
Applications Systems Analyst II	1	LAN Support II	1
Chief Info. Technology Officer	1	LAN Support III	1
Client/Server Prog. I	1	Mainframe Programmer II	2
Client/Server Prog. II	1	Mainframe Programmer III	1
Client/Server Prog. III	1	Mainframe Programmer III (T)	1
Computer Operations Supervisor	1	Network Administrator	2
Computer Operator I	1	Network Administrator Sr.	2
Computer Operator III	1	Network Planning Manager	1
Customer Service Mgr.	1	Office Admin/Support Mgr.	1
Data Control Clerk I	1	PC Maint. Tech. II	1
Director of Info. Technology	1	PC Maint. Tech III	5
Help Desk Support	1	Project Lead Bus Systems	1
Help Desk Support Sr.	1	Writer 1-WEB	1

See Personnel Changes for this department in Appendix A

# 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.

## GOAL AND OBJECTIVE

**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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$81,455	\$90,203	\$88,775	-1.58%
Capital				
	<u>\$81,455</u>	<u>\$90,203</u>	<u>\$88,775</u>	-1.58%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
		Not Available	

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
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 business-like 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.

## GOAL AND OBJECTIVES

- Goal:** To operate and maintain the garage in a safe, efficient, and business-like 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$83,915	\$111,567	\$118,612	6.31%
Capital				
	<u>\$83,915</u>	<u>\$111,567</u>	<u>\$118,612</u>	6.31%

### WORK PROGRAM TRENDS

	2000 Actuals	2001 Estimated	2002 Projected
Daily parking fees	\$232,985	\$225,000	\$225,000
Monthly parking fees	231,030	220,000	230,000
Total	<u>\$464,015</u>	<u>\$445,000</u>	<u>\$455,000</u>

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITIONS DETAIL

Not Applicable

# **PURCHASING**

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## **MISSION STATEMENT**

The El Paso County Purchasing Department will provide the most expedient and efficient procurement service to the County of El Paso, while insuring that all competitive bid processes are above reproach, and that no illicit business practices be allowed to taint the County of El Paso's business dealings. The Purchasing Department will act fiscally responsible in trying to control waste and excessive spending. The Purchasing Department will process all purchase orders in a timely manner, and procure the best possible purchases to better serve the County of El Paso, and its taxpayers.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

As a part of the checks and balances system intended by the Texas State Legislature, the El Paso County Purchasing Department provides service to the County of El Paso so that the County can serve its constituents. The Purchasing Department supervises all purchases made as a result of the competitive bidding, competitive proposal, and request for information processes, as well as, the administration of the inventory control function of the County as prescribed by the Texas State Statutes and in strict accordance with department policies, rules, and procedures. The Purchasing Department of the County of El Paso has the responsibility of purchasing all materials, supplies, services and equipment for all County Departments and related governmental entities, via the formal and informal procurement process, whichever is applicable. The County Purchasing Department is also responsible for the administration of property control and related tracking of fixed assets of the County Departments. The County Purchasing Department is also responsible for the administration and operation of the print copy center, central supply, as well as, all mail functions for the County of El Paso.

## **GOALS AND OBJECTIVES**

- Goal 1:** To deliver to the County of El Paso, and related governmental entities the highest quality procurement services in the most professional, efficient and fiscally responsible manner.
- Goal 2:** To develop long term strategies and alliances and create economies of scale in order to obtain greater purchasing power for the County of El Paso at a lower cost to the County.
- Goal 3:** To accept the principles of total quality management, and continually look to improve the internal Purchasing processes to provide more timely and efficient service.
- Goal 4:** To explore all options to provide the most efficient and highest quality copying, printing, and binding of all forms and printed material for the County of El Paso, at the lowest possible cost.
- Goal 5:** To ensure the best and lowest responsible bids are awarded meeting specifications so that the highest quality of services, materials, and supplies are always procured at the best possible cost.
- Goal 6:** To ensure that the County of El Paso strictly adheres to all County laws and State of Texas purchasing Statues.
- 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:** Develop a bid and contract tracking system to track bids and contracts pending in other departments, in order to maintain current information and enable the purchasing department to advise Commissioner's Court of saving or liabilities with sufficient time for the Court to act.



# **PURCHASING**

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## **GOALS AND OBJECTIVES (CONTINUED)**

- Objective 4:** Continue to provide high quality training and system support to all County of El Paso Departments in the function of ADPICS, thus maintaining a high level of effectiveness of the automated purchasing process.
- Objective 5:** Transfer all inventory records from BARS to FAACS, and begin the migration of all County-owned land records from the Central Appraisal District to the County's database.
- Objective 6:** Continue and improve the in-house printing of approximately two million forms, envelopes, letterhead, etc., at savings to the County of El Paso of approximately \$500,000.
- Objective 7:** To utilize all options available (co-operative purchases, Federal and State contracts, long-term bids, and bulk purchases) to best spend County funds.
- Objective 8:** Maintain a professional fully staffed department, and to further the education and training of the purchasing staff in order to continue to provide the County of El Paso with the best service possible.
- Objective 9:** Develop a County training program that will provide an open forum to disseminate and obtain information between the Purchasing Department and County Departments in order to provide synergy in the way the County conducts its business.

## **HIGHLIGHTS**

- The Purchasing Department facilitated the RFP's and RFQ's for three (3) phases of the Ascarate Park Improvement Plan, as well as the River Park Trail Project.
- The Purchasing Department has also facilitated the RFP's and RFQ's for consultants for the privatization of the Ascarate Golf Course.
- The Purchasing Department aided the County Judge's Office in preparing and supplying community events for the County's "Strong Families, Strong Future" program.
- The Purchasing Department aided in the supervision of the construction and furnishings of the 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup> floors of the County Courthouse at a savings of approximately \$1.4 million.
- Purchasing is participating on both the County of El Paso Building Committee and Equipment Committee in reviewing County equipment and space needs and help find the most cost-effective solutions.
- Purchasing is converting all land, building, and road information to an electronic format in order to maintain a cost database as required by GASB 34. Purchasing brought on line FAACS in June 2001 in order to maintain for the County of El Paso all property and depreciation information as mandated by GASB 34.
- The Purchasing Agent and his assistant are currently representing the County in all proposals for sale of the Landmark Building, and are developing business plan to address the shortage of office space in the County Building by creating a family services building.
- The Purchasing Department solicited proposals for an automated time and attendance system, a bank depository and sub-depository, an external auditor service, and financial advisor.

# PURCHASING

## HIGHLIGHTS (CONTINUED)

- The Purchasing Department solicited proposals and helped negotiate long distance services for the County of El Paso.
- The Purchasing Department is currently involved in the evaluation and negotiation of travel cards for the County of El Paso.
- The Purchasing Department researched, developed specifications, and purchased the evidence presentation systems for the District and County Courts of the County of El Paso.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$568,829	\$644,984	\$694,608	7.69%
Operations	242,068	416,017	352,977	-15.15%
Capital	15,455			
	<u>\$826,352</u>	<u>\$1,061,001</u>	<u>\$1,047,585</u>	-1.26%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
Competitive bids & proposals	114	129	135
Vendors maintained on file	20,271	21,500	21,600
Pieces of mail processed	603,202	629,000	625,000
Requisitions processed	22,344	24,385	26,000
Direct payments to vendors	1,169	1,000	900
Commodities on file	53,128	53,000	50,000
Departments on file (ADPICS)	112	112	114
Control & inventory items	50,553	53,391	55,000
Copies processed	2,282,309	1,950,000	2,500,000
County Forms printed in house	1,585,155	1,750,000	2,500,000
Formal training	112	176	250

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	18	18	19
Part-time employees			1
Totals	<u>18</u>	<u>18</u>	<u>20</u>

# PURCHASING

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## AUTHORIZED POSITIONS DETAIL

Admin. Assistant II	1	Inventory Control Clerk	2
Assistant Purchasing Director	1	Inventory Control Clerk, TP	1
Bid Clerk/Buyer	1	Lead Print/Mail Equipment Oper.	1
Buyer	5	Lead Warehouse Clerk	1
Buyer II	1	Print/Mail Equipment Operator	2
Central Supply Clerk	1	Purchasing Director	1
Inventory Control Analyst	1	Secretary	1

See Personnel Changes for this department in Appendix A.

# **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.

## **GOAL AND OBJECTIVES**

- Goal:** To prevent outreach case management catastrophes as well as manage the pharmaceutical component in order to provide a more sound health benefit to County employees.
- Objective 1:** Make sound administrative decisions regarding the operations of the County's health, life and dental plans.
- Objective 2:** Out-reach to other departments outside the Courthouse building using a third party representative.
- Objective 3:** Conduct an in-house employee survey to conduct a co-payment analysis.
- Objective 4:** Continue educational training for Board members.

## **HIGHLIGHTS**

- Implemented an employee benefits newsletter in English and Spanish.
- Web site accessible to all employees listing physician's provider list.
- E-mail communication to all employees.
- Revised by-laws for Board of Trustees of the Risk Pool.

<b>FINANCIAL TRENDS</b>				
<b>Character</b>	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>	<b>Percentage Change in Budget</b>
Personnel				
Operations	\$2,290	\$14,600	\$5,000	-65.75%
Capital				
	<u>\$2,290</u>	<u>\$14,600</u>	<u>\$5,000</u>	<u>-65.75%</u>

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>	<b>2002 Projected</b>
Number of meetings held		Not Available	

# RISK POOL BOARD OPERATIONS

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## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable



# **TAX OFFICE**

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## **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**

Article VIII, Section 14, of the Texas Constitution provides for the Office of the County Tax Assessor-Collector. With a staff of 72, the basic duties of the County Tax Assessor-Collector can be consolidated under the following four (4) categories: (1) Assessing and collecting property taxes, (2) Titling and registering motor vehicles, (3) Collecting beer and wine fees, liquor licenses, occupational taxes, hotel/motel taxes, and special vehicle inventory taxes, and (4) Maintaining accountability of all funds.

## **GOALS AND OBJECTIVES**

**Goal 1:** To provide prompt, efficient and courteous service to our customers at all County tax branch offices and privately owned contracted offices, which are strategically located throughout El Paso County for their convenience.

**Goal 2:** To motivate the hard-working, honest and dedicated employees of the County Tax Assessor-Collector through training programs, annual step increases and work activities to promote a team environment.

**Goal 3:** To fully automate functions vital to the operation of the County Tax Assessor-Collector's Office such as the accounting system, mail in registration tracking system, and the disabled person applications imaging system. This will result in significant improvement in data availability, response time, and efficiency.

**Goal 4:** To continue to improve the efficiency of the day-to-day operations in the County Tax Assessor-Collector's branch offices and privately-owned contracted offices in order to provide good customer service.

**Goal 5:** To maintain and continually update the County Tax-Assessor-Collector's Web page on the Internet which will provide important information to interested citizens about the vehicle titling and registration process, property information and taxes, and other services. Citizens will have the ability to print required forms, as well as to link agencies such as the Texas Department of Transportation, Texas Comptroller of Public Accounts, Central Appraisal District, and the City of El Paso.

**Goal 6:** To secure the safety of our staff during working hours through armed guard and/or electronic security system, as well as ensure the safety of our customers by having at least two staff persons at each branch office certified in CPR and First Aid. The Office of the County Tax Assessor-Collector shall take preventive measures and shall be prepared for the unexpected.

**Goal 7:** To review implementation policies and procedures to improve the organization and to better serve our customers.

**Goal 8:** To review implementation and enhancement of performance measures.

**Objective 1:** Maintain a high standard of professionalism and efficiency in the day-to-day operations of the County Tax Assessor-Collector.

**Objective 2:** Provide a working environment, which is conducive to both personal and professional growth for the dedicated staff of the County Tax Assessor-Collector.

# TAX OFFICE

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## GOALS AND OBJECTIVES (CONTINUED)

- Objective 3:** Continue to work on finalizing the Scofflaw Interlocal agreement with the City of El Paso and the Texas Department of Transportation by integrating all outstanding warrants into our Registration and Titling System (RTS). At the time of registration, if a registrant has an outstanding warrant, the RTS system would flag and alert the Auto Title Clerk. If the registrant is unable to provide proof of payment of the outstanding warrant at the time of registration, the Auto Title Clerk will issue a rejection form, and the registrant must go to the City of El Paso's Municipal courts for clearance.
- Objective 4:** To continue to aggressively pursue all avenues through law enforcement and the judiciary system in order to reduce the number of violators and increase revenues for both the State and the County.
- Objective 5:** To open and strategically locate another branch office somewhere in the Socorro/Lower Valley Area in order to provide service to residents of Socorro, San Elizario, Clint, Fabens, and as far as Tornillo.

## HIGHLIGHTS

- El Paso County went out for bid in order to obtain a cost-effective County wide Electronic Check Conversion System whereby paper checks are converted into electronic transactions at Point-of-Sale. The bids returned were not cost-efficient and were therefore rejected. According to the experts in the industry, the Electronic Check Conversion Systems are now more cost-efficient than before. The industry has undergone technological improvements to not only the equipment, but the software, too. Therefore, it is the goal of the County Tax Assessor-Collector to attempt going out for bid again, along with other county departments, in order to save time and money in eliminating the requirement to deposit checks and collect insufficient fund checks. We anticipate the cost being covered through County's general fund, due to the fact that it would be a Countywide improvement.
- Opening of the Rushfair and the Zaragosa Branch offices.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Personnel	\$1,595,595	\$1,762,706	\$1,782,138	1.10%
Operations	182,543	284,425	241,545	-15.08%
Capital	11,813			
	<u>\$1,789,951</u>	<u>\$2,047,131</u>	<u>\$2,023,683</u>	-1.15%

# TAX OFFICE

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Public Information and Trng:			
Telephone calls received	59,140	60,914	61,547
Pieces of mail sorted and distributed	78,419	88,771	89,694
Property Tax Collection:			
Transactions processed in person	2,070	2,174	2,197
Ad Valorem Taxes:			
Vehicle inventory receipts	4,824	4,968	5,020
Motor Vehicle Registration:			
Mail-in registrants	64,984	67,404	69,763
Walk-in registrants	378,459	384,135	389,897
Motor Title Transfers:			
Title transfers	347,384	382,122	386,099
Dealer transfers (waiting)	7,824	8,058	8,142
Dealer transfers (drop off)	12,384	12,755	12,887
Administrative hearings	501	526	532
Returned checks processed	411	446	488
Other:			
Beer & wine licenses processed	1,177	1,332	1,346
Hotel/motel taxes processed	413	452	458
Occupational licenses processed	215	222	235
Liquor licenses processed	260	300	310

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	60	62	65
Part-time employees	5	5	7
Totals	65	67	72

## AUTHORIZED POSITIONS DETAIL

Accounting Clerk I	2	Clerk II	2
Accounting Clerk II	2	Comp. Sys. Support Analyst	1
Accounting Clerk III	2	Inventoyr Control Clerk	1
Accounting Manager	1	License Clerk	1
Administrative Assistant I	1	Motor Vehicle & Title Dr.	1
Administrative Assistant II	1	Office Manage	1
Administrative Assistant III	1	Receptionist	1
Assistant Supervisor	5	Satellite Office Manager	2
Auto Title Clerk I	8	Supply Inventory Clerk	1
Auto Title Clerk I: Part Time	7	Tax Assessor/Collector	1
Auto Title Clerk II	22	VIT Enforcement Director	1
Auto Title Clerk III	5	Vehicle Inv. Tax Supervisor	1
Chief Deputy	1		

See Personnel Changes for this department in Appendix A



**ADMINISTRATION  
OF JUSTICE**



**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE ADMINISTRATION OF JUSTICE  
WITH COMPARATIVE BUDGETS BY DEPARTMENT**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
147	6th Administrative Judicial District	\$56,187	\$60,971	8.51%
149	8th Court of Appeals	19,164	19,164	0.00%
151	34th District Court	173,641	174,334	0.40%
152	41st District Court	170,983	170,568	-0.24%
153	65th District Court	198,160	202,661	2.27%
154	120th District Court	212,078	210,761	-0.62%
155	168th District Court	174,431	177,318	1.66%
156	171st District Court	170,756	167,083	-2.15%
157	205th District Court	181,160	169,498	-6.44%
158	210th District Court	172,994	171,518	-0.85%
159	243rd District Court	169,543	170,095	0.33%
160	327th District Court	215,478	220,280	2.23%
161	346th District Court	172,732	171,507	-0.71%
162	383rd District Court	167,980	173,732	3.42%
163	384th District Court	168,922	168,523	-0.24%
164	388th District Court	168,655	164,931	-2.21%
165	409th District Court	167,543	165,748	-1.07%
166	Associate CPS Court	324,639	287,655	-11.39%
167	Associate Family Court 1	264,990	273,084	3.05%
168	Associate Family Court 2	295,003	297,816	0.95%
169	Associate Family Court 3	79,385	293,416	269.61%
170	Council of Judges Administration	3,567,209	3,762,384	5.47%
172	County Attorney	2,643,664	2,694,708	1.93%
175	County Attorney Bond Forfeitures	228,920	233,920	2.18%
176	County Attorney RETGH Legal	396,454	347,862	-12.26%
179	County Attorney Teen Court Coordinator	61,487	62,398	1.48%
180	County Courts at Law Administration	444,154	471,360	6.13%
181	County Court at Law No. 1	164,889	164,049	-0.51%
182	County Court at Law No. 2	169,964	165,529	-2.61%
183	County Court at Law No. 3	166,377	166,310	-0.04%
184	County Court at Law No. 4	167,995	164,354	-2.17%
185	County Court at Law No. 5	171,561	173,873	1.35%
186	County Court at Law No. 6	172,710	171,129	-0.92%
187	County Court at Law No. 7	170,279	168,723	-0.91%
188	County Court at Law No. 8	6,640		-100.00%
189	County Court at Law No. 9	6,640		-100.00%
190	County Court at Law Judges	935,462	928,807	-0.71%
191	County Criminal Court At Law No. 1		143,125	100.00%
193	County Criminal Court At Law No. 2		143,125	100.00%
195	County Criminal Magistrate Judges		265,373	100.00%
196	County Probate Court	463,761	500,400	7.90%
197	Criminal Law Magistrate I	284,444	282,843	-0.56%
198	District Attorney	5,461,895	5,527,384	1.20%
200	District Judges-Salary Supplement	163,996	163,996	0.00%

(Continued on next Page)

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE ADMINISTRATION OF JUSTICE  
WITH COMPARATIVE BUDGETS BY DEPARTMENT  
(CONTINUED)**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
201	Impact Court	\$147,860	\$166,830	12.83%
202	Justice of the Peace No. 1	\$182,587	\$185,519	1.61%
204	Justice of the Peace No. 2	177,447	177,551	0.06%
206	Justice of the Peace No. 3	179,486	184,228	2.64%
208	Justice of the Peace No. 4	189,222	190,620	0.74%
210	Justice of the Peace No. 5	133,980	134,072	0.07%
212	Justice of the Peace No. 6	326,132	328,795	0.82%
214	Justice of the Peace No. 7	245,888	242,365	-1.43%
216	Juvenile Court Referee	293,904	288,097	-1.98%
217	Public Defender	2,095,903	2,202,274	5.08%
219	Special Probate Court	4,000		-100.00%
220	Tax Court	107,430	108,801	1.28%
	Totals	<u>\$23,656,764</u>	<u>\$24,821,467</u>	4.92%

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
ADMINISTRATION OF JUSTICE**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$19,321,817	\$20,215,793	4.63%
Operating	4,327,747	4,605,674	6.42%
Capital	7,200		-100.00%
Totals	<u>\$23,656,764</u>	<u>\$24,821,467</u>	4.92%

# 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, twenty-one district courts and thirty-four 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.

## GOAL 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 respond quickly to requests 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>				
Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$53,047	\$56,187	\$60,971	8.51%
Capital				
	<u>\$53,047</u>	<u>\$56,187</u>	<u>\$60,971</u>	8.51%

<b>WORK PROGRAM TRENDS</b>				
Department Activity	2000 Estimated	2001 Estimated	2002 Projected	
<b>District Courts (21)</b>				
<b>Civil and Juvenile Cases</b>				
Cases pending from prior year	18,838	19,403	19,985	
Cases added	25,914	26,691	27,492	
Cases disposed	24,044	24,765	25,508	
Cases pending year end	19,988	20,588	21,205	
<b>Criminal Cases</b>				
Cases pending from prior year	12,216	12,582	12,960	
Cases added	17,366	17,887	18,424	
Cases disposed	17,333	17,853	18,389	
Cases pending year end	12,249	12,616	12,995	
<b>County Courts (34)</b>				
<b>Civil and Juvenile Cases</b>				
Cases pending from prior year	3,073	3,165	3,260	
Cases added	3,216	3,312	3,412	
Cases disposed	3,009	3,099	3,192	
Cases pending year end	3,280	3,378	3,480	
<b>Criminal Cases</b>				
Cases pending from prior year	29,977	30,876	31,803	
Cases added	29,030	29,901	30,798	
Cases disposed	25,645	26,414	27,207	
Cases pending year end	33,362	34,363	35,394	

\*Source Texas Judicial System Annual Report

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

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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 the year 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.

### GOAL

**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>				
<b>Character</b>	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>	<b>Percentage Change in Budget</b>
Personnel	\$19,162	\$19,164	\$19,164	
Operations				
Capital				
	<u>\$19,162</u>	<u>\$19,164</u>	<u>\$19,164</u>	

<b>WORK PROGRAM TRENDS</b>				
<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Estimated</b>	<b>2002 Projected</b>	
<b>4 Justices</b>				
<b>Civil and Juvenile Cases</b>				
Cases pending from prior year	187	193	198	
Cases added	276	284	293	
Cases disposed	251	259	266	
Cases pending year end	212	218	225	
<b>Criminal Cases</b>				
Cases pending from prior year	299	308	317	
Cases added	284	293	301	
Cases disposed	272	280	289	
Cases pending year end	311	320	330	
<b>Avg. time between filing &amp; Disposition (in months)</b>				
Civil and Juvenile Cases	10.5	10.82	11.14	
Criminal Cases	13.7	14.11	14.53	
<b>Avg. percent of cases filed but not yet disposed for more than 24 months</b>				
Civil and Juvenile Cases	2.06	2.12	2.19	
Criminal Cases	4.07	4.19	4.32	



# EIGHTH COURT OF APPEALS

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## WORK PROGRAM TRENDS-Continued

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
<b>Avg. time between submission &amp; Disposition (in months)</b>			
Civil and Juvenile Cases	2.6	2.7	2.8
Criminal Cases	2.8	2.9	3.0
<b>Avg. percent of cases under submission for more than 12 months</b>			
Civil and Juvenile Cases	7.19	7.4	7.6
Criminal Cases	5.92	6.1	6.3
<b>Clearance Rate</b>	90.94	93.7	96.5

\*Source Texas Judicial System Annual Report

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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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# 34<sup>TH</sup> 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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage
				Change in Budget
Personnel	\$148,616	\$157,375	\$158,018	0.41%
Operations	9,430	16,266	16,316	0.31%
Capital				
	<u>\$158,046</u>	<u>\$173,641</u>	<u>\$174,334</u>	0.40%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration.			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year		2002
		2001	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		

# 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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel	\$150,233	\$155,997	\$158,018	1.30%
Operations	6,610	14,986	12,550	-16.26%
Capital				
	<u>\$156,843</u>	<u>\$170,983</u>	<u>\$170,568</u>	-0.24%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

AUTHORIZED POSITION DETAIL			
Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

# 65TH DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgements, default judgments, pre-trial hearings and motions. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$144,094	\$182,564	\$185,911	1.83%
Operations	10,930	15,596	16,750	7.40%
Capital				
	<u>\$155,024</u>	<u>\$198,160</u>	<u>\$202,661</u>	2.27%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees	3	4	4
Part-time employees			
Totals	<u>3</u>	<u>4</u>	<u>4</u>

AUTHORIZED POSITION DETAILS			
Administrative Asst. II	1	Certified Court Reporter	1
Bailiff	1	Court Coordinator	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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$184,133	\$197,312	\$195,811	-0.76%
Operations	8,788	14,766	14,950	1.25%
Capital	3,944			
	<u>\$196,865</u>	<u>\$212,078</u>	<u>\$210,761</u>	-0.62%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
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Work program trends are shown under the Council of Judges Administration.

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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	Grand Jury Bailiff	1



# 168TH DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgements, default judgments, pre-trial hearings and motions. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage Change</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>in Budget</b>
Personnel	\$148,705	\$158,195	\$158,018	-0.11%
Operations	8,774	16,236	19,300	18.87%
Capital				
	<u>\$157,479</u>	<u>\$174,431</u>	<u>\$177,318</u>	1.66%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Estimated</b>	<b>Projected</b>
Work program trends are shown under the Council of Judges Administration.			

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	
		<b>2001</b>	<b>2002</b>
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITIONS DETAIL</b>			
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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$130,871	\$153,512	\$153,523	0.01%
Operations	4,782	17,244	13,560	-21.36%
Capital				
	<u>\$135,653</u>	<u>\$170,756</u>	<u>\$167,083</u>	-2.15%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		3	3
Part-time employees			
Totals		<u>3</u>	<u>3</u>

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

# 205TH DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgements, default judgments, pre-trial hearings and motions. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage Change</b>
<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>in Budget</b>
Personnel	\$143,119	\$165,064	\$153,523	-6.99%
Operations	11,627	16,096	15,975	-0.75%
Capital				
	<u>\$154,746</u>	<u>\$181,160</u>	<u>\$169,498</u>	-6.44%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Estimated</b>	<b>Projected</b>

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>2000</b>	<b>2001</b>	<b>2002</b>
Full-time employees	3	3	3
Part-time employees			
<b>Totals</b>	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITION DETAIL</b>			
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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change
				in
				Budget
Personnel	\$148,244	\$157,278	\$158,018	0.47%
Operations	8,161	15,716	13,500	-14.10%
Capital				
	<u>\$156,405</u>	<u>\$172,994</u>	<u>\$171,518</u>	-0.85%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000	2001	2002
	Estimated	Estimated	Projected

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	
		2001	2002
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		

# 243RD DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgements, default judgments, pre-trial hearings and motions. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$143,002	\$152,777	\$154,985	1.45%
Operations	6,843	16,766	15,110	-9.88%
Capital				
	<u>\$149,845</u>	<u>\$169,543</u>	<u>\$170,095</u>	0.33%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
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. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$169,330	\$198,346	\$200,764	1.22%
Operations	14,595	17,132	19,516	13.92%
Capital	575			
	<u>\$184,500</u>	<u>\$215,478</u>	<u>\$220,280</u>	2.23%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees	4	4	4
Part-time employees			
Totals	<u>4</u>	<u>4</u>	<u>4</u>

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

# 346TH DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgements, default judgments, pre-trial hearings and motions. A State District Judge who is elected to a four-year term by the voters of El Paso County heads the Court.

## GOAL 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>				
	<b>2000</b>	<b>2002</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel	\$146,857	\$156,786	\$156,482	-0.19%
Operations	10,578	15,946	15,025	-5.78%
Capital				
	<u>\$157,435</u>	<u>\$172,732</u>	<u>\$171,507</u>	-0.71%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Estimated</b>	<b>Projected</b>

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	
		<b>2001</b>	<b>2002</b>
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		

# 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.

## GOAL 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>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$148,371	\$153,436	\$156,482	1.99%
Operations	12,305	14,544	17,250	18.61%
Capital				
	<u>\$160,676</u>	<u>\$167,980</u>	<u>\$173,732</u>	3.42%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration.			

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
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		

# 384TH DISTRICT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary 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.

## GOAL 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>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$143,326	\$152,456	\$153,523	0.70%
Operations	9,512	16,466	15,000	-8.90%
Capital				
	<u>\$152,838</u>	<u>\$168,922</u>	<u>\$168,523</u>	-0.24%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

<b>AUTHORIZED POSITION DETAILS</b>			
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.

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$142,336	\$150,491	\$149,351	-0.76%
Operations	6,785	18,164	15,580	-14.23%
Capital	22,568			
	<u>\$171,689</u>	<u>\$168,655</u>	<u>\$164,931</u>	-2.21%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration.			

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
	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		



# 409TH 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.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel	\$5,170	\$150,086	\$152,098	1.34%
Operations	165	17,457	13,650	-21.81%
Capital				
	<u>\$5,335</u>	<u>\$167,543</u>	<u>\$165,748</u>	-1.07%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
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Work program trends are shown under the Council of Judges Administration.

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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		

# ASSOCIATE CPS COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$246,310	\$260,892	\$263,455	0.98%
Operations	16,477	63,747	24,200	-62.04%
Capital				
	<u>\$262,787</u>	<u>\$324,639</u>	<u>\$287,655</u>	

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the County Court of Law Administration			

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	4	4	4
Part-time employees			1
Totals	<u>4</u>	<u>4</u>	<u>5</u>

### AUTHORIZED POSITION DETAIL

Admin. Assistant I, Part-time	1	Court Coordinator	1
Bailiff	1	Master	1
Certified Court Reporter	1		

See Personnel Changes for this department in Appendix A

# ASSOCIATE FAMILY COURT 1

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Family Courts, or Associate Judges, handle divorce and child support cases and other family matters.

## GOAL 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				
	2000	2001	2002	Percentage Change in Budget
Character	Actual	Budget	Budget	
Personnel	\$215,456	\$249,724	\$253,079	1.34%
Operations	8,346	15,266	20,005	31.04%
Capital				
	<u>\$223,802</u>	<u>\$264,990</u>	<u>\$273,084</u>	3.05%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
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

# ASSOCIATE FAMILY COURT 2

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Family Courts, or Associate Judges, handle divorce and child support cases and other family matters.

## GOAL 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>				
<b>Character</b>	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2001 Budget</b>	<b>Percentage</b>
				<b>Change in Budget</b>
Personnel	\$249,515	\$278,851	\$282,216	1.21%
Operations	10,762	16,152	15,600	-3.42%
Capital				
	<u>\$260,277</u>	<u>\$295,003</u>	<u>\$297,816</u>	0.95%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Estimated</b>	<b>2002 Projected</b>

Work program trends are shown under the Council of Judges Administration.

<b>STAFFING TRENDS</b>				
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>		<b>2002</b>
		<b>2001</b>	<b>2001</b>	
Full-time employees	4	5		5
Part-time employees				
Totals	<u>4</u>	<u>5</u>		<u>5</u>

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

# ASSOCIATE FAMILY COURT 3

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Family Courts, or Associate Judges, handle divorce and child support cases and other family matters.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel		\$61,200	\$251,691	311.26%
Operations		18,185	41,725	129.45%
Capital				
		<u>\$79,385</u>	<u>\$293,416</u>	269.61%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the Council of Judges Administration.

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees			4
Part-time employees			
Totals			<u>4</u>

AUTHORIZED POSITION DETAIL			
Baliff	1	Court Coordinator	1
Certified Court Reporter	1	Master	1

See Personnel Changes for this department in Appendix A



# COUNCIL OF JUDGES ADMINISTRATION

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Council of Judges Administration provides support for fifteen District Courts, seven County Courts at Law, one Probate Court, a Jail Magistrate, an Associate Child Protective Services Court, two Associate Family Court Judges, a Juvenile Court Referee and two County Criminal Courts. 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 January 1, 2002.

## GOAL AND OBJECTIVES

**Goal:** 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	2000	2001	2002	Percentage
	Actual	Budget	Budget	Change in Budget
Personnel	\$489,252	\$740,627	\$750,359	1.31%
Operations	2,186,931	2,826,582	3,012,025	6.56%
Capital	16,590			
	<u>\$2,692,773</u>	<u>\$3,567,209</u>	<u>\$3,762,384</u>	5.47%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>District Courts</b>			
<b>Civil Docket</b>			
Cases on docket	29,722	30,614	31,532
Dispositions	16,858	17,364	17,885
Total pending	12,864	13,250	13,647
<b>Criminal Docket</b>			
Cases on docket	23,542	24,248	24,976
Dispositions			
Convictions	4,116	4,239	4,367
Acquittals	46	47	49
Dismissals	4,209	4,335	4,465
Other	6,675	6,875	7,082
Total pending	<u>8,496</u>	<u>8,751</u>	<u>9,013</u>
<b>Juvenile Docket</b>			
Cases on docket	3,005	3,095	3,188
Dispositions	2,475	2,549	2,626
Total pending	<u>530</u>	<u>546</u>	<u>562</u>

# COUNCIL OF JUDGES ADMINISTRATION

## WORK PROGRAM TRENDS - Continued

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
<b>County Courts</b>			
<b>Civil Docket</b>			
Cases on docket	2,012	2,072	2,135
Dispositions	1,123	1,157	1,191
Total pending	889	916	943
<b>Criminal Docket</b>			
Cases on docket	39,310	40,489	41,704
Dispositions			
Convictions	6,449	6,642	6,842
Acquittals	81	83	86
Dismissals	7,751	7,984	8,223
Other	3,192	3,288	3,386
Total pending	21,837	22,492	23,167
<b>Probate and Mental Health Docket</b>			
<b>Probate</b>			
Cases filed	1,850	1,906	1,963
Hearings held	3,014	3,104	3,198
<b>Mental Health</b>			
Cases filed	424	437	450
Hearings held	713	734	756

\*Source Texas Judicial System Annual Report

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	13	16	21
Part-time employees			
Totals	13	16	21

## AUTHORIZED POSITION DETAIL

Asst. Council of Judges Administrator	1	Floating Court Reporter	3
Assistant Panel Bailiff/Coordinator	1	Interpreter	8
Assistant Jury Coordinator	1	Jury Panel Bailiff/	
Bailiff	3	Coordinator	1
First Asst. Coun. Judges Administrator	1	Office Admin./Support Mgr.	1
Executive Director	1		

See Personnel Changes for this department in Appendix A

# **COUNTY ATTORNEY**

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## **MISSION STATEMENT**

The El Paso County Attorney's Office shall represent the County of El Paso and the State of Texas by providing high quality, cost-effective legal services in an ethical, professional, and competent manner. We shall seek justice, secure the protection and safety of all people, and enhance the quality of life in our community. In doing so, we shall treat all people with dignity, respect, honesty and fairness.

## **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 proliferation's 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:** To provide high quality, cost-effective legal services to our clients in all legal matters.
- Goal 2:** To perform all legal services in an ethical, professional, and competent manner.
- Goal 3:** To provide legal training to County, State and Federal departments and citizen groups whose employees or members are providing public services in El Paso.
- Goal 4:** To participate in community activities, boards and groups in order to promote the general welfare of this community and in order to increase public awareness and education with respect to laws, public issues and available services.
- Objective 1:** To identify worthwhile litigation through screening and to do so in a cost effective and efficient manner.
- Objective 2:** To request and receive judgment for all monies recoverable by the County or State and to maximize recovery to our clients of all monies awarded by the court.
- Objective 3:** To minimize the amount of claims paid by the County.
- Objective 4:** To provide all staff with appropriate training in a cost effective manner.
- Objective 5:** To support office functions to assure efficient operations.
- Objective 6:** To provide equipment, supplies and technological adequacy to properly perform our duties.
- Objective 7:** To provide legal training to the maximum number of people so that they will properly perform their governmental duties, and to do so in a cost effective manner.

# COUNTY ATTORNEY

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$2,055,479	\$2,507,547	\$2,538,910	1.25%
Operations	100,331	136,117	155,798	14.46%
Capital				
	<u>\$2,155,810</u>	<u>\$2,643,664</u>	<u>\$2,694,708</u>	1.93%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>General Counsel</b>			
Contract services	565	582	600
Opinions requested	177	182	300
<b>Civil Litigation</b>			
Defense Litigation			
Claims	641	660	653
Lawsuits	114	117	121
Grievances	1	1	1
EEOC claims	5	5	5
Expunctions-cases received	124	128	132
Plaintiff Litigation			1,500
Claims reviewed	7	7	7
<b>Theft by Check</b>			
Criminal cases filed	20,334	20,944	32,000
Court ordered restitution	\$1,285,941	\$ 1,324,519	\$2,051,129
Restitution collected	\$1,026,603	\$ 1,057,401	\$1,716,795
<b>Environmental Prosecution</b>			
Officers trained	333	343	520
Cases filed	107	110	146
Convictions	40	41	42
<b>Deceptive Business Practice</b>			
Cases Screened	N/A	N/A	400
Cases Disposed	N/A	N/A	63
Restitution collected	N/A	N/A	\$40,000
<b>Family Protection Services</b>			
Juvenile Prosecution			
Determine sentence petitions filed	6	6	6
Petitions files	1,693	1,744	1,700
Jury trials	18	19	19
Program initiated	2	2	2

# COUNTY ATTORNEY

## WORK PROGRAM TRENDS-continued

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Domestic Services</b>			
Child Protective Services			
DPRS trained personnel	20	21	21
Community members trained	12	12	13
Hearings	1,372	1,413	1,456
Family Violence Protective Orders			
Protective orders screened	633	652	672
Applications filed	378	389	401
Protective orders-P.O.'s obtained	175	180	186
Mental Illness/Chemical Dependency			
Legal actions filed	356	367	300

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	49	48	52
Part-time employees			
Totals	49	48	52

## AUTHORIZED POSITION DETAIL

Chief Investigator	1	Lan Support III	1
Collections Analyst	1	Legal Secretary I	7
Collections Clerk	4	Legal Secretary II	7
County Attorney	1	Office Admin/Support Mgr.	1
Division/Unit Chief Atty.	5	Office Coordinator	1
Ex. Secretary/Admin Asst.	1	Paralegal I	2
First Asst. County Atty/ Administrator	1	Receptionist	2
Investigator	2	Senior Trial Attorney	13
Lan Support II	1	Trial Team Chief Atty.	1

See Personnel Changes for this department on Appendix A.



# COUNTY ATTORNEY BOND FORFEITURES

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL AND OBJECTIVES

- Goal:** To promptly obtain and collect on all final judgements of surety, personal recognizance bonds and cash bonds.
- Objective 1:** In a timely manner, file judgment 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.
- Objective 3:** Enforce judgments by collection efforts including execution and foreclosures.

FINANCIAL TRENDS				
Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$182,949	\$225,920	\$225,920	
Operations	5,195	3,000	8,000	166.67%
Capital				
	<u>\$188,144</u>	<u>\$228,920</u>	<u>\$233,920</u>	2.18%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Bond Forfeitures			
Dollar value of judgements obtained	\$1,645,579	\$1,694,946	\$1,790,400
Collections	\$1,381,457	\$1,422,901	\$1,275,000

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	6	6	6
Part-time employees			
Totals	<u>6</u>	<u>6</u>	<u>6</u>

AUTHORIZED POSITIONS DETAIL			
Bond Forfeiture Coord. CA/Investigator	1	Legal Secretary I	1
Collection Clerk	2	Senior Trial Attorney	2

See Personnel Changes for this department in Appendix A.

# COUNTY ATTORNEY RETGH LEGAL

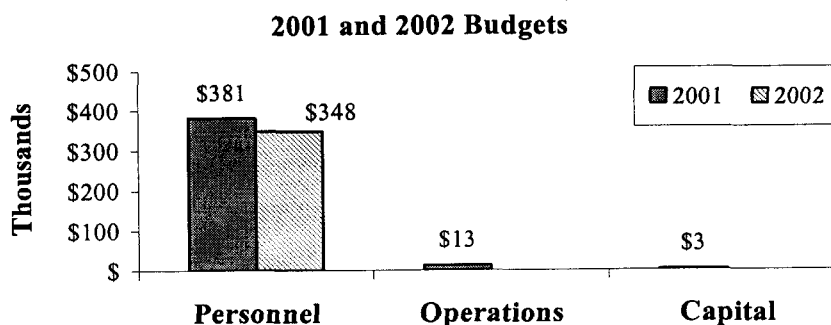
## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This department is a division of the County Attorney's office established to assume responsibility for providing legal representation to the El Paso County Hospital District Board of Managers and general legal advice to the hospital administration at standing hospital committee meetings. This department drafts and reviews 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				
	2000	2001	2002	Percentage Change
Category	Actual	Budget	Budget	in Budget
Personnel	\$202,215	\$380,954	\$347,862	-8.69%
Operations	16,123	13,000		-100.00%
Capital	2,876	2,500		-100.00%
	<u>\$221,214</u>	<u>\$396,454</u>	<u>\$347,862</u>	-12.26%



# COUNTY ATTORNEY RETGH LEGAL

## WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Hospital District Legal Unit</b>			
Litigation:			
Number of Cases Handled	58	60	62
New cases and claims against District	17	18	20
Cases and claims resolved during year	8	8	10
Percentage of cases and claims closed in fiscal year	14%	14%	18%
Average cost per cases defended	\$156.82	\$173.18	\$173.18
Opinions:			
Opinions Requested	269	277	300
Opinions Provided	81	83	86
% of Opinions finalized in fiscal year	30%	50%	100%
Contracts:			
Contract Work Requested	269	277	350
Contracts Written and reviewed	205	211	210
Average Cost per Contract	\$429	\$433	\$442
Number of Contract matters closed	76%	78%	78%
Collections:			
Collection matters referred and handled	\$2,900,000	\$2,987,000	\$4,000,000
Total Collections	\$980,000	\$200,000	\$1,500,000
% of Billings collected	34%	35%	38%
Public Information Requests:			
Number of Public Information Requests handled	2	2	5

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	5	6	6
Part-time employees	1		
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>6</b>

# COUNTY ATTORNEY RETGH LEGAL

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## AUTHORIZED POSITION DETAIL

Chief Legal Officer	1	Office Manager	1
Collections Analyst	1	Senior Trial Attorney	2
Legal Secretary I	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.

### FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel		\$40,457	\$41,368	2.25%
Operations		16,330	21,030	28.78%
Capital		4,700		-100.00%
		<u>\$61,487</u>	<u>\$62,398</u>	1.48%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
Teen Court			
Cases Screened		64	66
Persons Trained		648	667

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		1	1
Part-time employees			
Totals		<u>1</u>	<u>1</u>

### AUTHORIZED POSITION DETAIL

Teen Court Coordinator	1
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# COUNTY COURT AT LAW ADMINISTRATION

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

FINANCIAL TRENDS				
Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$386,441	\$431,864	\$450,674	4.36%
Operations	11,494	12,290	20,686	68.32%
Capital				
	<u>\$397,935</u>	<u>\$444,154</u>	<u>\$471,360</u>	6.13%

WORK PROGRAM TRENDS				
Department Activity	2000 Estimated	2001 Estimated	2002 Projected	
<b>Civil Docket</b>				
Cases on docket	2,012	2,072	2,135	
Dispositions	1,123	1,157	1,191	
Total pending	<u>889</u>	<u>916</u>	<u>943</u>	
<b>Criminal Docket</b>				
Cases on docket	39,310	40,489	41,704	
Dispositions				
Convictions	6,449	6,642	6,842	
Acquittals	81			
Dismissals	7,751	7,984	8,223	
Other	3,192	3,288	3,386	
Total pending	<u>21,837</u>	<u>22,492</u>	<u>23,167</u>	

\*Source Texas Judicial System Annual Report

STAFFING TRENDS				
Authorized Positions	Fiscal Year			
	2000	2001	2002	
Full-time employees	14	15	18	
Part-time employees				
Totals	<u>14</u>	<u>15</u>	<u>18</u>	

AUTHORIZED POSITION DETAIL				
Administrative Asst. III	1	Docket Coordinator I		1
Assistant County Court Administrator	1	Docket Coordinator II		2
Caseworker	6	Legal Secretary		1
County Court Administrator	1	Receptionist		1
Data Entry	3	Sr. Caseworker		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.

## GOAL 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>				
	2000	2001	2001	Percentage
Character	Actual	Budget	Budget	Change
				in
				Budget
Personnel	\$137,327	\$150,693	\$150,854	0.11%
Operations	9,304	14,196	13,195	-7.05%
Capital	550			
	<u>\$147,181</u>	<u>\$164,889</u>	<u>\$164,049</u>	-0.51%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Work program trends are shown under the County Court at Law Administration.			

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	
		2001	2002
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. 2

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$137,866	\$150,473	\$150,854	0.25%
Operations	12,043	19,491	14,675	-24.71%
Capital				
	<u>\$149,909</u>	<u>\$169,964</u>	<u>\$165,529</u>	-2.61%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the County Court at Law Administration.

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
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.

## GOAL 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	2000 Actual	2001 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$142,938	\$150,575	\$150,854	0.19%
Operations	11,272	15,802	15,456	-2.19%
Capital				
	<u>\$154,210</u>	<u>\$166,377</u>	<u>\$166,310</u>	-0.04%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the County Court at Law Administration.			

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
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. 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.

## GOAL 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				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$138,702	\$150,765	\$150,854	0.06%
Operations	8,453	17,230	13,500	-21.65%
Capital	1,790			
	<u>\$148,945</u>	<u>\$167,995</u>	<u>\$164,354</u>	-2.17%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the County Court at Law Administration.

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
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.

## GOAL 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>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change
				in
				Budget
Personnel	\$147,860	\$156,559	\$156,773	0.14%
Operations	8,453	15,002	17,100	13.98%
Capital				
	<u>\$156,313</u>	<u>\$171,561</u>	<u>\$173,873</u>	1.35%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000	2001	2002
	Estimated	Estimated	Projected

Work program trends are shown under the County Court at Law Administration.

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	2000	2001	2002
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. 6

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL 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				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$147,109	\$156,180	\$156,773	0.38%
Operations	10,807	16,530	14,356	-13.15%
Capital				
	<u>\$157,916</u>	<u>\$172,710</u>	<u>\$171,129</u>	-0.92%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the County Court at Law Administration.			

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
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. 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.

## GOAL 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>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$146,669	\$154,863	\$156,773	1.23%
Operations	5,399	15,416	11,950	-22.48%
Capital				
	<u>\$152,068</u>	<u>\$170,279</u>	<u>\$168,723</u>	-0.91%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the County Court at Law Administration.			

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
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. 8

## 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.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage
				Change in Budget
Personnel		\$5,480		-100.00%
Operations		1,160		-100.00%
Capital				
		<u>\$6,640</u>		-100.00%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the County Court at Law Administration.

