

## El Paso County Commissioners Court



Monday-Friday 8:00 am-5:00 pm



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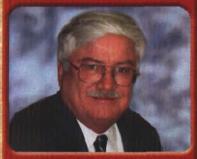
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## **Preface**

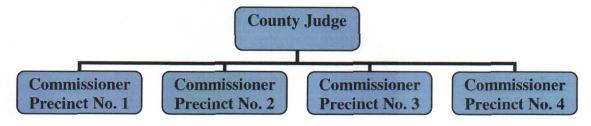
This preface is intended to serve the readers who may be somewhat unfamiliar with El Paso County and the structure and functions of County governments in the State of Texas. It also provides a brief overview of the duties of some of the primary officials.

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 with 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.



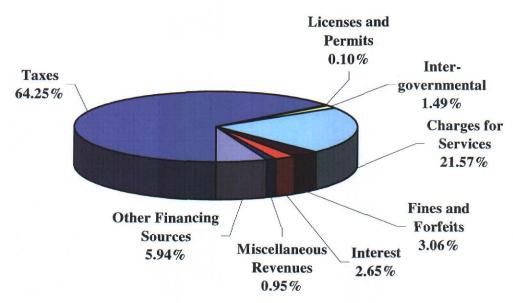
Counties in Texas have many comparable characteristics and are similarly organized. Each County has a governing body called Commissioners' Court. The Commissioners' Court is composed of five members. One member, the County Judge, is elected at large to a four-year term. The other four members are County 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.

## **PREFACE**

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 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, and 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.

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, County Court at Law Judges, Justices of the Peace, and Constables. As has happened in a few other Counties, several years ago, in a statewide election, the voters amended the constitution to abolish the office of the El Paso County Treasurer. After this abolishment, Commissioners' Court formally instructed the County Auditor, an apolitical 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 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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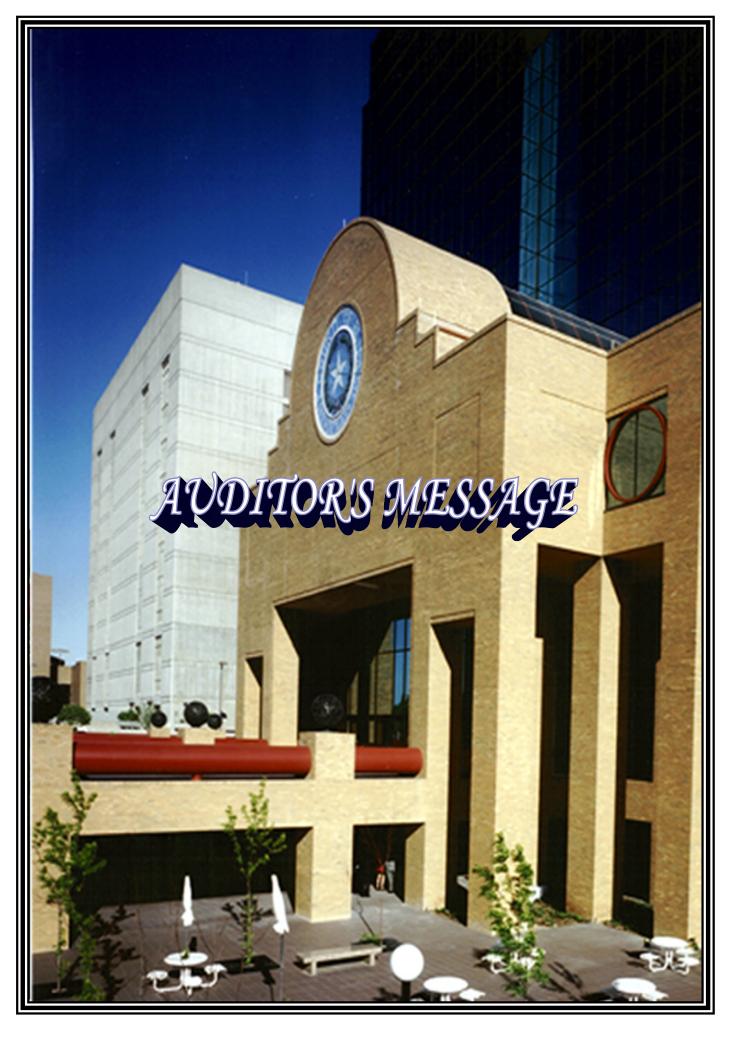
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OFFICE OF THE COUNTY AUDITOR

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December 20, 2006

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 2007 published operating budget of the County of El Paso, Texas (County) for the period of October 1, 2006 through September 30, 2007. This document addresses County financial policies, managerial priorities of Commissioners' Court and factors impacting this budget, which gave direction in its preparation.

### ECONOMIC CONDITIONS AND OUTLOOK

#### **POPULATION**

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, 2006

the City Planning, Research and Development Department estimated the County population at 755,085. The City of El Paso, the County seat, is estimated as having a population of 624,365. El Paso is the largest City in the United States that borders Mexico. According to the Texas State Comptroller of Public Accounts in its 2006 Annual Cash Report, based on population, El Paso is the sixth largest Texas City. Larger than Boston, Seattle, and Denver, the City of El Paso is the 21st largest city in the U.S. Combined with its sister city Juarez, the El Paso metro area holds more than 2.5 million people, making



## POPULATION, CONT'D

it the world's largest population center on an international border. With four international ports of entry, El Paso is a primary intersection for regional trade in the Southwest. El Paso was ranked the hottest mid-size U.S. city for starting and growing a business, as published in the October 2005 issue of *Entrepreneur* magazine. According to U.S. Census Bureau 2005 data, a growing percentage of El Paso's private businesses are "mom-and-pop" operations with one or more owners and no paid employees.

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 1,502,790. The geographic location of El Paso encourages enterprising businesses the unique versatility of being internationally known while remaining in the United States.

#### **NEW PORT OF ENTRY**

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 four 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 in the amount of \$2,500,000 was budgeted within the Capital Project Fund in fiscal year 2002 on a project basis in support of preliminary assessment and design as negotiations between the United States and Mexican government continue. As of fiscal year 2006, capital appropriations related to this project totaled \$7,000,000 while year-to-date expenditures as of September 30, 2006 totaled \$5,295,447. Funds expended to date relate to environmental assessment, bridge design and the purchase of land and right-of-way necessary for this project. A significant amount relates to efforts to secure a presidential permit to move forward on construction of the port of entry. Based on the fact that a presidential permit was issued in fiscal year 2005, El Paso County continues its negotiations with federal, state and international officials on the timely construction of this bridge in unison with other agency facilities and anticipates completion by January 2012. Revenue bonds are anticipated to fund the construction of this bridge beginning in fiscal year 2010, provided other agencies facilities are timely funded and constructed.

#### MOVEMENT IN THE ECONOMY

El Paso MSA Employment by Industry Amounts in Thousands ELPaso Metropolitan Statistical Area Profile obtained from the Texas Workforce Commission							
Industry Types	September 2005	Amount Change	Percentage Change	September 2006	Percent of Total		
Construction	13.00	0.90	6.92%	13.90	5.20%		
Manufacturing	23.20	-0.50	-2.16%	22.70	8.49%		
Trade	42.90	2.10	4.90%	45.00	16.82%		
Trans., Ware, & Util.	13.20	0.40	3.03%	13.60	5.08%		
Information	4.70	-0.30	-6.38%	4.40	1.64%		
Financial Activites	11.70	0.60	5.13%	12.30	4.60%		
Services	95.30	1.30	1.36%	96.60	36.11%		
Total Government	60.60	-1.60	-2.64%	59.00	22.06%		
Total Labor Market	264.60	2.90	1.10%	267.50	100.00%		

## MOVEMENT IN THE ECONOMY, CONT'D

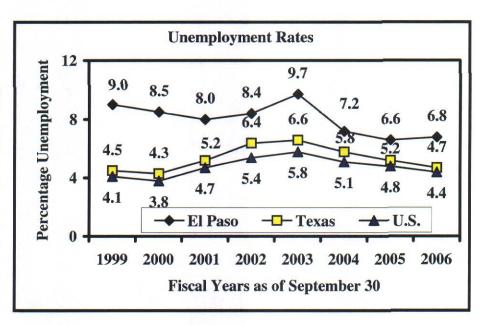
The El Paso region is still seeing positive movement in the economy, or 1.10% overall, as reflected in the chart on the previous page. Mexico's economy continues improving and the border retail activity is gaining momentum that is ultimately feeding job growth. Additionally, El Paso County has seen moderate improvement since the 1994 peso devaluation. Government remains vital to the economy as our single largest economic driver is the Fort Bliss Military Base. Fort Bliss continues to expand due to national military realignment. Fueling the bases current growth is construction of a \$2.6 billion city to house nearly 50,000 soldiers and family members as well as professional and civilian support staff. Fort Bliss will house a population of 76,500 within a decade. 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 regional economy is predominantly comprised of agriculture, agribusiness, manufacturing, tourism, wholesale and retail trade, and government. Farming and ranching have been mainstays of the economy for more than 100 years. In recent years, more focus has been placed on tourism and outdoor recreation as a significant component of the economy. El Paso County has developed an economy that is driven largely by manufacturing, international trade, military training, wholesale and retail trade, and educational services.

#### PRINCIPAL ISSUES FACING EL PASO COUNTY

#### 1. EMPLOYMENT

El Paso evolved from an agricultural economy to what it is today, an international center of trade and manufacturing with an increasing population. According to the Texas State Comptroller's State of Texas 2006 Annual Cash Report, El Paso's five largest employers in 2006 are the El Paso (ISD) (9,000), Ysleta ISD (6,800), City of El Paso (5,400), Socorro ISD (5,200), Sierra Providence Health Network (6,600). Fortune 500 companies operating in El Paso include Boeing, Eureka, General Electric, Hoover and Leviton.