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		3	
Part-time employees			
Totals		<u>3</u>	

## AUTHORIZED POSITION DETAIL

Not Applicable

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.

## GOAL 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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel		\$5,480		-100%
Operations		1,160		-100%
Capital				
		<u>\$6,640</u>		-100%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Estimated</b>	<b>Projected</b>

Work program trends are shown under the County Court at Law Administration.

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
Full-time employees		3	
Part-time employees			
Totals		<u>3</u>	

## AUTHORIZED POSITION DETAIL

Not Applicable

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 seven County Court at Law Judges are funded separately from their individual Courts through this index.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$919,436	\$935,462	\$928,807	-0.71%
Operations				
Capital				
	<u>\$919,436</u>	<u>\$935,462</u>	<u>\$928,807</u>	-0.71%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected

Work program trends are shown under the County Court at Law Administration.

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year		2002
		2001	2001	
Full-time employees	7	9	9	7
Part-time employees				
Totals	<u>7</u>	<u>9</u>	<u>9</u>	<u>7</u>

## AUTHORIZED POSITION DETAIL

County Court at Law Judge 7

See Personnel Changes for this department in Appendix A



# COUNTY CRIMINAL COURT AT LAW NO. 1

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

In matter of concurrent jurisdiction, a judge of a statutory county court in El Paso County and a judge of a district court or another statutory county court in El Paso County may transfer cases between the courts in the same manner judges of district courts transfer cases under Section 24.303. This subsection does not apply to a county criminal court at law in El Paso County. A judge of a statutory county court in El Paso County and a judge of a district court in El Paso County may exchange benches and may sit and act for each other in any matter pending before the court. This subsection does not apply to a county criminal court at law in El Paso County. The El Paso Council of Judges shall order the transfer of criminal misdemeanor cases to the County Criminal Courts No. 1 from time to time to equalize the criminal misdemeanor dockets of the court system and the effective administration of justice. The County Criminal Court No. 1 have the criminal jurisdiction provided by law for County Courts and appellate jurisdiction in appeals of criminal cases from justice courts and municipal courts in the county as provided by Article 45.042, Code of Criminal Procedure, but have no other jurisdiction. The County Criminal Court No. 1 has exclusive jurisdiction over environmental offenses.

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage
				Change in Budget
Personnel			\$103,746	100.00%
Operations			39,379	100.00%
Capital			\$143,125	100.00%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
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Work program trends are shown under the County Court at Law Administration.

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees			3
Part-time employees			
Totals			3

# COUNTY CRIMINAL COURT AT LAW NO. 1

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## AUTHORIZED POSITION DETAIL

Bailiff	1	Court Coordinator	1
Certified Court Reporter	1		

See Personnel Changes for this department in Appendix A.

# COUNTY CRIMINAL COURT AT LAW NO. 2

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

In matter of concurrent jurisdiction, a judge of a statutory county court in El Paso County and a judge of a district court or another statutory county court in El Paso County may transfer cases between the courts in the same manner judges of district courts transfer cases under Section 24.303. This subsection does not apply to a county criminal court at law in El Paso County. A judge of a statutory county court in El Paso County and a judge of a district court in El Paso County may exchange benches and may sit and act for each other in any matter pending before the court. This subsection does not apply to a county criminal court at law in El Paso County. The El Paso Council of Judges shall order the transfer of criminal misdemeanor cases to the County Criminal Courts No. 1 from time to time to equalize the criminal misdemeanor dockets of the court system and the effective administration of justice. The County Criminal Court No. 1 have the criminal jurisdiction provided by law for County Courts and appellate jurisdiction in appeals of criminal cases from justice courts and municipal courts in the county as provided by Article 45.042, Code of Criminal Procedure, but have no other jurisdiction.

## GOAL 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>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel			\$103,746	100.00%
Operations			39,379	100.00%
Capital				
			<u>\$143,125</u>	100.00%

## **WORK PROGRAM TRENDS**

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
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Work program trends are shown under the County Court at Law Administration.

## **STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees			3
Part-time employees			
Totals			<u>3</u>

# COUNTY CRIMINAL COURT AT LAW NO. 2

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## AUTHORIZED POSITION DETAIL

Certified Court Reporter	1	Bailiff	1
Court Coordinator	1		

See Personnel Changes for this department in Appendix A.

# COUNTY CRIMINAL MAGISTRATE JUDGES

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The salaries and fringe benefits of the 2 County Courts at Law are funded separately from their individual Courts through this index.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel			\$265,373	100.00%
Operations				100.00%
Capital				
			<u>\$265,373</u>	100.00%

WORK PROGRAM TRENDS				
Department Activity	2000 Estimated	2001 Estimated	2002 Projected	

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year		
		2001	2002	
Full-time employees				2
Part-time employees				
Totals				<u>2</u>

AUTHORIZED POSITION DETAIL				
County Criminal Crt at Law Judge				2

See Personnel Changes in this department in Appendix A

# 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.

## GOAL 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.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$402,131	\$433,675	\$468,808	8.10%
Operations	\$23,531	30,086	31,592	5.01%
Capital				
	<u>\$425,662</u>	<u>\$463,761</u>	<u>\$500,400</u>	7.90%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration			

<b>STAFFING TRENDS</b>			
Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	7	7	8
Part-time employees			
Totals	<u>7</u>	<u>7</u>	<u>8</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Certified Court Reporter	1	Probate Assistant I	1
Court Coordinator	1	Probate Court Clerk	1
Court Visitor Coordinator	1	Probate Court Investigator	1
Probate Administrator	1	Probate Judge	1

See Personnel Changes for this department in Appendix A



# 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$252,275	\$269,828	\$272,718	1.07%
Operations	2,327	14,616	10,125	-30.73%
Capital				
	<u>\$254,602</u>	<u>\$284,444</u>	<u>\$282,843</u>	-0.56%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001		2002
Full-time employees		5	5	5
Part-time employees				
Totals		<u>5</u>	<u>5</u>	<u>5</u>

AUTHORIZED POSITION DETAIL			
Caseworker	2	Court Administration	
Certified Court Reporter	1	Assistant	1
Criminal Law Magistrate	1		

# DISTRICT ATTORNEY

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## 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.

## GOAL AND OBJECTIVES

- Goal:** 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel	\$4,340,102	\$5,044,565	\$5,097,034	1.04%
Operations	305,842	417,330	430,350	3.12%
Capital	1,083			
	<u>\$4,647,027</u>	<u>\$5,461,895</u>	<u>\$5,527,384</u>	1.20%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	100	106	124
Part-time employees			
Totals	<u>100</u>	<u>106</u>	<u>124</u>

# DISTRICT ATTORNEY

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## AUTHORIZED POSITION DETAIL

Admin. Assistant I	1	Legal Secretary II	3
Asst. Program Coordinator	1	Office Admin/Support Mgr.	1
Chief Investigator (DA)	1	Paralegal	2
Clerk I	5	Program Coordinator	1
Clerk II	5	Receptionist	1
Clerk III	5	Senior Trial Attorney	14
Comp. System Support Analyst	1	Service Coordinator	2
Deputy Chief Investigator (DA)	1	Special Project Director III	1
District Attorney	1	Supervisor Felonies	1
Division/Unit Chief Atty.	4	Supervisor Intake	2
Executive Secretary/Admin. Assist.	1	Supervisor Misdemeanors	1
First Assistant	1	Trial Attorney	35
Investigator (DA)	13	Trial Team Chief Atty.	13
Legal Secretary I	7		

See Personnel Changes for this department in Appendix A

# DISTRICT JUDGES SALARY SUPPLEMENT

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## 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$153,074	\$163,996	\$163,996	
Operations				
Capital				
	\$153,074	\$163,996	\$163,996	

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration.			

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees	14	15	15
Part-time employees			
Totals	14	15	15

AUTHORIZED POSITION DETAIL	
District Judge	15

# IMPACT COURT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL AND OBJECTIVE

**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.

<b>FINANCIAL TRENDS</b>				
<b>Character</b>	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>	<b>Percentage</b>
				<b>Change in Budget</b>
Personnel	\$126,611	\$137,710	\$152,870	11.01%
Operations	6,160	10,150	13,960	37.54%
Capital				
	<u>\$132,771</u>	<u>\$147,860</u>	<u>\$166,830</u>	12.83%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Estimated</b>	<b>2002 Projected</b>
Work program trends are shown under the Council of Judges Administration.			

<b>STAFFING TRENDS</b>				
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>		<b>2002</b>
		<b>2001</b>	<b>2001</b>	
Full-time employees	4	4	3	3
Part-time employees				
Totals	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>

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

See Personnel Changes for this department in Appendix A

# JUSTICE OF THE PEACE NO. 1

## MISSION STATEMENT

To provide all citizens fair and 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. The Court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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	2000 Actual	2001 Budget	2001 Budget	Percentage Change in Budget
Personnel	\$123,854	\$151,572	\$154,270	1.78%
Operations	21,468	31,015	31,249	0.75%
Capital				
	<u>\$145,322</u>	<u>\$182,587</u>	<u>\$185,519</u>	1.61%

WORK PROGRAM TRENDS				
Department Activity	2000 Estimated	2001 Estimated	2002 Projected	
<b>Cases Filed</b>				
Traffic	804	828	853	
Non-Traffic	772	795	819	
Small claims suits	174	179	185	
Forcible entry and detainer	376	387	399	
Other civil suits	58	60	62	
<b>Cases Disposed</b>				
Traffic	705	726	748	
Non-Traffic	561	578	595	
<b>Cases Appealed</b>				
Traffic	1	1	1	
<b>Miscellaneous</b>				
Examining Trials	1	1	1	
Inquests	1	1	1	

Source: Texas Judicial System Annual Report



# JUSTICE OF THE PEACE NO. 1

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	3	4	4
Part-time employees	1		
Totals	4	4	4

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk I	1
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A.

# JUSTICE OF THE PEACE NO. 2

## MISSION STATEMENT

To provide all citizens fair and 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$143,777	\$155,583	\$155,542	-0.03%
Operations	20,050	21,864	22,009	0.66%
Capital				
	<u>\$163,827</u>	<u>\$177,447</u>	<u>\$177,551</u>	0.06%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Cases Filed</b>			
Traffic	5,693	5,864	6,040
Non-Traffic	792	816	840
Small claims suits	158	163	168
Forcible entry and detainer	437	450	464
Other civil suits	103	106	109
<b>Cases Disposed</b>			
Traffic	3,532	3,638	3,747
Non-Traffic	421	434	447
Small claims suits	102	105	108
Forcible entry and detainer	355	366	377
Other civil suits	112	115	119
<b>Cases Appealed</b>			
Traffic	8	8	8
Forcible entry and detainer	5	5	5
<b>Miscellaneous</b>			
Inquests	1	1	1

Source: Texas Judicial System Annual Report

## JUSTICE OF THE PEACE NO. 2

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### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	4	5	5
Part-time employees			
Totals	4	5	5

### AUTHORIZED POSITION DETAIL

Admin. Assistant II.	1	Senior Clerk I	2
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A.

# JUSTICE OF THE PEACE NO. 3

## MISSION STATEMENT

To provide all citizens fair and 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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>				
	2000	2001	2002	Percentage Change
Category	Actual	Budget	Budget	in Budget
Personnel	\$148,474	\$174,922	\$178,232	1.89%
Operations	3,316	4,564	5,996	31.38%
Capital				
	<u>\$151,790</u>	<u>\$179,486</u>	<u>\$184,228</u>	2.64%

<b>WORK PROGRAM TRENDS</b>				
Department Activity	2000 Actual	2001 Estimated	2002 Projected	
<b>Cases Filed</b>				
Traffic	6,104	6,287	6,476	
Non-Traffic	2,817	2,902	2,989	
Small claims suits	249	256	264	
Forcible entry and detainer	327	337	347	
Other civil suits	210	216	223	
<b>Cases Disposed</b>				
Traffic	2,837	2,922	3,010	
Non-Traffic	1,012	1,042	1,074	
Small claims suits	5	5	5	
Forcible entry and detainer	24	25	25	
Other civil suits	1	1	1	
<b>Cases Appealed</b>				
Non-Traffic	3	3	3	
<b>Miscellaneous</b>				
Examining Trials	1	1	1	

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 3

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	5	6	6
Part-time employees			
Totals	5	6	6

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk I	3
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A.

# JUSTICE OF THE PEACE NO. 4

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## MISSION STATEMENT

To provide all citizens fair and 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$141,187	\$157,226	\$157,225	
Operations	27,818	31,996	33,395	4.37%
Capital				
	<u>\$169,005</u>	<u>\$189,222</u>	<u>\$190,620</u>	0.74%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Cases Filed</b>			
Traffic	4,164	4,289	4,418
Non-Traffic	625	644	663
Small claims suits	255	263	271
Forcible entry and detainer	968	997	1,027
Other civil suits	103	106	109
<b>Cases Disposed</b>			
Traffic	2,592	2,670	2,750
Non-Traffic	281	289	298
Small claims suits	14	14	15
Forcible entry and detainer	355	366	377
Other civil suits	3	3	3
<b>Cases Appealed</b>			
Traffic	13	13	14
Non-Traffic	7	7	7
Small claims suits	2	2	2
Forcible entry and detainer	6	6	6
<b>Miscellaneous</b>			
Examining Trials	2	2	2



# JUSTICE OF THE PEACE NO. 4

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	5	5	5
Part-time employees			
Totals	<u>5</u>	<u>5</u>	<u>5</u>

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk I	2
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A.

# 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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	2000	2000	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$88,561	\$106,473	\$106,473	
Operations	25,953	27,507	27,599	0.33%
Capital				
	<u>\$114,514</u>	<u>\$133,980</u>	<u>\$134,072</u>	0.07%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Cases Filed</b>			
Traffic	2,785	2,869	2,955
Non-Traffic	295	304	313
Small claims suits	2	2	2
Forcible entry and detainer	522	538	554
Other civil suits	175	180	186
<b>Cases Disposed</b>			
Traffic	1,537	1,583	1,631
Non-Traffic	157	162	167
Small claims suits	1	1	1
Forcible entry and detainer	501	516	532
Other civil suits	89	92	94
<b>Cases Appealed</b>			
Forcible entry and detainer	8	8	8
Other civil suits	4	4	4

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 5

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## STATISTICAL TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	3	3	3
Part-time employees			
Totals	<u>3</u>	<u>3</u>	<u>3</u>

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk II	1
Justice of the Peace	1		

See Personnel Changes for this department in Appendix A.

# 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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	2000	2001	2002	Percentage
	Actual	Budget	Budget	Change in Budget
Personnel	\$267,700	\$280,624	\$280,664	0.01%
Operations	43,033	45,508	48,131	5.76%
Capital				
	<u>\$310,733</u>	<u>\$326,132</u>	<u>\$328,795</u>	0.82%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Cases Filed</b>			
Traffic	20,001	20,601	21,219
Non-Traffic	4,557	4,694	4,835
Small claims suits	131	135	139
Forcible entry and detainer	110	113	117
Other civil suits	57	59	60
<b>Cases Disposed</b>			
Traffic	22,030	22,691	23,372
Non-Traffic	3,070	3,162	3,257
Small claims suits	96	99	102
Forcible entry and detainer	75	77	80
Other civil suits	27	28	29
<b>Cases Appealed</b>			
Traffic	55	57	58
Non-Traffic	1	1	1
<b>Miscellaneous</b>			
Examining Trials	666	686	707
Inquests	1	1	1

Source: Texas Judicial System Annual Report

# JUSTICE OF THE PEACE NO. 6

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	10	10	10
Part-time employees			
Totals	10	10	10

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk I	7
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A.

# 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. The court has exclusive jurisdiction in forcible entry and detainer (eviction) suits. 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.

## GOAL AND OBJECTIVE

**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.

**Objective:** 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	2000	2001	2002	Percentage
	Actual	Budget	Budget	Change in Budget
Personnel	\$168,681	\$193,873	\$195,385	0.78%
Operations	29,533	52,015	46,980	-9.68%
Capital				
	<u>\$198,214</u>	<u>\$245,888</u>	<u>\$242,365</u>	-1.43%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Cases Filed</b>			
Traffic	8,058	8,300	8,549
Non-Traffic	2,758	2,841	2,926
Small claims suits	7	7	7
Forcible entry and detainer	96	99	102
Other civil suits	135	139	143
<b>Cases Disposed</b>			
Traffic	3,432	3,535	3,641
Non-Traffic	1,572	1,619	1,668
Other civil suits	1	1	1
<b>Cases Appealed</b>			
Traffic	1	1	1
Non-Traffic	2	2	2
<b>Miscellaneous</b>			
Examining Trials	1	1	1
Inquests	1	1	1

Source: Texas Judicial System Annual Report



# JUSTICE OF THE PEACE NO. 7

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	6	6	7
Part-time employees			
Totals	6	6	7

## AUTHORIZED POSITION DETAIL

Admin. Assistant II	1	Senior Clerk I	4
Justice of the Peace	1	Senior Clerk II	1

See Personnel Changes for this department in Appendix A

# JUVENILE COURT REFEREE

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

## GOAL 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$263,398	\$278,760	\$277,147	-0.58%
Operations	6,775	15,144	10,950	-27.69%
Capital				
	<u>\$270,173</u>	<u>\$293,904</u>	<u>\$288,097</u>	-1.98%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Work program trends are shown under the Council of Judges Administration			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year		2002
		2001	2001	
Full-time employees		5	5	5
Part-time employees				
Totals		<u>5</u>	<u>5</u>	<u>5</u>

AUTHORIZED POSITION DETAIL			
Administrative Assistant I	1	Court Coordinator	1
Bailiff	1	Juvenile Court Referee	1
Certified Court Reporter	1		

# **PUBLIC DEFENDER**

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## **MISSION STATEMENT**

To ensure that El Paso County complies with the Federal and State constitutions by providing effective legal representation to criminally accused adults and juveniles who cannot afford counsel.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Public Defender's Office, represents indigent individuals charged with juvenile, misdemeanor and felony offenses from pretrial up to and including appeal, as well as post conviction writ of habeas corpus. On average, we handle between forty-five and fifty percent of the appointed felony cases, between fifteen and twenty percent of the appointed misdemeanor cases, and over two-thirds of the appointed juvenile cases. We receive appointments to represent indigent individuals from a variety of sources, including appointments from the Jail Magistrate, or Council of Judges in the case of unindicted felony cases; directly from each District Court handling indicted felony cases; and in the case of misdemeanors, directly from each of the County Courts at Law and from the Jail Magistrate for Misdemeanor pleas.

## **GOALS AND OBJECTIVES**

- Goal 1:** To provide quality legal representation to our clients on felony cases, extradition cases, post-conviction writs, and misdemeanor charges.
- Goal 2:** To be available on a moment's notice to meet the Courts' needs for an attorney in situations where prompt legal action must be taken to enforce and protect an individual's rights.
- Goal 3:** To assist members of the private bar with complex cases and issues as required by the Courts and members of the private bar.
- Goal 4:** To serve as "troubleshooters," where a situation has developed on a case, usually through someone's inaction or error, which could result in injustice to a client if an attorney does not take steps to rectify the situation and enforce the client's rights.
- Goal 5:** To train and supervise less experienced and less specialized attorneys who have been appointed on felony cases.
- Goal 6:** To help keep the jail population down by attempting to process the clients through the system as quickly as possible.
- Goal 7:** To help reduce the juvenile crime rate.
- Objective 1:** Remain available on short notice for court settings, advisory meetings, filing of writs, and for juvenile court purposes.
- Objective 2:** Continue the El Paso Criminal Law Seminar, which enables 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

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$1,567,583	\$2,018,925	\$2,108,026	4.41%
Operations	50,469	76,978	94,248	22.43%
Capital				
	<u>\$1,618,052</u>	<u>\$2,095,903</u>	<u>\$2,202,274</u>	5.08%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Felony Cases:</b>			
Opened	2,849	2,934	2,875
Closed	2,902	2,989	2,700
<b>Felony Appeals:</b>			
Opened	16	16	25
Closed	47	48	20
<b>Juvenile:</b>			
Appeals appeals			
Opened	4	4	9
Closed			3
Misdemeanors			
Opened	197	203	210
Closed	197	203	210
Review hearings	650	670	675
Detention hearings	865	891	850

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	34	34	42
Part-time employees	3	3	3
Totals	<u>37</u>	<u>37</u>	<u>45</u>

## AUTHORIZED POSITION DETAIL

Administrator	1	Legal Secretary I	2
Administrative Assistant II	1	Legal Secretary III	1
Chief Investigator	1	Office Admin/Support Mgr.	1
Data Entry I	1	Public Defender	1
Data Entry I, Part-time	1	Receptionist, Part-time	2
Division/Unit Chief Attorney	2	Senior Trial Attorney	14
Ex. Secretary/Admin Asst.	1	Social Worker	1
First Assistant	1	Trial Attorney	7
Investigator	4	Trial Chief Attorney	3

See Personnel Changes for this department in Appendix A

# 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 and has been set up as a special revenue account for fiscal year 2002.

### FINANCIAL TRENDS

Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$3,831	\$4,000		-100.00%
Capital				
	<u>\$3,831</u>	<u>\$4,000</u>		-100.00%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAILS

Not Applicable

# 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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel		\$98,680	\$102,773	4.15%
Operations		8,750	6,028	-31.11%
Capital				
		<u>\$107,430</u>	<u>\$108,801</u>	1.28%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Estimated</b>	<b>Estimated</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	
		<b>2001</b>	<b>2002</b>
Full-time employees		2	2
Part-time employees			
Totals		<u>2</u>	<u>2</u>

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

See Personnel Changes in this department see Appendix A.



# **PUBLIC SAFETY**

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE PUBLIC SAFETY  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
222	Ambulance Services	\$353,280	\$353,280	
224	Constable Precinct No. 1	43,635	42,498	-2.61%
226	Constable Precinct No. 2	42,006	41,238	-1.83%
228	Constable Precinct No. 3	43,031	41,738	-3.00%
230	Constable Precinct No. 4	42,335	41,711	-1.47%
232	Constable Precinct No. 5	43,648	42,438	-2.77%
234	Constable Precinct No. 6	42,610	43,438	1.94%
236	Constable Precinct No. 7	43,216	41,938	-2.96%
238	County Sheriff-Courthouse Security	570,373	608,627	6.71%
240	County Sheriff-Detention Facility	16,444,738	17,659,674	7.39%
243	County Sheriff-Jail Annex	14,117,922	15,421,804	9.24%
245	County Sheriff-Law Enforcement	15,586,099	16,484,184	5.76%
248	Emergency Management	42,429	54,694	28.91%
250	Juvenile Probation	8,494,968	8,755,349	3.07%
253	West Texas Community Supervision and Corrections	518,023	551,949	6.55%
	<b>Totals</b>	<b>\$56,428,313</b>	<b>\$60,184,560</b>	<b>6.66%</b>

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
PUBLIC SAFETY**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$45,049,523	\$49,100,212	8.99%
Operating	11,320,498	11,079,779	-2.13%
Capital	58,292	4,569	
<b>Totals</b>	<b>\$56,428,313</b>	<b>\$60,184,560</b>	<b>6.66%</b>

# 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.

## GOAL AND OBJECTIVES

- Goal:** 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.

FINANCIAL TRENDS			
	2000	2001	2002
Character	Actual	Budget	Budget
Personnel			
Operations	\$353,280	\$353,280	\$353,280
Capital			
	<u>\$353,280</u>	<u>\$353,280</u>	<u>\$353,280</u>

WORK PROGRAM TRENDS			
	2000	2001	2002
Department Activity	Estimated	Estimated	Projected
Number of station	5	5	5
Number of 24 hour units	5	5	5
Average response times:			
Upper Valley	5.6 min.	5.8 min.	6.5 min.
Lower Valley	8.8 min.	9.06 min	8.9 min.
Level of service provided*			
	Paramedic	Paramedic	Paramedic
Number of calls	5,081	5,233	5,390
Cost per call	\$67.93	\$69.97	\$72.07
Cost per capita	\$0.57	\$0.59	\$0.60

\* ALS= Advanced Life Support

**AMBULANCE SERVICES**

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**STAFFING TRENDS**

<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year 2001</b>	<b>2002</b>
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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**AUTHORIZED POSITION DETAIL**

Not Applicable

# **CONSTABLE PRECINCT NO. 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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
- Goal 4:** To have available County provided transportation so that the Constable and Deputy Constables are not required to transport prisoners in their private vehicles nor subject the same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5:** To have and maintain an office indicative of the department and an elected county official.
- Objective 1:** To employ Deputy Constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve Deputy Constables.
- Objective 2:** To employ Deputy Constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department 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

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,775	\$36,607	\$36,188	-1.14%
Operations	4,091	7,028	6,310	-10.22%
Capital				
	<u>\$35,866</u>	<u>\$43,635</u>	<u>\$42,498</u>	-2.61%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Forcible entry and detainer	423	436	475
Writs	41	42	60
Citations	321	331	400
Summons	574	591	600
Bailiff hours	630	649	700

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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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## **CONSTABLE PRECINCT NO. 2**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

### **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
- Goal 4:** To have available County provided transportation so that the Constable and Deputy Constables are not required to transport prisoners in their private vehicles nor subject the same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5:** To have and maintain an office indicative of the department and an elected county official.
- Objective 1:** To employ Deputy Constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve Deputy Constables.
- Objective 2:** To employ Deputy Constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$35,058	\$36,226	\$36,188	-0.10%
Operations	1,612	5,780	5,050	-12.63%
Capital				
	<u>\$36,670</u>	<u>\$42,006</u>	<u>\$41,238</u>	-1.83%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Writs of possession	57	59	60
Warrants	N/A	N/A	200
Summons	495	510	500
Out of county citations	9	9	10
FED's evictions	433	446	500
Bailiff hours	780	803	800
Class training hours	40	41	40
Serving time hours	N/A	N/A	520

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable 1

# **CONSTABLE PRECINCT NO. 3**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
- Goal 4:** To have available County provided transportation so that the Constable and Deputy Constables are not required to transport prisoners in their private vehicles nor subject the same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5:** To have and maintain an office indicative of the department and an elected county official.
- Objective 1:** To employ Deputy Constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve Deputy Constables.
- Objective 2:** To employ Deputy Constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department 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

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,234	\$36,329	\$36,188	-0.39%
Operations	2,656	6,702	5,550	-17.19%
Capital	1,443			
	<u>\$35,333</u>	<u>\$43,031</u>	<u>\$41,738</u>	-3.00%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Citations	136	140	144
Writs of possession	82	84	87
Warrants	58	60	62
Summons	916	943	972
Out of county citations	43	44	45
FED's evictions	703	724	746
Bailiff hours	895	921	949
Community service hours	228	235	242

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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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# **CONSTABLE PRECINCT NO. 4**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
- Goal 4:** To have available County provided transportation so that the Constable and Deputy Constables are not required to transport prisoners in their private vehicles nor subject the same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5:** To have and maintain an office indicative of the department and an elected county official.
- Objective 1:** To employ Deputy Constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve Deputy Constables.
- Objective 2:** To employ Deputy Constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department 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. 4

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,629	\$36,607	\$36,661	0.15%
Operations	1,828	5,728	5,050	-11.84%
Capital				
	<u>\$33,457</u>	<u>\$42,335</u>	<u>\$41,711</u>	-1.47%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Citations	261	269	277
Writs of possession	67	69	71
Summons	48	49	51
Writs of execution	1	1	1
Writs of garnishment	1	1	1
Writs of re-entry	8	8	9

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITIONS BY DATE

Constable 1



# **CONSTABLE PRECINCT NO. 5**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
- Goal 4:** To have available County provided transportation so that the Constable and Deputy Constables are not required to transport prisoners in their private vehicles nor subject the same private vehicles to violent, retaliatory acts by vandals and criminals.
- Goal 5:** To have and maintain an office indicative of the department and an elected county official.
- Objective 1:** To employ Deputy Constables who are available on a regular basis to interact with precinct constituents and not have to rely on volunteer time made available by reserve Deputy Constables.
- Objective 2:** To employ Deputy Constables who, unlike reserve officers, are available at all times to perform assigned duties and functions, thus ensuring continuing department 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. 5

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,103	\$36,607	\$36,188	-1.14%
Operations	2,323	7,041	6,250	-11.23%
Capital				
	<u>\$33,426</u>	<u>\$43,648</u>	<u>\$42,438</u>	-2.77%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Citations	333	342	353
Subpoenas	12	13	13
FED's evictions	588	605	623
Bailiff hours	18	19	19
Community service hours	52	54	55

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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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# **CONSTABLE PRECINCT NO. 6**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
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- Objective 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. 6

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,037	\$36,188	\$36,188	
Operations	2,412	6,422	7,250	12.89%
Capital				
	<u>\$33,449</u>	<u>\$42,610</u>	<u>\$43,438</u>	1.94%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Citations	176	182	187
Subpoenas	67	69	71
Summons	52	54	55
Foreign civil service	5	5	5
FED's evictions	84	86	89
Bailiff hours	676	697	717
Community service hours	208	214	221

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable 1

# **CONSTABLE PRECINCT NO. 7**

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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 countywide jurisdiction to execute civil process. The Constable may enforce State Traffic Regulations and enforce ordinances under the Texas Litter Abatement Act. The Constable may also appoint Deputy Constables but only with application to Commissioner's Court. Each Constable is subject to standards developed by the Commission on Law Enforcement Officer Standards and Education. The Constable shall execute and return as provided by law each process, warrant, and precept that is directed to the Constable and is delivered by a lawful officer. The Constable will act to maintain the peace and good order in the precincts of the county, arrest offenders violating the state penal laws, and interfere without warrant to prevent and suppress crime in the precincts of the county.

## **GOALS AND OBJECTIVES**

- Goal 1:** To improve the operating efficiency and responsiveness of the department.
- Goal 2:** To ensure the accessibility of the department on a regular basis (both when the constable is in and out of town).
- Goal 3:** To increase the professionalism of the Constables and Deputy Constables through a training program.
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- 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. 7

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,635	\$36,188	\$36,188	
Operations	5,262	7,028	5,750	-18.18%
Capital				
	<u>\$36,897</u>	<u>\$43,216</u>	<u>\$41,938</u>	-2.96%

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Citations	385	397	408
Writs of possession	70	72	74
Warrants	300	309	318
Summons	1,500	1,545	1,591
Out of County citations	15	15	16
FED's	170	175	180
Bailiff hours	1,600	1,648	1,697
Class training hours	41	42	43
Community service hours	200	206	212

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	1	1	1
Part-time employees			
Totals	<u>1</u>	<u>1</u>	<u>1</u>

## AUTHORIZED POSITION DETAIL

Constable 1



# COUNTY 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.

## GOAL AND OBJECTIVES

- Goal:** 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.

FINANCIAL TRENDS				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$493,711	\$543,928	\$588,182	8.14%
Operations	19,318	21,345	20,445	-4.22%
Capital		5,100		-100.00%
	<u>\$513,029</u>	<u>\$570,373</u>	<u>\$608,627</u>	6.71%

WORK PROGRAM TRENDS			
Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Courthouse users-per day	5,100	5,500	5,500

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	13	13	13
Part-time employees			
Totals	<u>13</u>	<u>13</u>	<u>13</u>

# COUNTY SHERIFF-COURTHOUSE SECURITY

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## AUTHORIZED POSITION DETAIL

Patrol Officers	4	Sergeant	1
Security Officers	8		

# **COUNTY SHERIFF-DETENTION FACILITY**

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## **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. To fulfill our mission, we will strive to attain the highest degree of ethical behavior and professional conduct at all times.

## **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 be prepared for any incident at the detention facilities.
- Goal 2:** To improve efficiencies in the Criminal Investigations Division such as maintenance costs and down time.
- Goal 3:** To take the lead in establishing an area forensic laboratory.
- Goal 4:** To improve registered sex offender tracking.
- Objective 1:** Establishing secondary and tertiary systems for primary operating sections.
- Objective 2:** Streamline operations and consolidating functions to free up personnel.
- Objective 3:** Conduct realistic drills to simulate emergencies, testing the response and capabilities of equipment and staff.
- Objective 4:** Training will once again be emphasized as a critical component in the preparedness process. Fitness assessments and in-service training through D.T.S. will be used to maintain officer performance in the new year.
- Objective 5:** To replace high mileage 1995 model year units and maintain the fleet less than five model years old.
- Objective 6:** To conduct feasibility study and research sources of grants to open a forensics laboratory.
- Objective 7:** To assign a detective from the Sex Crimes Unit to track registered sex offenders and conduct compliance inspections to ensure sex offenders are complying with the terms of their parole or probation.

## **HIGHLIGHTS**

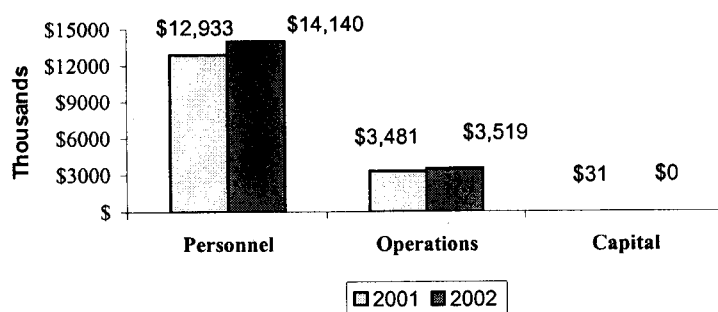
- El Paso County Detention Facility and Jail Annex both passed annual jail inspection and certified as meeting all standards by the Texas Criminal Justice System.
- Received accreditation from Commission on Accreditation for Law Enforcement Agencies (CALEA) March 2001. Files rated as flawless by accreditation assessors.

# COUNTY SHERIFF-DETENTION FACILITY

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$11,719,276	\$12,933,120	\$14,140,263	9.33%
Operations	2,959,778	3,480,618	3,519,411	1.11%
Capital	26,812	31,000		-100.00%
	<u>\$14,705,866</u>	<u>\$16,444,738</u>	<u>\$17,659,674</u>	7.39%

2001 & 2002 Budgets



## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
No. of people booked	38,248	39,395	40,577
No. of people classified	27,572	28,399	29,251
No. of people released	32,019	32,980	33,969
No. of people escorted to court	9,358	9,639	9,928
No. of Assaults on inmates	78	80	83
No. of assaults on officers	11	11	12
No. of grievances	16	16	17
No. of meals served	1,094,074	1,126,896	1,160,703

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	370	369	367
Part-time employees			
Totals	<u>370</u>	<u>369</u>	<u>367</u>

# COUNTY SHERIFF-DETENTION FACILITY

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## AUTHORIZED POSITION DETAIL

Baker	1	Food Service Leader	2
Captain L-3	1	Food Service Specialist	6
Cashier (Sheriff)	5	Lieutenant (Deputy)	2
Clerk (Sheriff)	3	Lieutenant (Detention)	3
Computer Support Program Analyst	1	Maintenance Technician	10
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	259	Sergeant (Detention)	11
Electronic System Specialist Jail	1	Supply Clerk Sheriff	1
Floor Control Officer	47		
Food Service Director	1		

See Personnel Changes 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 316 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 to ensure that the Annex documentation corresponds to that of the downtown facility.
- Objective 2:** Place the Escort/Transportation Section in charge of transporting the inmates to their various destinations, correctional and mental institutions across the state, court appearances, medical appointments, etc.
- Objective 3:** Ensure that the Security Force maintains the security and safety of the inmates by working rotating shifts seven days a week, 365 days per year, as well as supervising inmate recreational operations.

FINANCIAL TRENDS				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$9,393,388	\$10,552,991	\$11,608,351	10.00%
Operations	3,072,787	3,559,931	3,813,453	7.12%
Capital		5,000		-100.00%
	<u>\$12,466,175</u>	<u>\$14,117,922</u>	<u>\$15,421,804</u>	9.24%

WORK PROGRAM TRENDS				
	2000	2001	2002	
Department Activity	Estimated	Estimated	Projected	
Number of inmates housed	1,107	1,140	1,174	
Avg. daily population	998	1,027	1,058	
Transportation runs:				
Jail	13,791	14,205	14,631	
Medical	679	700	721	
Transfers	5,701	5,872	6,048	

# COUNTY SHERIFF-JAIL ANNEX

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	310	310	316
Part-time employees			
Totals	310	310	316

## AUTHORIZED POSITION DETAIL

Baker	2	Food Svc. Shift Leader	2
Budget Clerk	2	Food Svc. Specialist	6
Cabinet Maker	1	Forms Reproduction Tech	1
Captain Sheriff	1	Human Resources Clerk	1
Cashier	4	Lieutenant	5
Clerk	6	Maintenance Foreman	1
Court Coordinator/Data Entry	4	Maintenance Technician	7
Detention Officer	210	Secretary	1
Electronic System Specialist	1	Sergeant	11
Floor Control Officer	46	Supply Clerk	2
Food Service Director	1	TDCJ Coord. Clerk	1

See Personnel Changes for this department in Appendix A



# **COUNTY SHERIFF-LAW ENFORCEMENT**

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## **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**

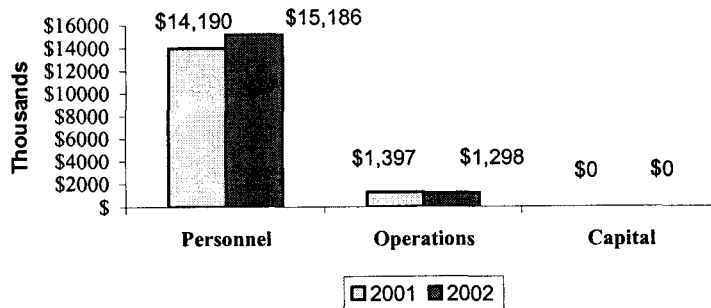
- Goal 1:** To protect the lives, property and rights of all people; maintain order and enforce the law impartially; provide quality police service in partnership with other members of the community.
- Goal 2:** Enforce provisions of the Health and Safety Code (Environmental Laws) and the Texas Water 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$13,072,601	\$14,189,581	\$15,186,270	7.02%
Operations	1,219,832	1,396,518	1,297,914	-7.06%
Capital	328			
	<u>\$14,292,761</u>	<u>\$15,586,099</u>	<u>\$16,484,184</u>	5.76%

2001 & 2002 Budgets



## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Executions</b>			
Writ of execution	612	630	649
Writ of possession	179	184	190
Tax warrant	6	6	6
Other	102	105	108
<b>Citations Unit (District &amp; County)</b>			
Subpoenas	10	10	11
Notices	71	73	75
Orders	15	15	16
Temp. restraint orders	15	15	16
Writs	10	10	11
Postings	1	1	1
<b>Subpoenas/Summons</b>			
County criminal	12,240	12,607	12,985
District criminal	13,541	13,947	14,366
County civil	20	21	21
District civil	765	788	812
Juvenile	3,570	3,677	3,787
Other	5	5	5

(Continued on next page)

# COUNTY SHERIFF-LAW ENFORCEMENT

## WORK PROGRAM TRENDS-Continued

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Local Citations</b>			
County & district	5,100	5,253	5,411
Attorney General	9,180	9,455	9,739
By publication	587	605	623
County Probate	306	315	325
Probation posting	1,734	1,786	1,840
Other	20	21	21

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	252	269	272
Part-time employees			
Totals	252	269	272

## AUTHORIZED POSITION DETAIL

Administrative Assistant	1	Human Resource Assistant	1
Administrative Secretary	1	Human Resource Director	1
Auto Mechanic	5	Human Resource Clerk	2
Automotive Parts Clerk	1	Legal Advisor (Sheriff)	1
Bookkeeper Sheriff	6	Legal Secretary	1
Budget Analyst	1	Lieutenant	5
Budget Clerk	3	Major	1
Budget/Procurement Supervisor	1	Network/Computer Supervisor	1
Captain L-3	3	Paralegal	1
Chief Deputy Sheriff	1	Patrolman	132
Civilian Comm. Specialist	10	Payroll Analyst	1
Civ. Comm. Spec. Supervisor	1	Public Information Officer	1
Clerk	18	Secretary (Sheriff)	2
Crime Analyst	1	Sergeant	19
Crime Scene Technician	5	Sheriff	1
Data Entry Clerk	1	Supervisor Bookkeeper/Cashier	1
Detective	36	Supervisor Clerical (SO)	2
Director-Bits	1	Supply Clerk (Sheriff)	1
Garage Supervisor (Sheriff)	1	Volunteer Coordinator	1

See Personnel Changes for this department in Appendix A

# **EMERGENCY MANAGEMENT**

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## **MISSION STATEMENT**

To 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 1,013 square miles of El Paso County and the 679,622 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 review and update the El Paso City/County Emergency Operations plan to comply with FEMA and State of Texas planning standards.
- Goal 2:** To coordinate training programs and exercises for the citizens, emergency responders and Support agencies to ensure compliance with local, state, and federal regulations.
- Goal 3:** To maintain a hazard analysis for the El Paso jurisdiction to serve as a foundation for mitigation, preparedness, response and recovery.
- Goal 4:** To oversee and coordinate the El Paso domestic terrorism program to maintain preparedness and response capabilities.
- Objective 1:** To conduct an annual review of the El Paso City/County Emergency Operations Plan to ensure that the basic plan and annexes are revised at least once every five years.
- Objective 2:** To conduct fifty training programs and four exercises to educate fifteen hundred citizens, first responders, and support agencies for disaster preparedness.
- Objective 3:** To maintain a hazard analysis by documenting property dollar loss, injury and death statistics, on a quarterly basis, to identify hazards, assess their impact, and establish prevention.
- Objective 4:** Complete 12 MMRS deliverables and submit the final report to the DHHS by completing the terrorism plan and purchasing designated equipment & pharmaceuticals for the El Paso domestic preparedness program.
- Objective 5:** Apply for multiple grants to acquire \$200,000 of federal or state funding to sustain and maintain the El Paso terrorism program.

# EMERGENCY MANAGEMENT

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$25,993	\$42,429	\$54,694	28.91%
Capital				
	<u>\$25,993</u>	<u>\$42,429</u>	<u>\$54,694</u>	28.91%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Committee meetings	143	147	151
Exercises and drills	10	11	11
Conferences	5	5	5
Presentations on emergency management activities	15	16	16
Individuals participating in conference activities	408	420	433
Annexes reviewed	14	15	15
Annexes updated	6	6	6
Copies of changes distribution	204	210	216
Training classes	26	26	27
Review legal documents	10	11	11
Recertify DEM 147	3	3	3
Complete staffing pattern	7	7	8
Emergencies and potential disasters	100	103	106
Distribution of DOT guidebooks every three years	1,500	1,545	1,591

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# **JUVENILE PROBATION**

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## **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 probation 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.

# JUVENILE PROBATION

**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.

FINANCIAL TRENDS				
Category	2000 Actual	2001 Budget	2002 Budget	Percentage Change
				in Budget
Personnel	\$5,491,103	\$6,575,151	\$7,323,357	11.38%
Operations	1,462,904	1,909,932	1,431,992	-25.02%
Capital	11,878	9,885		-100.00%
	<u>\$6,965,885</u>	<u>\$8,494,968</u>	<u>\$8,755,349</u>	3.07%

WORK PROGRAM TRENDS			
Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Offense per referral</b>			
<b>Felonies:</b>			
Homicide & attempted homicide	6	6	6
Sexual assault	34	35	36
Robbery	26	26	27
Aggravated assault	144	148	153
Burglary	168	173	179
Theft	8	8	9
Motor vehicle theft	56	58	60
Drug offenses	145	149	154
Weapons violation	20	21	22
Other felony	121	125	129
<b>Class A and B Misdemeanors:</b>			
Weapons violations	46	47	49
Assault	560	577	594
Theft	422	435	448
Drug offenses	417	430	443
Other	618	637	656
Violation of probation	225	232	239
Contempt of magistrate order	5	5	5
Children in need of supervision	15	16	16

STAFFING TRENDS			
Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	149	156	158
Part-time employees	47	43	50
Totals	<u>196</u>	<u>199</u>	<u>208</u>



# JUVENILE PROBATION

## AUTHORIZED POSITION DETAIL

Accountant	1	ISP Tracker Part time	2
Accounting Clerk I	2	JJAEP Juvenile Probation Officer	1
Accounting Clerk-Part time	2	Juvenile Corrections Officer	41
Accounting Supervisor	1	Juvenile Corrections Off.-PT	19
Administrative Secretary	2	Juvenile Correction Off., Team Leader	4
Assistant Training Coordinator	1	Juvenile Detention Officer	27
Building Engineer	1	Juvenile Detention Officer, PT	17
Chief Juvenile Probation Officer	1	Juvenile Detention Officer (Temp On Call)	1
Community Coordinator	1	Juvenile Detention Off. Team Leader	5
Cook I	5	Maintenance Assistant	5
Cook I-Part Time	4	Maintenance Tech II	1
Cook III	1	Probation Officer Auditor	1
Counselor	2	Probation Officer II	19
Data Entry	1	Probation Officer Technician	1
Deputy Chief of Operations	1	Process Server Part time	4
Deputy Chief of Probation	1	Secretary I	9
Detention Administrative Assistant	1	Secretary/Receptionist	1
Director Clerical Services	1	Senior Corrections Officer	1
Director Detention and Support Services	1	Senior Detention Officer	1
Director of Challenge	1	Senior Probation Officer II	3
Director-Probation Services	1	Senior Secretary	1
Director-Employee Operations	1	Title IV E Coordinator	1
Director-Intake & Court Services	1	Title IV Case Management Assistant	2
General Counsel	1	Tracker	1
Intake Traker	1	Training/Research Coordinator	1
ISP Tracker	1	Transportation Officer	2

See Personnel Changes for this department in Appendix A

# **WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS**

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## **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 pre-trial 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

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- 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$449,758	\$510,716	\$547,380	7.18%
Capital	16,643	7,307	4,569	-37.47%
	\$466,401	\$518,023	\$551,949	6.55%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
<b>Personalized Recognized Bond Program</b>			
Bond releases	1,341	1,381	1,300
Cost per release	\$46.63	\$48.03	\$79.04
Bond closures:			
Successful	928	956	800
Cost per successful closure	\$110.73	\$114.05	\$128.45
Revocations	401	413	260
Cases under supervision	1,212	1,248	1,350
Collateral cases	366	377	375
Number of probationers performing			
graffiti wipe-out	2,573	2,650	2,500
Graffiti wipe-out sites	14,078	14,500	10,000

# WEST TEXAS COMMUNITY SUPERVISION AND CORRECTIONS

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable



# **HEALTH AND WELFARE**

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE HEALTH AND WELFARE  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
258	Animal Control	\$457,046		-100.00%
260	Charities	80,000	\$80,000	
261	Child Welfare-Legal Fees	850,000	835,000	-1.76%
262	City-County Health Unit	1,660,778	2,770,370	66.81%
264	County Child Welfare	462,257	440,958	-4.61%
266	Foster Grandparent Program	4,900	4,900	
268	General Assistance	1,089,804	1,085,378	-0.41%
270	Life Management	88,254	100,000	13.31%
272	Medical Examiner	865,017	805,889	-6.84%
274	Medical Examiner-Maintenance	33,760	27,550	-18.39%
275	Mental Health	560,000	570,000	1.79%
276	On-Site Sewage Inspectors	297,998		-100.00%
278	Project Amistad	24,500	24,500	
280	Retired Senior Volunteer Program	17,412	17,412	
282	Shelter for Battered Women	37,131	38,250	3.01%
284	Veterans Assistance	69,041	70,282	1.80%
	<b>Totals</b>	<b>\$6,597,898</b>	<b>\$6,870,489</b>	<b>4.13%</b>

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
HEALTH AND WELFARE**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$977,315	\$905,920	-7.31%
Operating	5,620,583	5,964,569	6.12%
Capital			
<b>Totals</b>	<b>\$6,597,898</b>	<b>\$6,870,489</b>	<b>4.13%</b>



# 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.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$196,480	\$457,046		-100.00%
Capital				
	<u>\$196,480</u>	<u>\$457,046</u>		<u>-100.00%</u>

# ANIMAL CONTROL

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## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Response within 24 hours			
Animal bite reports	94.3%	97.1%	100.0%
Abuse/neglect cases	93.8%	96.6%	99.5%
Animal bites reported	174	179	185
Cruelty investigations	135	139	143
Dogs/Cats adopted	158	163	168
Adopted animals spayed/neutered	13.2%	13.6%	14.0%
Animals euthanized	1,508	1,553	1,600

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$78,875	\$80,000	\$80,000	
Capital				
	<u>\$78,875</u>	<u>\$80,000</u>	<u>\$80,000</u>	

WORK PROGRAM TRENDS				
Department Activity	2000 Estimated	2001 Estimated	2002 Projected	
Pauper burials	132	136	140	

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

## AUTHORIZED POSITIONS DETAIL

Not Applicable

# 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$629,563	\$850,000	\$835,000	-1.76%
Capital				
	<u>\$629,563</u>	<u>\$850,000</u>	<u>\$835,000</u>	-1.76%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITIONS DETAIL			
Not Applicable			

# **CITY-COUNTY HEALTH UNIT**

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## **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 residents of El Paso City and County. The unit administers 7 City-County, 2 city, 1 county and over 30 grant programs and manages 10 state employees assigned to Tuberculosis and sexually Transmitted Disease Control. The unit is responsible for preventive medicine and regulatory community health for over 679,000 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

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$2,273,587	\$1,660,778	\$2,770,370	66.81%
Capital				
	<u>\$2,273,587</u>	<u>\$1,660,778</u>	<u>\$2,770,370</u>	66.81%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
<b>Administration</b>			
Monthly invoices with posted receivable within discount time	4.0%	4.1%	4.2%
<b>Community Assessment</b>			
Lab test performed	7,035	7,246	7,463
<b>Environmental Health</b>			
Air quality complaint investigations	29	30	31
Food permits issued	87	90	92
Public facilities inspections	312	321	331
<b>Public Health &amp; Community Services</b>			
Child services (clinic visits)	111	114	118
TB cases diagnosed	2	2	2
STD exams	345	355	366
Family planning visits	15	15	16
Pap Smears	62	64	66
HIV exams	244	251	259
<b>Health Education &amp; Promotion</b>			
Health fairs/media events	99	102	105
Community presentations-attendance	1,852	1,908	1,965
WIC monthly avg. participation	44,494	45,829	47,204
WIC clients receiving food vouchers	90.6%	93.3%	96.1%

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# COUNTY CHILD WELFARE

## 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.

## GOAL AND OBJECTIVES

- Goal:** To meet the needs of children who require protective services and care. This includes providing clothing, medical attention, travel, educational assistance and placement.
- Objective 1:** Provide a coordinator to support the Board by handling requests, payments, and perform other related functions of the department.
- Objective 2:** Cover medical bills not covered by Medicaid to ensure that children receive adequate, necessary medical attention.
- Objective 3:** Seek reimbursement from the State for clothing, 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

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$31,827	\$50,927	\$51,808	1.73%
Operations	325,121	411,330	389,150	-5.39%
Capital				
	<u>\$356,948</u>	<u>\$462,257</u>	<u>\$440,958</u>	-4.61%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
No. of children in conservatorship	231	238	245



# COUNTY CHILD WELFARE

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	1	1	1
Part-time employees			
Totals	1	1	1

## AUTHORIZED POSITIONS DETAIL

Operations Coordinator (CWB)	1
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# **FOSTER GRANDPARENT PROGRAM**

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## **MISSION STATEMENT**

To provide a healthy quality of life that enables people to thrive and reach their potential, the Foster Grandparent Program enhances the quality of life for low-income seniors by training them to provide structured supportive services to children with special and exceptional needs. The small stipend that the volunteers receive improves their economic status, as well as improving their opportunities for continued involvement in community life.

## **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.

## **GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$4,900	\$4,900	\$4,900	
Capital				
	<u>\$4,900</u>	<u>\$4,900</u>	<u>\$4,900</u>	

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	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	2000	Fiscal Year	
		2001	2002
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 is 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.

## HIGHLIGHTS

- Fiscal Year 2001 has been characterized by dramatic increases in utility grant assistance requests. General Assistance anticipates that this trend will continue. Families will continue to require assistance to meet basic shelter needs. Emphasis will be placed on meeting utility grant request for heating, cooling and water costs to keep families in their homes. General Assistance has recorded a 37 percent increase in the number of families requesting assistance and a 28 percent increase in the number of families assisted. This department has also assumed additional responsibilities. Commissioners Court transferred to General Assistance the On Site Sewage Facility Program Economic Hardship eligibility determining function.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$287,220	\$305,906	\$306,989	0.35%
Operations	623,756	783,898	778,389	-0.70%
Capital				
	<u>\$910,976</u>	<u>\$1,089,804</u>	<u>\$1,085,378</u>	-0.41%

# GENERAL ASSISTANCE

---

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Applications for assistance	9,645	9,934	11,500
Participants assisted	6,189	6,375	6,500

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	10	10	11
Part-time employees			
Totals	10	10	11

## AUTHORIZED POSITIONS DETAIL

Accounting Clerk I	1	General Assistance Director	1
Caseworker	3	Senior Caseworker	2
Community Svc. Aide	4		

See Personnel Changes for this department in Appendix A

# **LIFE MANAGEMENT**

---

## **MISSION STATEMENT**

To work in partnership with the community of El Paso in assessing, planning, authorizing and maintaining oversight of mental health and mental retardation services and support through an effective use of resources that achieves optimum outcomes. The goal of the Local authority is to help people with mental illness and/or mental retardation to be self-sufficient by achieving maximum potential toward independent living, based on ability and functional level. We believe that all individuals should have the opportunity to choose and to realize their goals of where and how they learn, live, work and access leisure activities. The Local Authority authorizes and provides oversight of comprehensive outpatient residential treatment, and educational services, and utilizes community resources, current technology, guidance and professional expertise to help consumers increase their educational and vocational skills, self-work, happiness, and quality of life.

## **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 that 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 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.

# LIFE MANAGEMENT

**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.

## FINANCIAL TRENDS

Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$14,499	\$88,254	\$100,000	13.31%
Capital				
	<u>\$14,499</u>	<u>\$88,254</u>	<u>\$100,000</u>	13.31%

## WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2000 Estimated	2002 Projected
Clients assisted	6,630	6,829	7,034

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
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. We will conduct ourselves with the utmost level of professionalism and integrity while serving the County in our business and medical operations. We will pride ourselves with the highest ethical and moral standards as we deliver our services effectively and in a time efficient manner.

## **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. In addition, the Office of the Medical Examiner services the community by assisting families with funeral arrangement, authorizing cremation, signing death certificates, reporting viable candidates to the tissue bank for tissue procurement, identifying John and Jane Does, preparing for a mass disaster, teaching and educating and creating rapport within our community.

## **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.

## **HIGHLIGHTS**

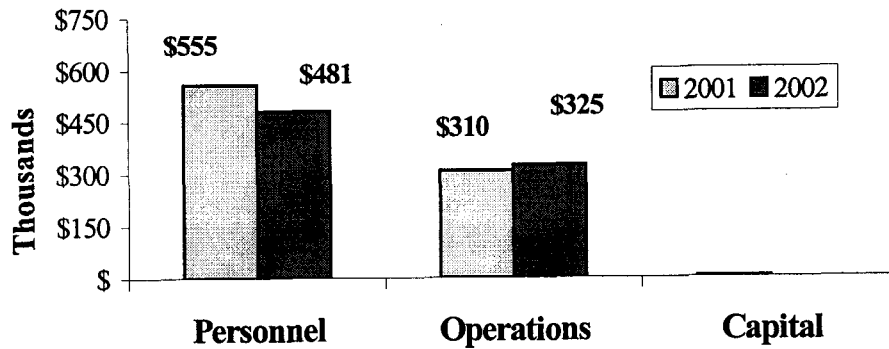
- The Office of the Medical Examiner has made numerous improvements in several areas of the operation over the last year. The number of staff in the investigative section has been increased to meet the demands of investigation and provide quicker response time to a scene. Training, where nearly non-existent before, has been occurring regularly for all staff. Monthly staff meeting and continuing medical education are now held in the office. Statistical information is being kept in a more organized manner and the office will be online soon with a new statistical program to keep data organized and available at a moments notice. The office is working closely with several community organizations including Thomason Trauma Department, Tissue Banks International, Southwest Transplant Alliance and Rio Grande Safe Communities. The second floor of the building is soon to be leased, bringing nearly \$50,000 of additional revenue to the County per year.

# MEDICAL EXAMINER

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$419,104	\$554,644	\$481,288	-13.23%
Operations	227,953	310,373	324,601	4.58%
Capital				
	<u>\$647,057</u>	<u>\$865,017</u>	<u>\$805,889</u>	-6.84%

2001 & 2002 Budgets



## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Cases Investigated	2,308	2,377	2,449
Autopsies performed	450	464	477
Death certificates processed	500	515	530

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	10	12	10
Part-time employees	2	3	3
Totals	<u>12</u>	<u>15</u>	<u>13</u>

## AUTHORIZED POSITIONS DETAIL

Adm. Asst II/Med Transcriber	1	Investigator	5
Chief Investigator	1	Investigator, PT	3
Chief 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.

## GOAL AND OBJECTIVE

**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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$17,818	\$33,760	\$27,550	-18.39%
Capital				
	<u>\$17,818</u>	<u>\$33,760</u>	<u>\$27,550</u>	

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

# MENTAL HEALTH

---

## 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				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$485,768	\$560,000	\$570,000	1.79%
Capital				
	<u>\$485,768</u>	<u>\$560,000</u>	<u>\$570,000</u>	

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
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

Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$419,140	\$297,998		-100.00%
Capital				
	<u>\$419,140</u>	<u>\$297,998</u>		-100.00%

# ON-SITE SEWAGE INSPECTORS

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## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Final Inspections	918	946	974
Follow up inspections	20	21	22
Compliant investigations	245	252	260
Permit applications	954	982	1,012
Subdivision sewage disposal plans	7	7	8
Registration applications inspections	122	126	130

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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. To advocate for aged and adult persons with disabilities, who are unable to protect themselves, in an effort to help them achieve and maintain self sufficiency and to reduce or prevent dependency and inappropriate institutionalization.

## 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. Among the most important services we provide are medical transportation services assuring that no one will suffer from medical neglect due to the lack of transportation. The community benefits from the prevention of increased costs of health services and institutional care. We make sure the client is transported to and from the location assuring that each client is home safely. The safety precaution measures are in place for both the driver and the client being transported. 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$24,500	\$24,500	\$24,500	
Capital				
	<u>\$24,500</u>	<u>\$24,500</u>	<u>\$24,500</u>	

### WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Client Complaints	30	31	32
Vehicle/driver performance inspections	12	12	13
Accidents	4	4	4
Fleet	8	8	8
Dispatch complaints	8	8	8



# PROJECT AMISTAD

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# **RETIRED SENIOR VOLUNTEER PROGRAM**

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## **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.

# RETIRED SENIOR VOLUNTEER PROGRAM

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$17,398	\$17,412	\$17,412	
Capital				
	<u>\$17,398</u>	<u>\$17,412</u>	<u>\$17,412</u>	

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Volunteers	729	751	765
Volunteer sites	25	26	26
Volunteer services hours	133,359	137,360	140,000

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
	Full-time employees		Not Applicable
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

# **SHELTER FOR BATTERED WOMEN**

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## **MISSION STATEMENT**

To eliminate domestic violence in El Paso and surrounding community's to provide support to area survivors of domestic violence and their families; through the provision of comprehensive residential and non-residential services, counseling for the abuser, 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 a 24-hour crisis line. Basic necessities such as food and clothing are supplemented. The shelter will also assist in locating housing, financial aid, and applying for food stamps. Referrals are made to other social services and agencies as needed. Individual and group counseling is also provided in sessions available in English and Spanish. The primary focus of the counseling sessions is learning about the cycle of violent behavior and abuse, and gaining the personal skills necessary for clients to effectively control their own behavior. When other problems such as drug and alcohol abuse coexist with family violence, referrals are made to other appropriate agencies. The El Paso Shelter for Battered Women is the only comprehensive, emergency shelter for domestic violence in the County.

## **GOAL AND OBJECTIVES**

- Goal:** 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**

<b>Character</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage Change in Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
Personnel				
Operations	\$29,981	\$37,131	\$38,250	3.01%
Capital				
	<u>\$29,981</u>	<u>\$37,131</u>	<u>\$38,250</u>	3.01%

### **WORK PROGRAM TRENDS**

<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Responses to hotline calls	6,179	6,364	6,555
Shelter days provided	33,690	34,701	35,742
Nonresidents counseled	1,612	1,660	1,710
BIPP clients	578	595	613

# SHELTER FOR BATTERED WOMEN

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
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 by linking them to services related to the Department of Veterans Affairs, El Paso County, the State of Texas 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 of El Paso, TX. This office interviews and advises clients on entitlements, provides information on other programs, assists in filing claims, answers and researches inquiries regarding medical, educational, pensions, disability compensation, land, home repairs, nursing homes, and other benefits in the completion of Department of Veteran Affairs processing forms. The Veterans Assistance Office is required by the Texas Veterans Commission as a Veterans Service Office to attend 12 hours of training yearly, attend conferences, and meetings.

## GOAL 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.

### FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$64,122	\$65,838	\$65,835	0.00%
Operations	2,182	3,203	4,447	38.84%
Capital				
	<u>\$66,304</u>	<u>\$69,041</u>	<u>\$70,282</u>	1.80%

### WORK PROGRAM TRENDS

Department Activity	2000 Estimated	2001 Estimated	2002 Projected
Monetary benefits paid to veterans, their dependents and survivors	\$116,000,000	\$119,480,000	\$123,064,400

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	2	2	2
Part-time employees			
Totals	<u>2</u>	<u>2</u>	<u>2</u>

# VETERANS ASSISTANCE

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## AUTHORIZED POSITION DETAIL

Administrative Assistant I

1

Veterans Service Officer 1





# **RESOURCE DEVELOPMENT**

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE RESOURCE DEVELOPMENT  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
288	Agricultural Co-Op Extension	\$404,827	\$399,990	-1.19%
290	Census 2000	950		-100.00%
291	Community Development	325,121	329,691	1.41%
292	Downtown Management District			
294	Economic Development	60,000		-100.00%
296	Planning Department	469,087	407,757	-13.07%
298	Small Business Development			
	Totals	<u>\$1,259,985</u>	<u>\$1,137,438</u>	-9.73%

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
RESOURCE DEVELOPMENT**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$1,029,238	\$964,428	-6.30%
Operating	229,447	173,010	-24.60%
Capital	1,300		-100.00%
Totals	<u>\$1,259,985</u>	<u>\$1,137,438</u>	-9.73%

# 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. Agricultural Co-op Extension values and promotes principles of citizens and community involvement, scientifically based education, and 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$236,830	\$275,805	\$274,410	-0.51%
Operations	113,610	127,722	125,580	-1.68%
Capital		1,300		-100.00%
	<u>\$350,440</u>	<u>\$404,827</u>	<u>\$399,990</u>	-1.19%

# AGRICULTURAL CO-OP EXTENSION

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Educational Programs			
Presentations	2,040	2,101	2,164
Participants	61,200	63,036	64,927
Educational Contacts			
Office contacts	3,264	3,362	3,463
Site visits	3,060	3,152	3,246
Telephone inquiries	16,320	16,810	17,314
Newsletters distributed	306,000	315,180	324,635
Media Outreach			
News releases	128	131	135
Radio programs	51	53	54
Television programs	255	263	271
4-H Program Participation			
Organized clubs	357	368	379
School curriculum	35,700	36,771	37,874
Expanded nutrition program	3,876	3,992	4,112
Volunteer Development			
Volunteers trained	714	735	757
Clientele served by volunteers	40,800	42,024	43,285
Expanded Nutrition Program			
Homemakers trained	1,428	1,471	1,515
Family members reached	6,324	6,514	6,709
Volunteers trained	255	263	271

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	15	14	14
Part-time employees	1	1	1
Totals	16	15	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 Marketing & Public Info	1	Home Economist	1
CEA Horticulturist	1	Secretary	4

See Personnel Changes for this department in Appendix A

# CENSUS 2000

## 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.

FINANCIAL TRENDS				
Category	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$39,790	\$950		-100.00%
Capital				
	<u>\$39,790</u>	<u>\$950</u>		<u>-100.00%</u>

WORK PROGRAM TRENDS				
Department Activity	2000 Actual	2001 Estimated	2002 Projected	
	Not Available			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

AUTHORIZED POSITIONS DETAIL				
Not Applicable				

# COMMUNITY DEVELOPMENT

## MISSION STATEMENT

To improve the quality of life in the rural areas of the County at minimal cost, to provide essential infrastructure and housing services effectively and equitably through grant funded programs. To build capacity to address issues among residents, non-profit agencies and institutions and coordinate state and private sector.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Develop a series of strategic plans for the provision of essential services by assessing need, establishing a ranking system and action plan. Prepare grant proposals, environmental clearances and execute grants.

## GOAL 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>				
	2000	2001	2002	Percentage Change in Budget
Character	Actual	Budget	Budget	
Personnel	\$189,187	\$308,496	\$308,461	-0.01%
Operations	14,207	16,625	21,230	27.70%
Capital	5,578			
	<u>\$208,972</u>	<u>\$325,121</u>	<u>\$329,691</u>	

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees	5	7	7
Part-time employees			
Totals	<u>5</u>	<u>7</u>	<u>7</u>

<b>AUTHORIZED POSITION DETAIL</b>			
Administrative Assistant III	1	Housing Coordinator	1
Construction Specialist	1	Project Coordinator	2
Director/Grants Admin.	1		
Grant & Contract Coord.	1		

See Personnel Changes for this department in Appendix A



# **DOWNTOWN MANAGEMENT DISTRICT**

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The El Paso Downtown Management District (DMD) has been formed in an effort to stimulate business development in Central El Paso. Funding for this program was set upon Commissioners Court agreement with the DMD on June 30, 1998. It was agreed that the El Paso DMD would purchase a full graffiti removal system and trash retrieval systems to be used solely in the downtown area with labor and supervision to be provided by County Community Service (Adult Probation). DMD will provide reimbursement to the County for salaries and benefits for each supervisor needed to lead DMD crews in the sanitation efforts. After the Reimbursement is paid in full, the County agrees to pay DMD the budgeted amount as contribution to DMD's sanitation efforts.

## **GOALS AND OBJECTIVES**

- Goal 1:** To promote, develop, encourage and maintain employment, commerce, economic development and the public welfare in the commercial and retail area of downtown El Paso. Also, to preserve, maintain and enhance the economic health and vitality of the District as a community and business center through direct targeting of cleanliness, security, and parking conditions.
- Goal 2:** To utilize County funds to pay for salaries and benefits for each supervisor needed to lead graffiti and sanitation crews.
- Goal 3:** To renovate, pressure wash sidewalks, clean alleyways and streets, and remove graffiti within the District.
- Objective 1:** Expand current services with the addition of a third crew which will increase the average of cleaning 41,000 sq. ft./month to 61,000 sq. ft./month.
- Objective 2:** Increase the number of community service hours used to clean from a current monthly average of 2,188 hours to 3,212 hours.
- Objective 3:** Propose to develop, promote, and/or subsidize a parking coupon program in which participating merchants and employers may pay discount rates for customer or employee parking in participating lots and garages.
- Objective 4:** Apply the security budget for additional security personnel and equipment.
- Objective 5:** Communicate to the public that downtown is clean, accessible and safe through newsletters, press releases, and occasional staging of media events.

### **FINANCIAL TRENDS**

<b>Category</b>	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>	<b>Percentage Change in Budget</b>
Personnel				
Operations	\$16,000			
Capital				
	<u>\$16,000</u>			

### **WORK PROGRAM TRENDS**

<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Estimated</b>	<b>2002 Projected</b>
Area covered (sq. ft.)	360,000	370,800	381,924

# DOWNTOWN MANAGEMENT DISTRICT

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## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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## AUTHORIZED POSITIONS DETAIL

Not Applicable

# 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 provide industry recruitment services intended to create jobs and facilitate capital investment in the County of El Paso by facilitating relocation and expansion.

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$60,000	\$60,000		-100.00%
Capital				
	<u>\$60,000</u>	<u>\$60,000</u>		-100.00%

### WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Estimated	Estimated	Projected
Number of companies to visit/host:	104	107	110
Sales calls	143	146	149
Active contacts	174	177	181
Responses to inquiries	937	956	975

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

# ECONOMIC DEVELOPMENT DIVISION

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## AUTHORIZED POSITIONS DETAIL

Not Applicable

# PLANNING DEPARTMENT

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## MISSION STATEMENT

To provide professional planning and management services through a strategic development program for the County of El Paso that will improve infrastructure, housing and transportation systems, revitalize rural and urban communities and neighborhood, and expand employment and economic development opportunities.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Development of a comprehensive County plan with long and short-term goals and objectives to include an analysis of land recommendations for colonias, housing, general environmental conditions, economic development and community facilities. Develop a comprehensive database and mapping system; maximize citizen input by facilitating public hearing and community meetings for diverse planning objectives. Planning cost effective development programs to improve quality of life in colonias and rural areas of the County. To participate in preparing funding proposals for infrastructure, community, and economic development, prepare environmental assessments for funded projects as required by the grantor. Coordinate an efficient and effective delivery of community and social services, assure compliance with local, state and federal statues and regulations; maintain efficient and cost effective transportation services in non-urbanized areas of the County. Monitor the agreement with Sun Metro for efficient operation of transportation services in Socorro, Clint and San Elizario. Coordinate County street, highway, and transit development plans with local, state and federal agencies,

## GOAL 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				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$31,571	\$444,937	\$381,557	-14.24%
Operations	1,236	24,150	26,200	8.49%
Capital				
	\$32,807	\$469,087	\$407,757	

WORK PROGRAM TRENDS			
Department Activity	2000	2001	2002
	Actual	Estimated	Projected
	Not Available		

# PLANNING DEPARTMENT

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## STARTING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	3	10	7
Part-time employees			
Totals	<u>3</u>	<u>10</u>	<u>7</u>

## AUTHORIZED POSITION DETAIL

Database & Research Coord.	1	Planning & Administrative Technician	1
General Manager	1	Planning Coordinator	1
Grant & Contract Coord.	1	Strategic & Econ. Development Planner	1
Graphics/Plan. Technician	1		

See Personnel Changes for this department in Appendix A

# **SMALL BUSINESS DEVELOPMENT**

## **MISSION**

To provide business planning, 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.

## **GOAL AND OBJECTIVES**

- Goal :** 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 basic 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.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$36,134			-100.00%
Capital				
	<u>\$36,134</u>			<u>-100.00%</u>

<b>WORK PROGRAM TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	
<b>Department Activity</b>	<b>Estimated</b>	<b>Projected</b>	<b>Projected</b>	
Business Assistance Team visits	50	52	53	
Personally Assisted Business	100	103	106	
MBRC Business Assistance	50	52	53	
Jobs created	50	52	53	
Jobs retained	50	52	53	
E.Plug.com Assisted Business	N/A	N/A	N/A	
Tech. Think Tank Assisted Business	N/A	N/A	N/A	



# SMALL BUSINESS DEVELOPMENT

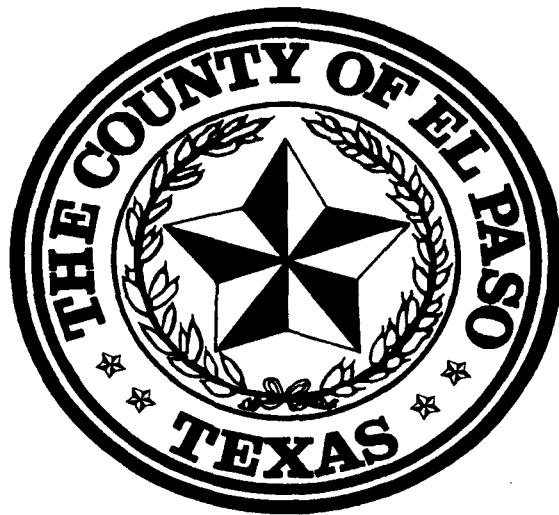
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## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITIONS DETAIL

Not Applicable



# **CULTURE AND RECREATION**

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
GENERAL FUND TYPE CULTURE AND RECREATION  
WITH COMPARATIVE BUDGETS BY DEPARTMENTS**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
302	Agua Dulce Community Center	\$33,650	\$36,288	7.84%
303	Ascarate Golf Courses	820,901	865,817	5.47%
305	Ascarate Regional County Park	832,211	847,651	1.86%
307	Canutillo Community Center- Maintenance	5,400	2,000	-62.96%
308	Fabens Community Center	12,400	7,829	-36.86%
309	Library	217,849	233,665	7.26%
311	Los Portales	25,000	25,700	2.80%
312	Montana Vista Community Center	47,220	47,780	1.19%
313	Rural Parks	183,862	234,373	27.47%
315	San Elizario Center-Maintenance	22,925	22,416	-2.22%
316	Sparks Community Center	46,320	41,735	-9.90%
317	Swimming Pools	310,450	283,391	-8.72%
	Totals	<u>\$2,558,188</u>	<u>\$2,648,645</u>	3.54%

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY BY  
CHARACTER-GENERAL FUND TYPE  
CULTURE AND RECREATION**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$1,443,829	\$1,432,261	-0.80%
Operating	1,109,109	1,216,384	9.67%
Capital	5,250		-100.00%
Totals	<u>\$2,558,188</u>	<u>\$2,648,645</u>	3.54%

# 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.

## GOAL 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.

<b>FINANCIAL TRENDS</b>				
<b>Character</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage Change in Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
Personnel		\$15,650	\$17,368	10.98%
Operations	\$15,040	18,000	18,920	5.11%
Capital	10,363			
	<u>\$25,403</u>	<u>\$33,650</u>	<u>\$36,288</u>	7.84%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000 Estimated</b>	<b>2001 Projected</b>	<b>2002 Projected</b>
	Not Available		

<b>STARTING TRENDS</b>			
<b>Authorized Positions</b>	<b>Fiscal Year</b>		
	<b>2000</b>	<b>2001</b>	<b>2002</b>
Full-time employees		1	1
Part-time employees			
<b>Totals</b>		<u>1</u>	<u>1</u>

<b>AUTHORIZED POSITION DETAILS</b>	
Director	1

# **ASCARATE GOLF COURSE**

---

## **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 in order to offer equal opportunity for participation in a safe and secure environment.

## **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:** Maintain the golf course in a safe, efficient and effective operation.
- Objective 2:** Upgrade equipment, purchase maintenance supplies to ensure trees, shrubs, and ornamental plants are properly maintained.
- Objective 3:** Keep locker rooms, pro shop, restrooms clean and adequately supplied.
- Objective 4:** Maintain current fleet of golf carts.

## **HIGHLIGHTS**

- Addition of markers on the driving range.
- Over-seeding of driving range.
- Painted all eight sheds, and benches.
- Built number 14 tee box, and added sod to the same area.
- Number 27 tee box was relocated, enlarged and sod was added.
- All eighteen fairways were over-seeded in different sites.
- All trees were pruned.
- Number 5 and 12, Delta Nine, tee boxes were completely re-done.
- Delta Nine has been totally over-seeded on fairways.
- All sand traps have been upgraded, re-dug with new sand added.
- Hosted the 14A District High School Championship.
- Developed request for proposals and secured a Golf Consultant to assist with the design and implementation process for golf course.

# ASCARATE GOLF COURSE

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$383,075	\$480,818	\$479,347	-0.31%
Operations	315,532	337,633	386,470	14.46%
Capital		2,450		-100.00%
	<u>\$698,607</u>	<u>\$820,901</u>	<u>\$865,817</u>	5.47%

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Green fees revenues	\$398,130	\$458,040	\$375,000
Golf cart revenues	\$191,804	\$196,154	\$175,000
Driving range revenues	\$20,977	\$29,684	\$20,000

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	16	18	19
Part-time employees		2	2
Totals	<u>16</u>	<u>20</u>	<u>21</u>

## 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	Utility Worker III	1

See Personnel changes for this department in Appendix A



# **ASCARATE REGIONAL COUNTY PARK**

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## **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 in order to offer equal opportunity for participation in a safe and secure environment.

## **DEPARTMENT DESCRIPTION AND RESPONSIBILITIES**

The Ascarate Park department is responsible for the maintenance and operations of the park, which spans approximately 1,000 acres, including a 50-acre surface layer lake which is open to the public all year round. The park provides a clean and safe environment for the recreational needs of the residents of El Paso. Ascarate Park also actively participates in the formation of public policy and programs at the local, State, and Federal level pertaining to park and recreational planning and methods of financing affected by the leisure opportunities of the residents of the County.

## **GOALS AND OBJECTIVES**

- Goal 1:** Develop and maintain a continuous program of education with the public sector, emphasizing the social and economic values of a comprehensive park and recreation program.
- Goal 2:** To provide more park facilities to include picnic shelters, vegetation, walking trails, and other park amenities for the citizens of El Paso.
- Goal 3:** To strive for improvements that will continue to meet and exceed the challenges conducive to the development and maintenance of a clean, safe and friendly atmosphere.
- Objective 1:** Implement a marketing/ promotional plan for the parks and recreation department.
- 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, and flower beds.
- Objective 4:** Maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations.

## **HIGHLIGHTS**

- Completion of the boat dock and ramp.
- Completion of the first phase of construction.
- Secured TPWD funding for West Side of trail.
- Secured TPWD funding for summer camp.
- Offered Boy Scout Camp at the park.
- Increased the number of special events at the park.
- Improved the irrigation system at the park.
- Developed a plan for adding Christmas lights to the park.
- Secured USTA grant for a tennis program.
- Expansion of cooperative programs with the Fire Training Academy.
- Increased participation of the Park Board.
- Developed joint program with the City of El Paso Parks and Recreation Department.

# ASCARATE REGIONAL COUNTY PARK

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$365,932	\$441,373	\$450,271	2.02%
Operations	335,558	388,038	397,380	2.41%
Capital		2,800		-100.00%
	<u>\$701,490</u>	<u>\$832,211</u>	<u>\$847,651</u>	1.86%

## WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
Revenues collected	\$430,854	\$396,783	\$370,000

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	12	12	19
Part-time employees			5
Totals	<u>12</u>	<u>12</u>	<u>24</u>

## AUTHORIZED POSITION DETAIL

Administrative Asst. I	1	Park Ranger part time	1
Aquatics Manager	1	Secretary	1
El Paso County Parks & Rec. Dir.	1	Utility Worker I	8
Facilities Mechanic	1	Utility Worker I part time	4
Maintenance Foreman	1	Utility Worker II	1
Park Manager Region II	1	Utility Worker III	2
Park Ranger	1		

See Personnel Changes for this department on Appendix A.

# 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.

## GOAL AND OBJECTIVE

**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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$594	\$5,400	\$2,000	-62.96%
Capital				
	<u>\$594</u>	<u>\$5,400</u>	<u>\$2,000</u>	<u>-62.96%</u>

<b>WORK PROGRAM TRENDS</b>				
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	
	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>	
	Not Available			

<b>STAFFING TRENDS</b>				
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>	
		<b>2001</b>		
Full-time employees		Not Applicable		
Part-time employees				
Totals				

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

# FABENS COMMUNITY CENTER

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## 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.

## GOAL 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.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$4,403	\$12,400	\$7,829	-36.86%
Capital	1,272			
	<u>\$5,675</u>	<u>\$12,400</u>	<u>\$7,829</u>	<u>-36.86%</u>

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

# **LIBRARY**

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## **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 serves 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, Texas Reading Club, library tours/orientations, bilingual story times and crafts for preschool and primary levels, field trips for preschoolers, summer reading programs, hosting high school and higher education 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 complete installation of automation systems and complete conversion of 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 OPAC by 6, from 0 to 6 workstations, toward educating the public in the use of the OPAC and bringing the library up to the 21<sup>st</sup> century technological era.

## **HIGHLIGHTS**

- The El Paso County Library was honored to receive the 2000 Texas Book Festival Grant Award for \$2,500. The funds were used to supplement the children's literature collection.
- The Fabens Independent School District (I.S.D.) delivered two printers, four computers and one scanner through the TIF Discovery II Grant. All equipment has been set up for public use, Internet not yet available.
- The El Paso County Library is part of a collaborative of libraries in the El Paso area – EPAL.
- The County Library has activities for Dia de los Ninos/Dia de los Libros, Story Hour, Texas Reading Club, and Story Time.

# LIBRARY

## FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$176,279	\$189,305	\$189,530	0.12%
Operations	28,316	28,544	44,135	54.62%
Capital				
	<u>\$204,595</u>	<u>\$217,849</u>	<u>\$233,665</u>	7.26%

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actuals	Estimated	Projected
Library materials available to the public	\$25,348	\$26,108	\$26,892
Items catalogued and processed	\$1,006	\$1,036	\$1,067
Reference transactions	\$3,313	\$3,412	\$3,515
Registered borrowers	\$3,842	\$3,957	\$4,076
Library tours	\$569	\$586	\$604
Patrons using library	\$41,853	\$43,109	\$44,402
Story hour programs	\$2,684	\$2,765	\$2,847
Summer reading program	\$1,546	\$1,592	\$1,640
Interlibrary loan	\$49	\$50	\$52
Income tax forms	\$2,961	\$3,050	\$3,141
Circulation statistics	\$51,013	\$52,543	\$54,120
TV/VCR/Computer, Fax Machine & Typewriter In-House Use.	\$1,515	\$1,560	\$1,607
Fines collected	\$2,504	\$2,580	\$2,657

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	5	5	5
Part-time employees	2	2	2
Totals	<u>7</u>	<u>7</u>	<u>7</u>

## AUTHORIZED POSITION DETAIL

Assistant Library Director	1	County Library Director	1
Clerk	2	Senior Clerk I	1
Clerk-PT	2		

# LOS PORTALES

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The San Elizario Genealogy/Historical Society maintains a community Tourist Information center/Genealogy/Historical museum and educational projects that provide a deeper understanding of the Historical significance of San Elizario and instills local pride, encourages the preservation of Historical sites, and enhances the Heritage tourism value of San Elizario.

## GOAL AND OBJECTIVES

- Goal:** 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>				
	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Character				
Personnel				
Operations	\$1,185	\$25,000	\$25,700	2.80%
Capital				
	<u>\$1,185</u>	<u>\$25,000</u>	<u>\$25,700</u>	2.80%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
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.

## GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel				
Operations	\$35,687	\$47,220	\$47,780	1.19%
Capital	5,082			
	<u>\$40,769</u>	<u>\$47,220</u>	<u>\$47,780</u>	1.19%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable



# RURAL PARKS

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## 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 cleanups, 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 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$90,843	\$123,974	\$123,973	0.00%
Operations	18,396	59,888	110,400	84.34%
Capital				
	<u>\$109,239</u>	<u>\$183,862</u>	<u>\$234,373</u>	27.47%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees	4	5	5
Part-time employees			
Totals	<u>4</u>	<u>5</u>	<u>5</u>

# RURAL PARKS

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AUTHORIZED POSITION DETAIL			
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Truck Driver	3	Utility Worker IV	1
Utility Worker I	1		

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.

## GOAL AND OBJECTIVE

**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				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$13,535	\$22,318	\$21,916	-1.80%
Operations		607	500	-17.63%
Capital				
	<u>\$13,535</u>	<u>\$22,925</u>	<u>\$22,416</u>	-2.22%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		1	1
Part-time employees			
Totals		<u>1</u>	<u>1</u>

AUTHORIZED POSITIONS DETAIL	
Maintenance Worker	1

# 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.

## GOAL 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>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$36,320	\$46,320	\$41,735	-9.90%
Capital	5,082			
	<u>\$41,402</u>	<u>\$46,320</u>	<u>\$41,735</u>	<u>-9.90%</u>

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
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 Gallegos Park 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 implement aggressive rental and program service at all pools.
- Objective 1:** To increase rentals, company rentals, and picnics.
- Objective 2:** To increase participation of the lifeguard and learn to swim training programs.
- Objective 3:** To maintain swimming pools.

### FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$122,062	\$170,391	\$149,856	-12.05%
Operations	112,957	140,059	133,535	-4.66%
Capital	7,983			
	<u>\$243,002</u>	<u>\$310,450</u>	<u>\$283,391</u>	-8.72%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimate	2002 Projected
Daily deposit:			
Ascarate	\$45,230	\$46,587	\$47,985
Gallegos	\$5,461	\$5,625	\$5,794
Fabens	\$10,457	\$10,771	\$11,094

**SWIMMING POOLS**

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**STAFFING TRENDS**

Authorized Positions	Fiscal Year		
	2000	2001	2002
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

# **SPECIAL REVENUE FUNDS**

**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

**INTERGOVERNMENTAL REVENUES**

This revenue source experienced a \$36,977 increase for three new funds set up in fiscal year 2002, a County Attorney Supplement Fund, a Probate Travel Fund and a Probate Court Judiciary Fund, all for revenues received from the State Comptroller to supplement their operations.

**CHARGES FOR SERVICES**

The overall decrease in the Charges for Services line item is due to a combination of various increases in projected revenues, such as green fees and golf car fees at Ascarate Park, and law library fees, offset by a decrease in the revenue estimate for auto sales tax.

	OPERATING BUDGETS		CHANGES		
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Revenues (Sources):</b>					
Taxes	\$1,942,760	\$1,900,000	\$1,900,000		
Intergovernmental	98,634	103,087	140,064	\$36,977	35.87%
Charges for Services	9,793,439	8,658,050	8,497,743	(160,307)	-1.85%
Fines and Forfeits	6,233	5,000	5,000		
Interest	469,484	231,000	245,000	14,000	6.06%
Miscellaneous Revenues	473,423	319,500	296,800	(22,700)	-7.10%
Other Financing Sources		25,173	7,672	(17,501)	-69.52%
<b>Total Revenues and Other Financing Sources</b>	<b>12,783,973</b>	<b>11,241,810</b>	<b>11,092,279</b>	<b>(149,531)</b>	<b>-1.33%</b>
Beginning Fund Balances	7,155,369	7,262,655	9,457,651	2,194,996	30.22%
<b>Total Available Resources</b>	<b>\$19,939,342</b>	<b>\$18,504,465</b>	<b>\$20,549,930</b>	<b>\$2,045,465</b>	<b>11.05%</b>

**INTEREST**

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

**MISCELLANEOUS REVENUES AND OTHER FINANCING SOURCES**

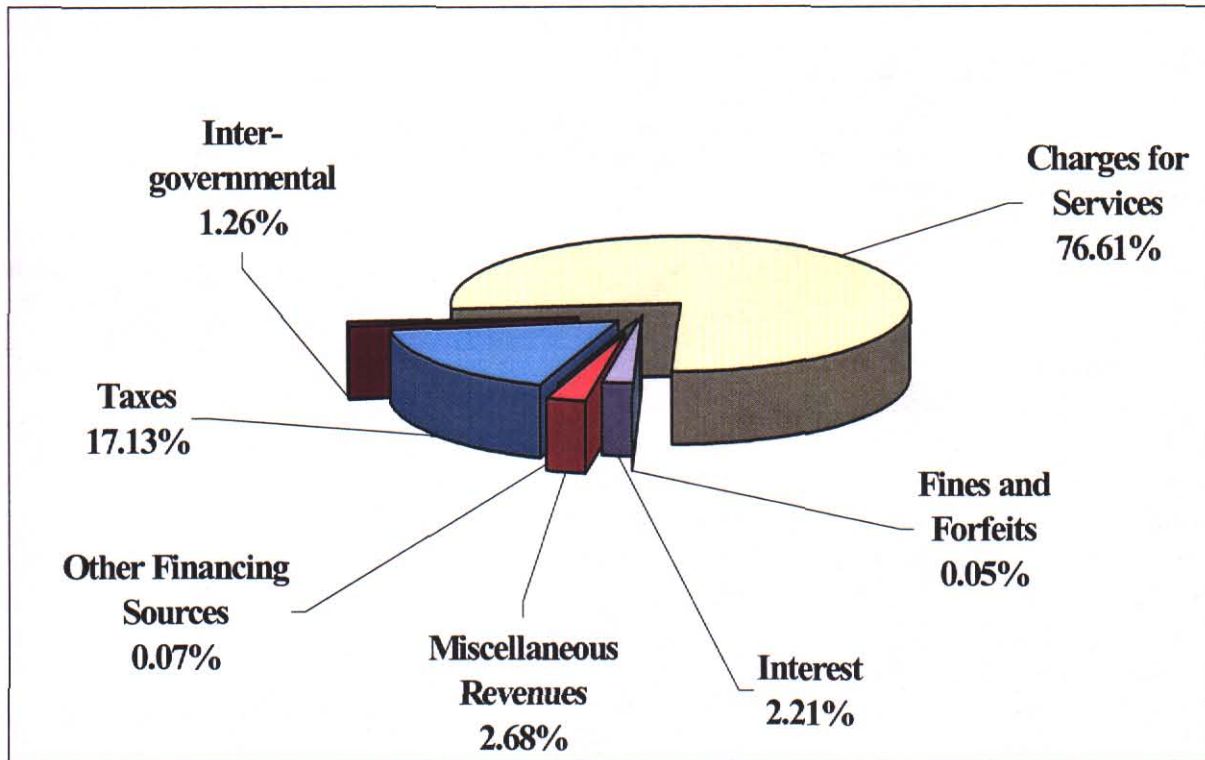
Lastly, Miscellaneous Revenues and Other Financing Sources were budgeted at decreases of \$22,700 and \$17,501 respectively, mainly attributable to lower projections for commissary revenues from concessions at the County Jails, and a discontinuance of a transfer into the County Clerk Records Management department from the Records Management index to meet operating needs.



**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

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 2002 Budget  
Revenues (Sources) –Special Revenue Fund Type - \$11,092,279**



**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

**GENERAL GOVERNMENT**

The General Government program was set higher for fiscal year 2002 to account for personnel increases for the Road and Bridge department, and planned increased expenditures to pave more roads, offset by the Commissary fund which was set lower for projected decreases in operating expenditures.

**ADMINISTRATION OF JUSTICE**

The main reason for the increase of \$73,636 under Administration of Justice is for three new Special Revenue accounts set up, two for the Probate Court and one for the County Attorney's Office. All are due to funds no longer budgeted under the General Fund account, but rather as a supplement to be used for additional operating needs.

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	Amount	%
<b>Appropriations/Expenditures (Uses):</b>					
General Government	\$1,231,853	\$1,952,250	\$2,101,602	\$149,352	7.65%
Administration of Justice	186,381	207,667	281,303	73,636	35.46%
Resource Development	2,113,796	1,818,078	990,124	(827,954)	-45.54%
Culture and Recreation	1,734,076	2,277,352	2,175,528	(101,824)	-4.47%
Public Safety	46,026	168,750	67,337	(101,413)	-60.10%
Public Works	4,038,139	5,481,817	5,559,443	77,626	1.42%
Health and Welfare		1,600	1,000	(600)	-37.50%
Capital Outlays	1,972,296	1,887,014	997,466	(889,548)	-47.14%
Other Financing Uses	1,354,121	1,005,544	1,639,643	634,099	63.06%
<b>Total Appropriations, Expenditures and Other Financing Uses</b>	<b>12,676,688</b>	<b>14,800,072</b>	<b>13,813,446</b>	<b>(986,626)</b>	<b>-6.67%</b>
Encumbrances		958,848	751,853	(206,995)	-21.59%
Ending Fund Balances	7,262,654	2,745,545	5,984,631	3,239,086	117.98%
<b>Total Appropriations/Expenditures, Other Financing Uses and Fund Balances</b>	<b>\$19,939,342</b>	<b>\$18,504,465</b>	<b>\$20,549,930</b>	<b>\$2,045,465</b>	<b>11.05%</b>

**RESOURCE DEVELOPMENT**

The Resource Development program was budgeted much lower for fiscal year 2002, based on a pending interlocal agreement with the City of El Paso for the transfer of hotel/motel revenues. These funds were used to supplement the Coliseum budget for a new sports authority program and to cover many of the outside agency requests, for example, The Women's Club of El Paso, Concordia Cemetery, and the Mission Trails program.