According to the Workforce Com-Texas October 2006 mission's issue of Texas Labor Market unemployment Review, statewide was 4.7 percent in September. When compared to the same time last year, this unemployment rate was .50 percent lower. reflected to the right, El Paso's unemployment rate for September was 6.8 percent in comparison to 6.6 percent in September 2005.



#### PRINCIPAL ISSUES FACING EL PASO COUNTY-CONT'D

Over the past fiscal year between September 2005 and September 2006, El Paso added 2,900 jobs overall. Further analysis reflects that 5,300 job gains resulted which netted with 2,400 employment losses. The various job gains occurred in construction, 900, trade, 2,100, transportation/public utilities, 400, financial activities, 600, and the service sectors, 1,300. The major decline occurred in the total government sector which lost 1,600 jobs most of which were related to the downsizing of National Center for Employment of the Disabled. Other job reductions were experienced in the manufacturing sector, which lost 500 jobs followed by a decline in the information sector totaling 300. These sectors combined comprise 32.19 percent of El Paso's employment market. The reduction continued in the manufacturing sector and remains to be attributable to apparel manufacturers shifting a portion of operations from El Paso to Mexico in order to reduce manufacturing costs. This is consistent with the nationwide trend of cost cutting within the apparel-manufacturing sector.

El Paso's cultural and business ties as a border region with Mexico drive its' economy. The renewed attraction of El Paso County as a favorable business environment, coupled with continued moderately low interest rates, continues to stimulate local construction activity. Due to the nature of our border economy and labor markets, El Paso continues to thrive as reflected in its employment trends. The strong dollar and a slow U.S. recovery battered El Paso's international economy in 2002 through 2003 with a rebound in sales and use taxes in fiscal years 2004 through 2006. El Paso continues to transition from a goods-producing economy to a service economy. Overall, in line with positive economic conditions in the state and nationally, positive indications remain on the financial outlook given our low taxes, abundance of labor, and moderate wage rates.

#### 2. PERSONAL INCOME PER CAPITA

The per capita income for an area may be defined as the total personal income in an area, divided by the number of people in that area. Per capita income is often used as a measure of the wealth of the population of a nation, particularly in comparison to other nations. It is usually expressed in terms of a commonly-used international currency such as the US Dollar, and is useful because it is widely known and produces a straightforward statistic for comparison.

El Paso County being a border community historically has lagged behind the State of Texas and the National average when it comes to per capita income. Based on data obtained from the Regional Economic Information System, Bureau of Economic Analysis as of April 2005, per capita income has grown substantially in El Paso from \$13,748 in 1993 to \$21,829 in 2004, an increase of 58.78 percent although it still lags in comparison to the state. On average the annual growth for the United States, Texas and El Paso has approximated 5.0, 4.3 and 4.7 percent respectively. Further analysis reflects that per capital income in El Paso recently gained momentum in the period between 1994 and 2004 reflecting average annual growth of 4.30 percent while simultaneously the average in the United States and Texas was 4.1 and 4.30 percent respectively.

#### 3. RETAIL SALES TAX

El Paso County relies on sales and use tax, as it comprises 14.20% of General Fund budgeted revenues. In the advent of the September 11, 2001 terrorist attack, retail sales took a beating

#### PRINCIPAL ISSUES FACING EL PASO COUNTY-CONT'D

across the nation. Gross retail sales in El Paso totaled \$6.3 billion of which \$3.1 billion was subject to State tax and only grew by only a tenth of a percent in 2001. Slight rebounds were seen in 2002 and 2003 but it was not until 2004, 2005 and 2006 that El Paso experienced a significant rebound in its sales tax revenue. Between fiscal years 2000 and 2003, sales and use tax revenue grew on average by \$470,000 or 1.9 percent. Fiscal year 2004 gave the County a sigh of relief, since this revenue source grew by approximately \$1.27 million or 5 percent over fiscal year 2003. Fiscal year 2005 was no exception as this revenue source grew by \$1.14 million or 4.27 percent over fiscal year 2004. Most notably, fiscal year 2006 grew by \$3.41 million or an astounding 12.32 percent.

#### 4. AVERAGE VALUE OF HOMES

The average home value in El Paso County according to the El Paso Central Appraisal District in 2006 was \$96,551, an increase of \$10,165 or 11.77 percent over 2005. According to the Texas State Comptroller, El Paso issued 2.2 percent or 3,600 less singlefamily building permits between August 2005 and August 2006 than in the prior twelve months. To further reflect current home sale values in the El Paso area, the chart to the right shows the price distribution of homes sales in 2006 in comparison to 2004 and 2005. This information reflects that approximately 31.2 percent of all homes sold were valued at less than \$100,000, in 2006. Additionally, approximately 50.7 percent of homes sold were valued between \$100,000 and \$200,000 leaving a balance of 18.1 percent representing home sales over \$200,000. Furthermore, analysis of homes sales reflects that approximately 64.6 percent of all sales had a home value of between \$60,000 and \$160,000.

Price Distribution of MLS Homes Sold in El Paso						
	Percent Distribution					
Price Range	2004	2005	2006e			
\$29,999 or less	0.70	0.80	0.80			
30,000 - 39,999	1.10	1.10	0.50			
40,000 - 49,999	3.00	2.00	1.10			
50,000 - 59,999	5.10	3.40	1.60			
60,000 - 69,999	10.10	6.20	3.10			
70,000 - 79,999	14.40	9.20	5.70			
80,000 - 89,999	11.60	10.10	9.70			
90,000 - 99,999	8.80	10.10	8.70			
100,000 - 119,999	11.70	14.00	14.69			
120,000 - 139,999	10.30	13.40	12.90			
140,000 - 159,999	6.60	8.90	9.80			
160,000 - 179,999	4.00	5.60	8.10			
180,000 - 199,999	3.40	4.80	5.30			
200,000 - 249,999	4.10	5.00	7.40			
250,000 - 299,999	2.00	2.40	4.70			
300,000 - 399,999	2.10	2.10	3.60			
400,000 - 499,999	0.50	0.60	1.30			
500,000 and more	0.40	0.40	1.10			
Note:(e) Year-to-date estimate						

Source: http://recenter.tamu.edu/data/hs/hs220c.htm

#### 5. LEGISLATIVE CHANGES

El Paso County as well as Counties across the State remain concerned and alert to recent legislative initiatives focused on the Texas tax system and proposals for change. Just over 48 percent of all of the County's local budgeted tax revenue comes from the ad valorem property tax. The sales and use tax, which is the largest tax paid by most El Pasoans comprises just over 14 percent of the County's total revenues appropriated for 2007. Governments across the nation, at the Federal, State and Local levels, have all experienced a budget crunch during the past few years of economic downturn; therefore, governments continue to struggle to provide sustainable public services with limited resources. Depending upon action taken by the State of Texas, if any, in any future special Legislative Sessions, the potential future financial impacts could range from tens to hundreds of

## PRINCIPAL ISSUES FACING EL PASO COUNTY, CONT'D

millions of dollars assuming tax revenues are capped or shifted from local governments to the State.

Based on "Sources of Revenue Growth, A History of State Taxes and Fees in Texas 1972-2003", issued by the Texas Comptroller of Public Accounts, it is estimated that about half of all Texan's taxes goes to the State government and represents approximately (44.8 percent) of the State's net revenue in fiscal year 2003; the other half goes to Local governments, primarily to school districts. The bulk of State taxes go to pay for public and higher education, and health and human services, which together account for three quarters of the State budget. Based on current tax rates, local taxes in support of public education approximately 52.13 percent of the total local levy or \$1.52 per \$100 valuation and the reminder is attributable to funding services of the County (\$0.391390 or 13.43 percent), the City and Special Districts. Schools receive amounts of funding from State and Local taxes. The Federal government has played an increasingly important role in supporting State services, but future Federal funding is very uncertain, placing great pressure on State revenue sources and ultimately local County government. Concern revolves around the premise that the current Texas state and local tax system fails to provide a stable source of adequate revenue from a balance of sources, and furthermore that the system does not distribute tax burdens equitably. El Paso County remains concerned as to how the State of Texas will address this funding issue, as any change in the tax system should ensure the provision of sufficient revenue to meet the current needs of all Texans for adequate public services, not only at the State level but the local level as well.

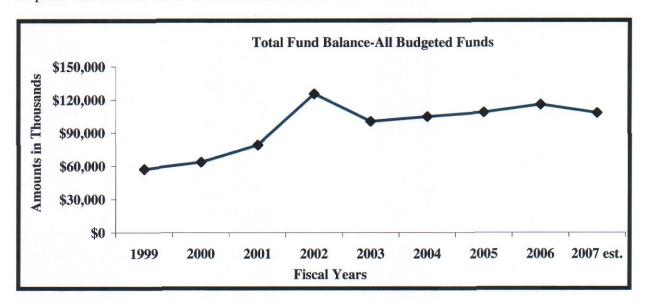
#### 6. COUNTY FINANCIAL POSITION-FUND BALANCE

Fund balance refers to the excess of assets over liabilities in governmental funds. As implied in the County's financial policies, for the purpose of financial planning, fund balance is defined as the cumulative surpluses or deficits resulting from the difference between expenditures and revenues in any one fiscal year. The cumulative effect of yearly fund balance amounts is furthermore addressed as a fund balance reserve. When evaluating fund balance reserves, it is vitally important to maintain sufficient positive fund balance reserves in order to avoid borrowing to meet short term operating needs.

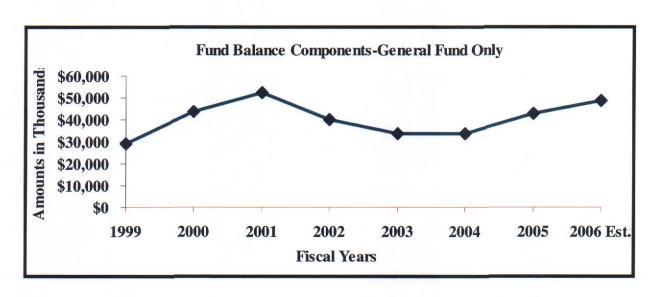
The County operates under a balanced budget as required by law. This does not mean that estimated revenues must always be exactly equal to budgeted appropriations. In most of the annual operating budgets, the Commissioners' Court members usually decide to use, at least, a portion of the undesignated 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, but in particular during its first quarter of the fiscal year, October through December. Since the County's main cash inflow, namely property taxes do not become a significant inflow until late in December each year, maintaining adequate working capital during the first fiscal quarter to meet payroll and other normal operating expenses is always of paramount concern.

## PRINCIPAL ISSUES FACING EL PASO COUNTY, CONT'D

Another significant purpose of fund balance is to offset unexpected increases in costs and unanticipated dips in revenues. Fund balances serve as buffers absorbing the bumps from unanticipated and adverse short-term financial fluctuations.



The graph above depicts all fund balances over the past eight years plus an estimate for fiscal year 2007. From the early to mid 1990's, the County struggled but made significant achievements in rebuilding fund balance reserves. In looking at total fund balances combined, one can loose sight of the significant trends occurring in the County's General fund, the main operating fund of the County, such as the downward trend of its fund balance since 2001. Due to the fact that the County issues capital debt from time to time, capital funds received cause spikes in fund balance that can be mistaken for a measure of financial health, if not evaluated closer. For this reason, special attention is focused on distinguishing all funds and the General Fund.



## PRINCIPAL ISSUES FACING EL PASO COUNTY, CONT'D

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.

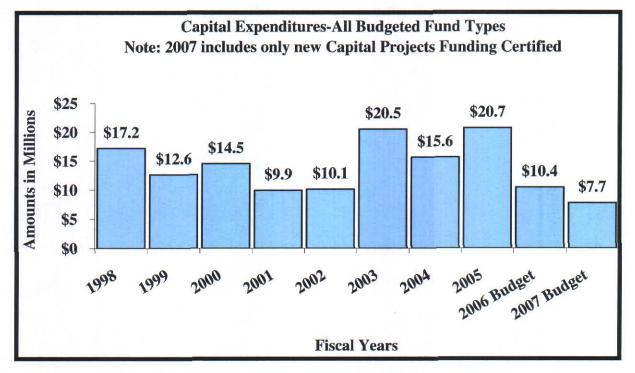
Moody's Investors Service defines bonds rated with an "A" as possessing many favorable attributes and are to be considered as upper medium grade obligations. Factors giving security to principal and interest are considered adequate, but elements may be present suggesting susceptibility to impairment 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.

In December 2001, despite the looming economic downturns, both Moody's Investors Service and Standards & Poors reaffirmed a stable outlook to El Paso County's \$20.9 million Refunding Bonds, Series 2001 and \$34.4 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. In August 2002, El Paso County issued \$1.3 million in Limited Tax Refunding Bonds, Series 2002 and \$29.5 million in Certificates of Obligations, Series 2002 while receiving the same stable ratings. This rating was once again reaffirmed on November 1, 2004.

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 2007 budget along with the stability of General Fund reserves as shown on the prior fund balance exhibit, enhances the County's credit worthiness and reflects a commitment in attaining set goals and objectives.

The County anticipates remaining financially sound and stable through, at least, and probably beyond the fiscal year ending September 30, 2008 as reflected in the financial strategy section of this document. This optimistic outlook is based on the actions exhibited by the Commissioners' Court in generating additional revenues and expenditure reduction in fiscal year 2006 and continued stabilization in fiscal year 2007. Also, this outlook is based on the premise that revenue enhancements continue to outpace the growth in expenditures for the next two fiscal years, which should propel the County's revenues and expenses into relative alignment for the future. Furthermore, future gains of budgetary alignment will be dependent upon the actions of the Commissioners' Court, statutory mandates imposed by the State and the impact of economic conditions in the El Paso region.





## 7. MAINTAINING ADEQUATE LEVELS OF OPERATING CAPITAL

Operating capital provides for the construction and acquisition of capital projects. A capital expenditure may be defined as any significant expenditure to acquire or improve land, building, engineering structures, machinery and equipment.

Capital expenditure budgets represent the County's intention to proceed with certain programs of capital works and services, which may be funded from either current general appropriated funds or from proceeds of debt issued for specific projects.

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

In prior years, the Commissioners' Court members choose to defer equipment purchases for a year or more. Services to the citizens may not be affected much if the purchases of some replacement vehicles for the Sheriff's fleet are postponed for only one year. Services to the citizens will begin to diminish if this type of postponement is allowed for two consecutive years or more. In other words, the overall systematic long-term equipment replacement program should be kept in place to avoid major consequences. The County has initiated steps in developing a perpetual ongoing capital plan whereby the County of El Paso on an annual basis reevaluates present and future needs for planning budgetary impacts and forecasting future needs, usually the next five years. The chart above reflects the actual expenditure trends related to capital expenditures for the past ten years including budgets for fiscal years 2006 and 2007 for all funds.

## PRINCIPAL ISSUES FACING EL PASO COUNTY, CONT'D

A few years ago the Court established an equipment committee and required that all departments justify their capital needs to this committee. The committee usually meets quarterly or as capital related matters arise in addition to the annual budgetary planning process. In December 2001, the County issued Certificates of Obligation, Series 2001 totaling \$55 million of which \$20.9 million and \$34.5 million related to General Obligation Refunding Bonds and Certificates of Obligation Bonds Series 2001 respectively for a variety of capital needs. Some of the purposes of the Certificates of Obligation included constructing or improving public works such as courthouse expansion, courthouse parking, Ascarate Park improvements, courthouse capital needs, an east side regional park, rural parks, an animal shelter, Fabens port of entry, coliseum and other County facility renovations, purchase of land and purchase of election equipment. Again in August 2002, the County issued bonds totaling \$30.8 million of which \$1.3 million and \$29.5 million related to limited tax refunding and Certificates of Obligation Bonds Series 2002 respectively. These Certificates of Obligation were issued for the purpose of constructing and or improving public works such as expansion of the County courthouse, courthouse parking, and courthouse capital needs and the acquisition of and improvements of the County's water infrastructure.

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.

#### ACTION TAKEN AS A RESULT OF THESE IMPACTS

As a result of these impacts: high unemployment rate, low personal income per capita, possible limitations on taxes, etc., the County of El Paso is placing emphasis on minimizing the need for future increases in ad valorem property taxes, increasing collection efficiencies, reassessing fines and fees charged for services to ensure costs are at least recovered and finding new sources of revenues. In the event future legislation is passed, El Paso County anticipates government services as we know them may be reduced to the fundamental functions of County government such as, health and welfare, administration of justice and public safety and possibly would no longer be able to meet the public service growth needs of its community, due to reductions in force, or holding off on future capital improvements. Furthermore, it is envisioned this could severely drain County financial resources to a point of financial instability. Long term priorities, impacts on the 2007 budget and further discussion on the actions to be taken by the County (financial strategy), are described in further detail on the following pages.

The Commissioners' Court took great strides, which resulted in successfully impacting and stifling the growth of appropriations in the fiscal year 2007 budget and beyond. The Courts approach during the 2007 budget process and from here forward, was that of taking a strong stance on the following:

### VISION STATEMENT

El Paso County—

Government that WORKS

### 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.

## **COUNTY-WIDE PRIORITIES**

- **PUBLIC SAFETY**
- **❖** HEALTH AND WELFARE
- ❖ COMMUNITY AND INDIVIDUAL DEVELOPMENT
  - CUSTOMER SERVICE
    - **\*** JUSTICE
  - **❖** TRANSPORTATION AND INFRASTRUCTURE

### LONG TERM NON-FINANCIAL COUNTY-WIDE INITIATIVES

- ♣ Maintain the necessary resources to address public safety within El Paso County.
- ♣ Improve the quality of health care for the residents of El Paso County.
- Improve quality of life activities for County residents.
- ♣ Improve the way the County does business in the eyes of its constituents and its employees.
- ♣ To ensure that County departments meet public needs effectively and efficiently.
- ♣ To administer justice in accordance with the laws of the State of Texas.

#### SHORT TERM GOALS IN THE BUDGET PROCESS

County strategies and plans are integrated into all departmental budgets to ensure unified efforts within County government to achieve the goals and objectives of the County without negatively impacting other goals within the County.

During the 2007 budget process, the Court emphasized the following short term goals in the budget process:

- Working in coordination with law enforcement, ambulance and emergency management functions, so that citizens feel safe in the community.
- Working in coordination with the City and other County departments, in order to maintain
  and enhance a high-level of quality, cost effective health care that is accessible to the
  residents of El Paso County.
- Fostering participation in County programs and activities in order to encourage family unification and promote self sufficiency.
- Ensuring that County departments meet public needs effectively and efficiently.
- To serve the State of Texas, the County of El Paso and the general public more efficiently in all judicial matters.
- Construct and maintain a safe, accessible transportation system that provides for maximum
  mobility to our residents and visitors and implement projects for flood control, parks, trails,
  and natural areas.

## EL PASO COUNTY PRIORITIES/GOALS PRIORITY 1: PUBLIC SAFETY

#### LONG TERM PRIORITY/GOAL:

Maintain the necessary resources to address public safety within El Paso County.