**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CULTURE AND RECREATION**

The decrease in the Culture and Recreation program is mainly due to budgeting the Ascarate Improvement Fund lower for next fiscal year mainly for the decrease in needs for contracted services and personnel expenses, and the need to budget for match requirements of pending grants (Other Financing Uses). This decrease is the result of an offset of an increase in additional appropriations for Coliseum operations with the goal of promoting tourism for the County of El Paso.

FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
	Total Budget FY 2001	Total Budget FY 2002	Amount	%

**Appropriations/Expenditures (Uses):**

Culture and Recreation	\$1,734,076	\$2,277,352	\$2,175,528	(\$101,824)	-4.47%
Public Safety	46,026	168,750	67,337	(101,413)	-60.10%
Public Works	4,038,139	5,481,817	5,559,443	77,626	1.42%
Health and Welfare		1,600	1,000	(600)	-37.50%
Capital Outlays	1,972,296	1,887,014	997,466	(889,548)	-47.14%
Other Financing Uses	\$1,354,121	\$1,005,544	\$1,639,643	\$634,099	63.06%

**PUBLIC SAFETY**

The decrease in appropriations for Public Safety is due to an anticipated decrease in travel for officers under the Sheriffs department, and for the projected decrease in revenues for Courthouse Security to be transferred to the General Fund.

**PUBLIC WORKS**

The Public Works program increased overall by \$77,626 for additional appropriations set up for under the Road and Bridge account for the Fabens Street Improvement project, and for maintenance and repair of County roads.

**HEALTH AND WELFARE**

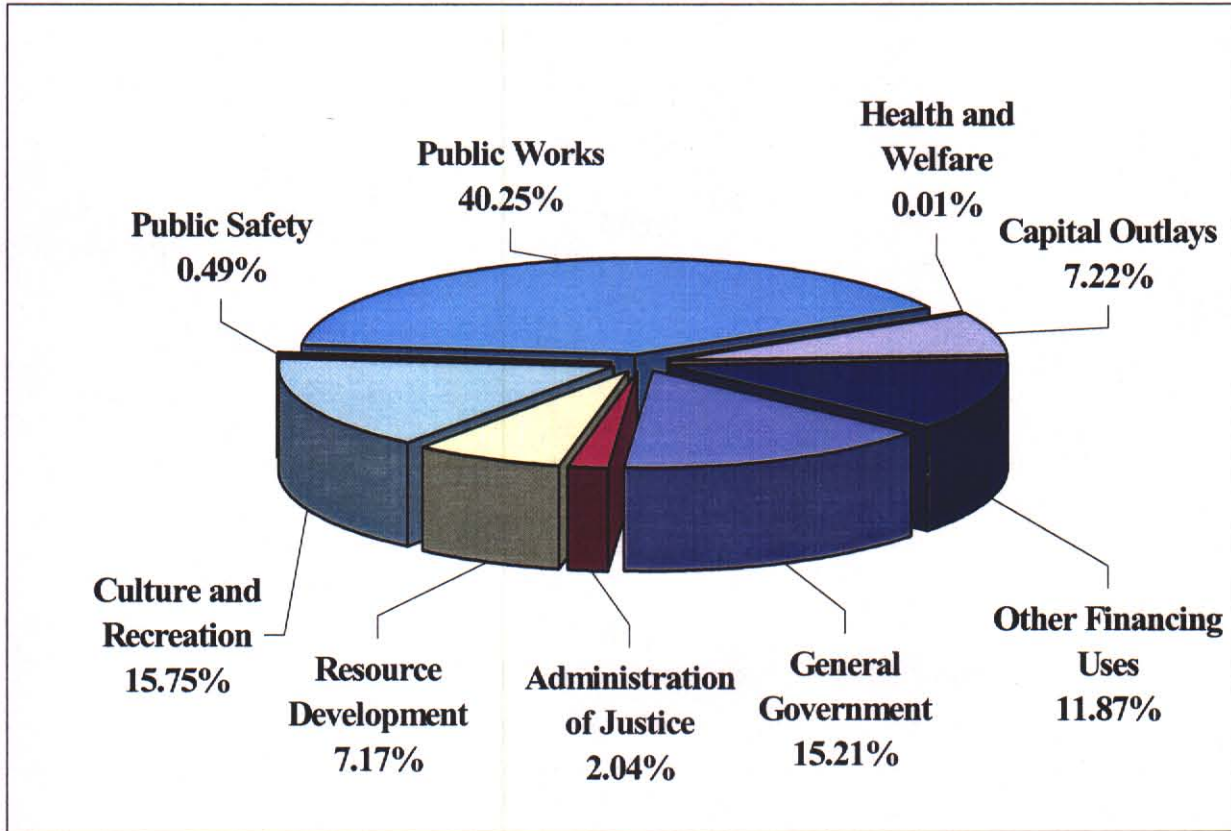
Appropriations were set lower based on actual receipts in fiscal year 2001, for revenues from jurors donating their payments to be used for the Child Welfare program.

**CAPITAL OUTLAYS AND OTHER FINANCING USES**

Lastly, the decrease in Capital Outlays for fiscal year 2002 is mainly attributable to lower departmental requests for equipment, mainly the Road and Bridge department, and Other Financing Uses increased for fiscal year 2002 for higher grant match requirements for the Ascarate Improvement Fund.

**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**Fiscal Year 2002 Budget  
Appropriations (Uses) – Special Revenue Fund Type - \$13,813,446**

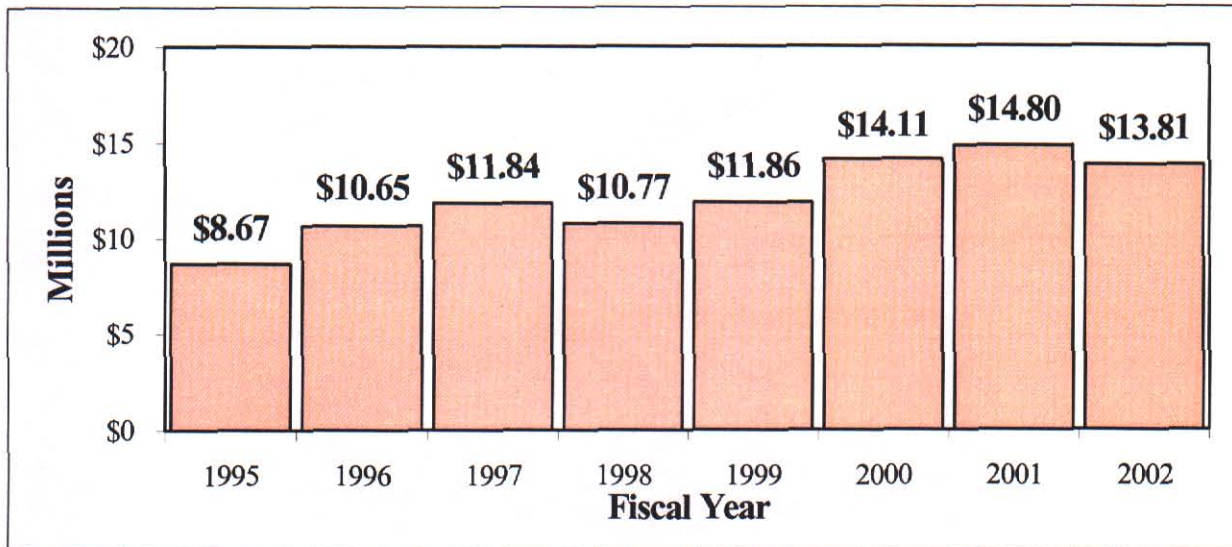




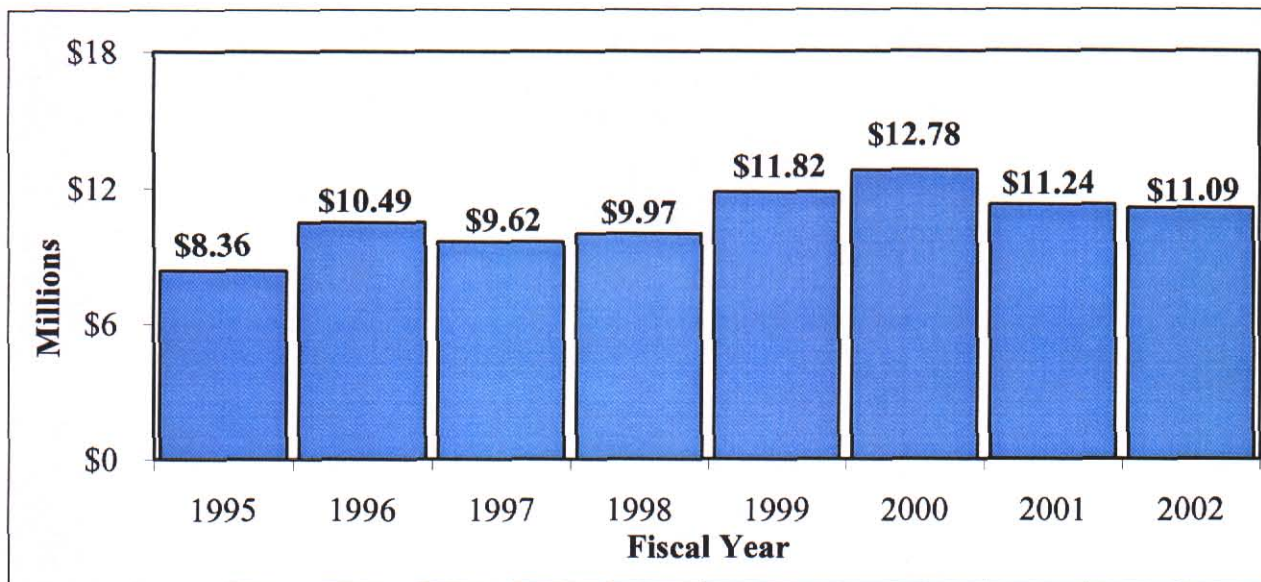
## SPECIAL REVENUE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the Special Revenue Fund Type overall budget, and revenue/expenditures since 1995.

### Special Revenue Fund Type – Budget Trends



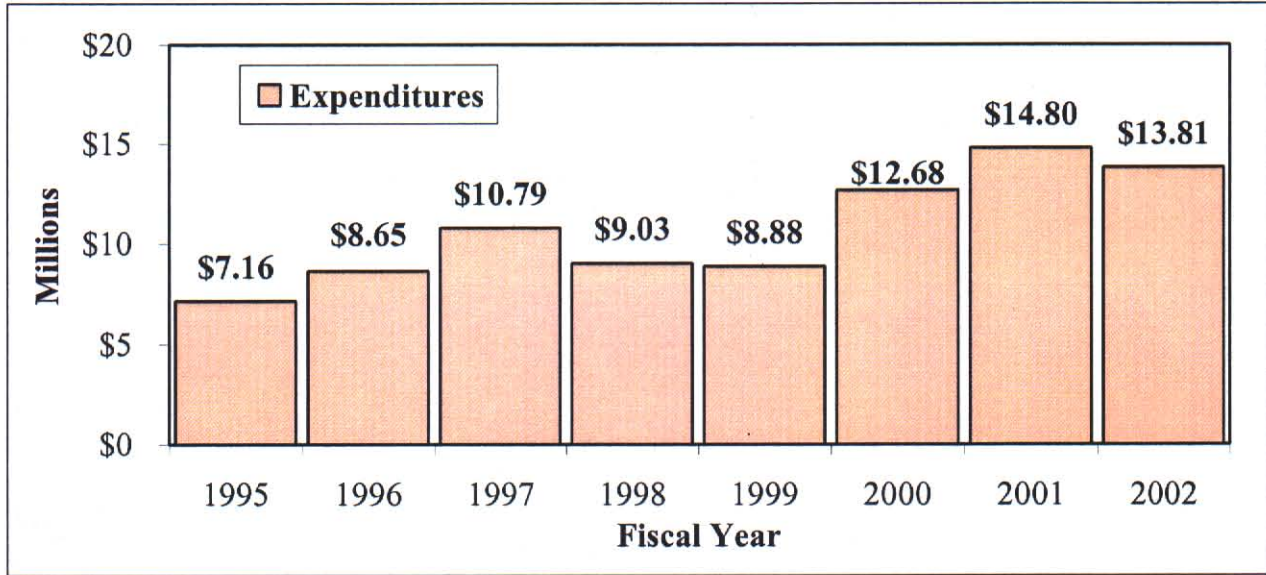
### Special Revenue Fund Type-Revenue Trends



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**SPECIAL REVENUE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

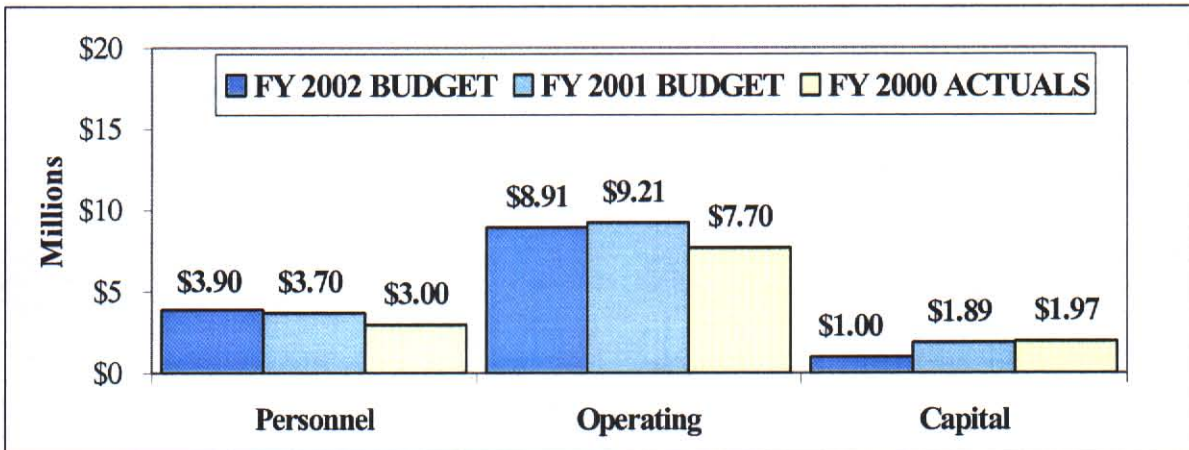
**Special Revenue Fund Type – Expenditure Trends**



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	%
Personnel	\$3,003,814	\$3,702,968	\$3,902,445	\$199,477	5.39%
Operating	7,700,578	9,210,090	8,913,535	(296,555)	-3.22%
Capital	1,972,296	1,887,014	997,466	(889,548)	-47.14%
<b>Total Budgets and Actuals</b>	<b>\$12,676,688</b>	<b>\$14,800,072</b>	<b>\$13,813,446</b>	<b>(\$986,626)</b>	<b>-6.67%</b>



**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGETS BY FUND**

Page No.	Department	2001 Budget	2002 Budget	Percent Change
327	Alternative Dispute Resolution Center	\$125,000	\$145,000	16.00%
330	Ascarate Park Improvement	1,180,000	1,310,000	11.02%
332	Child Welfare Juror Donations	1,600	1,000	-37.50%
334	Coliseum Tourist Promotion	1,288,470	1,634,600	26.86%
337	Commissary Inmate Profit	401,248	287,404	-28.37%
339	County Attorney Commissions	125,000	125,000	
341	County Attorney Supplement		24,622	100.00%
343	County Clerk Records Management and Preservation	670,173	631,353	-5.79%
346	County Graffiti Eradication	50	250	100.00%
348	County Law Library	382,312	438,171	14.61%
351	County Tourist Promotion	140,000	207,400	48.14%
353	Court Reporter Service	128,322	120,000	-6.49%
355	Courthouse Security	294,364	250,000	-15.07%
357	District Attorney 10% Drug Forfeitures	1,390	1,400	0.72%
359	Fabens Airport	38,500	38,750	0.65%
361	Probate Judiciary Support		27,114	100.00%
363	Probate Travel Account		4,000	100.00%
365	Records Management and Preservation	215,000	181,000	-15.81%
367	Road and Bridges	6,887,317	6,154,693	-10.64%
370	Road and Bridges Administration	1,656,626	1,901,602	14.79%
372	San Elizario Placita	6,000	5,000	-16.67%
374	Sheriff Lease	168,700	67,087	-60.23%
376	Tourist Promotion Functions	1,090,000	258,000	-76.33%
	Totals	<u>\$14,800,072</u>	<u>\$13,813,446</u>	-6.67%

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE FUND TYPE  
WITH COMPARATIVE BUDGETS BY CHARACTER**

Character	2001 Budget	2002 Budget	Percent Change
Personnel	\$3,702,968	\$3,902,445	5.39%
Operating	9,210,090	8,913,535	-3.22%
Capital	1,887,014	997,466	-47.14%
Totals	<u>\$14,800,072</u>	<u>\$13,813,446</u>	-6.67%

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$13,032	\$7,150	\$8,580	20.00%
<b>Revenue:</b>				
Alternative dispute resolution fees	102,185	125,000	145,000	16.00%
<b>Total Revenue</b>	<u>102,185</u>	<u>125,000</u>	<u>145,000</u>	16.00%
<b>Expenditures:</b>	<u>108,067</u>	<u>125,000</u>	<u>145,000</u>	16.00%
<b>Encumbrances</b>		34,965	25,570	-26.87%
<b>Ending fund balance</b>	<u>\$7,150</u>	<u>(\$27,815)</u>	<u>(\$16,990)</u>	-38.92%



# ALTERNATIVE DISPUTE RESOLUTION CENTER

## MISSION STATEMENT

To provide alternative dispute resolution services ordered in Civil Court and Neighborhood Justice cases to include Family, Child Welfare, Special Education, and mediation assistance to the elderly in order to promote resolution of disputes prior to, during, and in lieu of litigation, with the assistance of Pro Bono Mediators that are recruited, and trained by the DRC staff.

## 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 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.

## GOAL AND OBJECTIVES

- Goal 1:** To provide timely methods of resolving disputes, training mediators, and educating the community to utilize this valuable resource.
- Objective 1:** To recruit and train additional Pro Bono Mediators, as well as cross-train within the DRC.
- Objective 2:** To assist the Courts with the civil caseload by offering services in a timely manner.
- Objective 3:** To recruit, train, and promote professionalism of DRC mediators.
- Objective 4:** To work in conjunction with other County Agencies and Departments.
- Objective 5:** To participate in continuing education as a staff function.
- Objective 6:** To provide the best possible environment for disputing parties to negotiate a settlement.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$108,067	\$125,000	\$145,000	13.79%
Capital				
	<u>\$108,067</u>	<u>\$125,000</u>	<u>\$145,000</u>	13.79%

# ALTERNATIVE DISPUTE RESOLUTION CENTER

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## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actuals	Estimated	Projected
No. of cases mediated	1156	1191	1226
No. of citizens assisted	2374	2445	2519
Moderated settlement cases	8	8	8
Basic trainings	1	0	1
Family trainings	0	1	1
Professional trainings	1	1	1

## STAFFING TRENDS

Authorized Positions	2000	Fiscal Year	
		2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

## AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$986,509	\$568,625	\$1,055,305	85.59%
<b>Revenue:</b>				
Golf Course Concession and Fees	645,456	555,000	582,000	4.86%
Park Fees	430,854	310,000	370,000	19.35%
Swimming Pool Fees	45,230	28,000	25,000	-10.71%
Other	70,212	34,000	25,800	-24.12%
<b>Total Revenue</b>	<u>1,191,752</u>	<u>927,000</u>	<u>1,002,800</u>	8.18%
<b>Expenditures:</b>	762,537	680,000	40,357	-94.07%
<b>Other financing uses:</b>				
Transfer out	847,099	500,000	1,269,643	153.93%
<b>Total expenditures and other uses</b>	<u>1,609,636</u>	<u>1,180,000</u>	<u>1,310,000</u>	11.02%
<b>Encumbrances</b>		84,907	78,562	-7.47%
<b>Ending fund balance</b>	<u><u>\$568,625</u></u>	<u><u>\$230,718</u></u>	<u><u>\$669,543</u></u>	190.20%

# 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.

## GOAL

**Goal 1:** To improve the image of the Park through the implementation of various projects.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage Change
Character	Actual	Budget	Budget	in Budget
Personnel	\$45,062	\$22,817	\$5,357	-325.93%
Operations	1,186,921	1,030,048	1,304,643	21.05%
Capital	377,651	127,135		-100.00%
	<u>\$1,609,634</u>	<u>\$1,180,000</u>	<u>\$1,310,000</u>	9.92%

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>		\$1,746	\$3,218	45.74%
<b>Revenue:</b>				
Jury donations	\$1,683		1,000	100.00%
Other	63			
<b>Total Revenue</b>	<u>1,746</u>		<u>1,000</u>	100.00%
<b>Expenditures</b>		<u>1,600</u>	<u>1,000</u>	-60.00%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$1,746</u>	<u>\$146</u>	<u>\$3,218</u>	95.46%

# 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				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations		\$1,600	\$1,000	-60.00%
Capital				
		<u>\$1,600</u>	<u>\$1,000</u>	<u>-60.00%</u>

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
	Not Applicable

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$368,213	\$435,854	\$314,586	-27.82%
<b>Revenue:</b>				
Hotel occupancy taxes	989,395	950,000	1,446,600	52.27%
Other	27,467	10,000	15,000	50.00%
<b>Total Revenue</b>	<u>1,016,862</u>	<u>960,000</u>	<u>1,461,600</u>	52.25%
<b>Expenditures</b>	<u>949,221</u>	<u>1,288,470</u>	<u>1,634,600</u>	26.86%
<b>Encumbrances</b>		74,604	128,429	72.15%
<b>Ending fund balance</b>	<u>\$435,854</u>	<u>\$32,780</u>	<u>\$13,157</u>	-59.86%



# 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 options to area residents. Some of the entertainment provided includes Rodeos, Monster truck shows, indoor Motor-Cross, the Circus, and minor-league Hockey.

## GOALS AND OBJECTIVE

- 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 2001-2002 revenue by 5% while still providing the client with the best possible customer service.
- Goal 4:** Promote a new image in the media.
- Objective 1:** Change the Coliseum's image in the media.

## HIGHLIGHTS

- Over the past year the Coliseum has finished the renovation of the east side becoming much more user friendly and enhancing the experience of the patrons.
- The return of Disney on Ice was a major addition to the family entertainment of the area.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change in Budget
Personnel	\$407,021	\$477,941	\$592,130	19.28%
Operations	540,140	780,529	892,470	12.54%
Capital	2,060	30,000	150,000	80.00%
	<u>\$949,221</u>	<u>\$1,288,470</u>	<u>\$1,634,600</u>	21.18%

# COLISEUM TOURIST PROMOTION

## WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimate	Projected
Number of events booked	152	157	161
Event revenue	\$323,284	\$332,983	\$342,972

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	14	14	20
Part-time employees			
Totals	14	14	20

## AUTHORIZED POSITION DETAIL

Admin. Assistant I	1	Facility Mechanic	1
Assistant Sports Authority	1	Facility/Events Plumber/Maint	1
Asst. Coliseum Director	1	Maint. Worker I	8
Coliseum Director	1	Office Manager	1
Facility Events/Mechanic/Maint.	1	Special Events Mgr Coliseum	1
Facility Foreman (Col.)	1	Sports Authority	1
Facility Manager	1		

See Personnel changes for this department in Appendix A

**FISCAL YEAR 2002 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			Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$198,538	\$296,049	\$371,328	125.43%
<b>Revenue:</b>				
Detention facility-commissary	322,997	300,000	275,000	91.67%
Other	11,903			
<b>Total Revenue</b>	<u>334,900</u>	<u>300,000</u>	<u>275,000</u>	91.67%
<b>Expenditures</b>	<u>237,389</u>	<u>401,248</u>	<u>287,404</u>	71.63%
<b>Encumbrances</b>		36,878	52,221	141.60%
<b>Ending fund balance</b>	<u>\$296,049</u>	<u>\$157,923</u>	<u>\$306,703</u>	194.21%

# 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$229,016	\$295,624	\$200,000	-47.81%
Capital	8,373	105,624	87,404	-20.85%
	<u>\$237,389</u>	<u>\$401,248</u>	<u>\$287,404</u>	<u>-39.61%</u>

WORK PROGRAM TRENDS				
Department Activity	2000 Actual	2001 Estimate	2002 Projected	
	Not Available			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

AUTHORIZED POSITION DETAIL				
Not Applicable				

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$95,640	\$92,840	\$66,931	-27.91%
<b>Revenue:</b>				
Commissions	96,659	90,000	90,000	
Other	4,961		2,000	100.00%
<b>Total Revenue</b>	<u>101,620</u>	<u>90,000</u>	<u>92,000</u>	2.22%
<b>Expenditures:</b>	<u>104,420</u>	<u>125,000</u>	<u>125,000</u>	
<b>Encumbrances</b>		34,903	9,410	-73.04%
<b>Ending fund balance</b>	<u>\$92,840</u>	<u>\$22,937</u>	<u>\$24,521</u>	6.91%

# 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.

### GOAL 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$2,740	\$11,257	\$2,757	-308.31%
Operations	75,574	71,410	76,410	6.54%
Capital	26,106	42,333	45,833	7.64%
	<u>\$104,420</u>	<u>\$125,000</u>	<u>\$125,000</u>	

### WORK PROGRAM TRENDS

Department Activity	2000	2001	2002
	Actual	Estimated	Projected
Number of cases and claims defended	641	660	680
Number of cases and claims resolved	447	460	474
Percentage of cases and claims closed	70%	70%	70%

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
COUNTY ATTORNEY SUPPLEMENT FUND  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund was set up to account for supplemental funding received from the State pursuant to H.B. 804. These funds are used for operating costs of the County Attorney's office.

	Actual Sources and Uses		Operating Budgets		Percentage Change in Budget
	FY 2000		FY 2001	FY 2002	
<b>Beginning balance</b>				\$16,950	100.00%
<b>Revenue:</b>					
State agency				16,950	100.00%
<b>Total Revenue</b>				16,950	100.00%
<b>Other financing sources:</b>					
Transfers in				7,672	100.00%
<b>Total Revenue and other sources</b>				24,622	100.00%
<b>Expenditures:</b>				24,622	100.00%
<b>Encumbrances</b>					
<b>Ending fund balance</b>				\$16,950	100.00%

# COUNTY ATTORNEY SUPPLEMENT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was set up to account for supplemental funding reserved from the State pursuant to H.B. 804. These funds are used for operating costs of the County Attorney's office.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations			\$24,622	100.00%
Capital				
			<u>\$24,622</u>	<u>100.00%</u>

WORK PROGRAM TRENDS				
Department Activity	2000 Estimate	2001 Estimated	2002 Projected	
Number of lawsuits defended	114	115	118	
Number of claims defended	95	110	113	

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

## AUTHORIZED POSITION DETAIL

Not Applicable



**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
COUNTY CLERK RECORDS MANAGEMENT  
AND PRESERVATION FUND  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund is used to account for the receipts and disbursements relating to the County Clerk's records management and preservation program.

	Actual Sources and Uses	Operating Budgets		Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$196,799	\$194,207	\$176,495	-9.12%
<b>Revenue:</b>				
Records Management and Preservation Fees	531,290	500,000	510,000	2.00%
Other	10,519	5,000	3,000	-40.00%
<b>Total Revenue</b>	<u>541,809</u>	<u>505,000</u>	<u>513,000</u>	1.58%
<b>Other financing sources:</b>				
Transfers in		25,173		-100.00%
<b>Total Revenue and other sources</b>	<u>541,809</u>	<u>530,173</u>	<u>513,000</u>	-3.24%
<b>Expenditures</b>	544,401	670,173	631,353	-5.79%
<b>Other financing uses:</b>				
Transfer out				
<b>Total expenditures and other uses</b>	<u>544,401</u>	<u>670,173</u>	<u>631,353</u>	-5.79%
<b>Encumbrances</b>		9,143	23,228	154.05%
<b>Ending fund balance</b>	<u>\$194,207</u>	<u>\$45,064</u>	<u>\$34,914</u>	-22.52%

# COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION

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## MISSION STATEMENT

To protect, preserve and provide information that the County depends on for their every day activities, while maintaining compliance with legislative requirements.

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Records Management Department, which serves under the office of the County Clerk, is responsible for the care and security of all records that the County produces. These records include evidence, organizational functions, and policies, regardless of media. It administers an efficient and effective records program that provides assistance and training in its implementation. It protects, identifies, catalogs, and preserves records of permanent essential value. Stores electronically the inventory of all records. Provides security, studies and researches a more efficient way of storing and documenting records and provides information readily available to assist in decision making while providing litigation support and in compliance with legislative laws.

## GOAL AND OBJECTIVES

- Goal:** To provide assistance to departments in the administration of an efficient and effective records management program.
- Objective 1:** To provide training, reduce storage and continue to update track net.
- Objective 2:** To find and implement innovative methods for document storage.
- 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.

## HIGHLIGHTS

- The Records Management Department has met the needs of the County by utilizing space available in the warehouse with new shelving to accommodate storage demands from new departments who have elected us as their record custodian.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel	\$445,767	\$518,635	\$493,341	-5.13%
Operations	98,635	132,748	138,012	3.81%
Capital		18,790		-100.00%
	<u>\$544,402</u>	<u>\$670,173</u>	<u>\$631,353</u>	-6.15%

# COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION

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## WORK PROGRAM TRENDS

Department Activity	2001 Estimate	2001 Estimated	2002 Projected
Documents scanned			
Deeds, assumed names, UCC's and financing statements	104,040	107,161	110,376
Vital statistics	31,732	32,684	33,664
Filings			
Probate	1,561	1,608	1,656
Mental health	728	750	772
Criminal	19,768	20,361	20,972
Civil	2,133	2,197	2,263
Criminal dispositions	21,328	21,968	22,627

## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	20	20	19
Part-time employees			
Totals	20	20	19

## AUTHORIZED POSITION DETAIL

Deputy Clerk/Archives	14	Senior Clerk	3
Records Management Administrator	1	Supervisor	1

See Personnel Changes for this department in Appendix A

**FISCAL YEAR 2002 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			Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$102	\$177	\$268	51.41%
<b>Revenue:</b>				
Graffiti eradication fees	75	50	50	
<b>Total Revenue</b>	<u>75</u>	<u>50</u>	<u>50</u>	
<b>Expenditures</b>		<u>50</u>	<u>250</u>	400.00%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$177</u>	<u>\$177</u>	<u>\$68</u>	-61.58%

# 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations		\$50	\$250	80.00%
Capital				
		\$50	\$250	80.00%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
	Not Applicable

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$73,684	\$114,793	\$139,019	21.10%
<b>Revenue:</b>				
Law library filing fees	348,632	320,000	350,000	9.38%
Other	16,285	12,000	12,000	
<b>Total Revenue</b>	<u>364,917</u>	<u>332,000</u>	<u>362,000</u>	9.04%
<b>Expenditures</b>	323,808	382,312	438,171	14.61%
<b>Other financing uses:</b>				
Transfer out				
<b>Total expenditures and transfers</b>	<u>323,808</u>	<u>382,312</u>	<u>438,171</u>	14.61%
<b>Encumbrances</b>		8,248	10,720	29.97%
<b>Ending fund balance</b>	<u>\$114,793</u>	<u>\$56,233</u>	<u>\$52,128</u>	-7.30%

# COUNTY LAW LIBRARY

## 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 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$90,195	\$110,820	\$156,371	29.13%
Operations	220,464	265,492	281,800	5.79%
Capital	13,149	6,000		-100.00%
	<u>\$323,808</u>	<u>\$382,312</u>	<u>\$438,171</u>	12.75%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimated	2002 Projected
	Not Available		

# COUNTY LAW LIBRARY

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## STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	3	4	4
Part-time employees			
Totals	<u>3</u>	<u>4</u>	<u>4</u>

## AUTHORIZED POSITION DETAIL

Assistant Library Director	1	Law Library Assist.	2
Law Librarian	1		

See Personnel Changes for this department in Appendix A



**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$232,268	\$156,632	\$15,257	-90.26%
<b>Revenue:</b>				
Hotel occupancy taxes			195,400	100.00%
Other	11,164			
<b>Total Revenue</b>	<u>11,164</u>		<u>195,400</u>	100.00%
<b>Expenditures</b>	<u>86,800</u>	<u>140,000</u>	<u>207,400</u>	48.14%
<b>Encumbrances</b>		10,505	10	-99.90%
<b>Ending fund balance</b>	<u>\$156,632</u>	<u>\$6,127</u>	<u>\$3,247</u>	-47.01%

# 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$86,800	\$140,000	\$207,400	32.50%
Capital				
	<u>\$86,800</u>	<u>\$140,000</u>	<u>\$207,400</u>	32.50%

WORK PROGRAM TRENDS				
Department Activity	2000 Actual	2001 Estimate	2002 Projected	
	Not Available			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

AUTHORIZED POSITION DETAIL				
	Not Applicable			

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$10,323	\$3,322	\$1,877	-43.50%
<b>Revenue:</b>				
Court reporter fees	120,242	125,000	120,000	-4.00%
Other	1,113			
<b>Total Revenue</b>	<u>121,355</u>	<u>125,000</u>	<u>120,000</u>	-4.00%
<b>Expenditures</b>				
<b>Other financing uses:</b>				
Transfer out	128,356	128,322	120,000	-6.49%
<b>Total expenditures and transfers</b>	<u>128,356</u>	<u>\$128,322</u>	<u>120,000</u>	-6.49%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$3,322</u>		<u>\$1,877</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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	128,356	\$128,322	\$120,000	-6.94%
Capital				
	<u>\$128,356</u>	<u>\$128,322</u>	<u>\$120,000</u>	<u>-6.94%</u>

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
Not Applicable	

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$124,365	\$24,365	\$5,110	-79.03%
<b>Revenue:</b>				
Courthouse security fees	263,313	270,000	250,000	-7.41%
Other	3,169			
<b>Total Revenue</b>	<u>266,482</u>	<u>270,000</u>	<u>250,000</u>	-7.41%
<b>Expenditures</b>				
<b>Other financing uses:</b>				
Transfer out	366,482	294,394	250,000	-15.08%
<b>Total expenditures and transfers</b>	<u>366,482</u>	<u>294,394</u>	<u>250,000</u>	-15.08%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$24,365</u>	<u>(\$29)</u>	<u>\$5,110</u>	-17720.69%

# 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$366,482	\$294,364	\$250,000	-17.75%
Capital				
	<u>\$366,482</u>	<u>\$294,364</u>	<u>\$250,000</u>	-17.75%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
Not Applicable	

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
DISTRICT ATTORNEY 10% DRUG FORFEITURE FUND  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund accounts for funds obtained through criminal asset forfeitures as stated in the Texas Legislative House Bill Number 1185. Of the gross amount received by the District Attorney, up to ten percent is to be deposited into this special account for drug abuse treatment and prevention programs as well as certain law enforcement purposes. The percentage is based on an agreement between the District Attorney and Commissioners Court.

	Actual Sources and Uses			Percentage Change in Budget
	FY 2000	Operating Budgets		
		FY 2001	FY 2002	
<b>Beginning balance</b>	\$1,336	\$1,402	\$1,456	3.85%
<b>Revenue:</b>				
State drug forfeiture				
Other	66			
<b>Total Revenue</b>	<u>66</u>			
<b>Expenditures</b>			1,400	100.00%
<b>Other financing uses:</b>				
Transfer out		1,390		-100.00%
<b>Total expenditures and transfers</b>		<u>1,390</u>	<u>1,400</u>	0.72%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$1,402</u>	<u>\$12</u>	<u>\$56</u>	366.67%

# DISTRICT ATTORNEY 10% DRUG FORFEITURES

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## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Funds deposited in this account are obtained through criminal asset forfeitures as stated in the Texas Legislative House Bill number 1185. An amount up to ten percent of the gross amount received by the District Attorney's Office is to be deposited into this special account for drug abuse treatment and prevention programs as well as certain law enforcement purposes.

### FINANCIAL TRENDS

	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations		\$1,390	\$1,400	0.71%
Capital				
		\$1,390	\$1,400	0.71%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable



**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$80,426	\$65,584	\$65,128	-0.70%
<b>Revenue:</b>				
Other	7,657	3,500	3,000	-14.29%
<b>Total Revenue</b>	<u>7,657</u>	<u>3,500</u>	<u>3,000</u>	-14.29%
<b>Expenditures:</b>	10,315	38,500	38,750	0.65%
<b>Other financing uses:</b>				
Transfer out	12,184			
<b>Total expenditures and other uses</b>	<u>22,499</u>	<u>38,500</u>	<u>38,750</u>	0.65%
<b>Encumbrances</b>		11,135	5,960	-46.48%
<b>Ending fund balance</b>	<u>\$65,584</u>	<u>\$19,449</u>	<u>\$23,418</u>	20.41%

# FABENS AIRPORT

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## MISSION STATEMENT

To provide a safe airport facility for the use of the flying public and to have a facility that provides support to the County's agricultural business.

## 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

## GOAL 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 construct entrance road and improve parking aprons.

<b>FINANCIAL TRENDS</b>				
	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Percentage</b>
<b>Character</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
				<b>in</b>
				<b>Budget</b>
Personnel				
Operations	\$22,499	\$38,500	\$38,750	0.65%
Capital				
	<u>\$22,499</u>	<u>\$38,500</u>	<u>\$38,750</u>	0.65%

<b>WORK PROGRAM TRENDS</b>			
<b>Department Activity</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
	Not Available		

<b>STAFFING TRENDS</b>			
<b>Authorized Positions</b>	<b>2000</b>	<b>Fiscal Year</b>	<b>2002</b>
		<b>2001</b>	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
PROBATE JUDICIARY SUPPORT  
WITH COMPARATIVE ACTUALS AND BUDGET**

This fund is utilized to account for fees allocated 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002		
<b>Beginning balance</b>			\$35,125		100.00%
<b>Revenue:</b>					
Judiciary support			27,114		100.00%
<b>Total Revenue</b>			<u>27,114</u>		100.00%
<b>Expenditures</b>			27,114		100.00%
<b>Other financing uses:</b>					
Transfer out					
<b>Total expenditures and transfers</b>			<u>27,114</u>		100.00%
<b>Encumbrances</b>					
<b>Ending fund balance</b>			<u>\$35,125</u>		100.00%

# PROBATE JUDICIARY SUPPORT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for fees allocated 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.

FINANCIAL TRENDS				
Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations			\$27,114	100.00%
Capital				
			<u>\$27,114</u>	<u>100.00%</u>

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
	Not Applicable

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
PROBATE TRAVEL ACCOUNT  
WITH COMPARATIVE ACTUALS AND BUDGET**

The Probate Court has primary jurisdiction in mental illness and child welfare cases. This Court also handles cases involving wills, appointment of guardians and settlement of executor's account. The Court oversees the transactions of all business related proceedings of deceased persons, and assesses guardianship and child welfare cases. This fund was set up for the travel and training of the probate judge.

	Actual Sources and Uses		Operating Budgets		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002		
<b>Beginning balance</b>					
<b>Revenue:</b>					
Special probate court fees			\$4,000		100.00%
<b>Total Revenue</b>			<u>4,000</u>		100.00%
<b>Expenditures</b>			4,000		100.00%
<b>Other financing uses:</b>					
Transfer out					
<b>Total expenditures and transfers</b>			<u>\$4,000</u>		100.00%
<b>Encumbrances</b>					
<b>Ending fund balance</b>					

# PROBATE TRAVEL ACCOUNT

## DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Probate Court has primary jurisdiction in mental illness and child welfare cases. This court also handles cases involving wills, appointment of guardians and settlement of executor's account. The court oversees the transactions of all business related proceedings of deceased persons, and assesses guardianship and child welfare cases. This fund was set up by law and utilized for the travel and training of the probate judge.

### FINANCIAL TRENDS

Character	2000 Actual	2001 Budget	2002 Budget	Percentage
				Change in Budget
Personnel				
Operations			\$4,000	100.00%
Capital				
			<u>\$4,000</u>	100.00%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$148,939	\$154,652	\$112,225	-27.43%
<b>Revenue:</b>				
Records management and preservation fees	137,812	125,000	138,000	10.40%
Other	7,570		3,000	100.00%
<b>Total Revenue</b>	<u>145,382</u>	<u>125,000</u>	<u>141,000</u>	12.80%
<b>Expenditures</b>	139,669	189,827	181,000	-4.65%
<b>Other financing uses:</b>				
Transfer out		25,173		-100.00%
<b>Total expenditures and transfers</b>	<u>139,669</u>	<u>215,000</u>	<u>181,000</u>	-15.81%
<b>Encumbrances</b>		44,162	31,040	-29.71%
<b>Ending fund balance</b>	<u>\$154,652</u>	<u>\$20,490</u>	<u>\$41,185</u>	101.00%

# 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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel	\$617			
Operations	8,592	\$101,868	\$100,771	-1.09%
Capital	130,461	113,132	80,229	-41.01%
	<u>\$139,670</u>	<u>\$215,000</u>	<u>\$181,000</u>	-18.78%

WORK PROGRAM TRENDS				
Department Activity	2000 Actual	2001 Estimate	2002 Projected	
	Not Available			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

AUTHORIZED POSITION DETAIL				
Not Applicable				



**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$3,789,410	\$4,897,035	\$6,960,102	42.13%
<b>Revenue:</b>				
Auto sales tax	2,513,114	2,250,000	1,805,704	-19.75%
Auto registration fees	360,000	360,000	360,000	
Extra auto license fees	4,198,577	3,600,000	3,747,989	4.11%
Other	481,090	227,000	241,000	6.17%
<b>Total Revenue</b>	<u>7,552,781</u>	<u>6,437,000</u>	<u>6,154,693</u>	-4.39%
<b>Expenditures</b>	6,445,156	8,543,943	8,056,295	-5.71%
<b>Other financing uses:</b>				
Transfer out				
<b>Total expenditures and transfers</b>	<u>6,445,156</u>	<u>8,543,943</u>	<u>8,056,295</u>	-5.71%
<b>Encumbrances</b>		646,726	765,925	18.43%
<b>Ending fund balance</b>	<u>\$4,897,035</u>	<u>\$2,143,366</u>	<u>\$4,292,575</u>	100.27%

# 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

- Goal 1:** To analyze and identify areas needing infrastructure improvements.
- Goal 2:** To have paved roads where at least 60 percent of a subdivision has dwellings.
- Goal 3:** To improve the roadway standards and provide better drainage in the completely developed subdivisions.

### FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$1,623,105	\$1,956,967	\$2,000,593	2.18%
Operations	2,404,720	3,486,350	3,520,100	0.96%
Capital	1,414,494	1,444,000	634,000	-127.76%
	<u>\$5,442,319</u>	<u>\$6,887,317</u>	<u>\$6,154,693</u>	-11.90%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Actual	2002 Projected
Miles overlaid	N/A	22	25

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	63	63	63
Part-time employees			
Totals	<u>63</u>	<u>63</u>	<u>63</u>

# ROAD AND BRIDGES

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## AUTHORIZED POSITION DETAIL

Auto Mechanic I	1	Heavy Equipment Operator III	8
Auto Mechanic II	3	Maintenance Foreman	3
Auto Mechanic III	3	Maintenance Welder	2
Clerk III	1	Road Superintendent	1
Construction Foreman	1	Traffic Sign & Tech Markg. II	1
Equipment Maintenance Foreman	1	Truck Driver I	13
Heavy Equipment Operator I	3	Truck Driver II	13
Heavy Equipment Operator II	4	Truck Driver III	5

See Personnel Changes for this department in Appendix A

# ROAD AND BRIDGES ADMINISTRATION

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## 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 & Bridges Department 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. Administer and provide support to the County's East Montana Water system.

## GOALS

- Goal 1:** To organize and administer projects as deemed appropriate.
- Goal 2:** 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.
- Goal 3:** To reassign personnel and assign new work responsibilities to the personnel based on their qualifications and changing demands of the Road and Bridges Department.

### FINANCIAL TRENDS

Character	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$389,307	\$604,531	\$651,896	7.27%
Operations	613,530	1,052,095	1,249,706	15.81%
Capital				
	<u>\$1,002,837</u>	<u>\$1,656,626</u>	<u>\$1,901,602</u>	12.88%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	9	9	10
Part-time employees			
Totals	<u>9</u>	<u>9</u>	<u>10</u>

# ROAD AND BRIDGES ADMINISTRATION

---

## AUTHORIZED POSITION DETAIL

Administrative Assistant II	1	Operations/Liason Officer	1
Associate Civil Engineer	1	Public Works Director/R&B.	1
Asst. Road & Bridge Admin.	1	Sr. Civil Engineer Mgr.	1
Drafter II	1	Subdivision Coord. R&B	1
Geographic Information Systems Coordinator	1	Zoning Inspector (R&B)	1

See Personnel Changes for this deparment in Appendix A

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$11,152	\$7,189	\$5,884	-18.15%
<b>Revenue:</b>				
Contributions	235			
Other	373			
<b>Total Revenue</b>	<u>608</u>			
<b>Expenditures</b>	<u>4,571</u>	<u>6,000</u>	<u>5,000</u>	-16.67%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$7,189</u>	<u>\$1,189</u>	<u>\$884</u>	-25.65%

# 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.

## GOAL AND OBJECTIVE

- Goal:** To contribute the 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.