#### SHORT TERM PRIORITY/GOAL:

To work in coordination with law enforcement, ambulance and emergency management functions, so that citizens feel safe in the community.

#### LINKING UNIT GOALS/OBJECTIVES TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives:**

➤ To maintain case clearance rates that exceed the Uniform Crime Report National Averages. (Sheriff's department)

## EL PASO COUNTY PRIORITIES/GOALS, CONT'D

## PRIORITY 1: PUBLIC SAFETY, CONT'D

#### LINKING UNIT GOALS/OBJECTIVES TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives (cont'd):**

- > To keep response times at an average of 9.59 minutes for Lower and Upper Valleys and keep cost per calls at a maximum of \$47. (Ambulance Service)
- ➤ To maintain response times for emergencies on weekends within the Courthouse at no more than 30 minutes and response times for emergencies during normal working hours at no more than 2 minutes. (Courthouse Security)
- ➤ To ascertain the annual certification from the American Corrections Association and to comply and meet the annual Texas Jail Standards Commission and the U.S. Marshal Service standards each fiscal year. (Sheriff's department)

#### PRIORITY 2: HEALTH AND WELFARE

#### LONG TERM PRIORITY/GOAL:

Improve the quality of health care for the residents of El Paso County.

#### SHORT TERM PRIORITY/GOAL:

To work in coordination with the City and other County departments, in order to maintain and enhance a high-level of quality, cost effective health care that is accessible to the residents of El Paso County.

#### LINKING UNIT GOALS/OBJECTIVES TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives:**

- > Support efforts for Thomason Hospital to become the hospital of first choice in the County.
- ➤ To meet the needs of children who require protective services and care while keeping the average cost of providing clothing and medical attention to less than \$300 and \$1,000 each, respectively. (Child Welfare)
- > To determine eligibility for emergency assistance and process applications for assistance within 4 days. (General Assistance)
- ➤ To improve efficiency and effectiveness in performing autopsies and investigations by continuing to autopsy at least 20% of cases investigated and completing autopsy reports within an average of 30 days. (Medical Examiner
- To maintain a turnaround time of 1 hour from initial request for information and maintain a satisfaction rate of 100% for veterans, their dependents and widows (Veterans Assistance)

## EL PASO COUNTY PRIORITIES/GOALS, CONT'D

#### PRIORITY 3: COMMUNITY AND INDIVIDUAL DEVELOPMENT

#### LONG TERM PRIORITY/GOAL:

Improve quality of life activities for County residents.

#### SHORT TERM PRIORITY/GOAL:

To foster participation in County programs and activities in order to encourage family unification and promote self sufficiency.

#### LINKING UNIT GOALS/OBJECTIVES TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives:**

- > Improve marketing efforts to optimize public utilization of parks, golf course and pools, thereby increasing revenues.
- > Conduct community needs assessments/surveys to establish priorities for recreational programs.
- Through the 4H Youth Development program, target 300 youth with learning opportunities that develop leadership and life skills; target private and public elementary schools with science-based curricula to supplement and support learning in the agriculture/life sciences area; support and expand organized 4H Club activities; target 1,650 limited resource families or more in El Paso with nutrition education lesson series; target 3,500 limited resource youth or more in El Paso with nutrition education lesson series and summer camp program.(Agricultural Co-op Extension)
- > To improve the quality of life in the rural areas of the County at minimal cost and increasing infrastructure and housing services by 3% mainly through grant funded programs. (Planning and Development)

#### PRIORITY 4: CUSTOMER SERVICE

#### LONG TERM PRIORITY/GOAL:

Improve the way the County does business in the eyes of its constituents and its employees.

#### SHORT TERM PRIORITY/GOAL:

To ensure that County departments meet public needs effectively and efficiently.

## EL PASO COUNTY PRIORITIES/GOALS, CONT'D

## PRIORITY 4: CUSTOMER SERVICE, CONT'D

#### LINKING UNIT GOALS/OBJECTIVES TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives:**

- ➤ To ensure that all employees receive training in the compliance area of the work environment; this training will include topics such as sexual harassment prevention, equal opportunity, hiring, selection and promotion procedures, non-discrimination, and others; to increase the supervisory skill level of managers and department heads by training 40% of employees in those positions. (All departments and Human Resources)
- ➤ Provide employees with a competitive compensation package in return for meeting performance expectations; provide the tools and conduit for all County departments in recruiting and hiring qualified and diverse candidates. (Human Resources)
- To provide a safe, clean and functional environment for County employees and the public in general at minimal cost of less than \$5.00 per square foot. (Facilities Management)
- > To increase the convenience to the public through the use of new technology, and/or changes in policies/procedures. (All departments)
- To provide El Paso Families with the information they need regarding the services available to them at the minimal cost of less than \$100/communication. (Commissioners Court Services Office)
- ➤ To improve call handling, by having calls routed within 1 minute; to maintain a customer satisfaction rate of 99% or better; maintain the standard benchmark within the telecommunication industry of delivering five nines (99.999) in reference to uptime (meaning minimal service disruption. (Communications Department)
- > To serve the judiciary and the public in an efficient manner by reducing processing time for civil documents to less than one day; reducing processing time for criminal documents to less than one day; and increasing processing efficiency for civil documents filed by twice the current rate. (District Clerk's Office)
- To provide exemplary customer service to obligors, obligees and employees by resolving 80% of cases without resorting to court hearings and maintaining an average of 100 cases disposed per social worker. (Domestic Relations Department)
- To provide high quality service to voters by ensuring 100% accuracy rate for all elections; to increase voter participation by 10% from the previous fiscal year; to maintain a satisfaction rate of 95% or better in transmitting and exchanging information to promote the election process. (Elections Department)
- To address the issues of information technology and complete work orders within a timely basis; to achieve a grade of 85% or better in timeliness and quality of service. (ITD Department)
- To deliver to the County of El Paso and related governmental agencies the highest quality procurement services by ensuring the best and lowest responsible bids meeting required specifications are awarded by meeting at least the same savings/cost avoidance when compared to the prior fiscal year. (Purchasing Department)

## EL PASO COUNTY PRIORITIES/GOALS, CONT'D

**PRIORITY 5: JUSTICE** 

#### LONG TERM PRIORITY/GOAL:

To administer justice in accordance with the laws of the State of Texas.

#### SHORT TERM PRIORITY/GOAL:

To serve the State of Texas, the County of El Paso and the general public more efficiently in all judicial matters.

#### LINKING UNIT GOALS TO OVERALL ENTITY GOALS:

#### **Initiatives/Objectives:**

- To seek the target of 100% clearance rates in all new cases received. (Council of Judges)
- > To maintain a case clearance rate of 90% in all new cases received for the Public Defender's Office. (Public Defender)
- > To seek a target of 50% of cases in client's favor for the Public Defender's Office. (Public Defender)

#### PRIORITY 6: TRANSPORTATION AND INFRASTRUCTURE

#### LONG TERM PRIORITY/GOAL:

To continue the development of transportation and infrastructure services in the County.

#### SHORT TERM PRIORITY/GOAL

Construct and maintain a safe, accessible transportation system that provides for maximum mobility to our residents and visitors and implement projects for flood control, parks, trails, and natural areas.

#### LINKING UNIT GOALS TO OVERALL ENTITY GOALS:

#### Initiatives/Objectives:

- Completion of the Fabens Port of Entry.
- > Development of an Industrial Park.
- > Secure designation of Rural Community which allows companies in the area to have special tax credits if they hire local employees.

### DIFFERENCES IN 2007 BUDGET WHEN COMPARED TO 2006

FY 2007 Adopted Appropriations in Comparison to FY 2006 (All Budgeted Fund Types)						
Appropriations (Uses):	FY 2006 as Amended	Adopted FY 2007	Change from 2006 Amended	Percent Change	Components as % of Budget	
Capital Project Fund	\$721,117	\$3,597,029	\$2,875,912	398.81%	1.49%	
Debt Service Fund	16,088,699	15,979,856	(108,843)	-0.68%	6.61%	
Enterprise Fund	1,450,854	1,140,555	(310,299)	-21.39%	0.47%	
General Fund	164,508,983	182,438,525	17,929,542	10.90%	75.43%	
Grants	33,633,613	947,800	(32,685,813)	-97.18%	0.39%	
Special Revenue	37,318,015	37,760,059	442,044	1.18%	15.61%	
Total Budget	\$253,721,281	\$241,863,824	(\$11,857,457)	-4.67%	100.00%	
Encumbrance carryforward	2,724,903	4,496,047	1,771,144	65.00%		
Total Combined Appropriations	\$256,446,184	\$246,359,871	(\$10,086,313)			

The 2007 budget adopted by the County totaled \$241,863,824, a net decrease of \$11.9 million or 4.67 percent in comparison to the fiscal year 2006 adopted budget as amended. A significant factor in this difference is attributable to grants that will be appropriated during fiscal year 2007 versus at the beginning. Total expenditures for the County of El Paso have shown steady growth over the years as can be reflected in the General and Special Revenue funds. Significant increases have resulted from the Public Safety function in direct relation to the opening and staffing of the Jail Annex, Courts that have been added to the Judiciary over the years as well as inflationary and contractual impacts. Please refer to the expenditure section of this publication for more detailed explanation of expenditures fluctuations within the budget.

When looking at the overall County budget, it is helpful to note the components that comprise the overall budget such as personnel, operating and capital as shown below. The three categories are personnel totaling \$139,938,733 or 57,86 percent, operating totaling \$94,192,851 or 38.94 percent and capital totaling \$7,732,240 or 3.20 percent.

FY 2007 Adopted Appropriations by Category in Comparison to FY 2006-All Budgeted FundTypes						
Appropriation Categories	FY 2006 as Amended	Adopted FY 2007	Change from 2006 Amended	Percent Change	Components as % of Budget	
Personnel	\$138,846,919	\$139,938,733	\$1,091,814	0.79%	57.86%	
Operating	104,471,250	94,192,851	(10,278,399)	-9.84%	38.94%	
Capital	10,403,112	7,732,240	(2,670,872)	-25.67%	3.20%	
Total Budget	\$253,721,281	\$241,863,824	(\$11,857,457)	-4.67%	100.00%	
Encumbrance carryforward	2,724,903	4,496,047	1,771,144	65.00%		
<b>Total Combined Appropriations</b>	\$256,446,184	\$246,359,871	(\$10,086,313)			

Development of the fiscal year 2007 budget presented a challenge in that the County was in its second fiscal year of level budgets in order to stabilize expenditure growth while enhancing revenue efforts. The County Auditor recommended priorities with emphasis on the continuation of limiting discretionary expenditures, which the Court considered in developing the 2007 budget. This

## DIFFERENCES IN 2007 BUDGET WHEN COMPARED TO 2006, CONT'D

resulted in the continued emphasis on expenditures stabilization and only minimal reductions to discretionary programs and departments in the interim.

Some of the changes in this budget when compared to prior budget include:

- The Commissioner's committed to funding, in fiscal year 2007, a no gap change to the salary step plan as well as adding three step years to the plan. The funding for this no gap catch up falls within the general and administrative budget of the general fund.
- Additionally, the members of the court approved and funded a 4 percent cost of living increase. This amount is budgeted within the general and administrative account and transferred into departmental budgets if and when needed to take advantage of any salary savings arising through attrition.
- The annual appropriation of \$1,000,000 was approved for capital equipment requests. This amount is budgeted within the general and administrative account. The Equipment committee will conduct a series of meetings to evaluate departmental requests. Once completed, their recommendations will be submitted to the Commissioners' Court for consideration and approval.
- Appropriations of the County Library were eliminated this year as a result the transfer of the library's operation to another entity within the community.
- Institution and utilization of a County Supply Catalog for which office supplies will be purchased in an effort to obtain additional cost savings.
- New appropriations were made for the creation on an additional Probate Court to begin operations effective January 1, 2007. This was created to help clear the ever increasing backlog of probate cases.
- New appropriations were also established for the creation on an additional Justice Court Precinct 6 place 2 to begin operations effective January 1, 2007. This was created to help clear the high volume of justice court cases filed in this precinct.

#### **ACKNOWLEDGEMENTS**

I sincerely thank the citizens, County Judge, County Commissioners, other elected and appointed officials, department heads and County employees for their roles and support in developing this annual operating budget in a remarkably responsible and professional manner. Special thanks to the County Auditor staff, especially the outstanding efforts of the Budget Division 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

Edward a Din



## EL PASO COUNTY'S FINANCIAL STRATEGY

The County of El Paso has identified six specific areas to protect against future financial difficulties:

- 1. Stabilize the property tax rate and increase collection efforts
- 2. Monitor revenue trends closely
- 3. Plan for future County space needs
- 4. Implement technology initiatives
- 5. Gradually replace obsolete equipment
- 6. Maintain fund balance to meet projected cash needs

#### STABILIZE THE PROPERTY TAX RATE AND INCREASE COLLECTION EFFORTS

El Paso County Government is largely financed by property taxes based on truth-in-taxation guidelines set forth by the Texas Comptroller of Public Accounts. El Paso is a multi-jurisdictional area in that each jurisdiction has taxing authority; therefore, taxpayers are charged with overlapping taxation. Property tax revenues for 2006 totaled \$97.9 million. Ultimately, the County's first priority is to stabilize its property tax rate and to keep it as low as possible while sustaining basic public services. This was the case in fiscal years 1999 through 2002 when the Court kept its tax rate of \$0.361434 the same four years in a row. Based on truth in taxation guideline calculations, as sales and use tax revenues increase, property tax revenues should decline correspondingly. During these years, the County was fortunate to receive various uncertified and unbudgeted reimbursements, which resulted in significant fund balance gains. The drawback to this was that various Commissioners' Courts subsequently set expenditure levels significantly higher than sustainable actual future revenues. As a result, subsequent tax rate increases were necessary and resulted in fiscal years 2003, 2004 and 2005 tax rates totaling \$0.396610, \$0.410817 and \$.0432259 respectively. The tax rate remained the same for fiscal years 2005 and 2006 and declined to \$0.391390 in 2007.

Due to possible legislative initiatives aimed at limiting the ability of local governments to levy property taxes and in essence shifting or capping local property taxes or offsetting them with the levy of additional sales and use taxes, the Court is ever more focused on minimizing future tax burden on its' residents. Efforts have been and remain focused on increasing collection efficiencies, reassessing fines and fees charged for services in order to ensure costs are at least recovered, in addition to finding new revenue sources.

#### MONITOR REVENUE TRENDS CLOSELY

An example of a source of revenue where trends are monitored closely is for the second major revenue source for the County: The extra half-cent sales and use tax that is incorporated into the local sales and use tax rate of 8.25 percent. This half-cent tax comprises \$31.1 million or 19 percent of total County revenues (based on actual revenues collected for fiscal year 2006) solely to the General Fund. This tax usually responds quickly and unpredictably to unanticipated changes in national and local economic conditions such as the peso devaluation in Mexico and the September 11, 2001 disaster. Unfortunately, there have been times when the County's service costs have not varied in relation to the erratic sales and use tax inflows. Fortunately, in fiscal years 2004, 2005 and

#### MONITOR REVENUE TRENDS CLOSELY, CONT'D

again in 2006, El Paso County experienced favorable recovery in growth of sales and use tax revenue.

In addition, sales tax revenues are monitored very closely for erratic fluctuations, as they may impact subsequent operating budgets. Therefore, this revenue projection is forecasted based on actual collections of past years rather than on future year's presumed growth in sales. Furthermore, State Tax Code requires that as long term debt obligations exist, any excess of sales and use tax collections from the prior year must be calculated and transferred to the Debt Service Fund for the repayment of debt. As a result, there is at least a one-year lag before the General Fund realizes the full impact of substantial revenues gains for this source. Additionally, the County's sales tax rate is presently at the maximum and growth is solely dependent upon the taxable sales tax base and the local economy.

In response to prior shortfalls of actual expenditures outpacing the trend of actual revenues, the County Auditor projects revenues, expenditures and fund balance reserves five years into the future. This projection is maintained and updated monthly. This method has proven effective in communicating past and future financial trends to the Court, and allows the ability to factor in the impact of initiatives for revenue estimation or expenditure enhancements or reductions. Based on the financial trend analysis, the County is able to project future financial position based on current actions. This strategy played a vital role in setting the tone of maintaining revenue growth while stabilizing expenditure growth in the 2007 budget process. This process will be utilized for years to come allowing the Court to assess its position and better evaluate the impacts of its actions prior to implementation.

#### PLAN FOR FUTURE COUNTY SPACE NEEDS

For the County of El Paso, space issues have continued to be an issue for the Court. El Paso County completed its new downtown courthouse in 1990 costing approximately \$53 million with a total of 428,129 square feet. Since then, a study of the County's space needs has been performed to give the Court options for effectively planning and keeping pace with future growth needs. The Courthouse for all intent purposes is a judicial courthouse; therefore, in fiscal years 2001 and 2002, the Commissioners Court issued debt for a multitude of projects, the main project being construction of a courthouse annex, renovation or expansion of the existing downtown courthouse annex, and additional parking at the downtown courthouse. These bond issues totaled \$63.4 million. Since the issuance of these bonds, numerous transactions have occurred, which are intended to alleviate the County's space needs for many years to come:

- An allocation of \$10 million was made for another 800 car parking facility directly
  adjacent to the County's present 800 car parking facility and was completed in 2006 at a
  total cost of \$9.9 million. The addition of this garage has provided greater convenience
  and accessibility of public parking, especially to those reporting for jury duty at the
  downtown courthouse.
- Also, as a means of addressing existing space needs, the County purchased a facility in far East El Paso near the Sheriff's Jail Annex for \$2.9 million and presently has allocated \$5.5 million for renovations. This facility is roughly 100,000 square feet, of which

### PLAN FOR FUTURE COUNTY SPACE NEEDS, CONT'D

25,000 is office space and 75,000 is warehouse space. Current plans are to make modifications to this facility and to relocate the administrative offices of the El Paso County Sheriff from the County owned Mumsen, Dunnigan and Ryan Building (MDR). By freeing up space in this building it is envisioned that non-essential departments will be relocated from the downtown courthouse to this adjacent facility. Furthermore, other departments that are presently leasing facilities will be evaluated for possible transition into County owned facilities. By doing so, the Courthouse space will become available to the judiciary to meet short-term space concerns. It is further anticipated that minimal funds will be required to retrofit the MDR building to accommodate the transitioning departments.