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change
				in
				Budget
Personnel				
Operations	\$4,571	\$6,000	\$5,000	-20.00%
Capital				
	<u>\$4,571</u>	<u>\$6,000</u>	<u>\$5,000</u>	<u>-20.00%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000	2001	2002
	Actual	Estimate	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	2002
		2001	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

**FISCAL YEAR 2002 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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$78,344	\$101,614	\$84,669	-16.68%
<b>Revenue:</b>				
State agency revenues	62,979	67,087	60,000	-10.56%
Other	6,317		2,000	100.00%
<b>Total Revenue</b>	<u>69,296</u>	<u>67,087</u>	<u>62,000</u>	-7.58%
<b>Expenditures</b>	<u>46,026</u>	<u>168,700</u>	<u>67,087</u>	-60.23%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$101,614</u>	<u>\$1</u>	<u>\$79,582</u>	7958100.00%



# 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.

## GOAL AND OBJECTIVE

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

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

<b>FINANCIAL TRENDS</b>				
	2000	2001	2002	Percentage
Character	Actual	Budget	Budget	Change
				in
				Budget
Personnel				
Operations	\$46,026	\$168,700	\$67,087	-151.46%
Capital				
	<u>\$46,026</u>	<u>\$168,700</u>	<u>\$67,087</u>	<u>-151.46%</u>

<b>WORK PROGRAM TRENDS</b>			
Department Activity	2000	2001	2002
	Actual	Estimate	Projected
	Not Available		

<b>STAFFING TRENDS</b>			
Authorized Positions	2000	Fiscal Year	2002
		2001	
Full-time employees		Not Applicable	
Part-time employees			
Totals			

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

**FISCAL YEAR 2002 OPERATING BUDGET SUMMARY  
SPECIAL REVENUE  
TOURIST PROMOTION FUNCTIONS  
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		Percentage Change in Budget
	FY 2000	FY 2001	FY 2002	
<b>Beginning balance</b>	\$746,217	\$139,395	\$18,114	-87.01%
<b>Revenue:</b>				
Hotel occupancy taxes	953,365	950,000	258,000	-72.84%
Other				
<b>Total Revenue</b>	<u>953,365</u>	<u>950,000</u>	<u>258,000</u>	-72.84%
<b>Expenditures</b>	<u>1,560,187</u>	<u>1,090,000</u>	<u>258,000</u>	-76.33%
<b>Encumbrances</b>				
<b>Ending fund balance</b>	<u>\$139,395</u>	<u>(\$605)</u>	<u>\$18,114</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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$1,560,187	\$1,090,000	\$258,000	-322.48%
Capital				
	<u>\$1,560,187</u>	<u>\$1,090,000</u>	<u>\$258,000</u>	-322.48%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Projected	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
Not Applicable	



# **DEBT SERVICE FUNDS**

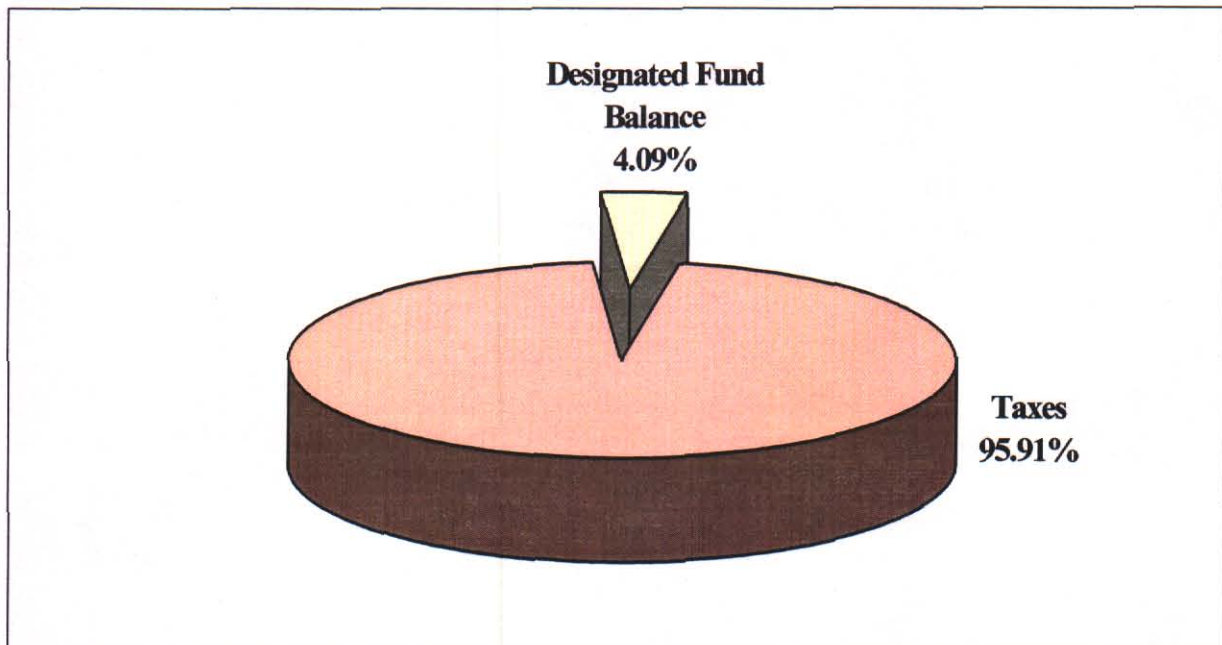
**DEBT SERVICE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

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 increased from \$352,578 in fiscal year 2001, to \$650,064 in fiscal year 2002.

	FY 2000 ACTUALS	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Revenues (Sources):</b>					
Taxes	\$16,043,321	\$16,110,848	\$15,230,820	(\$880,028)	-5.46%
Interest	191,365				
Miscellaneous Revenues	966				
Other Financing Sources	475,031	165,503			
<b>Total Revenues and Other</b>					
<b>Financing Sources</b>	16,710,683	16,110,848	15,230,820	(880,028)	-5.46%
Beginning Fund Balances	1,251,418	876,785	844,660	(32,125)	-3.66%
<b>Total Available Resources</b>	\$17,962,101	\$16,987,633	\$16,075,480	(\$912,153)	-5.37%

**Fiscal Year 2002 Budget  
Revenue (Sources) – Debt Service Fund Type - \$15,230,820**



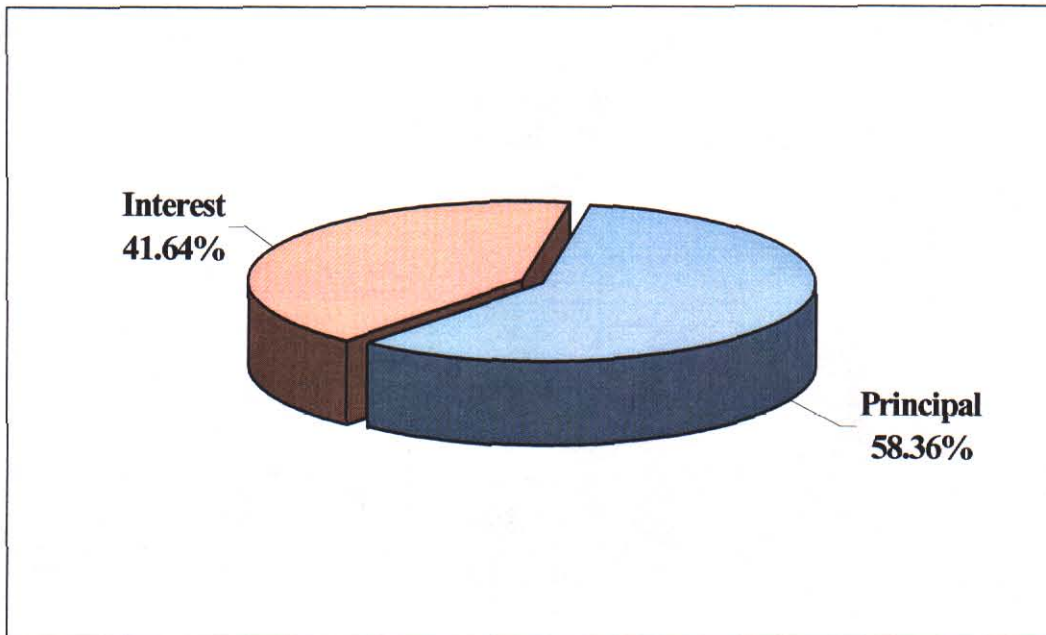
**DEBT SERVICE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

Under the Debt Service Fund Type, there was a change 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		
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Appropriations/Expenditures (Uses):</b>					
Principal	\$11,185,000	\$11,165,000	\$9,268,285	(\$1,896,715)	-16.99%
Interest	5,895,667	5,298,426	6,612,599	1,314,173	24.80%
Other Financing Uses	4,649				
<b>Total</b>					
<b>Appropriations/Expenditures and Other Financing Uses</b>	17,085,316	16,463,426	15,880,884	(582,542)	-3.54%
Ending Fund Balances	876,785	524,207	194,596	(329,611)	-62.88%
<b>Total Appropriations, Expenditures, Other Financing Uses and Fund Balances</b>	\$17,962,101	\$16,987,633	\$16,075,480	(\$912,153)	-5.37%

**Fiscal Year 2002 Budget  
Appropriations (Uses) – Debt Service Fund Type - \$15,880,884**

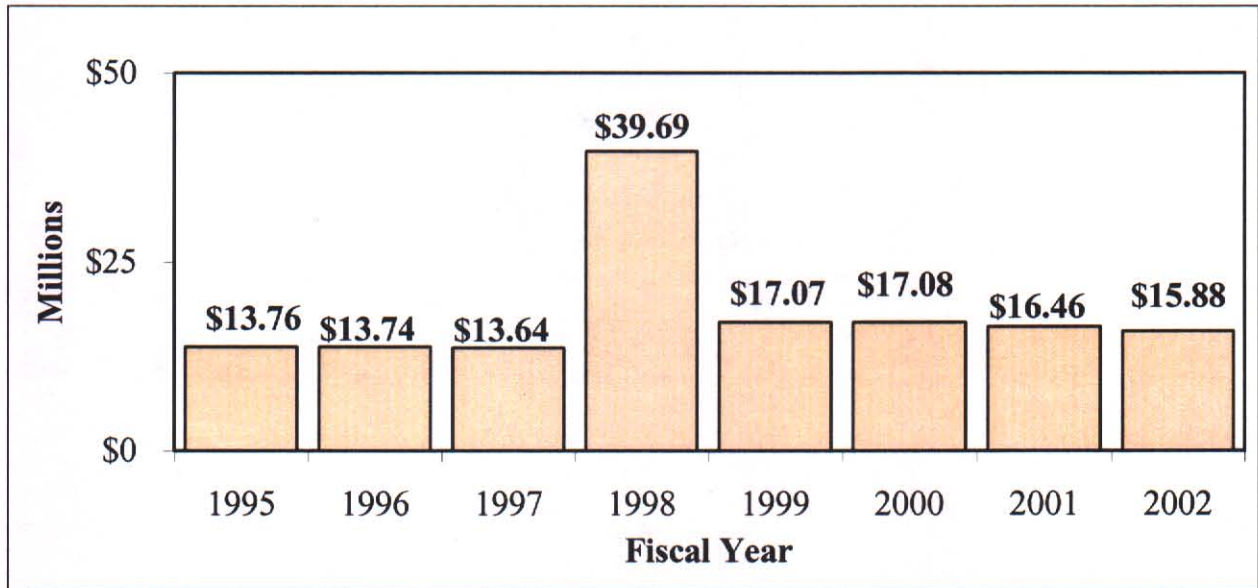




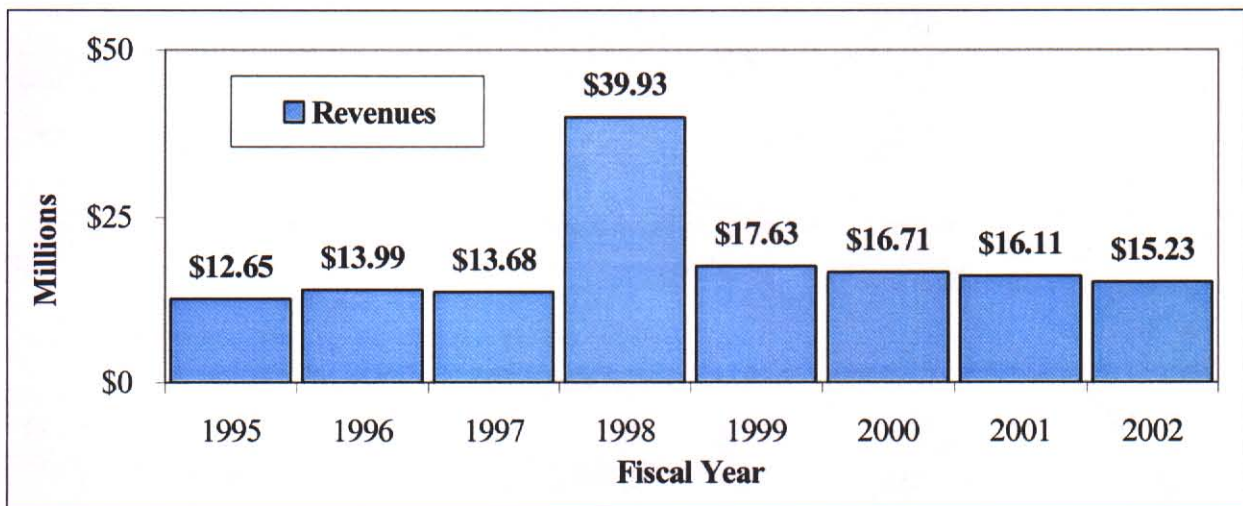
## DEBT SERVICE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the Debt Service Fund Type overall budget, and actuals for revenues/expenditures since 1995.

### Debt Service Fund Type –Budget Trends



### Revenues (Sources): Debt Service Fund Type-Revenue Trends

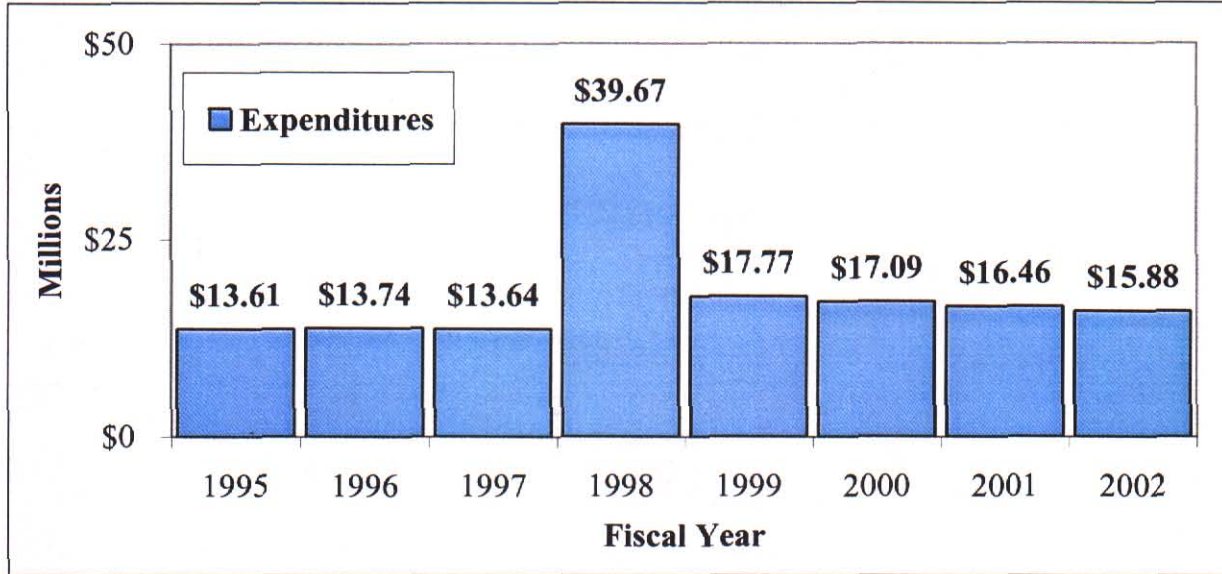


\* FY 2001 and 2002 are Budgets, 1995-2000 are Actuals



**DEBT SERVICE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

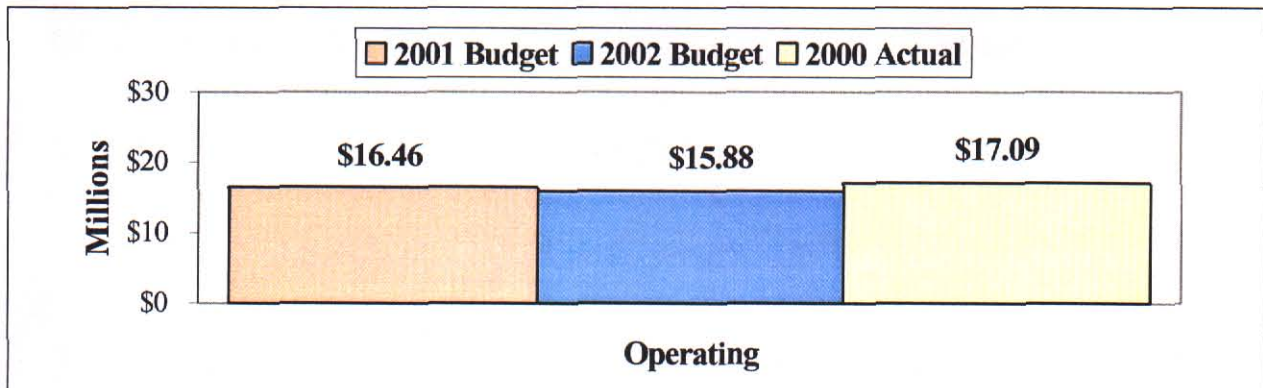
**Expenditures (Uses):  
Debt Service Fund Type – Expenditure Trends**



\* FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	%
Operating	\$17,085,316	\$16,463,426	\$15,880,884	(\$582,542)	-3.54%
<b>Total Budgets and Actuals</b>	<b>\$17,085,316</b>	<b>\$16,463,426</b>	<b>\$15,880,884</b>	<b>(\$582,542)</b>	<b>-3.54%</b>



# 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.

### FINANCIAL TRENDS

Character	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations	\$17,085,316	\$16,463,426	\$15,880,884	-3.54%
Capital				
	<u>\$17,085,316</u>	<u>\$16,463,426</u>	<u>\$15,880,884</u>	-3.54%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Projected	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

### AUTHORIZED POSITION DETAIL

Not Applicable

**SCHEDULE OF OUTSTANDING BONDED INDEBTEDNESS  
AS OF OCTOBER 1, 2001**

**Limited Tax Bonds**

**General Obligation Bonds:**

General Obligation Refunding Series 1985	\$493,284
General Obligation Refunding Series 1992	2,265,000
General Obligation Refunding Series 1992B	20,505,000
General Obligation Series 1993A	6,705,000
General Obligation Refunding Series 1993B	7,805,000
General Obligation Refunding Series 1993C	3,470,000
General Obligation Refunding Series 1998	25,545,000
	66,788,284

**Certificates of Obligation:**

Certificate of Obligation Series 1992A	485,000
Certificate of Obligation Series 1993	485,000
Certificate of Obligation Series 1994A	1,535,000
Certificate of Obligation Series 1997	8,355,000
Certificate of Obligation Series 1998	17,045,000
	27,905,000

**Total Limited Tax Bonds**

**\$94,693,284**

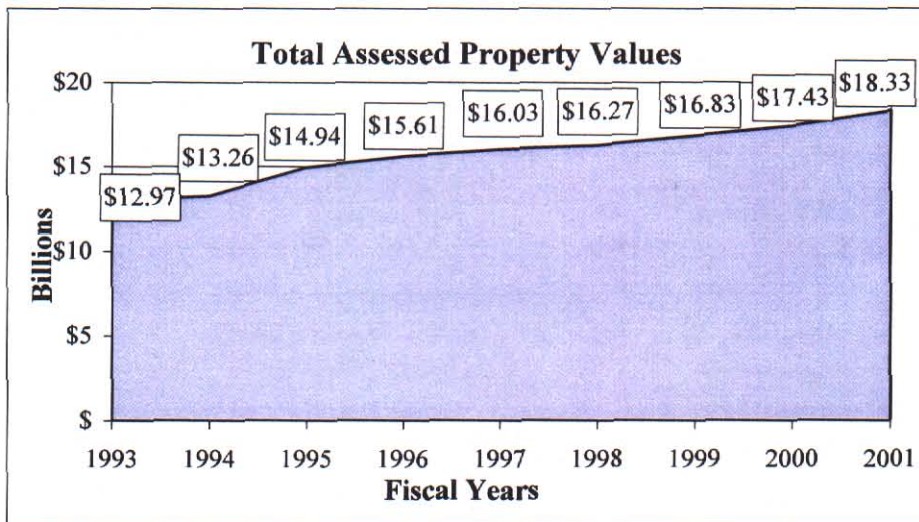
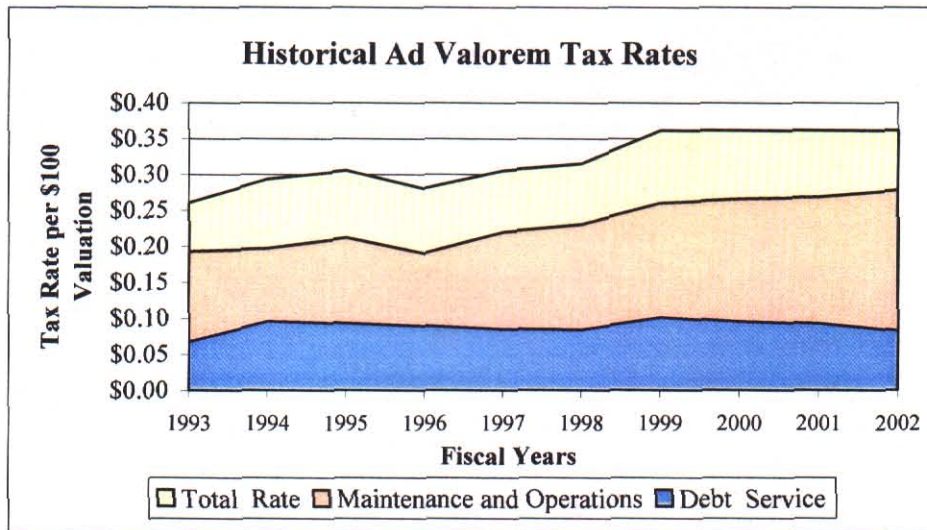
During fiscal year 2001, the County made payments of \$11,165,000 on principal and \$5,298,425 for interest totaling \$16,463,425 on existing debt. At September 30, 2001, the County had \$94,693,284 in principal outstanding debt issues, as shown above.

As of September 30, 2001, the County had net bonded debt amounting to \$94,014,127, an assessed value ratio of 0.51 percent and a debt per capita ratio of \$138. 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, 2001, the County's net general obligation bonded debt of \$94,014,127 was well below the legal limit of \$916,636,000. The tables and charts on the following pages depict the legal and adopted debt limits, as well as assessed property values and tax rates.

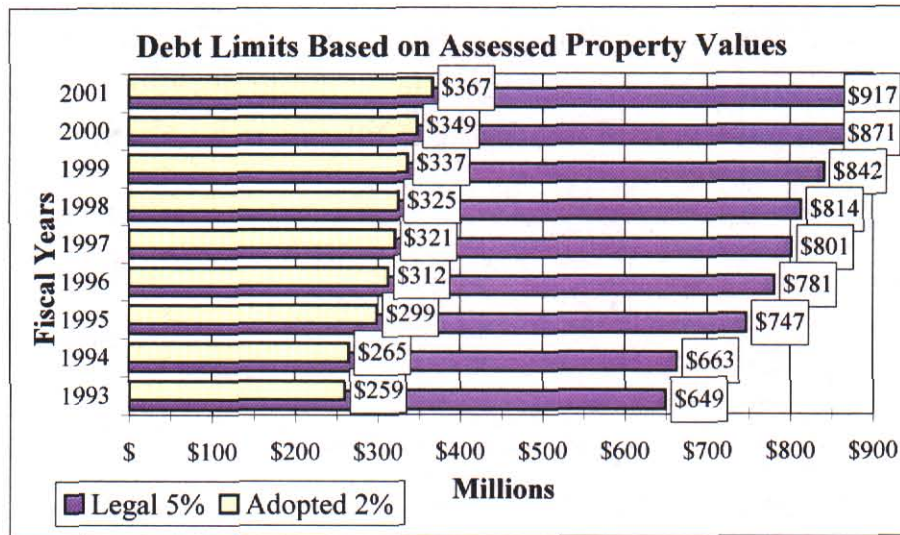
With regards to the County's bond ratings, Moody's Investors Services upgraded the County to a rating of A1. Ratings may be changed, suspended or withdrawn as a result of changes in, or unavailability of information. The County's latest rating from the Standards and Poor's defines AA- as a very strong 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%
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	\$18,332,712	0.268593	0.092841	0.361434	\$916,636	\$366,654
2002	Unavailable	\$0.278269	\$0.083165	\$0.361434		

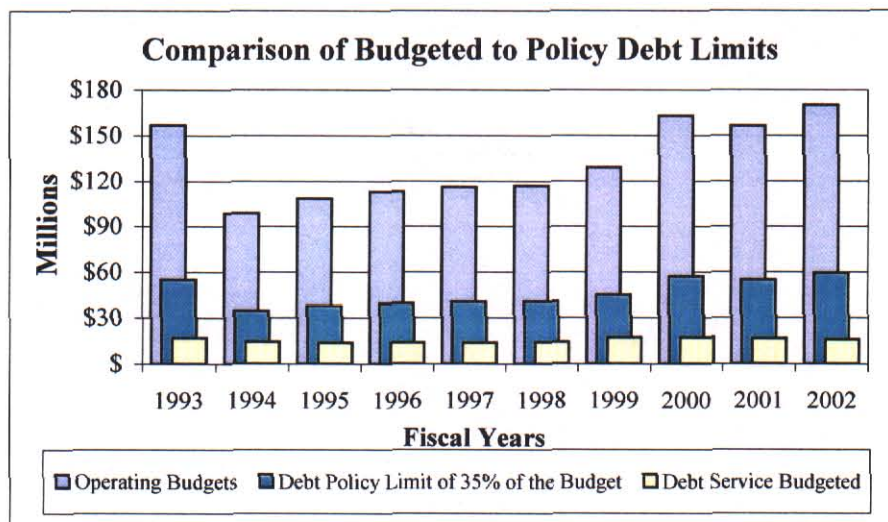






### BUDGETED AND POLICY DEBT LIMITS (AMOUNTS EXPRESSED IN THOUSANDS)

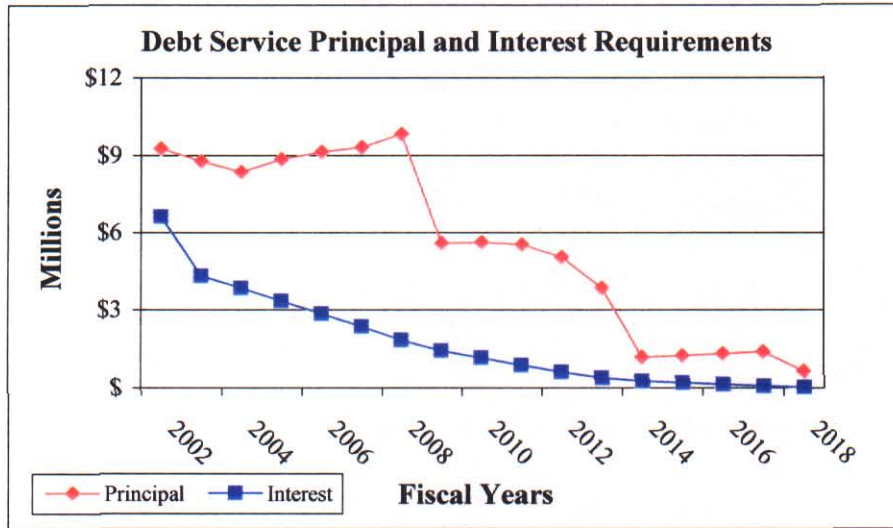
Fiscal Years	Operating Budgets	Debt Policy Limit of 35% of the Budget	Debt Service Budgeted	Debt Service as a % of the Budget
1993	\$156,897	\$54,914	\$16,837	10.73%
1994	98,468	34,464	14,349	14.57%
1995	108,330	37,916	13,759	12.70%
1996	112,991	39,547	13,738	12.16%
1997	116,085	40,630	13,738	11.83%
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%
2002	\$169,923	\$59,473	\$15,881	9.35%



## DEBT SERVICE PRINCIPAL AND INTEREST REQUIREMENTS FOR FISCAL YEARS 2002-2018

The following table and chart show the debt service principal and interest requirements through fiscal year 2018.

Fiscal Year	Principal	Interest	Total
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>\$ 94,693,284</u>	<u>\$ 30,080,617</u>	<u>\$ 124,773,901</u>





# Description of Indebtness

## October 1, 2001

### **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.

### **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.

# **Description of Indebtness**

## **October 1, 2001**

### **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.

### **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.



# **Description of Indebtness**

## **October 1, 2001**

### **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.

# **CAPITAL PROJECTS FUND**

**CAPITAL PROJECTS FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

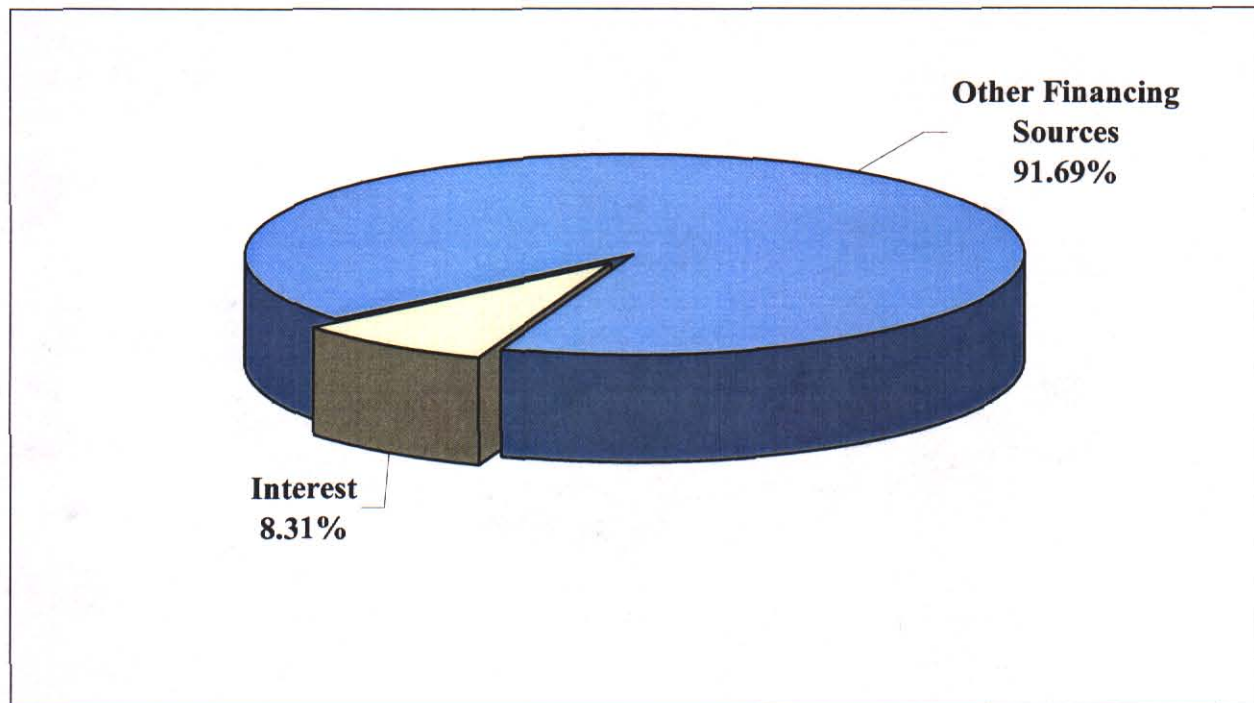
**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

	OPERATING BUDGETS		CHANGES		
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Revenues (Sources):</b>					
Interest	\$865,267	\$188,500	\$90,683	(\$97,817)	-51.89%
Other Financing Sources		1,000,000	1,000,000		
<b>Total Revenues and Other Financing Sources</b>	<u>865,267</u>	<u>1,188,500</u>	<u>1,090,683</u>	<u>(97,817)</u>	<u>-8.23%</u>
Beginning Fund Balances	18,218,361	9,640,783	4,787,637	(4,853,146)	-50.34%
<b>Total Available Resources</b>	<u>\$19,083,628</u>	<u>\$10,829,283</u>	<u>\$5,878,320</u>	<u>(\$4,950,963)</u>	<u>-45.72%</u>

**INTEREST AND OTHER FINANCING SOURCES**

Interest is budgeted at a lower rate for fiscal year 2002, mostly due to there being less of an amount of investable funds, since many Capital Projects have been expended, and based on lower interest rates. Other Financing Sources remains at \$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.

**Fiscal Year 2002 Budget  
Revenues (Sources) – Capital Projects Fund Type - \$1,090,683**



**CAPITAL PROJECTS FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

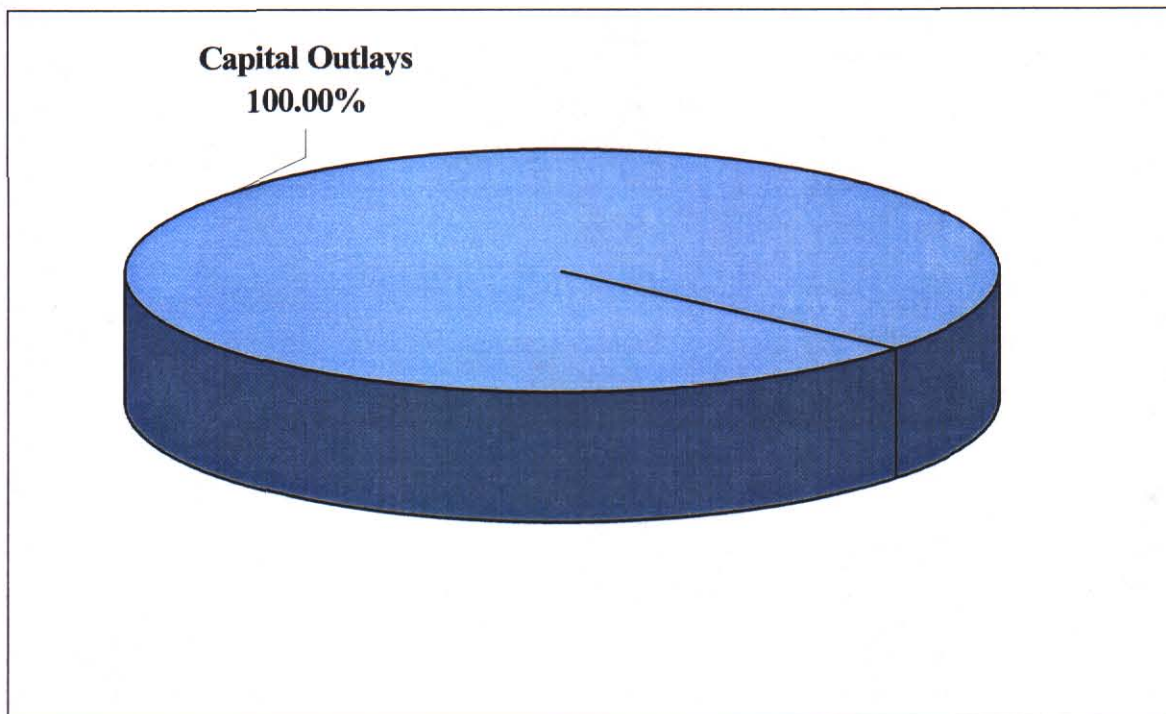
**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Appropriations/Expenditures (Uses):</b>					
Capital Outlays	\$9,442,845	\$1,729,325	\$1,337,080	(\$392,245)	-22.68%
<b>Total</b>					
Appropriations/Expenditures	9,442,845	1,729,325	1,337,080	(392,245)	-22.68%
Encumbrances		2,706,197	689,155	(2,017,042)	-74.53%
Ending Fund Balances	9,640,783	6,393,761	3,852,085	(2,541,676)	-39.75%
<b>Total</b>					
Appropriations/Expenditures and Fund Balances	\$19,083,628	\$10,829,283	\$5,878,320	(\$4,950,963)	-45.72%

**CAPITAL OUTLAYS**

Under the Capital Projects Fund Type, appropriations for fiscal year 2002 decreased for various Capital projects, such as data processing upgrades and Jail Improvements, as these capital projects have nearly been exhausted.

**Fiscal Year 2002 Budget  
Appropriations (Uses) – Capital Projects Fund Type - \$1,337,080**

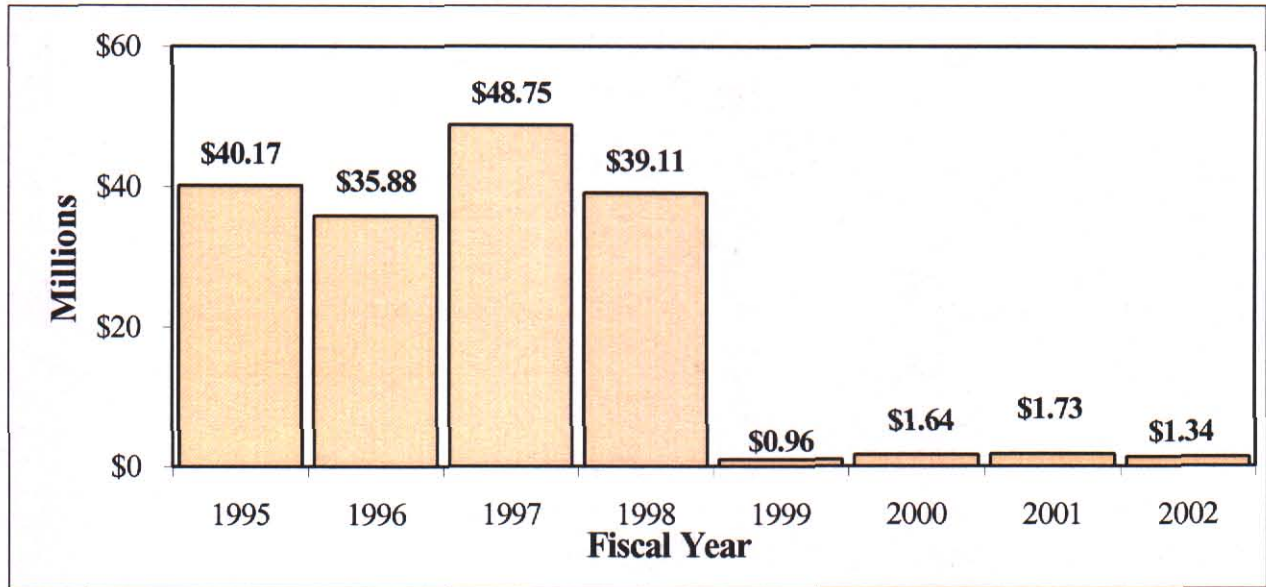




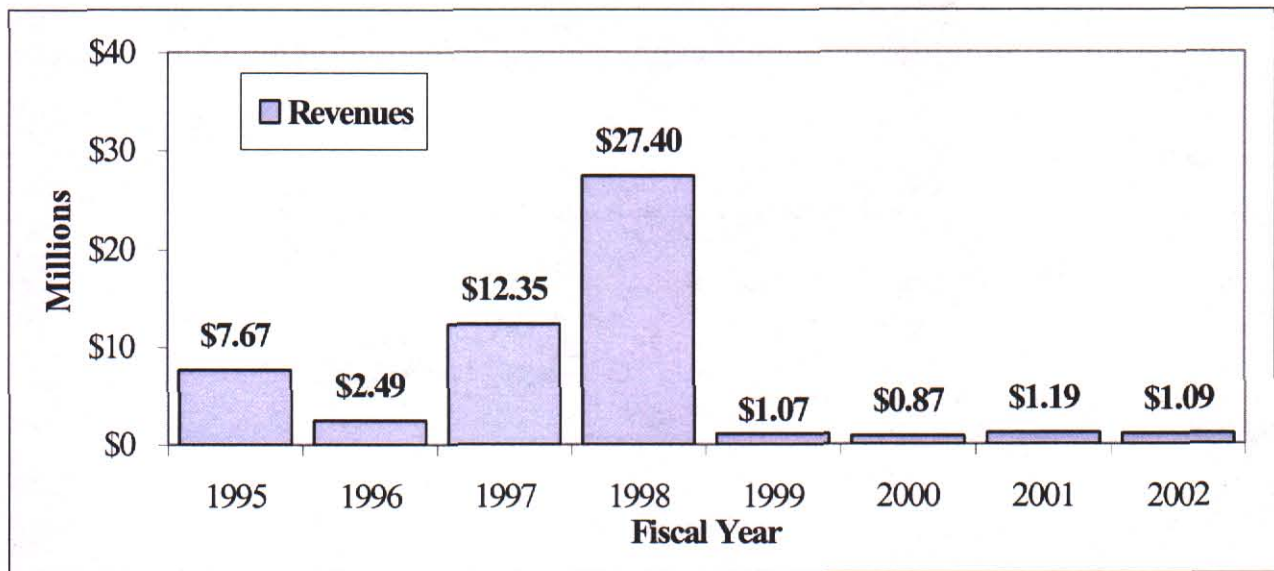
## CAPITAL PROJECTS FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the Capital Project Fund Type overall budgets and revenue/expenditure actuals since fiscal year 1995.

### Capital Projects Fund Type – Budget Trends



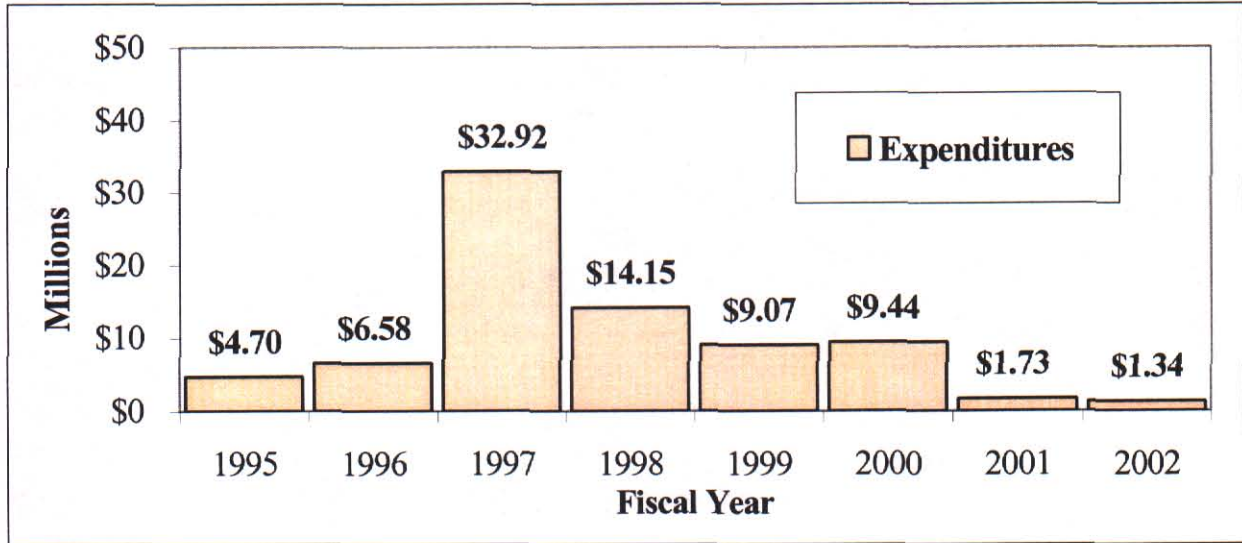
### Revenues (Sources): Capital Projects Fund Type-Revenue Trends



\* FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**CAPITAL PROJECTS FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

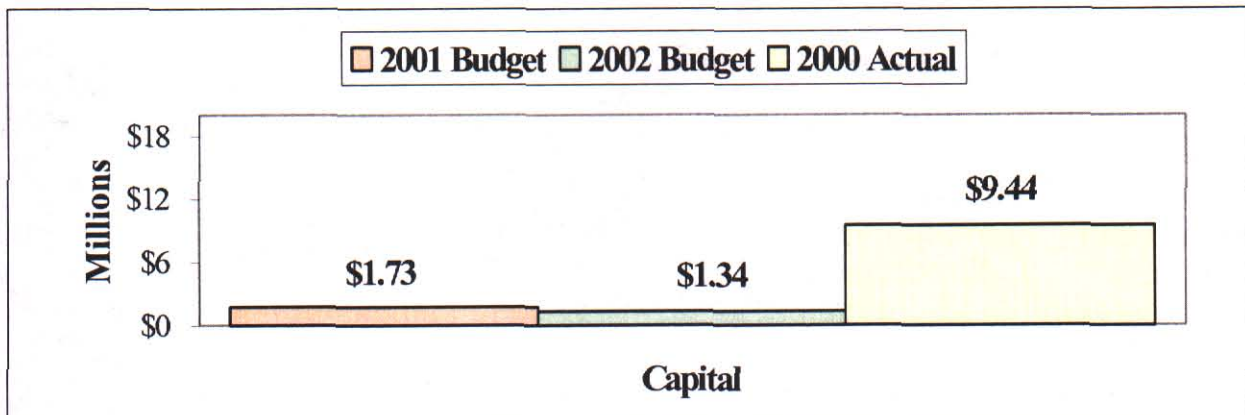
**Capital Projects Fund Type – Expenditure Trends**



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	%
Capital	\$9,442,845	\$1,729,325	\$1,337,080	(\$392,245)	-22.68%
<b>Total Budgets and Actuals</b>	<b>\$9,442,845</b>	<b>\$1,729,325</b>	<b>\$1,337,080</b>	<b>(\$392,245)</b>	<b>-22.68%</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	2000 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel				
Operations				
Capital	\$9,442,845	\$1,729,325	\$1,337,080	-22.68%
	<u>\$9,442,845</u>	<u>\$1,729,325</u>	<u>\$1,337,080</u>	<u>-22.68%</u>

WORK PROGRAM TRENDS				
Department Activity	2000 Actual	2001 Estimated	2002 Projected	
	Not Available			

STAFFING TRENDS				
Authorized Positions	2000	Fiscal Year 2001	2002	
Full-time employees		Not Applicable		
Part-time employees				
Totals				

AUTHORIZED POSITION DETAIL				
Not Applicable				

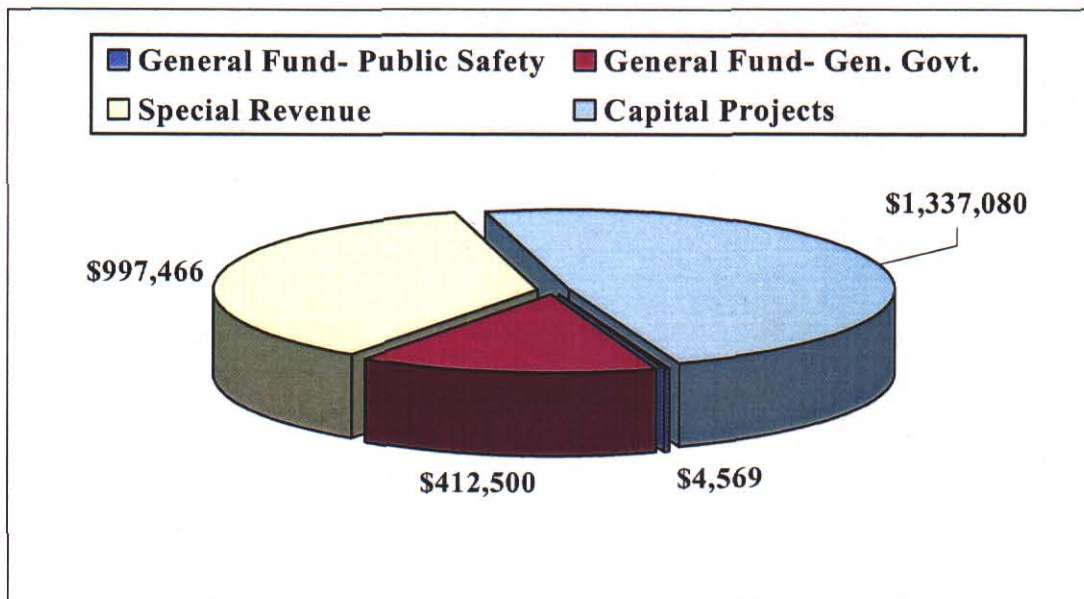


# CAPITAL PROJECT PLANNING

## OVERVIEW

The County of El Paso adopted its fiscal year 2002 operating budget which includes only minimal capital outlay appropriations at the departmental level. Eight years ago, 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 was to cover county-wide equipment and vehicle requests. Additional projects resulting from this issue included \$9,244,217 for a county-wide data processing upgrade, \$6,564,060 for the 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 bond proceeds are received. On October 1, 2001 approximately \$4,440,749 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, \$2,751,615 represents new capital project budgets by the County as reflected in the pie chart below. Capital expenditures projected for fiscal year 2002 are categorized as shown in the next page by fund, program and department including carryover capital project appropriations.