- On November 5, 2003, the County Commissioners' Court approved a design-build contract for a new County Annex in Northeast El Paso. The Northeast Annex approximates 13,900 square feet and opened on December 6, 2004, housing Justice of the Peace, Precinct Number 2, as well as branch offices for Adult Probation, the County Tax Assessor-Collector and the County's Veterans Assistance departments. This concept of a one-stop-shop for public services shifts departments from leased facilities to a County owned facility at a cost of \$1.6 million and gives residents easier access to services. This initiative also resulted in annual savings from lease contracts of approximately \$120,000. Evaluation of other County sites is in progress for additional one-stop-shop annexes throughout the County.
- The downtown detention facility was constructed around 1980 at a cost of \$35.1million dollars with a capacity to house 1,024 prisoners. Due to overcrowding from rapid prisoner population growth from State, Federal and City prisoners, the Court constructed another Jail Facility in Far East El Paso for approximately \$52 million with a capacity to house 1,440 prisoners. For the past year, County jails have been virtually at capacity and therefore, discussion is under way to alleviate crowding and to more effectively manage prisoner population. Due to the fact that the Jail Annex was constructed with pods which can hold up to 576 prisoners, emphasis is presently focused on either expanding the number of pods or outsourcing incarceration of certain classes of prisoners such as weekender inmates. Freeing up space in either jail facility provides valuable space to house federal prisoners, and in return, the County receives reimbursement of its cost. Additionally, pods are efficient to allow the sheriff to open or close a pod as necessary and therefore saving utilities and staffing costs. Construction of future pods would require funding of approximately \$9.4 million and impact the operating budget by \$10.1 million to operate on an annual basis.

Although short-term space needs are being addressed somewhat, future growth in the County and increased demand for services may result in the need for additional Courts in the future, which may mandate further space modifications to the existing facility or possibly another judicial facility. The present downtown courthouse is a 12-story facility with 6 elevators, which at times is insufficient to meet the volume of traffic of this facility. Projections of the County's space study indicate an additional three new Courts by 2010, one County Criminal Court and two Family Courts.

#### PLAN FOR FUTURE COUNTY SPACE NEEDS, CONT'D

Total County space currently available from the downtown courthouse and MDR buildings total 584,000 square feet. Projections are that within the next five years, the County's space needs will grow by an additional 80,000 to 120,000 square feet. Due to the fact that projects identified by the Court within the purpose and intent of two bond issues mentioned earlier have been earmarked absorbing much of these funds, it is estimated that remaining funds available to address County space needs approximates \$8.2 million assuming some existing projects are reprioritized requiring reallocation of those funds by the Court.

#### IMPLEMENT TECHNOLOGY INITIATIVES

The Information Technology Department (ITD) is continuing to implement a number of systems that improve the efficiency of County departments:

- The digitizing of County records and allowing for electronic document filing is providing service and convenience to the public and improving productivity of County employees.
- ITD is working with the El Paso County Sheriff's Department and El Paso Police Department, which are implementing a regional record management system for law enforcement. This includes a database of all criminal activity in the area to improve crime prevention and improve the efficiency of our agencies.
- Furthermore, judicial and law enforcement officials are also looking into the possibilities of an electronic citation/warrants system which could greatly enhance data entry efficiencies for all departments involved, expedite the judicial process and also create a safer environment for law enforcement officers in the field.
- Together with the County Auditor's office, ITD has evaluated the County's budgeting
  and payroll and human resources software and will be upgrading the current legacy
  systems. Subsequent evaluation will include the County's financial and fixed assets
  systems. Emphasis will be placed on new systems being more efficient and therefore
  reducing maintenance and support costs while providing better financial reporting
  capabilities and more efficient government services and ease of statewide financial
  reporting.

In fiscal year 2007, the Court authorized migration to new software for Human Resources, Payroll and Budget and moving forward to implement E-Citation and Warrant software to be utilized by County law enforcement and the judiciary.

#### GRADUALLY REPLACE OBSOLETE EQUIPMENT

The County's financial strategy is to gradually and regularly replace some of the equipment each year in order to 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 evaluates all capital requests and makes recommendations to the Commissioners' Court. Capital requests were funded in fiscal year 2007 with the use of existing Capital Project Funds authorized by the Commissioners

## GRADUALLY REPLACE OBSOLETE EQUIPMENT, CONT'D

Court. Additionally, the Court reinstituted its' General Fund allocation of \$1million dollars for general capital needs not qualifying for expenditure of Capital Project Funds. Requests will be addressed on a case-by-case basis. This is a significant accomplishment by the Court over the past three lean budget years. The equipment committee is also tasked with the development of the County's five-year strategic capital plan.

#### MAINTAIN FUND BALANCE TO MEET PROJECTED CASH NEEDS

As a rule of thumb, since the General Fund is the County's main operating fund, the County strives to maintain a General Fund balance, at a minimum, equal to projected cash needs for the first fiscal quarter to meet operating obligations (approximately \$12-15 million net cash outflow) or 10-15 percent of the total General Fund adopted operating budget in any one fiscal year. At the present level, this means that the County should strive to maintain a minimum undesignated General Fund balance of at least \$16.1 million based on the fiscal year 2007 General Fund budget. By maintaining a low fund balance, the County remains vulnerable to the lowering of its bond ratings. Lower bond ratings ultimately result in more costly future borrowing at higher interest rates, and therefore, increased interest expense in response to an entity's declining financial position depicted at any one point in time. In essence, having some amount of fund balance gives the County the financial ability to cover unanticipated revenue losses or significant unanticipated expenditures, should they occur.

Historically speaking, up until fiscal years 2002 and 2003, actual expenditures were less than amounts budgeted and total actual revenues exceeded total expenditures. Even with these favorable trends, the County was not able to achieve its 10 percent undesignated General Fund balance reserve goal until fiscal year 1998. Continued persistence and emphasis on building and maintaining some amount of reserves resulted in retaining a stable fund balance reserve at or near the County's goal in the General Fund three years in a row. A myriad of factors contributed to the stable results on the General Fund's financial position. It is noteworthy to mention that the actions of Commissioners' Court during mid and late summer and at fiscal year-end had a contributing effect of enhancing a favorable expenditure budget variance, or unspent budget balance of approximately \$9.3 million within the General Fund. The Court took the position of putting a squeeze on the General Fund budget, especially due to actual shortfalls in 2002 of \$12.3 million, and 2003 approximating \$6.2 million. As a result of the Courts fiscal restraints, fiscal year 2006 resulted in revenues outpacing expenditures by approximately \$5.9 million.

The fiscal year 2007 budget incorporated additional funding for the Sheriff's budget and other mandated expenditures, while the majority of other departments received level funding after much evaluation of resource allocation needs. The most significant increases included a four percent cost of living adjustment and No-Gap funding of the salary step plan and appropriation of five million dollars for possible economic development via support of a local four year Texas Tech Medical School. Simultaneously, the General Fund designated fund balance utilized in balancing the 2007 budget increased from 2006, with an increase of \$11 million or 108 percent, for a total of approximately \$21.3 million.

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

# EL PASO COUNTY'S FINANCIAL STRATEGY, CONT'D

#### MAINTAIN FUND BALANCE TO MEET PROJECTED CASH NEEDS, CONT'D

budget inadequacies, identifying potential excesses and new revenues. Based on the sizable amount of undesignated fund balance utilized in the 2007 budget, the Court must remain cognizant in controlling negative impacts to future financial trends.

#### A SIMULATION MODEL FOR THE FUTURE

For the future, assuming the County continues its' revenue enhancement efforts and the Court is able to contain its expenditure trends within available resources, it is anticipated that the County financial position will remain relatively stable. Some challenges impacting operational costs will include new facilities that may be constructed or purchased, automatic contractual collective bargaining salary adjustments for the Sheriff's department and continuing the County's salary-stepplan. 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 Mexican border. Also growth due to inflation and the possibility of new mandates will be challenges faced by the Court.

Simulated Model-All Funds							
Fiscal Years	2007	2008	2009	2010	2011	2012	
Revenue Trends	218,856,431	224,386,825	228,970,169	238,367,163	245,000,997	255,339,283	
Expenditure Trends	225,018,724	235,551,654	239,821,891	248,094,652	251,964,352	261,604,881	
Increase in County Revenue needed (From prior year)	6,162,293	11,164,829	10,851,722	9,727,488	6,963,355	6,265,599	
Projected increase (decrease) in Revenues (From prior year)	2,162,676	5,530,394	4,583,344	9,396,994	6,633,833	10,338,286	
Revenues over/(under) Requirement (Utilized Fund Balance in current Fiscal Year)	(3,999,617)	(5,634,435)	(6,268,377)	(330,494)	(329,522)	4,072,687	
Total amount Over/(Under) Requirements for 5 year forecast						(8,490,141)	

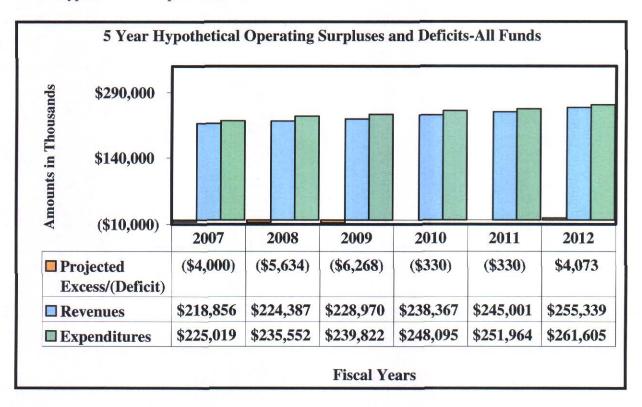
The County's plan is a five-year projection based on known future impacts on the County and expected growth potential. In-depth and detailed studies are made before bond issues are submitted by the governing body or to the voters to approve funding of construction or acquisition of new capital. These 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 above representing all funds. This model has been designed to show some hypothetical outcomes, both favorable and unfavorable, which could happen from following strategies over the next five fiscal years. This model shows that in fiscal year 2007, the County estimates utilizing approximately \$6.1 million in fund balance reserves to balance the overall operating budget. In fiscal year 2008 through 2012, countywide trends indicate the County will continue its' efforts to generate additional revenues or even new revenue sources in order to maintain stabilization of projected expenditure

# EL PASO COUNTY'S FINANCIAL STRATEGY, CONT'D

# A SIMULATION MODEL FOR THE FUTURE, CONT'D

growth while maintaining stable fund balance reserves as least until 2012. Other factors such as legislative impacts have not been considered in this analysis.