### 2002 Capital Budget (Excluding Carryover)





<b>Fund</b>	<b>Program/Department</b>	<b>Amount</b>	<b>Purpose</b>
<b>General Fund</b>	<b><u>General Government</u></b>		
	General and Administrative	\$412,500	Equipment - Contingency
	<b><u>Public Safety</u></b>		
	Community	4,569	Miscellaneous Equipment
	<b>Total General Fund</b>	<b>\$417,069</b>	
<b>Special Revenue</b>	<b><u>Administration of Justice</u></b>		
	County Attorney Commissions	\$45,833	Miscellaneous Equipment
	<b><u>Culture and Recreation</u></b>		
	Coliseum Special Revenue	150,000	Tables, Barriers, Stalls and Staging
	<b><u>General Government</u></b>		
	Commissary Inmate Profit	87,404	Equipment for Inmate Recreation Room and Leisure Library
	<b><u>Public Works</u></b>		
	Road and Bridge	634,000	Trucks, Graders, Tractors
	<b><u>Resource Development</u></b>		
Records Management	80,229	Microfilm System, File Cabinets, Imaging System, Auto Registration System, and Archive Equipment	
	<b>Total Special Revenue</b>	<b>\$997,466</b>	
<b>Capital Projects</b>	<b><u>New Appropriations for Fiscal Year 2002</u></b>		
	Agricultural Co-op Building	\$9,074	Supplemental Funding Based on Interest Projections
	Ascarate Sprinkler	33,832	Supplemental Funding Based on Interest Projections
	County Capital Improvements	1,100,933	Supplemental Funding Based on Interest Projections and New Funding for Various Departmental Equipment
	County Courthouse 1995	19,043	Supplemental Funding Based on Interest Projections
	County Courthouse 1998	89,822	Supplemental Funding Based on Interest Projections
	Data Processing upgrade	11,565	Supplemental Funding Based on Interest Projections
	Eastlake & Old Hueco Tanks Project	18,461	Supplemental Funding Based on Interest Projections
	Jail Annex	12,634	Supplemental Funding Based on Interest Projections
	Jail Improvements	2,749	Supplemental Funding Based on Interest Projections
	Jail Annex Module	4,236	Supplemental Funding Based on Interest Projections
	Juvenile Administration		
	Building	5,573	Supplemental Funding Based on Interest Projections
	Landmark Building	916	Supplemental Funding Based on Interest Projections
	Capital Outlays	21,902	Supplemental Funding Based on Interest Projections
	Park Improvements	6,340	Supplemental Funding Based on Interest Projections
		<b>Total Budgeted Capital Projects</b>	<b>\$1,337,080</b>

<b>Fund</b>	<b>Program/Department</b>	<b>Amount</b>	<b>Purpose</b>
<b><u>Carryover Appropriation Projects:</u></b>			
	Agricultural Co-op Building	\$22,209	Various Equipment Needs of County Departments
	Ascarate Sprinkler	605,634	New Sprinkler System at Ascarate Golf Course
	County Capital Improvements	1,000,000	Various Equipment Needs of County Departments
	Capital Outlays	135,245	Equipment and Vehicles for Various Departments
	Coliseum Renovations	2,250	Improvements to the County Coliseum
	County Courthouse 1995	462,489	Various Equipment Needs of County Departments
	County Courthouse 1998	1,212,863	Various Equipment Needs of County Departments
	Data Processing upgrade	206,453	Upgrading Hardware and Software County-Wide
	Eastlake & Old Hueco Tanks Road Project	56,763	Various Equipment Needs of County Departments
	Jail Annex	183,638	New Jail Detention Facility in East El Paso
	Jail Improvements	37,950	Improvements to the County Jail
	Jail Annex Module	76,537	New Pod for Jail Facility in East El Paso
	Juvenile Administration Building	96,237	Construction of an Administration Building
	Landmark Building	16,669	Renovation of Landmark Building
	Capital Outlays 1998	211,016	Equipment and Vehicles for Various Departments
	Park Improvements	113,415	Improvements to Various County Parks
	Road and Bridge Warehouse	1,381	Renovation of Multi-Purpose Warehouse
		<u>\$4,440,749</u>	
	<b>Total County Capital Expenditures Budgeted</b>	<b><u>\$7,192,364</u></b>	



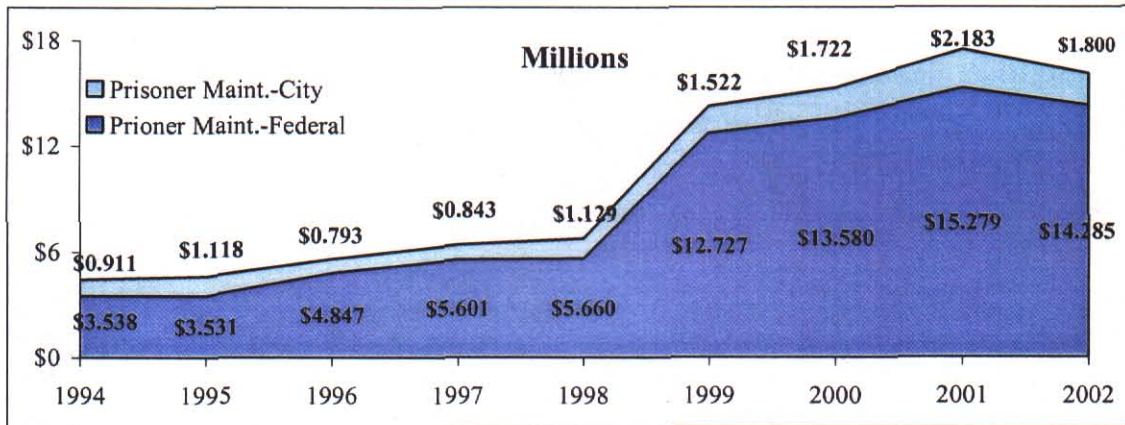
# IMPACT OF CAPITAL PROJECTS ON THE OPERATING BUDGET

## 1. Jail Improvements:

This project relates to improvements to the existing County Sheriff's Detention Facility, located in downtown El Paso, to bring the facility into compliance with jail standards of the State of Texas, approximating \$3,362,075. 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. As of the end of fiscal year 2001, \$37,950 remained in this fund to be used in fiscal year 2002.

<b>Cost to Date:</b>	<b>\$3,362,075</b>
<b>Fund:</b>	<b>Capital Project Fund</b>
<b>Operating Budget Impact:</b>	
<b>Personnel:</b>	<b>None</b>
<b>Operating:</b>	<b>None</b>
<b>Capital:</b>	<b>None</b>
<b>Department:</b>	<b>County Sheriff</b>

## 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 obligations in the amount of \$35,000,000, in addition to \$2,500,000 funded by the United States Marshal's service and interest accrued. This facility, referred to as the Leo Samaniego Law Enforcement Complex, housed a capacity of 864 inmates to alleviate overcrowding conditions being experienced 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 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 \$15 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

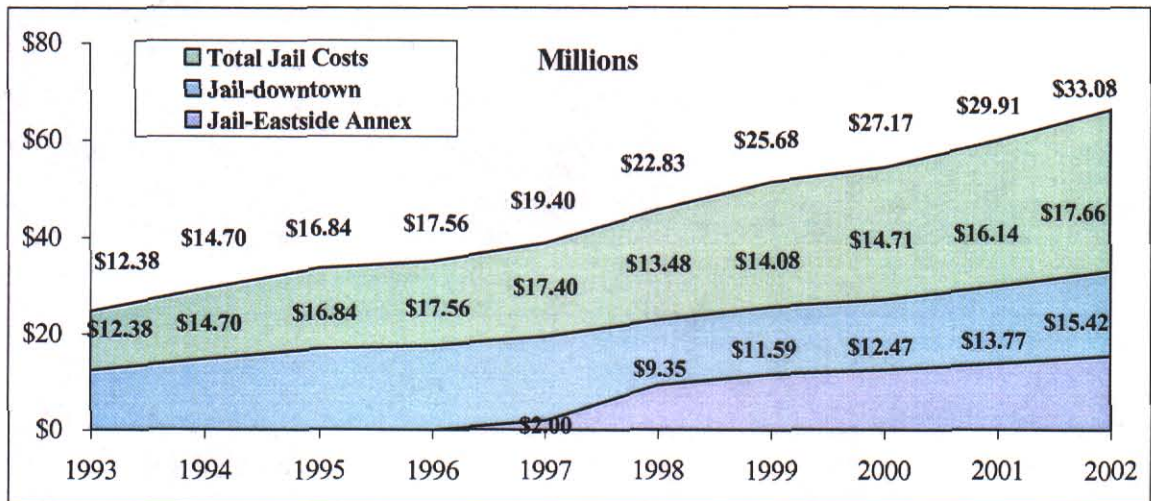


## Jail Annex (Continued):

Jail Standards to be in compliance with the State's jail standards. During 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 onto 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 it is now fully operational with all modules opening during fiscal year 2000. The efficient modular design of this facility allows it to operate with approximately 40% more inmates at only 87.3% of the cost than the older downtown facility.

<b>Cost to date:</b>	<b>\$44,068,968</b>
<b>Fund:</b>	<b>Capital Projects Fund</b>
<b>Operating Budget Impact:</b>	<b>General Fund</b>
<b>Personnel:</b>	<b>\$11,608,351</b>
<b>Operating:</b>	<b>\$3,813,453</b>
<b>Capital:</b>	<b>None</b>
<b>Department:</b>	<b>County Sheriff</b>

### **Actual/Projected Trend of Cost of Jail Operations**



### 3. Jail Annex Module:

This relates to capital expenditures for the addition of a new module on the new jail annex. The decision was made to issue additional debt to construct an additional pod onto the new jail. Projections indicated that these additional 564 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 impact. Bond Proceeds in the amount of \$5,670,000, along with \$3,600,000 from the United States Marshal Service, were used to construct these additions to the jail annex.

## **Jail Annex Module (Continued):**

**Cost to date:** \$9,339,772  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** Refer to Jail Annex  
    **Operating:** Refer to Jail Annex  
    **Capital:** Refer to Jail Annex  
**Department:** County Sheriff

### **4. Capital Outlays:**

This relates to a variety of capital expenditures for various departments and projects of the County such as computer software, office machines, other equipment, and vehicle funding by contractual obligation in fiscal year 1994 rather than within each departmental budget.

**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 \$3.3 million. 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.

**Cost to date:** \$3,398,677  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** \$582,723  
    **Operating:** \$42,375  
    **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:** \$772,490  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **Capital:** None  
**Department:** Agricultural Co-op, Auditor, Information Technology Department

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:** \$88,775  
    **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. Additional funding for these projects, included 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 was 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 were to be used to construct this system. These funds have since been pledged to change the scope of the project to fund equipment needs of the County, to include the park and golf course, for the upcoming fiscal year.

**Cost to date:** \$3,146  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **Capital:** None  
**Department:** Ascarate Park, Information Technology Department, Golf Course

10. **Park Improvements:**

This relates to capital expenditures for improvements at various County Parks. These improvements include structural improvements and equipment. Bond proceeds in the amount of \$430,000 were used to make these improvements.

## **Park Improvements: (cont'd)**

**Cost to date:** \$375,342  
**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 which is 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 were used to construct this building. As of March 13, 2000 the new Juvenile Administration building has been in full operation.

**Cost to date:** \$2,306,151  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** \$71,599  
    **Capital:** None  
**Department:** Juvenile Probation

### 12. **Data Processing Upgrade:**

This project relates to capital expenditures for the purchase of data processing hardware and software to upgrade computer systems county-wide. These upgrades provided and enhanced essential automation to County departments. Bond proceeds and interest accrued were used to make these purchases.

**Cost to date:** \$9,492,597  
**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 was provided by contractual obligation issued in 1998 in the amount of \$5,049,277 rather than within each departmental budget.

**Cost to date:** \$5,246,730  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **Capital:** None  
**Department:** County-wide

### 14. **Coliseum Renovations:**

This project involved 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 have already been completed. Bond proceeds and interest were used for these improvements.

## **Coliseum Renovations: (cont'd)**

**Cost to date:** \$1,574,676  
**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:** \$444,851  
**Fund:** Capital Projects Fund  
**Operating Budget Impact:**  
    **Personnel:** None  
    **Operating:** None  
    **Capital:** None  
**Department:** Various

### **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 funded 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 benefited several departments, such as the County Attorney, Public Defender and Purchasing departments.

**Cost to date:** \$6,203,362  
**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



## 18. Courthouse Furnishings:

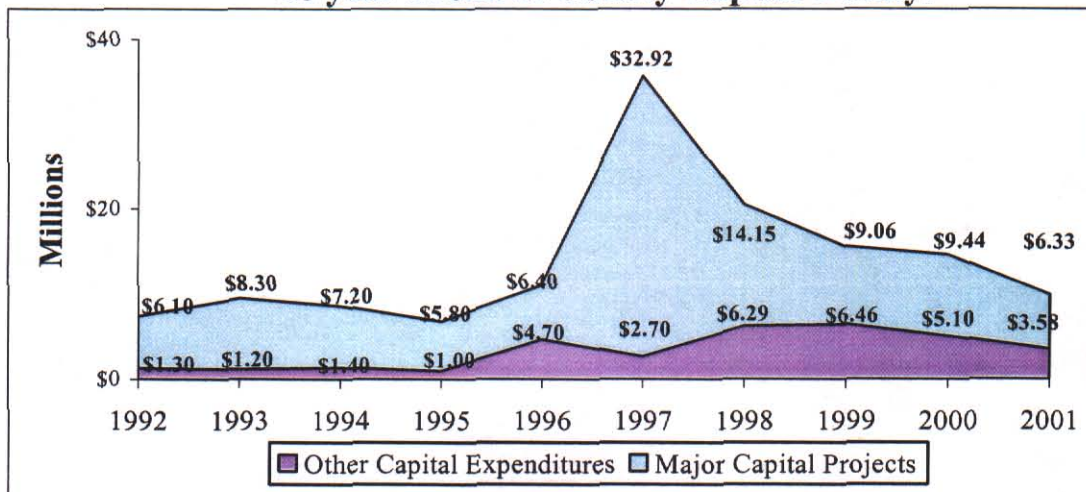
This fund was established back in fiscal year 1991, to furnish many of the offices of the new Courthouse Building. As of fiscal year 2001, over \$3 million has been spent for this fund.

<b>Cost to date:</b>	<b>\$3,877,164</b>
<b>Fund:</b>	<b>Capital Projects Fund</b>
<b>Operating Budget Impact:</b>	
<b>Personnel:</b>	<b>None</b>
<b>Operating:</b>	<b>None</b>
<b>Capital:</b>	<b>None</b>
<b>Department:</b>	<b>Various</b>

Over the past several years the County has issued bonds to meet its major capital outlays needs and has 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 below 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 vehicles from 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, funded during fiscal year 1995, was the Eastlake and 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 2002.

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 generally funded by levying taxes.

### 10 year Trend of County Capital Outlays



## **PERMANENT IMPROVEMENTS**

Major Capital Improvements are usually funded through bonded indebtedness against ad valorem property taxes generated by the County's annual assessment of a property tax rate set by the Commissioners Court. Typically, capital outlays in the past have been funded through individual funds with the exception of major facility construction or renovation projects. Currently, there are no major ongoing projects other than the close out of those projects previously discussed.

## **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 projects are estimated at \$2,025,000. 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 2002, the Road and Bridge department reflects \$634,000 for equipment purchases such as trucks and graders.

The projects referred to in this section of the budget document have generally allowed County employees to work more efficiently by providing them with up to date tools and equipment, such as new computers and vehicles. This has resulted in a more efficient delivery of services to the growing demands of the public in general.



# **Description of Capital Projects**

## **October 1, 2001**

### **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 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.

# **Description of Capital Projects**

## **October 1, 2001**

### **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.

### **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.

# **Description of Capital Projects**

## **October 1, 2001**

### **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.

### **County Capital Improvement Fund**

This fund has been financed, for two years now, through a transfer from the General Fund in the amount of \$1 million to be used for any unforeseen needs of departments for equipment.





# **OTHER FUNDS**



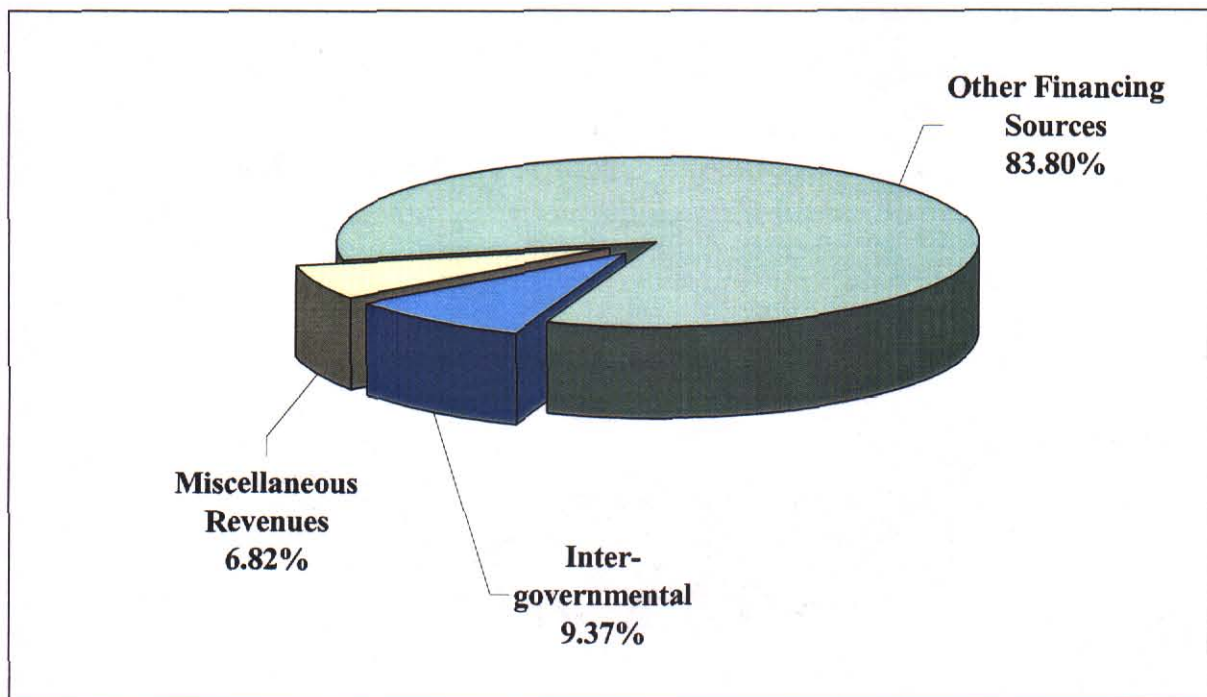
**GRANT FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

The reason for the large difference between the fiscal year 2001 and 2002 budgets for the Grants Fund Type 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 (2001) when grants are awarded from various agencies.

	OPERATING BUDGETS		CHANGES		
	FY 2000 Actuals	Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Revenues (Sources):</b>					
Intergovernmental	\$9,864,453	\$15,106,218	\$126,258	(\$14,979,960)	-99.16%
Interest	57,120	216,023		(216,023)	-100.00%
Miscellaneous Revenues	746,438	962,188	91,917	(870,271)	-90.45%
Other Financing Sources	2,782,602	2,524,717	1,128,774	(1,395,943)	-55.29%
<b>Total Revenues and Other Financing Sources</b>	<b>13,450,613</b>	<b>18,809,146</b>	<b>1,346,949</b>	<b>(17,462,197)</b>	<b>-92.84%</b>
Beginning Fund Balances	1,417,339	2,335,209	2,509,716	174,507	7.47%
<b>Total Available Resources</b>	<b>\$14,867,952</b>	<b>\$21,144,355</b>	<b>\$3,856,665</b>	<b>(\$17,287,690)</b>	<b>-81.76%</b>

**Fiscal Year 2002 Budget  
Revenues (Sources) –Grant Fund Type - \$1,346,949**



**GRANT FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

Again, the reason for the large difference between the 2001 and 2002 budgets is for new grants that are set up during the fiscal year when awarded by various agencies.

FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
	Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%

**Appropriations/Expenditures**

**(Uses):**

Administration of Justice	\$3,368,986	\$4,688,941		(\$4,688,941)	-100.00%
Health and Welfare	2,711,127	3,746,019	\$1,346,949	(2,399,070)	-64.04%
Community Services	610,630	1,027,347		(1,027,347)	-100.00%
Culture and Recreation	20,728	54,959		(54,959)	-100.00%
Public Safety	2,748,042	6,636,946		(6,636,946)	-100.00%
Public Works	77,177	1,414,730		(1,414,730)	-100.00%
Resource Development		21,000		(21,000)	-100.00%
Capital Outlays	2,924,031	1,219,204		(1,219,204)	-100.00%
Other Financing Uses	72,022				

**Total**

**Appropriations/Expenditures and**

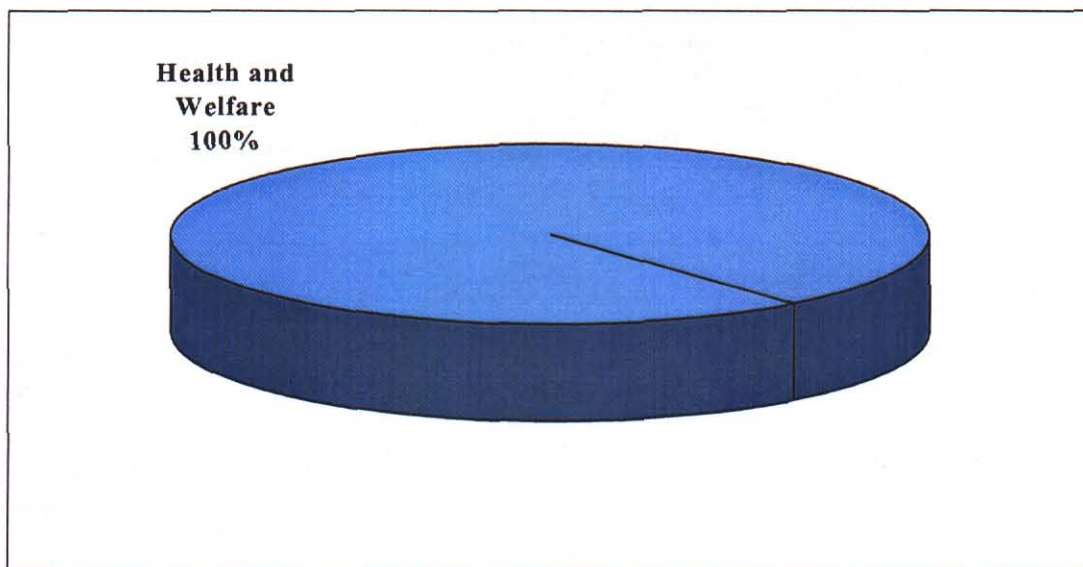
Other Financing Uses	12,532,743	18,809,146	1,346,949	(17,462,197)	-92.84%
Ending Fund Balances	2,335,209	2,335,209	2,509,716	174,507	7.47%

**Total**

**Appropriations/Expenditures,  
Other Financing Uses and Fund  
Balances**

	\$14,867,952	\$21,144,355	\$3,856,665	(\$17,287,690)	-81.76%
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**Fiscal Year 2002 Budget  
Appropriations (Uses) – Grant Fund Type - \$1,346,949**

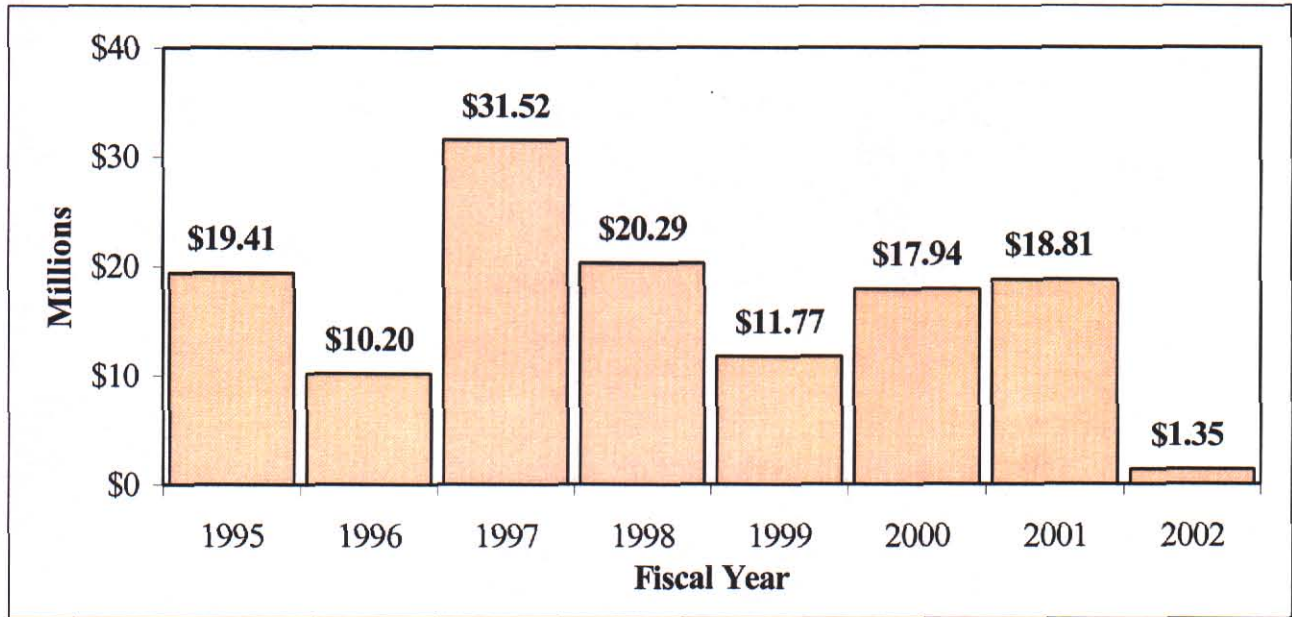




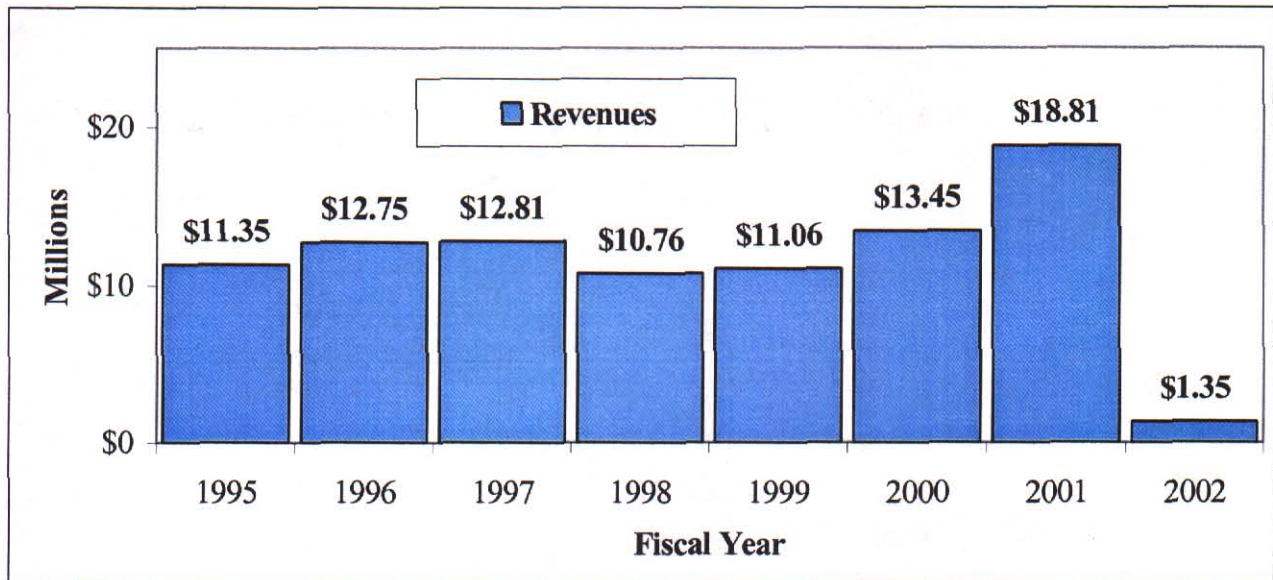
## GRANT FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the Grant Fund Type budgets and revenue/expenditure actuals since 1995.

### Grant Fund Type –Budget Trends



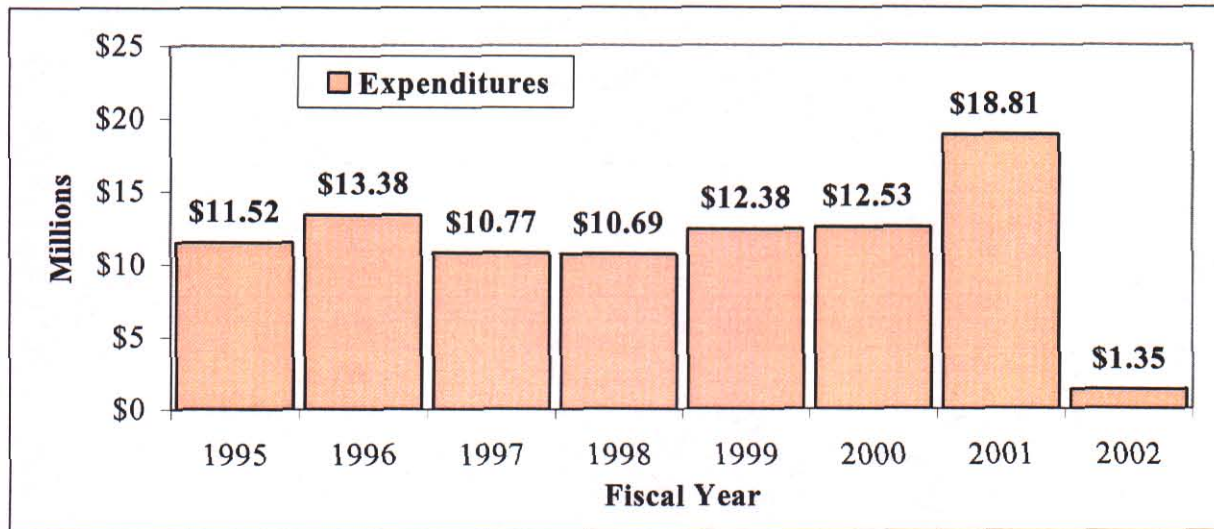
### Revenues (Sources): Grant Fund Type-Revenue Trends



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

## GRANT FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

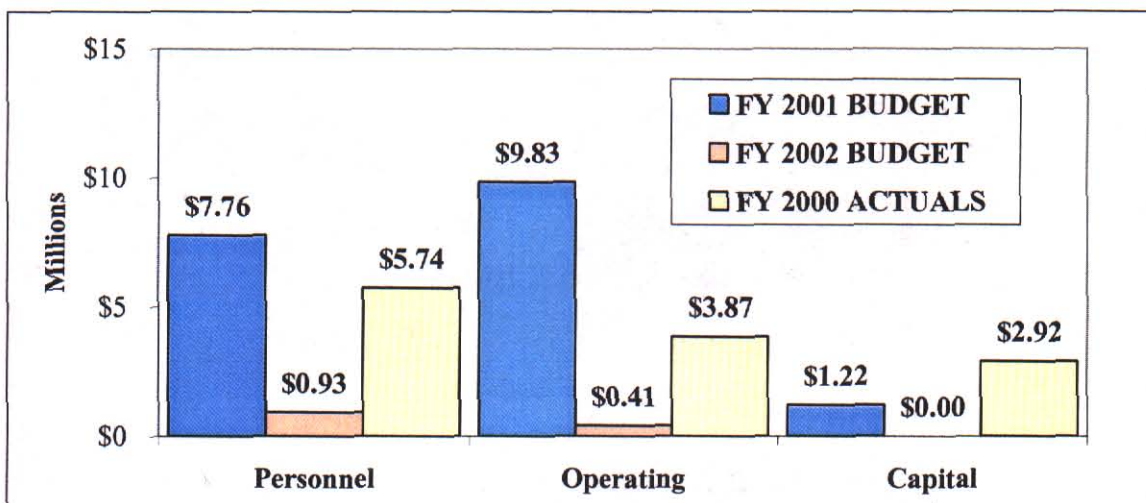
### Grant Fund Type – Expenditure Trends



\*FY 2001 and 2002 are Budgets, 1995-2000 are Actuals

### SUMMARY FOR FISCAL YEAR 2002 BY CHARACTER

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	Percentages
Personnel	\$5,738,900	\$7,760,176	\$932,486	(\$6,827,690)	-87.98%
Operating	3,869,812	9,829,766	414,463	(9,415,303)	-95.78%
Capital	2,924,031	1,219,204		(1,219,204)	-100.00%
<b>Total Budgets and Actuals</b>	<b>\$12,532,743</b>	<b>\$18,809,146</b>	<b>\$1,346,949</b>	<b>(\$17,462,197)</b>	<b>-92.84%</b>



# 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	2000	2001	2002	Percentage Change in Budget
	Actual	Budget	Budget	
Personnel	\$5,738,900	\$7,760,176	\$932,486	-87.98%
Operations	3,869,812	9,829,766	414,463	-95.78%
Capital	2,924,031	1,219,204		-100.00%
	<u>\$12,532,743</u>	<u>\$18,809,146</u>	<u>\$1,346,949</u>	-92.84%

### WORK PROGRAM TRENDS

Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

### STAFFING TRENDS

Authorized Positions	Fiscal Year		
	2000	2001	2002
Full-time employees	122	113	136
Part-time employees	2	2	1
Totals	<u>124</u>	<u>115</u>	<u>137</u>

### AUTHORIZED POSITION DETAIL

Accountant I	1	Communication Specialist	1
Administrative Assistant	4	Community Outreach Coordinator	1
AP Deputy Probation Officer	3	Computer Analyst	1
Assistant Program Coordinator	1	Computer Programmer	1
Assistant Program Director	1	Counselor	4
Captain/Commander	1	Crime Victims Liaison	1
Chief Pros.-Task Force	1	Criminal Intelligence Analyst	1
Civ. Evidence-Custodian	1	Data Entry Clerk	1
Civ. Training Director	1	Detective	24
Clerk	5	Director-RIC	1
Clerk/Analyst	1	Education Coordinator	1
Clerk-Part time	1	Employment Specialist	1

# GRANT FUNDS

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## AUTHORIZED POSITION DETAIL

Fiscal Administrator	1	Patrolman	7
Grant Writer	1	Pre-Emply/wrk. Mat. Skl. Int.	1
Homebound Information Specialist	1	Probation Officer	8
Homebound Supervisor	1	Program Director-Victim Svcs	1
Information and Referral Specialist	1	Secretary	4
Instructor	2	Senior Instructor	1
Intelligence Analyst	2	Senior Trial Attorney	7
Investigator	2	Sergeant	3
Juv Corrections Team Leader	1	Service Coordinator I	1
Juvenile Service Coordinator	1	Services Coordinator II	1
Legal Secretary	6	Social Worker	1
Lieutenant	2	Special Prosecutor	2
Local Area Network Technician	1	Tactical Secretary	1
Nutrition Center Director	6	Transit Coordinator	1
Nutrition Project Manager	1	Trial Attorney	3
Office Coordinator	1	Trial Team Chief Atty.	2
Office Manager	1	Vocation Preparation Inst.	1
Paralegal	2		

See Personnel Changes for this Department in Appendix A.



**ENTERPRISE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

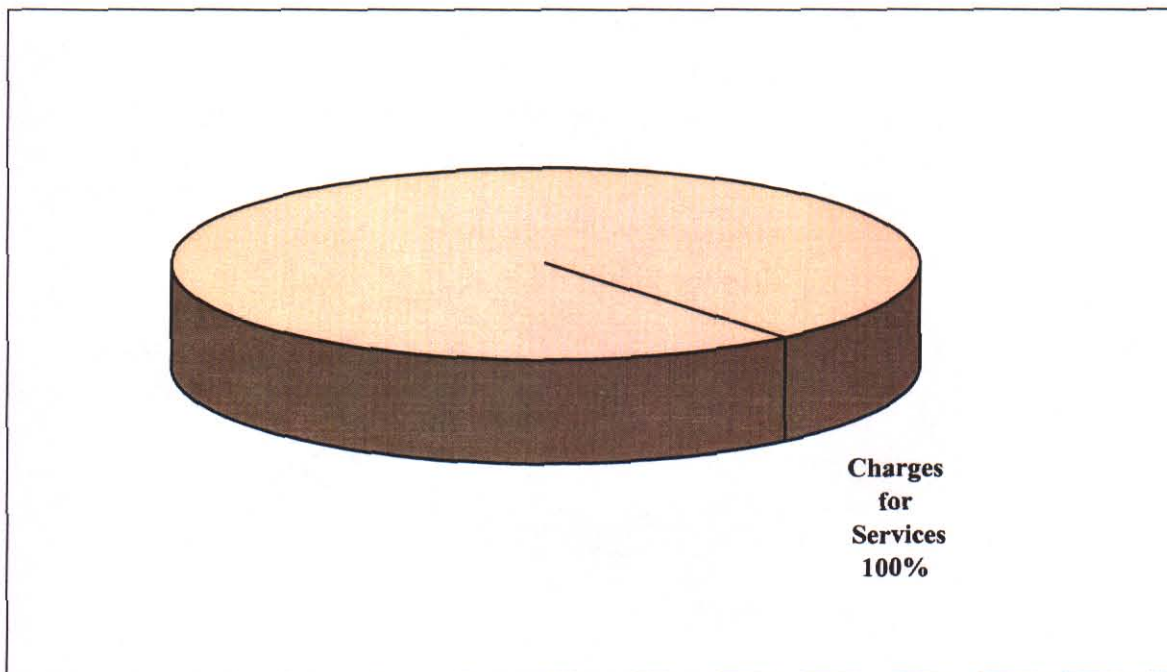
**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

**INTERGOVERNMENTAL REVENUES AND CHARGES FOR SERVICES**

The overall increase of \$137,500 for the Enterprise Fund Type is for additional water revenues for the East Montana Water Project, whereby the users pay a fee, and the \$2,252,000 decrease is for a grant that was awarded during fiscal year 2001.

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Revenues (Sources):</b>					
Intergovernmental		\$2,252,000		(\$2,252,000)	-100.00%
Interest	\$22,886				
Charges for Services	523,466	389,334	\$526,834	137,500	35.32%
<b>Total Revenues</b>	<u>546,352</u>	<u>2,641,334</u>	<u>526,834</u>	<u>(2,114,500)</u>	<u>-80.05%</u>
Retained Earnings	260,137	195,836	365,895	170,059	86.84%
<b>Total Revenues and Retained Earnings</b>	<u>\$806,489</u>	<u>\$2,837,170</u>	<u>\$892,729</u>	<u>(\$1,944,441)</u>	<u>-68.53%</u>

**Fiscal Year 2002 Budget  
Revenues (Sources) – Enterprise Fund Type - \$526,834**





**ENTERPRISE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

**CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

**PUBLIC WORKS AND DEBT SERVICE REQUIREMENTS**

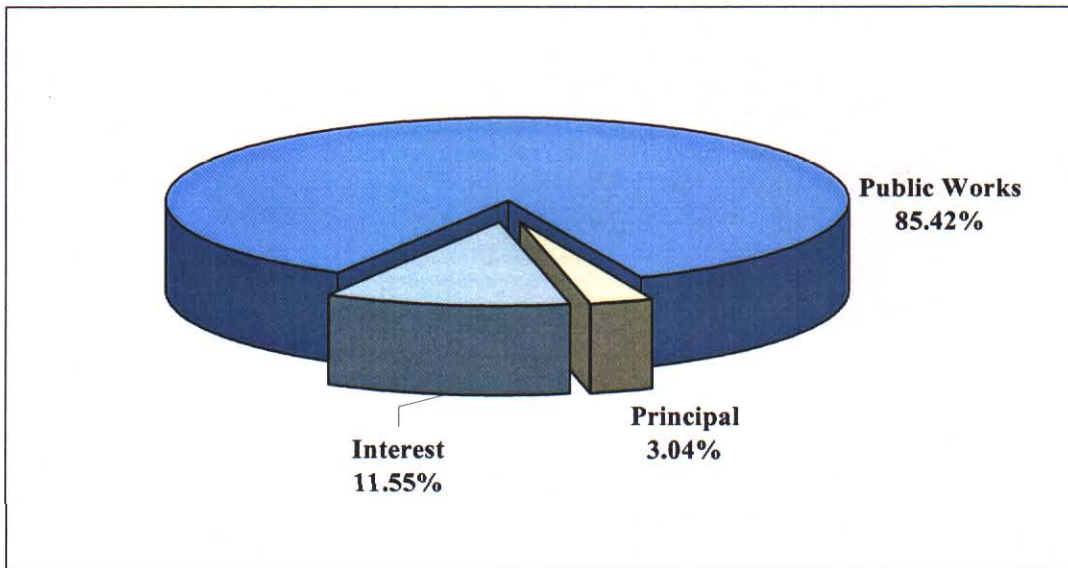
For the appropriation side of the Enterprise Fund Type, as can be seen in the table below, principal and interest requirements will change for fiscal year 2002, and thus the increase/decrease in appropriations. Also, more water revenues are anticipated for fiscal year 2002.

**CAPITAL**

Again, the reason for the decrease of \$2.2 million for fiscal year 2002 is due to a grant that was set up during fiscal year 2001, and not 2002.