One important feature of this model is that it shows that 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 financial strategy 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 2007 the Commissioners' Court utilized \$33,429,208 of fund balance reserves to balance the overall operating budget in order to supplement the County Auditor's estimated certifiable revenues. Of this amount, \$2,525,029, \$737,421, \$136,470, \$21,316,171 and \$8,714,117 represented Capital Project, Debt Service, Enterprise, General Fund and Special Revenue Funds.

The projected future requirements are founded on the premise that actual revenues are anticipated to increase by 4 to 6.5 percent in various areas. In the area of taxes, a change in the property tax base appraisal values is factored in at 2.5 percent. Changes in other revenue categories vary but for the most part are factored to increase on average by 6.5 percent annually mainly due to aggressive efforts of the County to increase collections of fines and fees and continual monitoring of costs in pursuit of cost saving efficiencies in public services.

# A SIMULATION MODEL FOR THE FUTURE, CONT'D

Expenditure changes are expected to continue to stabilize with growth rate increases of approximately a half percent as warranted, varying the growth rates between 7.86 percent in fiscal year 2007 and back down to 3.50 percent in fiscal year 2008, and 4.25 percent by fiscal year 2011 (depending upon mandates and legislative changes and exclusive of any significant additions to the budget). This is accomplished by aggressive actions by the Court to constantly reduce expenditures annually, which results in budgetary savings. Because of these budgetary savings, expenditure growth is minimized requiring fewer future resources. The main reasoning for the projected deficit in fiscal year 2007 is the fact that strictly factors anticipated projected revenues less expenditures without regard to availability of fund balance in balancing future budgets, nor uncertified new revenues. Other factors considered in future years were additional costs associated to inflationary cost of living adjustments, continued funding of the County's scheduled salary-step-plan that systematically steps individuals annually by 2.5 percent on their job class anniversary date, a catch up of salary-step-plan gap adjustments consistent with other County salary plans to be phased in during fiscal year 2007, the cost of the Sheriff's department collective bargaining contract and a factor for inflationary increases in operational costs. Due to the fact that significant capital expenditures occur subsequent to receipt of capital funds, subsequent expenditures tend to negatively impact projections. Overall, this County's financial strategy depicts drastic improvement and minimal financial difficulty in the near future, which is directly attributable to expenditure stabilization efforts by the Court. These projections could change drastically in the near future depending upon financial decisions at the State and Federal level whereby local government is required to absorb additional unfunded mandates.

A five-year forecast of the County's net budget requirements is shown below representing the General Fund only. Although the first analysis was based on a global perspective of all budgeted funds, the General Fund is the operating fund of the County and represents approximately 75.43 percent of all budgeted expenditures in fiscal year 2007, exclusive of grants. With this in mind, the following graphic depictions merit special attention as the General Fund's financial condition is indicative of the County's general operating health in providing public services, whereas other funds mainly operate within their funding limits and do not require special Court action to cover future

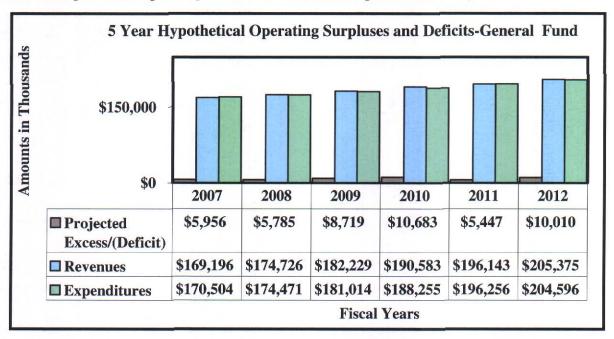
expenditures.

Simulated Model-General Fund Only							
Fiscal Years	2007	2008	2009	2010	2011	2012	
Revenue Trends	161,930,921	174,725,938	182,229,454	190,583,476	196,143,048	205,374,845	
Expenditure Trends	156,814,243	174,471,450	181,014,130	188,254,695	196,255,519	204,596,379	
Increase in County Revenue needed (From prior year)		(254,488)	(1,215,324)	(2,328,781)	112,471	(778,466	
Projected increase (decrease) in Revenues (From prior year)		5,530,394	7,503,516	8,354,022	5,559,572	9,231,797	
Revenues over/(under) Requirement (Utilized Fund Balance in current Fiscal Year)	5,116,678	5,784,882	8,718,840	10,682,803	5,447,101	10,010,263	
Total amount Over/(Under) Requirements for 5 year forecast						40,643,889	

# A SIMULATION MODEL FOR THE FUTURE, CONT'D

In fiscal year 2007 the Commissioner's Court adopted an ad valorem property tax rate of \$0.391390, or the effective tax rate, down from \$0.432259 in response to evidence of stabilizing fund balance reserves, but more so in cautious response to planned and potential future expenditure impacts. For the future, the County must continue to focus on identifying additional revenues to counter future expenditure growth (growth rates vary from 7.86 percent in fiscal year 2007, 3.50 percent in fiscal year 2008 with incremental .25 percent increases through fiscal year 2010 and stabilizing at 4.25 percent in fiscal years 2011 and 2012), which in this analysis is restricted based on projected available funds, which could possibly result in further reductions in discretionary (non-mandated) programs. Failure to further restrict non-mandated expenditures may result in either raising additional tax revenue or pursuing counter-balancing service reductions through budgetary 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 future.

It is important to mention that fiscal year 2007 reflects a forth year of single digit budget appropriation growth; the smallest growth in over 10 fiscal years. Without a doubt, this continues to be a significant accomplishment for the County. Even though, the County must remain vigilant in its efforts to further control expenditure trends to ensure that sustainable actual revenues equal planned expenditures. Failure to do so will result in depleting fund balance reserves below first quarter net operating cash outflow needed to operate effectively.

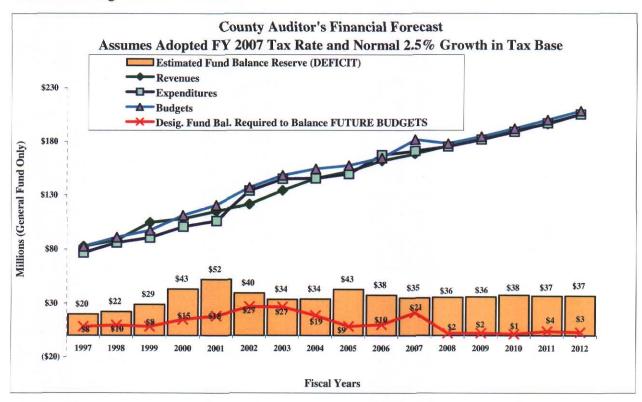


During the fiscal year 2007 budgetary hearings, significant discussion revolved around this five-year General Fund forecast of revenue and expenditures. This analysis differs from the evaluation of the all funds perspective in that it focuses on a perpetual trend of prior year revenues to predict future trends irrespective of whether those funds could be certified by the County Auditor in

# A SIMULATION MODEL FOR THE FUTURE, CONT'D

the future. This method perpetuates a relatively positive revenue trend while expenditures continue to trend upwards into the future and would not be a reliable means to support the setting of an operating budget pursuant to State budget statutes. In light of actions by the Commissioners' Court in recent fiscal years, including 2007, to control expenditure growth, this five-year projection factors in the expectation that the Court will continue to keep expenditures within available funds estimated by the County Auditor to be on hand, even if the actual revenue trend depicts that of exceeding projected capped projected expenditure growth. Any deviations of expenditures in excess of these caps would require counterbalancing expenditure allocations within future budgets or action by the Court to seek new revenues.

The graphic depiction below gains its value in that it provides the Court with a somewhat unbiased perspective of the trend of revenues and expenditures assuming all prior trends whether anticipated or not continued into the future. All trends prior to the current budget are based on audited actual data, whereas the future is purely a trend of optimism. The Court is able to see the result of it's' actions or inactions in this graph, which has helped facilitate a better understanding of the cause and effect for future planning. By plotting budget and actual revenue and expenditure data simultaneously with pertinent fund balance components, the Court is provided a snapshot in time of the effect of one trend on another. Furthermore, at times, this graphical depiction is utilized interactively during budgetary hearings to simulate what-if scenarios to the Court. As a result of this analysis, the Court has charted a course of continued stabilization of expenditures, and revenue enhancement in fiscal year 2007 consistent with its financial priorities as mentioned earlier and exhibited throughout this document.