	FY 2000 Actuals	OPERATING BUDGETS		CHANGES	
		Total Budget FY 2001	Total Budget FY 2002	AMOUNT	%
<b>Appropriations/Expenditures (Uses):</b>					
Public Works	\$554,253	\$318,000	\$450,000	\$132,000	41.51%
Principal		10,000	16,000	6,000	60.00%
Interest	56,400	61,334	60,834	(500)	-0.82%
Capital		2,252,000		(2,252,000)	-100.00%
<b>Total Appropriations/Expenditures (Uses):</b>	610,653	2,641,334	526,834	(2,114,500)	-80.05%
<b>Total Retained Earnings</b>	195,836	195,836	365,895	170,059	86.84%
<b>Total Appropriations/Expenditures (Uses) and Retained Earnings:</b>	\$806,489	\$2,837,170	\$892,729	(\$1,944,441)	-68.53%

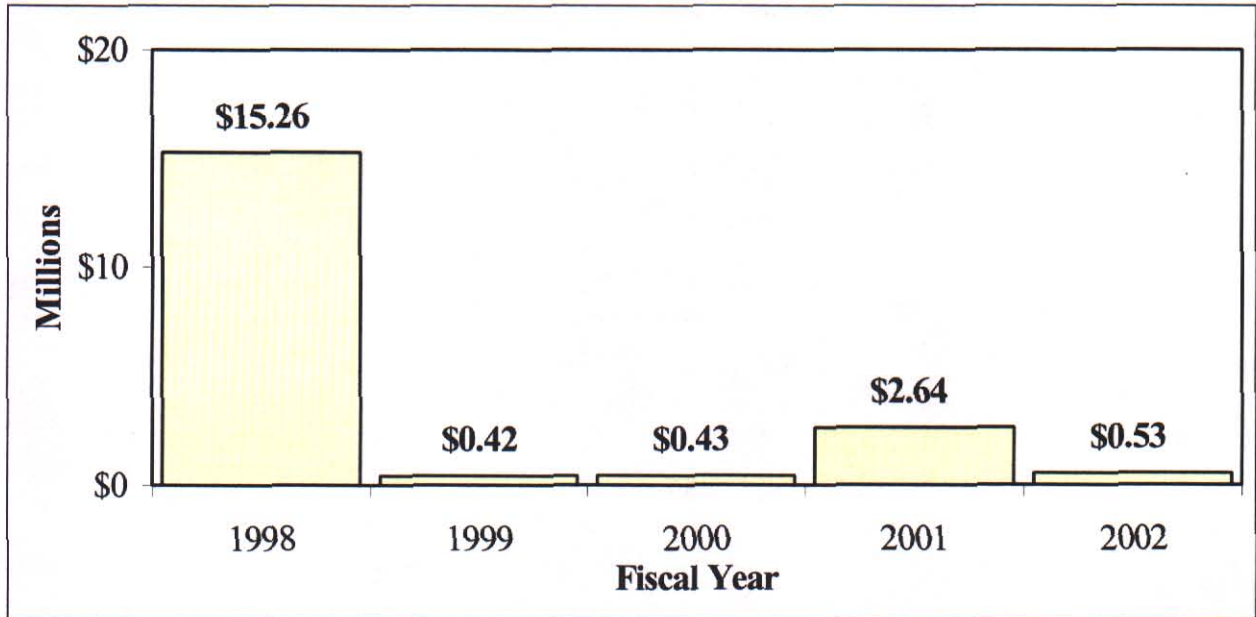
**Fiscal Year 2002 Budget  
Appropriations (Uses) – Enterprise Fund Type - \$526,834**



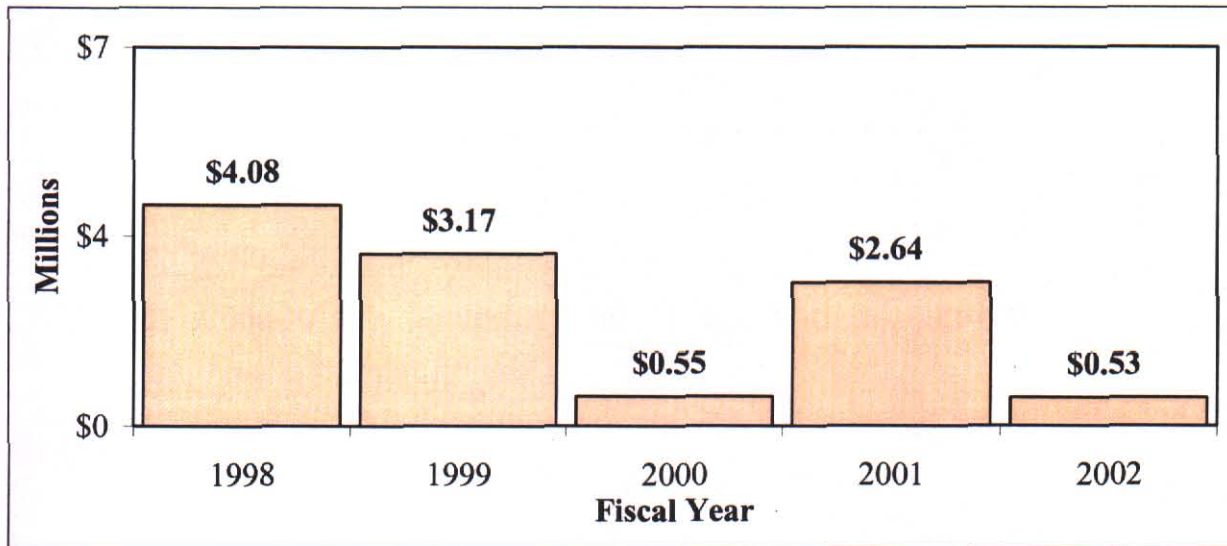
## ENTERPRISE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2000 ACTUALS

The following tables provide information regarding the Enterprise Fund Type budgets, and actual revenues/expenditures since 1998.

### Enterprise Fund Type – Budget Trends



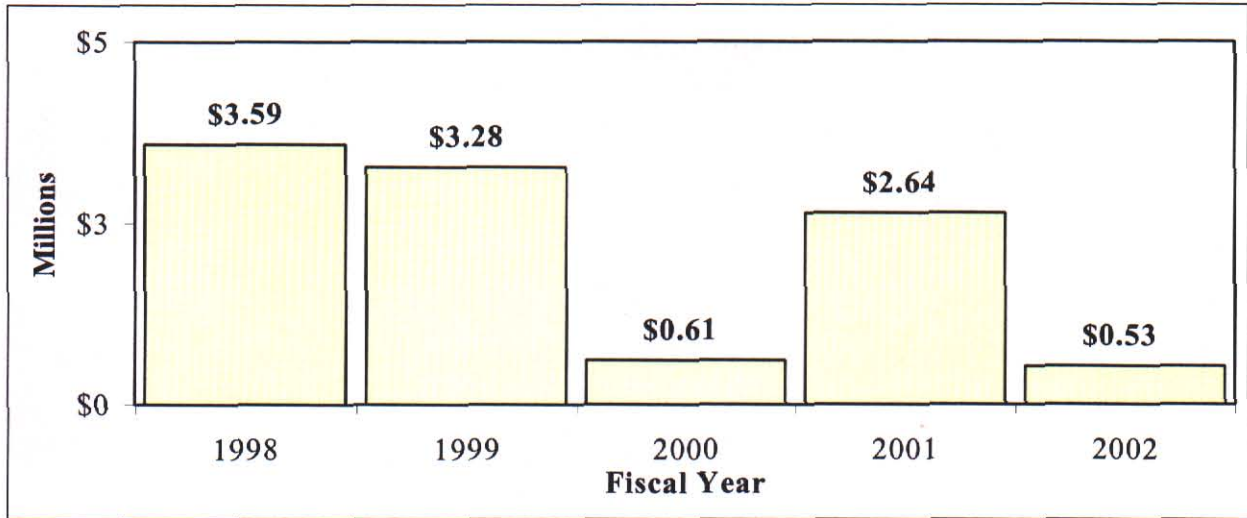
### Revenues (Sources): Enterprise Fund Type- Revenue Trends



**\*FY 2001 and 2002 are Budgets, 1998-2000 are Actuals**

**ENTERPRISE FUND TYPE  
OPERATING BUDGET COMPARISON  
WITH FY 2000 ACTUALS**

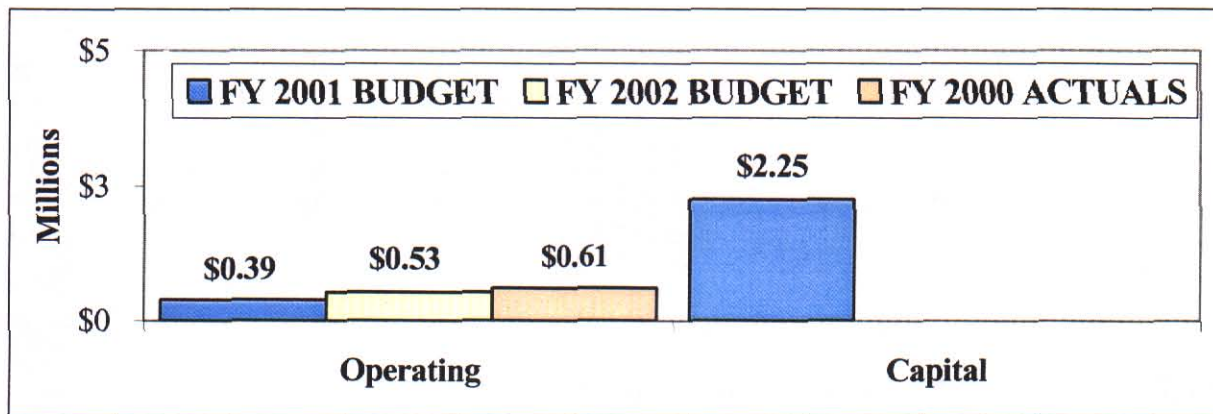
**Enterprise Fund Type- Expenditure Trends**



\*FY 2001 and 2002 are Budgets, 1998-2000 are Actuals

**SUMMARY FOR FISCAL YEAR 2002  
BY CHARACTER**

Character	FY 2000 Actuals	OPERATING BUDGETS		Changes	
		FY 2001	FY 2002	Amount	%
Operating	\$610,653	\$389,334	\$526,834	\$137,500	35.32%
Capital		2,252,000		(2,252,000)	-100.00%
<b>Total Budgets and Actuals</b>	<b>\$610,653</b>	<b>\$2,641,334</b>	<b>\$526,834</b>	<b>(\$2,114,500)</b>	<b>-80.05%</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.

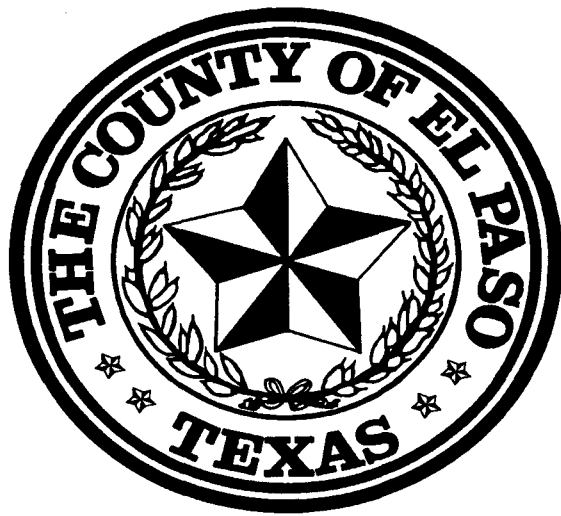
FINANCIAL TRENDS					
Character	2000 Actual	2001 Actual	2001 Budget	2002 Budget	Percentage Change in Budget
Personnel					
Operations	\$610,653		\$389,334	\$526,834	35.32%
Capital			2,252,000		
	<u>\$610,653</u>		<u>\$2,641,334</u>	<u>\$526,834</u>	-80.05%

WORK PROGRAM TRENDS			
Department Activity	2000 Actual	2001 Estimate	2002 Projected
	Not Available		

STAFFING TRENDS			
Authorized Positions	2000	Fiscal Year 2001	2002
Full-time employees		Not Applicable	
Part-time employees			
Totals			

AUTHORIZED POSITION DETAIL	
Not Applicable	





# **APPENDICES**

# County of El Paso, Texas

## APPENDIX A



### **Authorized Full-Time Equivalent Position Listing**

This appendix reflects full-time equivalent positions summarized by department, and changes by department from the previous fiscal year.



## Authorized Full-Time Equivalent Position Listing

	2000	2001	2002
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### General Fund

**General Government:**

Commissioner Precinct No. 1	2.00	2.00	3.00
Commissioner Precinct No. 2	3.00	3.00	3.00
Commissioner Precinct No. 3	3.00	3.00	3.00
Commissioner Precinct No. 4	2.00	2.00	2.00
Commissioners Court Services Office			2.00
Communications Center	4.00	4.00	5.00
County Auditor	46.50	48.50	51.50
County Clerk	41.00	41.00	43.00
County Clerk Criminal Fee Collections	7.00	8.00	9.00
County Judge	5.00	6.00	5.00
County Solid Waste Disposal	6.00	6.00	6.00
District Clerk	69.00	64.00	66.50
Domestic Relations Office		20.00	23.50
Elections	10.00	10.00	12.00
Facilities Management	31.50	35.50	35.50
Human Resources	8.00	8.50	8.50
Information Technology Department	53.00	39.00	38.50
Purchasing	18.00	18.00	19.50
Tax Office	62.50	64.50	68.50
<b>Total General Government</b>	371.50	383.00	405.00

**Administration of Justice:**

8th 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	4.00	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	3.00
409th District Court		3.00	3.00
Associate CPS Court	4.00	4.00	4.50
Associate Family Court 1	4.00	4.00	4.00
Associate Family Court 2	4.00	5.00	5.00
Associate Family Court 3			4.00
Council of Judges Administration	13.00	16.00	21.00
County Attorney	49.00	48.00	52.00

(Continued on next page)

## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	2000	2001	2002

### General Fund-Continued

**Administration of Justice-Continued:**

County Attorney Bond Forfeitures	6.00	6.00	6.00
County Attorney RETGH Legal	5.50	6.00	6.00
County Attorney Teen Court Coordinator		1.00	1.00
County Court At Law Administration	14.00	15.00	18.00
County Court At Law No. 1	3.00	3.00	3.00
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	9.00	7.00
County Criminal Court At Law No. 1			3.00
County Criminal Court At Law No. 2			3.00
County Criminal Magistrate Judges			2.00
County Probate Court	7.00	7.00	8.00
Criminal Law Magistrate I	5.00	5.00	5.00
District Attorney	100.00	106.00	124.00
District Judges-Salary Supplement	14.00	15.00	15.00
Impact Court	4.00	4.00	3.00
Justice Of The Peace No. 1	3.50	4.00	4.00
Justice Of The Peace No. 2	4.00	5.00	5.00
Justice Of The Peace No. 3	5.00	6.00	6.00
Justice Of The Peace No. 4	5.00	5.00	5.00
Justice Of The Peace No. 5	3.00	3.00	3.00
Justice Of The Peace No. 6	10.00	10.00	10.00
Justice Of The Peace No. 7	6.00	6.00	7.00
Juvenile Court Referee	5.00	5.00	5.00
Public Defender	35.50	35.50	43.50
Tax Court		2.00	2.00
<b>Total Administration of Justice</b>	<b>382.50</b>	<b>411.50</b>	<b>455.00</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
County Sheriff-Courthouse Security	13.00	13.00	13.00
County Sheriff-Detention Facility	370.00	369.00	367.00
County Sheriff-Jail Annex	310.00	310.00	316.00

(Continued on next page)

## Authorized Full-Time Equivalent Position Listing

Department	Fiscal Years		
	2000	2001	2002

### General Fund-Continued

**Public Safety-Continued:**

County Sheriff-Law Enforcement	252.00	269.00	272.00
Juvenile Probation	172.50	177.50	183.00
<b>Total Public Safety</b>	1124.50	1145.50	1158.00

**Health and Welfare:**

County Child Welfare	1.00	1.00	1.00
General Assistance	10.00	10.00	11.00
Medical Examiner	11.00	13.50	11.50
Veterans Assistance	2.00	2.00	2.00
<b>Total Health and Welfare</b>	24.00	26.50	25.50

**Resource Development:**

Agricultural Co-Op Extension	15.50	14.50	14.50
Community Development	5.00	7.00	7.00
Planning Department	3.00	10.00	7.00
<b>Total Resource Development</b>	23.50	31.50	28.50

**Culture and Recreation:**

Agua Dulce Community Center		1.00	1.00
Ascarate Golf Course	16.00	19.00	20.00
Ascarate Regional County Park	12.00	12.00	21.50
County Library	6.00	6.00	6.00
Rural Parks	4.00	5.00	5.00
San Elizario Center Maintenance	0.00	1.00	1.00
Swimming Pools	1.00	1.00	1.00
<b>Total Culture and Recreation</b>	39.00	45.00	55.50

**Total General Fund**

1965.00	2043.00	2127.50
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### Special Revenue Fund

**General Government:**

County Clerk Records Mgmt. and Preservation	20.00	20.00	19.00
Road and Bridges Administration	9.00	9.00	10.00
<b>Total General Government</b>	29.00	29.00	29.00

**Culture and Recreation:**

Coliseum Tourist Promotion	14.00	14.00	20.00
County Law Library	3.00	4.00	4.00
<b>Total Culture and Recreation</b>	17.00	18.00	24.00

# Authorized Full-Time Equivalent Position Listing

## Special Revenue Fund-Continued

**Public Works:**

Road and Bridges

63.00      63.00      63.00

**Total Public Works**

63.00      63.00      63.00

**Total Special Revenue**

109.00      110.00      116.00

## Grant Fund

**Grants**

123.00      114.00      136.50

**GRAND TOTAL-ALL FUNDS**

2,197.00      2,267.00      2,380.00

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

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:**

Commissioner Precinct No. 1	Commissioners Court Administrative Asst.	1	Restructuring FY01, October 1, 2001
	Total	<u>1</u>	

The above resulted from the addition of one position during FY01 and approved restructuring by Commissioners Court during budget hearings.

#### Commissioners Court Services Office

Administrative Coordinator	1	October 1, 2001
Media Relations Coordinator	<u>1</u>	October 1, 2001
Total	<u>2</u>	

The above resulted from approved restructuring by Commissioners Court and the addition of two positions during budget hearings.

#### Communications Center

Senior Clerk	<u>1</u>	October 1, 2001
Total	<u>1</u>	

The above resulted from the addition of one position during budget hearings.

#### County Auditor

Administrative Assistant III	(1)	October 1, 2001
Accountant I	(1)	October 1, 2001
Accountant II	2	October 1, 2001
Accounting Clerk II	1	October 1, 2001
Accounting Clerk III	1	October 1, 2001
Executive Assistant II	(1)	October 1, 2001
Ex. Secretary/Admin. Asst.	1	October 1, 2001
Payroll Analyst	(2)	October 1, 2001
Payroll Analyst I	1	October 1, 2001
Payroll Analyst II	1	October 1, 2001
Web Writer I/Adm. Asst. III	<u>1</u>	October 1, 2001
Total	<u>3</u>	

The above resulted from approved restructuring by Commissioners Court and the addition of three positions during budget hearings.

#### County Clerk

Accounting Clerk I	1	Restructuring FY01
Administrative Asst/Comms Crt Recorder	1	Restructuring during FY01
Bond Forfeiture Clerk	(1)	October 1, 2001
Civil Department Supervisor	(1)	October 1, 2001
Court Clerk	2	October 1, 2001
Court Recorder	(1)	October 1, 2001
Deputy Clerk	(2)	October 1, 2001
Deputy Clerk-Part-time	(2)	Restructuring FY01
Officer Manager	(1)	October 1, 2001
Office Admin/Support Mgr.	1	October 1, 2001
Senior Clerk II	8	October 1, 2001
Senior Deputy Clerk	(6)	October 1, 2001
Sr. Dep. Clk/Asst. Comm. Ct. Recorder	1	Restructuring during FY01
Supervisor	<u>1</u>	October 1, 2001
Total	<u>1</u>	

The above resulted from approved restructuring by Commissioners Court and the addition of one position during budget hearings.

#### County Clerk Criminal Fee Collection

Caseworker	(4)	October 1, 2001
Collection Clerk	5	October 1, 2001
Senior Clerk	(1)	October 1, 2001
Senior Deputy Clerk	<u>1</u>	October 1, 2001
Total	<u>1</u>	

The above resulted from approved restructuring by Commissioners Court and the addition of one position during budget hearings.

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

County Judge	Administrative Assistant	(1)	October 1, 2001	
	Administrative Coordinator	(1)	October 1, 2001	
	Executive Assistant	1	October 1, 2001	
	Total	<u>(1)</u>		
The above resulted from approved restructuring by Commissioners Court during budget hearings.				
District Clerk	Accounting Clerk	1	October 1, 2001	
	Assistant Supervisor	(1)	October 1, 2001	
	Asst. Supervisor (Counter Clerks)	1	October 1, 2001	
	Bond Forfeiture Clerk	(1)	October 1, 2001	
	Civil Appeals Clerk	(1)	October 1, 2001	
	Clerk	(5)	October 1, 2001	
	Clerk I	8	October 1, 2001	
	Clerk IV	15	October 1, 2001	
	Clerk IV Part time	3	October 1, 2001	
	Counter Clerk	(11)	October 1, 2001	
	Counter Clerk, Part time	(4)	October 1, 2001	
	Counter Clerk Supervisor	(1)	October 1, 2001	
	Court Clerk	(2)	October 1, 2001	
	Data Entry	(1)	October 1, 2001	
	Data Processing Shift Supervisor	(1)	October 1, 2001	
	Expungement Clerk	1	October 1, 2001	
	Minutes Clerk	(1)	October 1, 2001	
	Network Engineer	(1)	October 1, 2001	
	Office Administrative/Support Manager	1	October 1, 2001	
	Senior Clerk I	(2)	October 1, 2001	
	Senior Clerk II	2	October 1, 2001	
	Sr. Appeals Clerk	(1)	October 1, 2001	
	Supervisor	3	October 1, 2001	
	Total	<u>2</u>		
	The above resulted from approved restructuring by Commissioners Court and the addition of two positions during budget hearings.			
	Domestic Relations	Accounting Clerk III, Part time	1	October 1, 2001
		Chief Family Crt Svcs	1	October 1, 2001
Child Support Supervisor		(1)	October 1, 2001	
Office Admin/Support Mgr.		1	October 1, 2001	
Office Manager/Network Eng.		(1)	October 1, 2001	
Senior Clerk II		1	October 1, 2001	
Social Worker		1	October 1, 2001	
Trial Attorney		1	October 1, 2001	
Total		<u>4</u>		
The above resulted from approved restructuring by Commissioners Court and the addition of four positions during budget hearings.				
Elections	Administrative Assistant II	(1)	Restructuring during FY01	
	Administrative Assistant III	1	Restructuring during FY01	
	Clerk II	2	October 1, 2001	
	Elections Clerk I	(1)	October 1, 2001	
	Elections Clerk II	(1)	October 1, 2001	
	Computer Systems Support Analyst	1	October 1, 2001	
	Graphics Planning Tech	1	October 1, 2001	
	Total	<u>2</u>		
The above resulted from approved restructuring by Commissioners Court and the addition of two positions during budget hearings.				
Facilities Management	Custodian Foreman	1	October 1, 2001	
	Custodian I	(1)	October 1, 2001	
	Maintenance Mechanic I	1	October 1, 2001	
	Maintenance Mechanic II	(1)	October 1, 2001	
	Total	<u>0</u>		
The above resulted from approved restructuring by Commissioners Court.				

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

### Human Resources

Civil Service Support Clerk	(1)	October 1, 2001
Civil Service Support Coordinator	1	October 1, 2001
Clerk III	2	October 1, 2001
Human Resource Clerk	(1)	October 1, 2001
Intern, Part Time	1	October 1, 2001
Personnel Clerk	(1)	October 1, 2001
Volunteer Intern-Part time	(1)	October 1, 2001
	<u>0</u>	

The above resulted from approved restructuring by Commissioners Court and the addition of one position during budget hearings.

### Information Technology Department

Administrative Assistant II	(1)	Restructuring during FY01
Administrative Office Manager	(1)	Restructuring during FY01
Applications Programmer Manager	(1)	Restructuring during FY01
Computer Operator I, Part Time	(2)	Restructuring during FY01
Chief Technology Officer	(1)	Restructuring during FY01
Distribution Clerk	(1)	Restructuring during FY01
Deputy Director	(1)	Restructuring during FY01
Distribution Clerk/Data Entry	(1)	Restructuring during FY01
Network Engineer I	(1)	Restructuring during FY01
Network Engineer II	(4)	Restructuring during FY01
Network Engineer III	(2)	Restructuring during FY01
Network/PC Support Manager	(1)	Restructuring during FY01
Program Analyst II	(7)	Restructuring during FY01
Program Analyst III	(4)	Restructuring during FY01
Security Analyst	(1)	Restructuring during FY01
Systems Engineer I	(1)	Restructuring during FY01
Systems Engineer II	(1)	Restructuring during FY01
Systems Engineer III	(2)	Restructuring during FY01
Systems Engineer IV	(4)	Restructuring during FY01
Training Coordinator	(1)	Restructuring during FY01
Web Designer I	(1)	Restructuring during FY01
Admin. Assistant II	1	Restructuring during FY01
Applications Programmer Analyst I	1	Restructuring during FY01
Apps. Systems Analyst II	1	Restructuring during FY01
Chief Info. Technology Officer	1	Restructuring during FY01
Client Server Programmer I	1	Restructuring during FY01
Client Server Programmer II	1	Restructuring during FY01
Client Server Programmer III	1	Restructuring during FY01
Computer Operations Supervisor	1	Restructuring during FY01
Computer Operator I	1	Restructuring during FY01
Computer Operator III	1	Restructuring during FY01
Customer Service Manager	1	Restructuring during FY01
Data Control Clerk I	1	Restructuring during FY01
Director of Info. Technology	1	Restructuring during FY01
Help Desk Support	1	Restructuring during FY01
Help Desk/Training Specialist	1	Restructuring during FY01
Help Desk Support Sr.	1	Restructuring during FY01
Internet/Intranet Apps Mgr.	1	Restructuring during FY01
Inventory Control Analyst	1	Restructuring during FY01
LAN Support II	1	Restructuring during FY01
LAN Support III	1	Restructuring during FY01
Mainframe Programmer II	2	Restructuring during FY01
Mainframe Programmer III	1	Restructuring during FY01
Mainframe Programmer III, Temporary	1	Restructuring during FY01
Network Administrator	2	Restructuring during FY01
Network Administrator Sr.	2	Restructuring during FY01
Network Planning Manager	1	Restructuring during FY01
Office Admin/Support Mgr.	1	Restructuring during FY01
PC Maint. Tech II	1	Restructuring during FY01

(Continued on next page)



## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Information Technology Department- Continued	PC Maint. Tech III Project Lead Bus. Systems Writer I-Web Total	5 1 1 <u>(1)</u>	Restructuring during FY01 Restructuring during FY01 Restructuring during FY01
	The above resulted from approved restructuring by Commissioners Court and the transfer of one position to the District Attorney's Office during FY01.		
Purchasing	Admin. Assistant II Buyer Inventory Control Clerk TP Project Analyst Total	1 1 1 (1) <u>2</u>	October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001
	The above resulted from the creation of a new department during FY 00.		
Tax Office	Accounting Clerk I Administrative Assistant I Administrative Assistant II Administrative Assistant III Auto Title Clerk I Auto Title Clerk I, Part Time Auto Title Clerk II Automobile Dept. Director Clerk II Motor Vehicle & Title Director Office Manager Satellite Office Manager Supply Inventory Clerk VIT Enforcement Director Vehicle Inventory Director Vehicle Inventory Tax Supervisor Total	1 (1) 1 1 (2) 2 (1) (1) 2 1 1 (1) 1 1 (1) 1 <u>5</u>	October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001
	The above resulted from approved restructuring by Commissioners Court and the addition of five positions during budget hearings.		
<b>Total General Government</b>		<u><u>22</u></u>	
<b>Administration of Justice:</b> 65th District Court	Administrative Asst. II Data Entry Clerk Total	1 (1) <u>0</u>	October 1, 2001 October 1, 2001
	The above resulted from approved restructuring by Commissioners Court during budget hearings.		
Associate Family Court 3	Bailiff Certified Court Reporter Court Coordinator Master Total	1 1 1 1 <u>4</u>	September 1, 2001 September 1, 2001 September 1, 2001 September 1, 2001
	The above resulted from the addition of a new court approved by Commissioners Court during FY01.		
Council of Judges Administration	Assistant Jury Coordinator Assistant Panel Bailiff Coordinator Bailiff Council of Judges Administrator Floating Court Reporter Interpreter Office Admin/Support Manager Roving Court Reporter Total	1 (1) 3 (1) 1 2 1 (1) <u>5</u>	October 1, 2001 October 1, 2001 Restructuring FY01, October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001 October 1, 2001
	The above resulted from approved restructuring by Commissioners Court and the addition of five positions.		

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

County Attorney	Administrative Assistant	(1)	October 1, 2001
	Collection Clerk	4	October 1, 2001
	Division/Unit Chief Attorney	1	October 1, 2001
	Ex. Secretary/Admin. Assistant	1	October 1, 2001
	Investigator	1	October 1, 2001
	Lan Support II	1	October 1, 2001
	Lan Support III	1	October 1, 2001
	Legal Collection Assistant	(3)	October 1, 2001
	Legal Secretary II	1	October 1, 2001
	Network Engineer II	(1)	October 1, 2001
	Network Engineer III	(2)	October 1, 2001
	Office Admin./Support Manager	1	October 1, 2001
	Paralegal I	1	October 1, 2001
	Paralegal II	(1)	October 1, 2001
	Senior Trial Attorney	2	October 1, 2001
	Trial Attorney	(1)	October 1, 2001
	Trial Team Chief Attorney	(1)	October 1, 2001
	Total	<u>4</u>	
	The above resulted from approved restructuring by Commissioners Court and the addition of four positions during budget hearings.		
County Attorney Bond Forfeitures	Attorney	(1)	October 1, 2001
	Collection Clerk	2	October 1, 2001
	Legal Collections Assistant III	(2)	October 1, 2001
	Senior Trial Attorney	2	October 1, 2001
	Unit Chief Attorney	(1)	October 1, 2001
	Total	<u>0</u>	
	The above resulted from approved restructuring by Commissioners Court.		
County Attorney RETGH Legal	Collections Analyst	1	Restructuring FY01
	Legal Secretary I	(1)	October 1, 2001
	Paralegal	(1)	Restructuring FY01
	Unit Chief Attorney	1	October 1, 2001
	Total	<u>0</u>	
	The above resulted from approved restructuring by Commissioners Court.		
County Court at Law Administration	Administrative Asst. III	1	October 1, 2001
	Caseworker	2	October 1, 2001
	Office Coordinator	(1)	October 1, 2001
	Senior Caseworker	1	October 1, 2001
	Total	<u>3</u>	
	The above resulted from approved restructuring by Commissioners Court and the addition of three positions during budget hearings.		
County Court at Law No. 8	Bailiff	(1)	October 1, 2001
	Certified Court Reporter	(1)	October 1, 2001
	Court Coordinator	(1)	October 1, 2001
	Total	<u>(3)</u>	
	The above resulted from approved restructuring by the deletion of this court.		
County Court at Law No. 9	Certified Court Reporter	(1)	October 1, 2001
	Court Coordinator	(1)	October 1, 2001
	Bailiff	(1)	October 1, 2001
	Total	<u>(3)</u>	
	The above resulted from approved restructuring by the deletion of this court.		
County Court at Law Judges	County Court Judge	(2)	October 1, 2001
	Total	<u>(2)</u>	
	The above resulted from the deletion of two County Courts at Law.		

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

County Criminal Court at Law No. 1	Certified Court Reporter	1	January 1, 2002
	Court Coordinator	1	January 1, 2002
	Bailiff	1	January 1, 2002
	Total	<u>3</u>	
The above resulted from the creation of a new court.			
County Criminal Court at Law No. 2	Certified Court Reporter	1	January 1, 2002
	Court Coordinator	1	January 1, 2002
	Bailiff	1	January 1, 2002
	Total	<u>3</u>	
The above resulted from the creation of a new court.			
County Criminal Court at Law Judges	County Criminal Court at Law Judge	2	January 1, 2002
	Total	<u>2</u>	
The above resulted from the creation of two County Criminal Courts at Law.			
County Probate Court	Court Visitor Coordinator	1	Restructuring during FY01
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during FY01.			
District Attorney	Administrative Assistant I	1	October 1, 2001
	Clerk I	2	October 1, 2001
	Clerk II	(1)	October 1, 2001
	Clerk III	(1)	October 1, 2001
	Computer System Support Analyst	1	October 1, 2001
	Division/Unit Chief Atty.	4	October 1, 2001
	Investigator	2	October 1, 2001
	Paralegal	2	October 1, 2001
	Senior Trial Attorney	(2)	October 1, 2001
	Supervisor (Intake)	1	October 1, 2001
	Trial Attorney	11	October 1, 2001
	Trial Team Chief Attorney	1	October 1, 2001
	Unit Chief Attorney	(3)	October 1, 2001
	Total	<u>18</u>	
The above resulted from approved restructuring by Commissioners Court and the addition of eighteen positions during budget hearings.			
Impact Court	Deputy Assistant Project Director	(1)	Restructuring during FY01
	Total	<u>(1)</u>	
The above resulted from approved restructuring by Commissioners Court during FY01.			
Justice of the Peace No.1	Administrative Assistant II	1	October 1, 2001
	Senior Clerk I	(1)	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Justice of the Peace No.2	Administrative Assistant II	1	October 1, 2001
	Senior Clerk I	(1)	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Justice of the Peace No.3	Administrative Assistant II	1	October 1, 2001
	Senior Clerk I	(1)	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Justice of the Peace No.4	Administrative Assistant II	1	October 1, 2001
	Senior Clerk I	(1)	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Change	Effective Date
Justice of the Peace No.5	Administrative Assistant II	1	October 1, 2001
	Senior Clerk I	(1)	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Justice of the Peace No.6	Accounting Clerk I	(1)	October 1, 2001
	Administrative Assistant II	1	October 1, 2001
	Total	<u>0</u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Justice of the Peace No.7	Admin. Assistant II	1	October 1, 2001
	Total	<u>1</u>	
The above resulted from the addition of one position approved by Commissioners Court during budget hearings.			
Public Defender	Admin. Assistant/Investigator	(1)	October 1, 2001
	Administrator	1	October 1, 2001
	Clerk, part-time	(1)	October 1, 2001
	Data Entry I part-time	1	October 1, 2001
	Division/Unit Chief Attorney	(1)	October 1, 2001
	Ex. Secretary/Admin Asst.	1	October 1, 2001
	First Assistant	1	October 1, 2001
	Senior Trial Attorney	6	October 1, 2001
	Trial Attorney	1	October 1, 2001
	Total	<u>8</u>	
The above resulted from approved restructuring by Commissioners Court and the addition of eight positions during budget hearings.			
Tax Court	Certified Court Reporter	1	Correction during FY01
	Court Reporter	(1)	Correction during FY01
	Total	<u>0</u>	
The above resulted from a correction made to a positions title during FY01.			
<b>Total Administration of Justice</b>		<u><u>43</u></u>	
<b>Public Safety:</b>			
County Sheriff-Detention Facility	Cashier (Sheriff)	5	Restructuring during FY01
	Clerk (Sheriff)	(2)	October 1, 2001
	Detention Officer	(3)	October 1, 2001
	Lieutenant (Deputy)	(1)	Restructuring during FY01
	Lieutenant (Detention)	1	Restructuring during FY01
	Maintenance Technician	(1)	October 1, 2001
	Sergeant (Deputy)	(1)	Restructuring during FY01
	Sergeant (Detention)	1	Restructuring during FY01
	TDCJ Coord. Clerk	(1)	Restructuring during FY01
	Total	<u>(2)</u>	
The above resulted from restructuring and the deletion of two positions approved by Commissioners Court during FY01 and budget hearings.			
County Sheriff-Jail Annex	Clerk	1	October 1, 2001
	Detention Officer	(8)	October 1, 2001
	Floor Control Officer	10	October 1, 2001
	Food Service Leader	1	Restructuring during FY01
	Food Svc. Specialist	(1)	Restructuring during FY01
	Maintenance Technician	1	October 1, 2001
	Sergeant	1	October 1, 2001
	TDCJ Coord. Clerk	1	Restructuring during FY01
	Total	<u>6</u>	
The above resulted from restructuring and the addition of six positions approved by Commissioners Court during FY01 and budget hearings.			

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

**County Sheriff- Law Enforcement**

Budget Clerk	1	Restructuring during FY01
Budget Clerk Supervisor	(1)	Restructuring during FY01
Cashier (Sheriff)	(6)	Restructuring during FY01
Computer/Network Technician	(1)	Restructuring during FY01
Detective	2	October 1, 2001
Legal Secretary	1	October 1, 2001
Major	1	October 1, 2001
Network/Computer Supervisor	1	Restructuring during FY01
Patrolman	3	October 1, 2001
Public Information Officer	1	October 1, 2001
Volunteer Coordinator	1	October 1, 2001
Total	<u>3</u>	

The above resulted from restructuring and the addition of three positions approved by Commissioners Court during FY01 and budget hearings.

**Juvenile Probation**

Administrative Assistant	(1)	October 1, 2001
Administrative Secretary	2	October 1, 2001
Aftercare Tracker Part-time	(2)	October 1, 2001
Assistant Chief Juvenile Probation Officer	(1)	October 1, 2001
Cook I On Call	(1)	October 1, 2001
Cook I Part-time	2	October 1, 2001
Deputy Chief of Operations	1	October 1, 2001
Deputy Chief of Probation	1	October 1, 2001
Director of Challenge	1	October 1, 2001
ISP Tracker Part-time	2	October 1, 2001
JJAEP Juvenile Probation Officer	1	Restructuring during FY01
Juvenile Corrections Officer	(6)	October 1, 2001
Juvenile Corrections Officer Part-time	6	October 1, 2001
Juvenile Correction Officer, Team Leader	(1)	October 1, 2001
Juvenile Detention Officer	4	October 1, 2001
Juvenile Detention Officer Part-time	1	October 1, 2001
Juvenile Detention Officer, Team Leader	(1)	October 1, 2001
Maintenance Tech II	1	October 1, 2001
Probation Officer II Technician	(1)	October 1, 2001
Probation Officer Technician	1	October 1, 2001
Process Server Part-time	4	October 1, 2001
Secretary I	1	October 1, 2001
Secretary/Receptionist	(1)	October 1, 2001
Summons Server Part-time	(4)	October 1, 2001
Tracker	1	October 1, 2001
Tracker Part-time	(1)	October 1, 2001
Total	<u>9</u>	

The above resulted from restructuring and the addition of several positions approved by Commissioners Court during FY01 and budget hearings.

**Total Public Safety**

16

**Health and Welfare:**

**General Assistance**

Community Service Aide	1	October 1, 2001
Total	<u>1</u>	

The above resulted from the addition of one position approved by Commissioners Court during budget hearings.

**Medical Examiner**

Administrator	(1)	October 1, 2001
Deputy Medical Examiner	(1)	Restructuring during FY01
Total	<u>(2)</u>	

The above resulted from the deletion of two positions approved by Commissioners Court during FY01 and budget hearings.

**Total Health and Welfare**

(1)

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Department	Position Title	Positions	Effective Date
<b>Resource Development:</b>			
Agricultural Co-Op Extension	CEA Communications	(1)	Restructuring during FY01
	CEA Marketing & Public Info.	<u>1</u>	Restructuring during FY01
	Total	<u><u>0</u></u>	
The above resulted from approved restructuring by Commissioners Court during FY01.			
Community Development	Administrative Assistant II	(1)	October 1, 2001
	Administrative Assistant III	1	October 1, 2001
	Project Coordinator	1	October 1, 2001
	Self-Help Coordinator	<u>(1)</u>	October 1, 2001
	Total	<u><u>0</u></u>	
The above resulted from approved restructuring by Commissioners Court during budget hearings.			
Planning Department	Administrative Assistant III	(1)	October 1, 2001
	Assistant Director	(1)	October 1, 2001
	Public Information Officer	<u>(1)</u>	October 1, 2001
	Total	<u><u>(3)</u></u>	
The above resulted from the deletion of three positions during budget hearings.			
<b>Total Resource Development</b>		<u><u>(3)</u></u>	
<b>Culture and Recreation:</b>			
Ascarate Golf Course	Utility Worker III	1	October 1, 2001
	Total	<u><u>1</u></u>	
The above resulted from the addition of one position approved by Commissioners Court during budget hearings.			
Ascarate Regional County Park	Administrative Asst. I	1	October 1, 2001
	Park Ranger	1	October 1, 2001
	Park Ranger Part time	1	October 1, 2001
	Utility Worker I	2	October 1, 2001
	Utility Worker I Part time	4	October 1, 2001
	Utility Worker II	1	October 1, 2001
	Utility Worker III	<u>2</u>	October 1, 2001
	Total	<u><u>12</u></u>	
The above resulted from the addition of twelve positions approved by Commissioners Court during budget hearings.			
County Library	Clerk	(1)	October 1, 2001
	Senior Clerk	<u>1</u>	October 1, 2001
	Total	<u><u>0</u></u>	
The above resulted from restructuring approved by Commissioners Court during budget hearings.			
Rural Parks	Truck Driver	(1)	October 1, 2001
	Utility Worker I	<u>1</u>	October 1, 2001
	Total	<u><u>0</u></u>	
The above resulted from the addition of one position as approved by Commissioners Court during budget hearings.			
<b>Total Culture and Recreation</b>		<u><u>13</u></u>	
<b>TOTAL GENERAL FUND</b>		<u><u>90</u></u>	
<b><u>SPECIAL REVENUE</u></b>			
<b>General Government:</b>			
County Clerk-Records Management and Preservation	Deputy Clerk	(1)	October 1, 2001
	Total	<u><u>(1)</u></u>	
The above resulted from the deletion of one position approved by Commissioners Court during budget			

## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Road and Bridges Administration	Associate Civil Engineer	1	October 1, 2001
	Civil Engineer	(1)	October 1, 2001
	Geographic Info. Systems Analyst	1	October 1, 2001
	Geographic Info. Systems Coord.	(1)	October 1, 2001
	Total	<u>1</u>	

The above resulted from restructuring approved by Commissioners Court during budget hearings.

### Culture and Recreation:

Coliseum Tourist Promotion	Admin. Assistant I	1	October 1, 2001
	Assist. Sports Authority	1	October 1, 2001
	Assist. Facility Foreman	(1)	October 1, 2001

(Continued on next page)

Coliseum Tourist Promotion-Continued	Event Booking Manager	(1)	October 1, 2001
	Facility Mechanic	1	October 1, 2001
	Maint. Carpenter	(1)	October 1, 2001
	Maint. Worker I	3	October 1, 2001
	Office Manager	1	October 1, 2001
	Special Events Mgr Coliseum	1	October 1, 2001
	Sports Authority	1	October 1, 2001
	Total	<u>6</u>	

The above resulted from restructuring and the addition of six positions approved by Commissioners Court during budget hearings.

County Law Library	Assistant Librarian	(1)	October 1, 2001
	Assistant Law Librarian	(1)	October 1, 2001
	Law Library Assistant	2	October 1, 2001
	Total	<u>0</u>	

The above resulted from restructuring approved by Commissioners Court during budget hearings.

### Total Culture and Recreation

6

### Total General Government

0

### Public Works:

Roads and Bridges	Clerk III	1	October 1, 2001
	Heavy Equipment Operator II	2	October 1, 2001
	Heavy Equipment Operator III	(2)	October 1, 2001
	Office Manager	(1)	October 1, 2001
	Total	<u>0</u>	

The above resulted from approved restructuring by Commissioners Court during budget hearings.

### Total Public Works

0

### TOTAL SPECIAL REVENUE

6

### GRANTS

Various	Accountant I	1	During FY01
	Asset Tracing Clerk	(1)	During FY01
	Assistant Center Director	(1)	During FY01
	Clerk	2	During FY01
	Clerk/Analyst	1	During FY01
	Communications Specialist	1	During FY01
	Community Outreach Coordinator	1	During FY01
	Computer Programmer	1	During FY01
	Counselor	4	During FY01
	Crime Victims Liaison	1	During FY01

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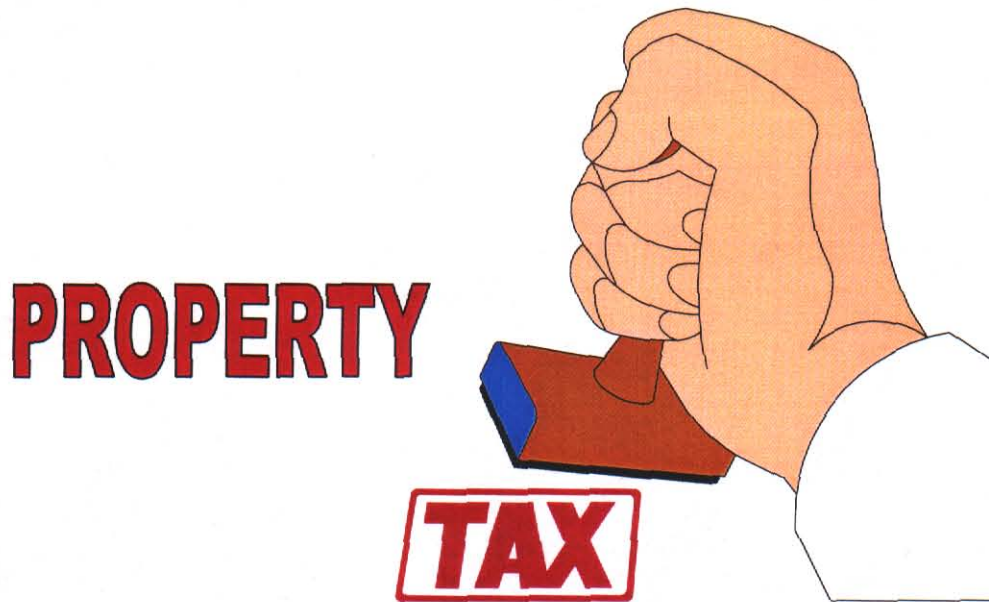
## LISTING OF CHANGES IN AUTHORIZED POSITIONS

Position Title	Quantity	Effective Date
Various-Continued		
Detective	(1)	During FY01
Division/Unit Chief Attorney	(1)	During FY01
Employment Specialist	1	During FY01
First Assistant County Attorney	(1)	During FY01
Grant Writer	1	During FY01
Investigator	1	During FY01
JPD Juv. Probation Officer	(3)	During FY01
Juv Corrections Team Leader	1	During FY01
Legal Secretary	1	During FY01
Nutrition Center Director	2	During FY01
Paralegal/Investigator	(1)	During FY01
Patrolman	5	During FY01
Probation Officer	7	During FY01
Program Accountant	(1)	During FY01
Senior Instructor	1	During FY01
Senior Trial Attorney	2	During FY01
Staff Attorney	(1)	During FY01
Trial Attorney	(2)	During FY01
Trial Team Chief Attorney	1	During FY01
Vocation Preparation Ins.-PT	(1)	During FY01
Vocation Preparation Instructor	1	During FY01
<b>TOTAL GRANTS</b>	<b>22</b>	

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 2002 tax year, the Commissioners levied an overall rate of \$0.361434 per \$100 valuation. Of this overall levy, a rate of \$0.278269 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$0.083165 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.

**MONDAY, SEPTEMBER 10, 2001  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK  
WITH THE FOLLOWING MEMBERS BEING PRESENT**

**HON. DOLORES BRIONES,  
CHARLES L. SCRUGGS,  
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 2001 TAX YEAR**

**SEPTEMBER 10, 2001**

**MOTION # 29 (Item # 51)**

On this day, on motion of Commissioner Teran, seconded by Commissioner Scruggs, 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 2001 tax year; a rate of \$0.278269 per \$100 assessed valuation is for the purpose of maintenance and operations, and a rate of \$0.083165 per \$100 assessed valuation is for the payment of principal and interest on the debt of the County. Further, the County Tax Assessor Collector is authorized to assess and collect these taxes for the County of El Paso on October 1, 2001.

**VOTE: YES – Judge Briones, Scruggs, Aguilar, Teran**

**NO – Haggerty**

---

THE STATE OF TEXAS    )  
                                  )  
COUNTY OF EL PASO    )

**KNOW ALL MEN BY THESE PRESENTS:**

September 17, 2001

I hereby certify that the foregoing is a true and correct copy of an extract of the Minutes of the El Paso County Commissioners Court meeting held September 10, 2001.

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

  
SUE ANNE WARREN, DEPUTY CLERK

# County of El Paso, Texas

## APPENDIX C

# ANNUAL



# BUDGET

**Commissioners Court Order Approving the  
Operating Budget for the Fiscal Year  
Beginning October 1, 2001.**

**MONDAY, OCTOBER 8, 2001  
COMMISSIONERS COURT MET IN REGULAR MEETING  
AT 9:30 A.M. O'CLOCK  
WITH THE FOLLOWING MEMBERS BEING PRESENT**

**HON. DOLORES BRIONES,  
CHARLES L. SCRUGGS,  
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**

---

**ADOPTED – COUNTY OF EL PASO ANNUAL OPERATING BUDGET  
FOR FISCAL YEAR 2001-2002**

**OCTOBER 8, 2001**

**MOTION # 21 (Item # 36)**

On this day, on motion of Commissioner Teran, seconded by County Judge Briones, it is the order of the Court, pursuant to *Texas Local Government Code §111.039*, to approve and adopt the County of El Paso annual operating budget for the fiscal year beginning October 1, 2001 and ending September 30, 2002. The adopted budget includes the budget amendments presented by the County Auditor during Commissioners Court:

A copy of the Fiscal Year 2001-2002 adopted budget has been filed with the County Clerk's Office.

**VOTE: YES – Judge Briones, Scruggs, Aguilar, Teran, Haggerty**

**NO – None**

---

THE STATE OF TEXAS    )  
  )  
COUNTY OF EL PASO    )

**KNOW ALL MEN BY THESE PRESENTS:**

December 11, 2001

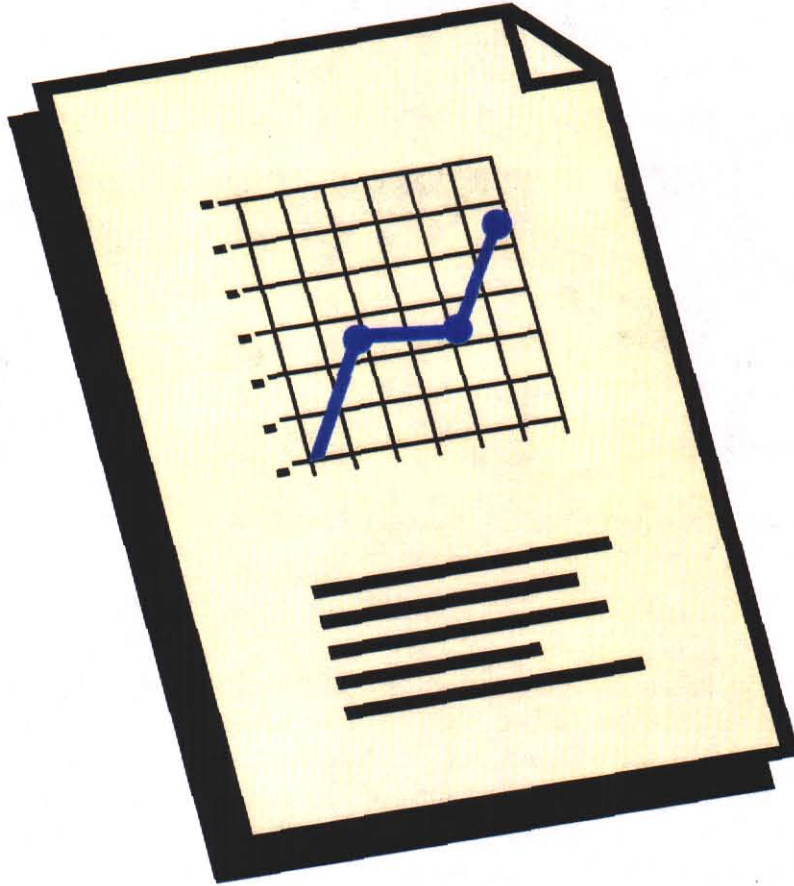
I hereby certify that the foregoing is a true and correct copy of an extract of the Minutes of the El Paso County Commissioners Court meeting held October 8, 2001.

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

  
\_\_\_\_\_  
**SUE ANNE WARREN, DEPUTY CLERK**

# County of El Paso, Texas

## APPENDIX D



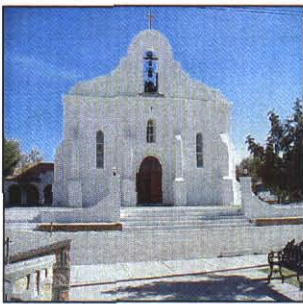
### Statistical Information



# El Paso County Demographics and Other Statistics

## History

So how did El Paso get its name? Back in 1598, when Don Juan Oñate left Santa Barbara, Chihuahua, with over 500 colonists to settle in the Upper Rio Grande Valley into New Mexico, upon crossing the river, he named the area El Paso Del Rio Del Norte, or "The Pass of the River of the North." Later, this name was shortened to El Paso Del Norte, and then El Paso after the Treaty of Miguel Hidalgo ceded to the U.S. all land north of the Rio Grande. El Paso became the City of El Paso in 1873 and its local economy thrived after the first train arrived in 1881. In addition, this area has been called home to many natives as far back as 1680, when the Tigua Indians, after fleeing what is now known as New Mexico. Ysleta del Sur is now one of the three missions that are hallmarks in El Paso's History.



**San Elizario Mission**



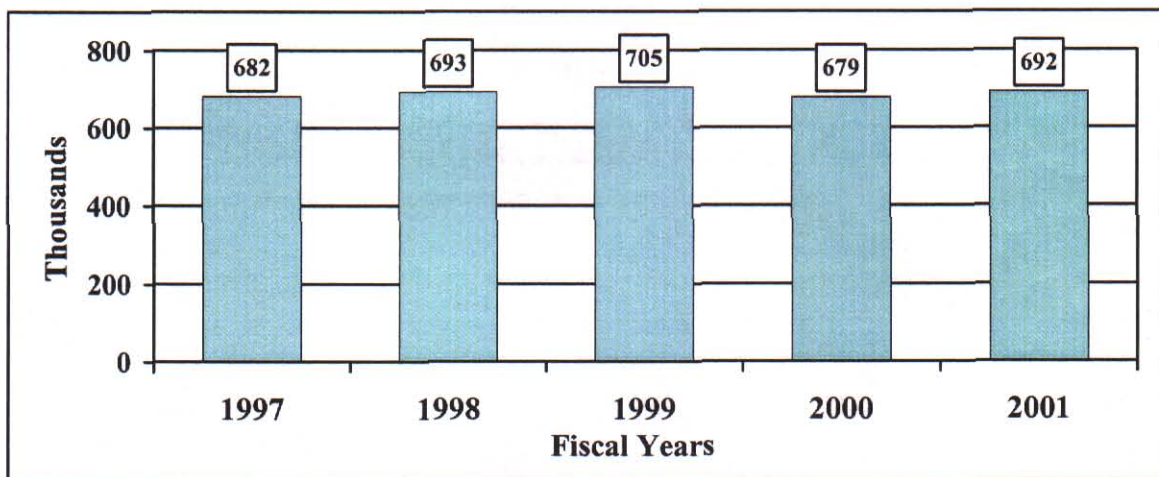
**Socorro Mission**



**Ysleta Mission**

## Population

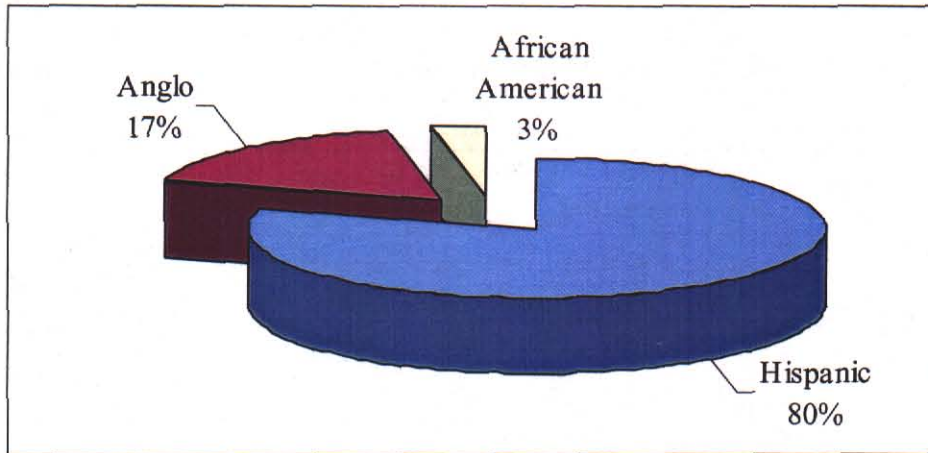
El Paso's population has grown from 668,000 in 1996 to well over 700,000 in 1999. Although this is only a 4% increase in 3 years, with the Hispanic population growing by 36.7%, this area is expected to see some significant increases over the next years. Information provided from the U.S Census Bureau for 2000 lists the population at 679,622, down from prior estimates from the City of El Paso for 2000 of 717,212. This decrease may be the direct result of fewer high school and college graduates staying in the El Paso Area due to better opportunities elsewhere.





## Composition of Population

According to the U.S. Census 2000, 78.2% of the population is of Hispanic or Latino origin, while Anglos comprise 17.0%, Black or African Americans comprise 3.1% and 1.7% of the population is of other descent.

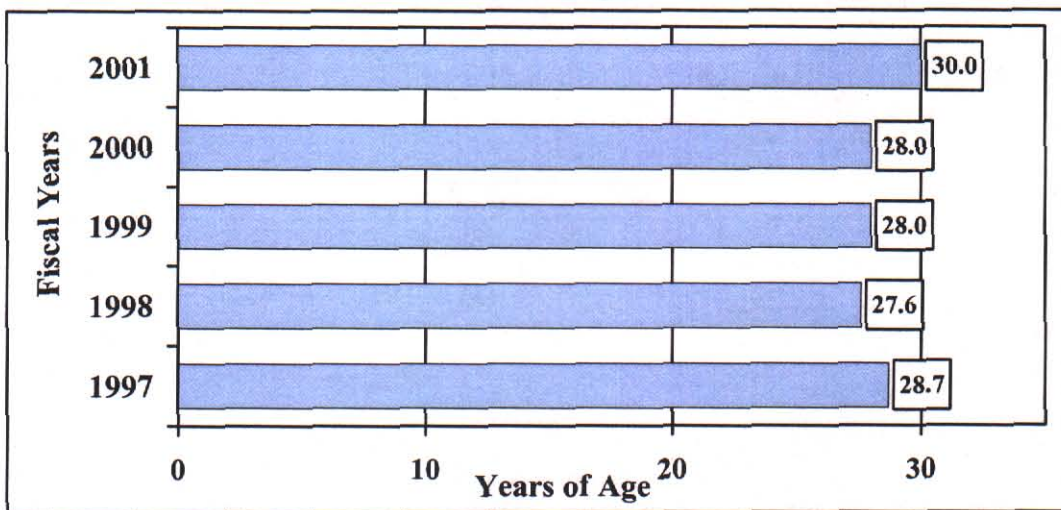


The 2000 Census also reports that 51.8% of El Paso's population is female, 32.0% is under the age of 18, and persons 65 years old and over comprise only 9.7% of the population.

## Median Age of El Pasoans

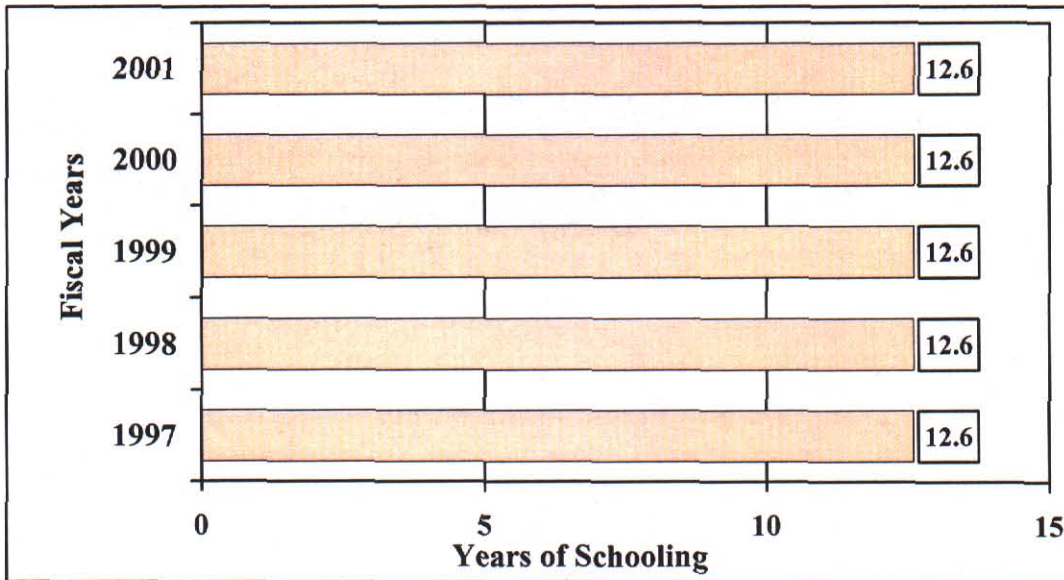
As shown on the graph below, the median age of El Pasoans is between 27 and 30 years of age. With its young population, our border region has grown much faster than the rest of Texas. Back in 1996, the Border's birth rate of 21 live births per 1,000 population exceeded the state rate of 17.5, while its death rate of 652 deaths was less than the state rate of 736 per 100,000 population. The Border's overall natural increase rate of 1.4% in 1995 exceeded the state rate by more than 40%.

### Median Age



## Education Level in Years of Formal Schooling

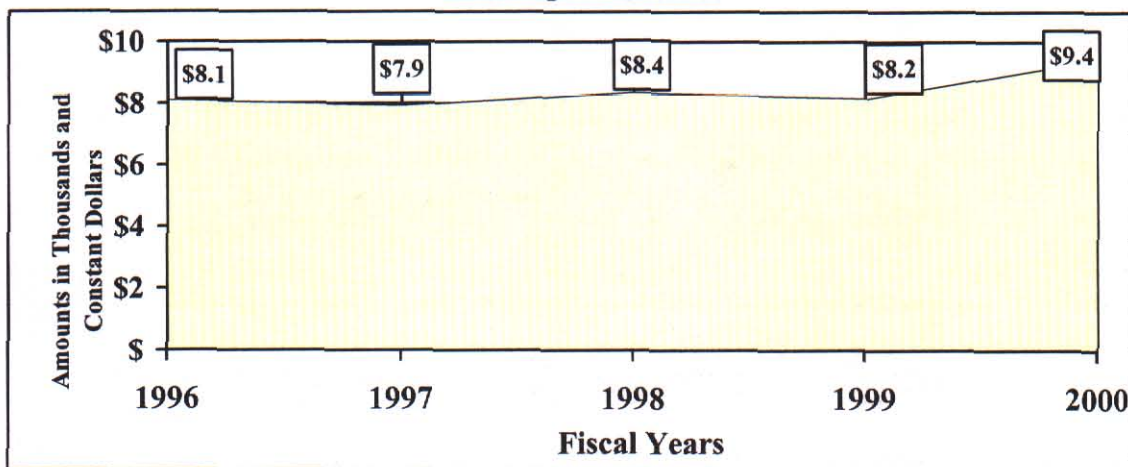
As can be seen in the graph below, the years of schooling for El Pasoans is slightly over high school graduation. Based on the 1990 Census, only 49,982 of those 25 and over had graduated from college, while 208,850 of persons 25 years and over had attained a high school degree. According to the Texas Higher Education Coordinating Board, in 1999 there were 14,695 students enrolled in the University of Texas at El Paso, and 18,655 students enrolled in the El Paso Community Colleges. Of the total of 14,695 students enrolled at the University of Texas at El Paso in 1999, 2,200 degrees were awarded, 1,287 to women and 913 to men.



## The County's Per Capita Income

Personal income per capita is one measure of a community's ability to pay taxes. The higher the per capita income, the more property tax, sales tax, income tax, and business tax the government can generate. The chart below manifests that personal income per capita in 2000 increased over prior years. Personal income per capita, in El Paso County, after considering inflationary impacts, is low. This could be an indication of future problems with the collection of property and sales taxes in El Paso County.

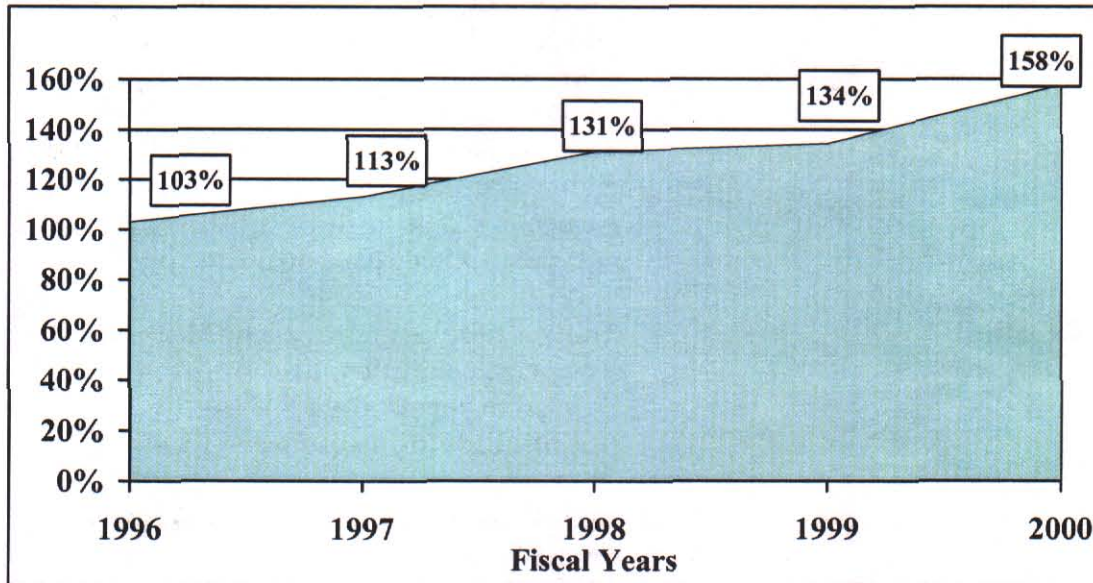
### Per Capita Income





## Liquidity Ratio

A reliable measure of a local government's short-run financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as other assets that can be easily and quickly converted to cash, determines a government's ability to pay its short-term obligations. This is also known as liquidity. The immediate effect of insufficient liquidity is insolvency—the inability to pay bills. Low or declining liquidity may indicate that a government has overextended itself in the long run. A cash shortage may be the first clue to such a problem. A liquidity ratio of less than one-to-one (or less than 100 percent) would indicate the governmental entity is facing serious liquidity problems.



The graph above reveals a steady increase since fiscal year 1996 of the El Paso County's liquidity ratio. Fiscal year 2000 proves that the County can maintain an acceptable level of liquidity.

## Geography and Climatic Conditions

El Paso, with approximately 1,013 square miles of land areas 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. Altitudes in the County range from approximately 3,500 to 7,200 feet, from the 90's into the low 100's during the summer months. Summer nighttime temperatures average about 70 degrees. The average daily high temperature in January is about 57 degrees, and winter nighttime lows are generally in the 20's and 30's dipping occasionally into the teens. The sun shines approximately 302 days per year in El Paso, thus the name "The Sun City".



## Other Miscellaneous Statistics

Maintained Roads and Highways	589 miles, 410 of which are paved
Employees	County-2,522 Full time and 102 part time
Recreation	The County Coliseum provides space and facilities for shows, concerts, circuses, rodeos and ice hockey. There are 131 parks, 15 swimming pools and 3 golf courses located within the County.
Educational Facilities	Current University of Texas at El Paso enrollment-16,220 students Current El Paso Community College enrollment-18,666 students Total of 30 high schools, 39 middle schools, 121 intermediate and elementary schools, 57 private elementary and high schools, 26 business and vocational schools, and 16 alternative schools
Medical Facilities	Thirteen hospitals provide 2,013 beds Doctors to population, 1 to 765 Dentists to population, 1 to 4,146 Hospital beds to population, 1 to 344
Finance	Federal and state chartered banks-9 with 37 branch locations Credit unions- 16 with 27 branch locations
Retail Sales	1996 - \$5,508,763,690 1997 - \$5,327,154,239 1998 - \$5,546,593,565 1999 - \$5,931,712,858 2000 - \$6,307,490,947
Cultural	Churches-558 Major newspapers-1 Radio stations-18 Local television stations-9
Median Household Income	\$25,866
Persons below poverty level	27.8%
Home Ownership Rate	63.6%
Minority Owned Firms	56.6%

Sources: Texas Cooperative Extension Service, The Texas A& M University System, City Planning and Economic Development Departments, Texas Employment Commission, Latest figures from the 1990, 1997 model base and 2000 Census

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
1992	\$16,241	\$12,645	\$26,328	\$1,129	\$2,581	\$3,698	\$3,390	\$1,515	\$12,677	\$7,418	\$106,740
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
2001	16,768	26,994	57,720	9,262	1,614	4,238	2,702	5,174	16,463	10,960	151,895

(1) Includes general, special revenue, debt service, and capital projects funds.

**General Governmental Expenditures By Function**  
**Fiscal Year 2001**

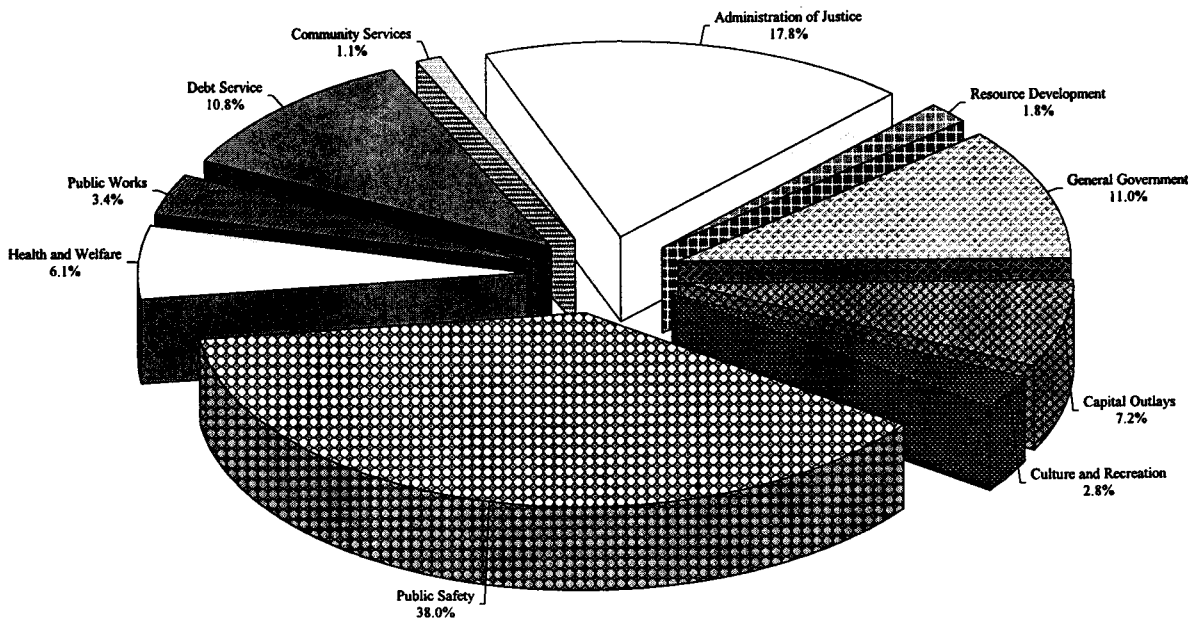


Table 2

**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
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
2001	89,934	154	16,528	36,818	5,444	4,238	4,366	157,482

(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	Mixed Beverage Tax	Total
1992	\$29,853	\$17,137	\$1,442	\$135	\$849	\$4,416
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	44,759	23,884	1,943	62	908	71,556
2001	46,235	24,642	1,936	55	954	73,822

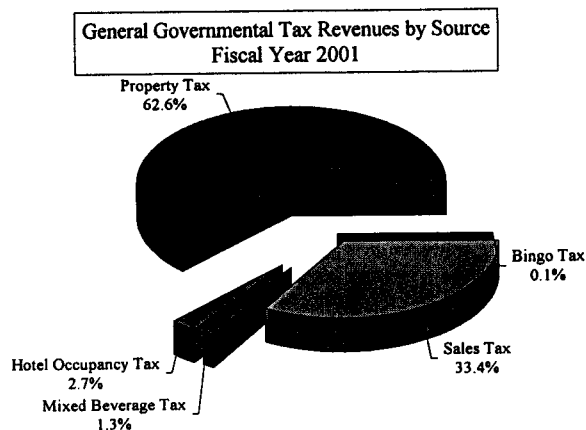
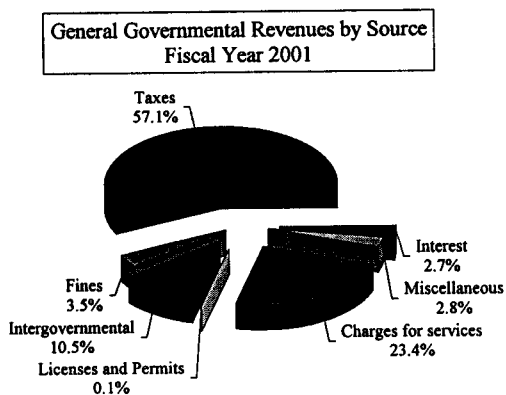
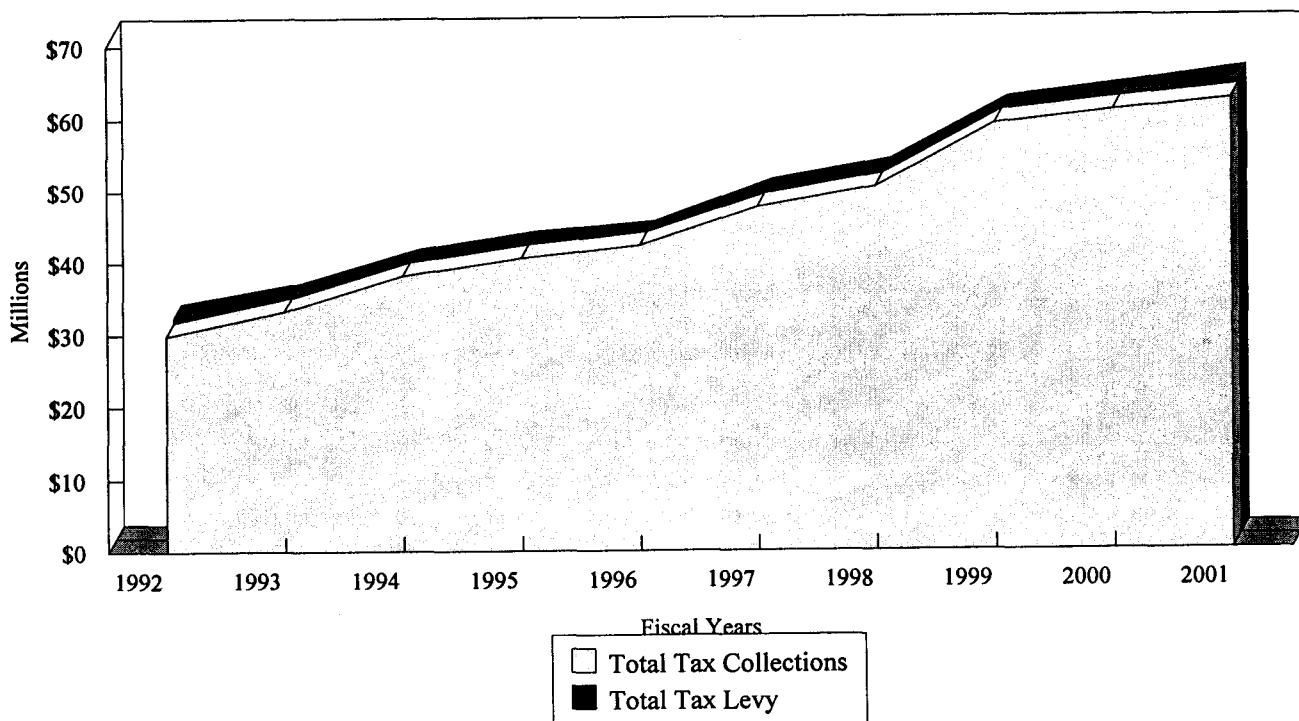


Table 3

**County of El Paso, Texas  
Property Tax Levies and Collections  
Last Ten Fiscal Years  
(Unaudited)  
(Amounts Expressed in Thousands)**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent Current Taxes Collected	Delinquent Tax Collections	Total Tax Collections	Ratio of Total Tax Collections to Total Tax Levy	Outstanding Delinquent Taxes	Ratio of Delinquent Taxes to Total Tax Levy
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
2001	62,970	59,949	95.20	2,397	62,346	99.01	6,215	9.87





**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	
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
2001	17,724,160	17,724,160	2,657,327	2,657,327	2,048,776	18,332,712	20,381,487	89.95

Total Assessed Value

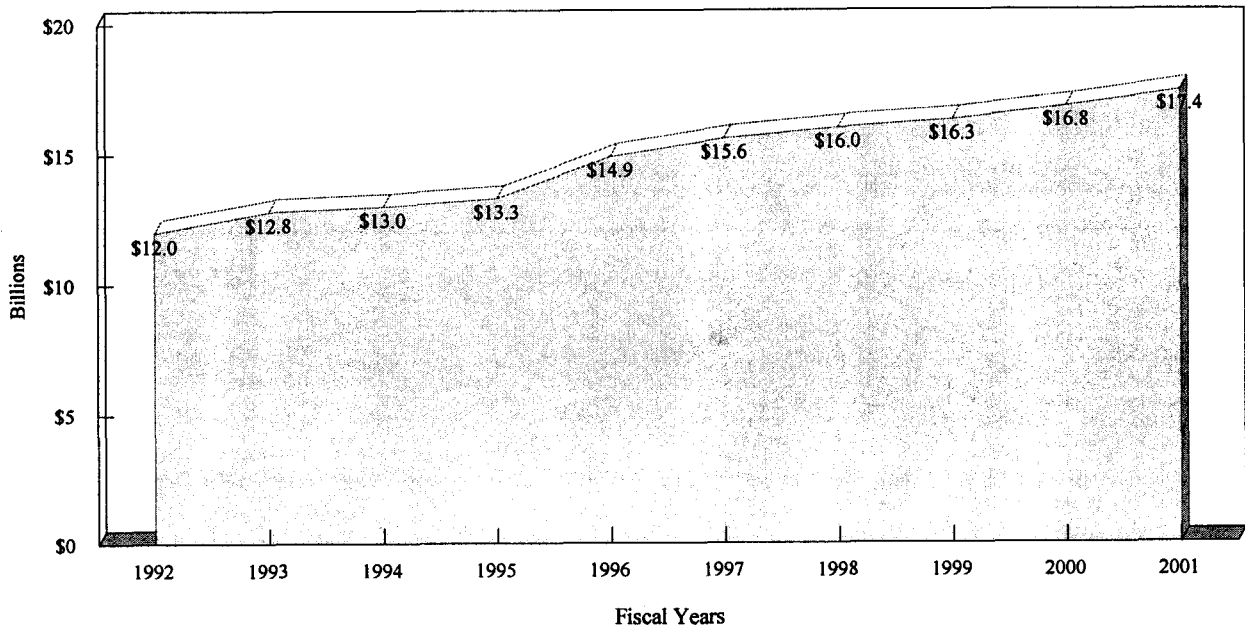


Table 5

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

Name of Government	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Anthony Ind. School District	\$ .33000	\$1.28500	\$1.37446	\$1.36500	\$1.38500	\$1.35000	\$1.58000	\$1.43168	\$1.63111	\$1.67410
Canutillo Ind. School District	.49400	1.47000	1.51103	1.57399	1.67000	1.67000	1.67000	1.53660	1.70072	1.60687
City of Anthony	.24089	.24934	.24062	.23448	.24473	.25074	.25625	.25625	.27358	.27909
City of El Paso	.60746	.62145	.64379	.65322	.63592	.63592	.66023	.66023	.66021	.71983
City of Horizon	.14955	.16955	.16955	.16955	.16955	.16955	.19423	.19039	.20366	.22967
City of Socorro	.29811	.36839	.37529	.37529	.38355	.38355	.38005	.39713	.39713	.42067
Clint Ind. School District	.52640	1.53000	1.65000	1.53677	1.56042	1.64240	1.64240	1.40000	1.45154	1.71480
County of El Paso	.26038	.29329	.30540	.28034	.30540	.31500	.36143	.36143	.36143	.36143
El Paso Community College	.09961	.09932	.10056	.10028	.10507	.10364	.11075	.11075	.12750	.12750
El Paso County Education District (2)	.93600									
EPCO Rural Fire Prev. Dist. No. 1	.03000	.02952								
EPCO Rural Fire Prev. Dist. No. 2	.03000	.03000	.03000							
EPCO Emergency Service District No. 1 (3)			.10000	.07992	.08033	.08332	.08286	.08157	.08716	.09257
EPCO Emergency Service District No. 2 (4)				.07000	.07500	.10000	.10000	.10000	.10000	.10000
EPCO Tornillo Water Improvement Dist.	.08785	.08816	.08700	.07576	.07744	.07101	.06507	.06100	.06270	.06270
EPCO Water Authority (Horizon)	.45523	.44856	.44755	.45960	.46195	.47875	.47876	.47876	.46869	.46869
El Paso Ind. School District	.36451	1.30051	1.53970	1.52468	1.51498	1.51523	1.65388	1.56015	1.55158	1.57158
Fabens Ind. School District	.25400	1.31000	1.31000	1.23000	1.31332	1.37000	1.46000	1.46000	1.50000	1.50000
Hacienda Del Norte Water Imp. Dist.	.14431	.14181	.13966	.13033	.12772	.12484	.49500	.40000	.40000	.44000
Homestead Municipal Util. Dist.	1.06868	1.21570	1.14000	.91000	.75265	.72000	.67950	.54000	.54000	.50000
Lower Valley Water Authority	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.12000	.28000
R. E. Thomason General Hospital	.20532	.20532	.21724	.19374	.19374	.19130	.18507	.18507	.18547	.18547
San Elizario Ind. School District	.82755	1.68222	1.62199	1.17212	1.50000	1.47516	1.50000	1.50000	1.50000	1.50000
Socorro Ind. School District	.55000	1.48000	1.48000	1.47000	1.47000	1.38000	1.55000	1.47283	1.53059	1.55877
Tornillo Ind. School District	.52462	1.35000	1.46970	1.33000	1.3608	1.23174	1.48000	1.26840	1.49804	1.59995
Town of Clint	.23731	.24100	.36000	.35000	.35929	.36394	.34255	.34255	.34255	.34255
Westway Water Imp. District	.75823	.71183	.56334	.42060	.33464	.27265	.25609	.25609	.19193	
Ysleta Ind. School District	.46248	1.44000	1.65000	1.60597	1.64952	1.58025	1.63000	1.55148	1.54958	1.54958
Downtown Management District (5)						.12000	.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, 2001  
(Unaudited)  
(Amounts Expressed in Thousands)**

Taxpayer	Type of Business	2001 Assessed Valuation	Percentage of Total Assessed Valuation
El Paso Electric Company	Electric utility	\$210,103	1.15%
Southwestern Bell Telephone	Telephone communications	190,376	1.04%
Chevron USA, Inc.	Oil refinery	106,851	0.58%
Simon Property Group	Real estate development	84,381	0.46%
Phelps-Dodge Refining Corp.	Copper refinery	69,786	0.38%
Refinery Holding Co. L.P.	Oil refinery	63,095	0.34%
Tenet Hospitals Limited	Health care	59,752	0.33%
Hoover Co.	Cleaning appliances	57,572	0.31%
River Oaks Properties, LTD	Real estate management	52,127	0.28%
Texas Cable Partners, LP	Fiber Optics	43,838	0.24%
Totals		<u>\$937,881</u>	<u>5.12%</u>

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
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
2001	16,463,426	120,546,660	33,609,218	1,729,325	2,641,334	174,989,963

**Annual Operating Budget Totals  
Last Ten Fiscal Years (Unaudited)**

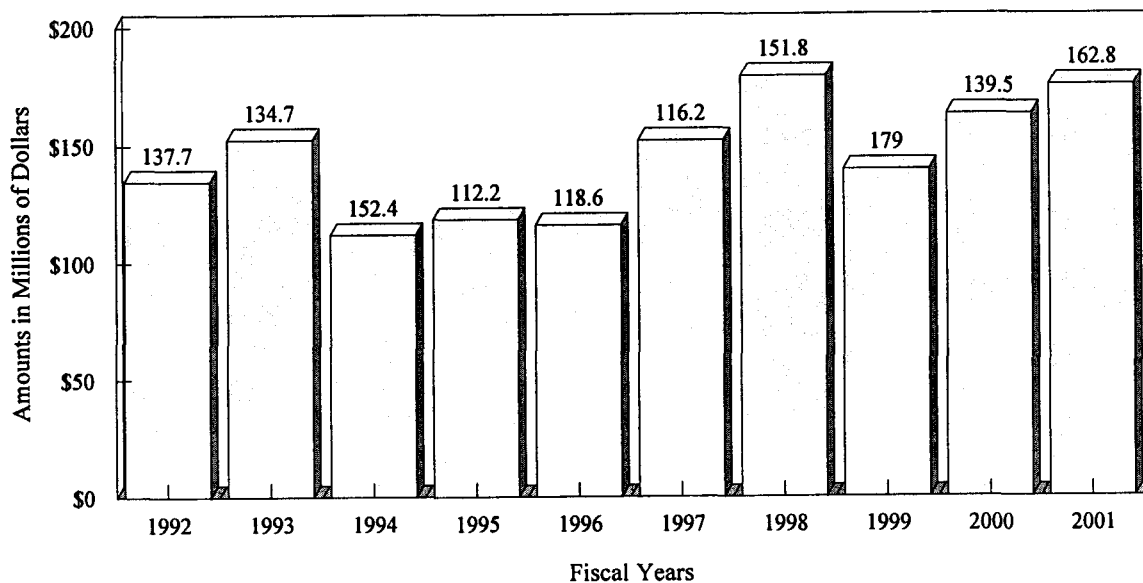


Table 8

**County of El Paso, Texas**  
**Computation of Legal Debt Margin**  
**September 30, 2001**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

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Assessed Valuation:		
Assessed Value of Real Property	\$15,675,385	
Assessed Value of Personal Property	2,657,327	<u>          </u>
Total Assessed Value		<u><u>\$18,332,712</u></u>
Legal debt margin:		
Debt limitation - 5% of Total Assessed Value (1)		\$916,636
Debt Applicable to Limitation:		
Total bonded debt	\$94,693	
Less: Amount available for repayment of general obligation bonds	845	<u>          </u>
Total debt applicable to limitation		<u>93,848</u>
Legal debt margin		<u><u>\$822,788</u></u>

(1) Vernon's Civil Statutes of the State of Texas Annotated, Article 722

**County of El Paso, Texas**  
**Ratio of Net General Obligation Bonded Debt**  
**To Assessed Value and Net General Obligations Debt Per Capita**  
**Last Ten Fiscal Years**  
**(Unaudited)**

Fiscal Year	Population(1)(2)	Assessed Value(1)	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)		
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	680	17,426,643	105,858	877	1,225	104,981	0.60	146.37
2001	692	18,332,712	94,693	845	1,215	93,848	0.51	135.62

(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.

Table 10

**County of El Paso, Texas**  
**Ratio of Annual Debt Service Expenditures**  
**For General Obligation Bonded Debt**  
**To Total General Governmental Expenditures**  
**Last Ten Fiscal Years**  
**(Unaudited)**  
**(Amounts Expressed in Thousands)**

Fiscal Year	Principal	Interest Plus Agent and Noncommitant Fees	Total Debt Service	Total General Governmental Expenditures (1)	Ratio of Debt Service to General Governmental Expenditures
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
2001	11,165	5,298	16,463	151,895	10.84

(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, 2001**  
**(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	\$94,693	100%	\$94,693
Total direct debt	94,693	100	94,693
Overlapping:			
Anthony Independent School District	4,436	100	4,436
Canutillo Independent School District	14,293	100	14,293
City of Anthony	348	100	348
City of El Paso	357,407	100	357,407
Clint Independent School District	16,614	100	16,614
El Paso County Water Authority (Horizon)	7,554	100	7,554
El Paso Independent School District	194,379	100	194,379
Fabens Independent School District	1,294	100	1,294
Homestead Municipal Utility District	1,859	100	1,859
R. E. Thomason General Hospital	18,671	100	18,671
San Elizario Independent School District	10,166	100	10,166
City of Socorro	1,334	100	1,334
Socorro Independent School District	97,564	100	97,564
Tornillo Independent School District	6,912	100	6,912
Westway Water Improvement District	362	100	362
Ysleta Independent School District	56,287	100	56,287
Total overlapping debt	789,480	100	789,480
Totals	\$884,173	100%	\$884,173

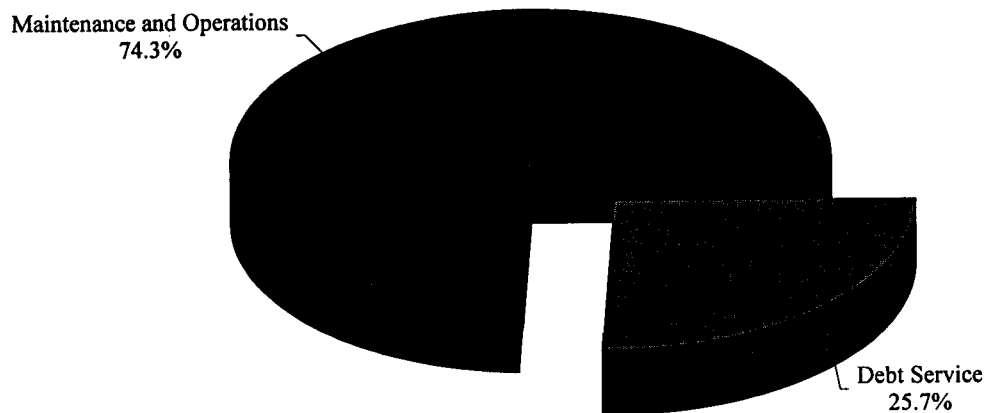
Table 12

**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
1992	\$0.253560	\$0.182890	\$0.070670
1993	0.260380	0.193020	0.067350
1994	0.293290	0.197270	0.096020
1995	0.305400	0.212150	0.093250
1996	0.280340	0.190760	0.089580
1997	0.305400	0.220210	0.085190
1998	0.315000	0.230600	0.084400
1999	0.361434	0.260211	0.101223
2000	0.361434	0.265855	0.095579
2001	0.361434	0.268593	0.092841

(1) These tax rates and fund allocations are expressed in dollars per \$100 assessed valuation.

**Components of the Tax Rate for  
Fiscal Year 2000**



# **GLOSSARY**

# County of El Paso, Texas

## GLOSSARY



This glossary contains definitions for many of the most frequently used accounting and budgeting words, acronyms and abbreviations. These definitions are in a special context that is proper for governmental and nonprofit entities.

## **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 Amendment</b>	A change in the authorized level of funding for a department or line item subobject. Budget amendments are made only with Commissioners Court approval of departmental requests.
<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 prior 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. 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>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>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 2002 means the fiscal year beginning October 1, 2001.
<b>Fund</b>	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
<b>Fund Accounts</b>	All accounts necessary to set forth the financial operations and financial position of a fund.
<b>Fund Balance</b>	The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and available appropriations for the period.
<b>GAAP</b>	This is an acronym for Generally Accepted Accounting Principals.
<b>GASB</b>	This is an acronym for Governmental Accounting Standards Board.
<b>General Fixed Assets</b>	Those fixed assets of a governmental unit which are not accounted for by a proprietary or fiduciary fund.

<b>General Fixed Assets Account Group</b>	A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.
<b>General Fund</b>	A fund used to account for all transactions of a governmental unit which are not accounted for in another fund. The General Fund is used to account for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
<b>GFOA</b>	This acronym stands for Government Finance Officers Association of the United States and Canada.
<b>Governmental Accounting</b>	The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.
<b>Grant</b>	A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes.
<b>Historical Cost</b>	The amount paid, or liability incurred, by an accounting entity to acquire an asset and make it ready to render the services for which it was acquired.
<b>Interfund 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 serve 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.

<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>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, \$0.361434 per \$100 dollars 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.

**TCDRS** This acronym stands for the Texas County and District Retirement System.

**User Charge** A charge levied against users of a service or purchasers of a product of an enterprise fund or an internal service fund.

**Unit Cost** The cost associated with producing a unit of service or specific product.

**Value** As used in governmental accounting, this term designates (1) the act of describing anything in terms of money, or (2) the measure of an item in terms of money. The term should not be used without further qualification.

**Vested Benefits** Accrued vacation and sick leave hours which are an employee benefit with rates being determined based on length of time in service. Vacation hours are paid to employees upon leaving employment with the County with sick leave being utilized only for legitimate sickness during regular employment. An exception to this general rule exist for County Sheriff Deputies under collective bargaining which requires that sick leave hours be paid upon terminating or retiring from the County. Over the years, this has resulted in large payments to individuals which retired from the County and received payment via vested benefit payments. No other employees receive vested benefit payments within the County.

**Work Program** A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.

**Yield** The rate of interest earned on an investment or paid on a debt.

**Zero-Based Budget** A budget based on the concept that the very existence of each activity must be justified each year, as well as the amounts of resources requested to be allocated to each activity.

# A Taste of El Paso County



**We hope this document has provided some insight about El Paso County's Government and its budget for fiscal year 2002.**