# A SIMULATION MODEL FOR THE FUTURE, CONT'D

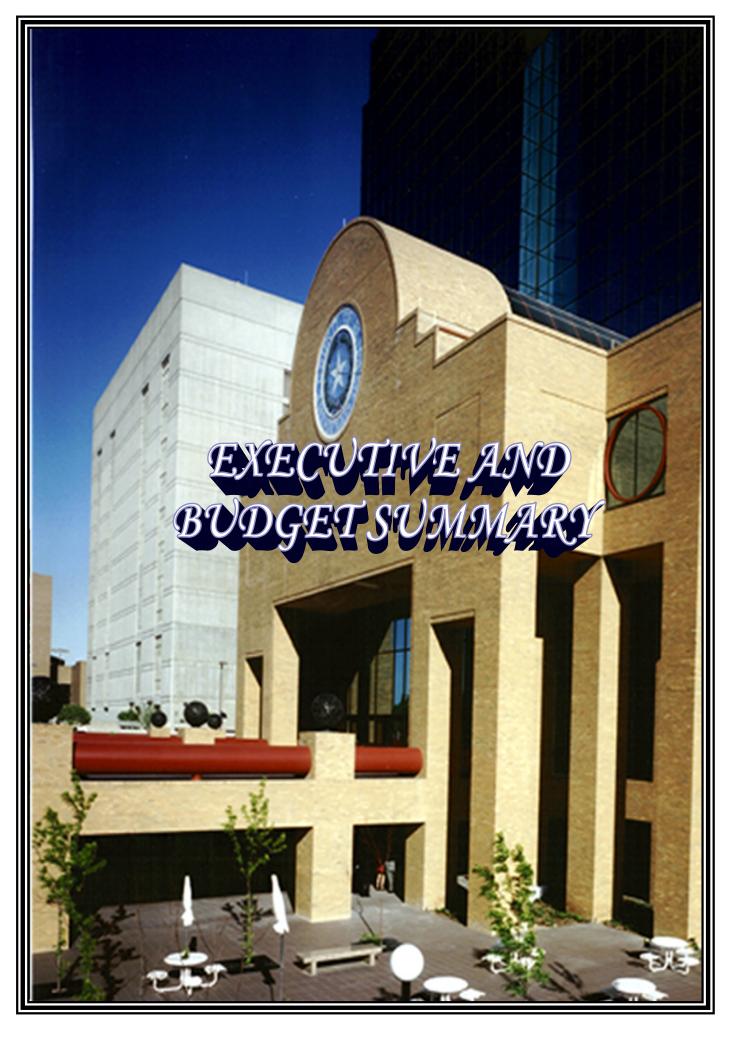
In response to this analysis, the Commissioners' Court mandates that discretionary departments continue to place emphasis on expenditure stabilization and further reductions where possible, unless offsetting revenues were identified. County departments overall were directed to concentrate on collection of all fines and fees due to the County and to strive for greater efficiencies wherever possible. As a result, the County experienced a more efficient budget process, which has in the short-term impacted the General Fund trend of spending for fiscal year 2007, and positively impacted the fiscal year 2006 fund balance reserves of the General Fund. Although the County continues to make short-term progress, the trend for the future does not depict significant budgetary difficulties. Any proposed scenarios are subject to unforeseen changes and requires that the Court remain focused on actively controlling expenditure growth. It is recommended that emphasis remain on actively ensuring that future expenditures do not outpace revenues to a point of substantially reducing fund balance reserves below the amount needed for first quarter operations. These efforts should sustain a positive trend of rising revenues and stabilization of expenditure growth in order to avoid significant financial repercussions continuing into the very near future.

Over the long-term, the County's financial strategy helps smooth out the economic peaks and valleys by diverting money to fund balance and operating capital to meet fiscal quarter financial obligations as previously discussed. Also, within this strategy's controlled environment, the economic valleys can be smoothed by cautiously utilizing fund balance while maintaining adequate undesignated reserves, presently the greater of first quarter operating cash outflows or 10-15 percent of the General Fund budget, regulating operating capital expenditures and to aggressively pursue stabilization of property taxes as previously mentioned.

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. A vital feature of this financial strategy is that it provides an outlook to the Court for the County to take immediate action in order to alleviate continued shortfalls and substantial depletion of fund balance reserves.

Based on this projection, continued attention and possible action is warranted by the Commissioners' Court to ensure stabilization of future expenditures or the generation of additional revenues in fiscal year 2007 and beyond.





### ALL FUNDS- FUND BALANCE IMPACTS

#### TOTAL FUND BALANCE COMPONENTS - ALL BUDGETED FUNDS

Fund balance of the General Fund grew by \$5.9 million or 13.89 percent for the fiscal year ending 2006. This favorable fund balance is due to the actions taken by the Commissioners' Court and fiscal restraint by the departments deterring any significant reduction to fund balance. Another major contributing factor to this growth was year-end liability and accrual adjustments. Overall in this regard revenue exceeded expenditures by just over \$5.9 million and decreased from the prior years by just over \$2.9 million. Of this amount, tax revenues grew by approximately \$10.5 million or 10 percent mainly attributable to growth in both ad valorem and sales taxes. The County also received \$1.7 million from the federal government relating to reimbursement of its costs of processing federal drug bridge cases in the region; up considerably in comparison to the \$500,000 received in the prior year. Additionally, during the budget process in fiscal year 2006, the Court authorized the same the ad valorem tax rate and experienced an encouraging increase in sale and use tax further rebounding by approximating \$3.4 million or 12.3 percent. intergovernmental and charges for service revenues increased by \$1.5 million and \$2.1 million respectively above the prior year mainly due to receipt of federal reimbursement for federal bridge drug cases previously mentioned and slightly less federal prisoner revenue due to increased space capacity needs for state prisoners. Miscellaneous revenue dropped by just over \$1.0 million most notably due to lower phone commissions.

Fund Balance All Governmental Funds							
Fund Balances	General Fund	Special Revenue	Debt Service	Capital Projects	Other Funds	Total	
October 1, 2005	\$42,598,447	\$21,824,025	\$1,309,318	\$30,723,498	\$12,186,814	\$108,642,103	
September 30, 2006	\$48,516,266	\$27,114,548	\$784,649	\$27,351,631	\$11,950,063	\$115,717,158	
Increase(decrease)	\$5,917,819	\$5,290,523	-\$524,669	-\$3,371,867	-\$236,751	\$7,075,055	
Percentage Change	13.89%	24.24%	-40.07%	-10.97%	-1.94%	6.51%	
September 30, 2007 (projection)	\$47,000,000	\$24,000,000	\$1,000,000	\$24,000,000	\$12,000,000	\$ 108,000,000	

Expenditures for fiscal year 2006 compared to 2005 increased by \$11.3 million or 8.67 percent as well as other financing uses increasing by \$2.8 million or 23 percent for an overall net increase of \$14.1 million. The significant changes entailed increases in general government by \$4.4 million followed by increases in administration of justice and public safety by \$3.5 and \$3.6 million respectively. Health and welfare grew by \$510,189 and resource development grew by \$48,170. Culture and recreation grew by \$185,244, while capital outlays was the only category that experienced a decrease of \$14,842 or 11.02 percent. Although many areas saw an increase, the most significant increase relates to the salary-step-plan and a cost of living adjustment for employees. As a result of the continued growth of mandated services, the Commissioners Court will continue to be cautioned to remain focused on stabilized growth to the extent possible without reducing services while revenue growth to a level of sustaining such expenditures.

Special Revenue's fund balance grew by just over \$5.3 million or 24.24 percent in virtually all areas but mostly significantly in intergovernmental revenues with growth of \$1.6 million. This major increase was due to increased contributions for drug enforcement. This revenue increase was followed by interest and hotel/motel tax collection increases resulting from interest rates increases throughout the year as well as higher occupancy rates in local hotels. Overall revenue growth netted

### ALL FUNDS- FUND BALANCE IMPACTS, CONT'D

with decreases in the areas of charges for services, fines and forfeitures and miscellaneous by \$436,898, \$315,350 and \$4.8 million respectively. The major decrease in the category of miscellaneous resulted from a one time receipt of project care electric funding in the prior year. This change in fund balance should have no consequence on any one program within this fund as each is funded with a revenue source that is assessed and utilized for a specific purpose. Capital projects utilized approximately \$3.4 million dollars of fund balance as various projects continued in progress utilizing bond proceeds for specific purposes as discussed in the capital projects section of this document. As seen in the table above the County's overall fund balances are projected to remain stable through the end of fiscal year 2007. This continued stabilization results from the budgetary actions taken by Commissioners' Court during the past years which emphasizes adequate preservation of reserves while simultaneously meeting the mandated delivery of services to the tax paying constituents who reside in the community.

#### SUMMARY OF FINANCIAL POLICIES

Financial 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 summarized financial policies are intended to provide readers of this document insight and background on County government.

#### **Operating Budget Policies**

- During the budgetary process, funding priority will be given to all mandated functions and programs within the County when allocating scarce resources. 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.
- 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.
- The County will continue over the next five years, to actively evaluate its' computerization efforts such as its' financial and judicial software systems. The overall objective is to utilize current technology in order to take advantage of the cost efficiencies of such systems.

#### **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:

• Establishing user fees and charges permitted by law at levels associated with the direct costs of providing those services including, when applicable, indirect costs;

### SUMMARY OF FINANCIAL POLICIES, CONT'D

- Pursuing the enactment of new legislation;
- Aggressively collecting ad valorem property tax revenues;
- El Paso County will restrict its reliance on non-recurring revenue sources by:
  - 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.
  - Cautiously monitoring the balancing of the general fund budget with emphasis of not 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.
- Not allowing revenues generated by the levies of the sales and use taxes and ad valorem property taxes to exceed 70 percent of the total budgeted expenditures.

#### **Budget Process**

- The County of El Paso prepares a balanced budget on an annual basis for planned expenditures which pursuant to the *Texas Local Government Code § 111.039(b)*, may not exceed the balances in those funds as of the first day of the fiscal year, plus the anticipated revenues for the fiscal year as estimated by the county auditor. The balanced budget concept strictly implies that El Paso County cannot plan to operate with a projected deficit during any fiscal year when funds are not available to cover such projected deficit. In the event a significant loss of revenue is experienced in a budget year, a deficit could result. Consequently, in that case, unless the County Auditor is able to certify that sufficient fund balance will be available to cover such deficit, the Commissioners' Court immediately would be required to make reductions in appropriations to ensure a balanced budget.
- Initial budget material will be submitted to the 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.
- El Paso County will formally approve and adopt the annual operating budget as close to October 1 of each year as possible, pursuant to Texas Local Government Code §111.033 and §111.037.

### SUMMARY OF FINANCIAL POLICIES, CONT'D

#### **Budget Process, Cont'd**

 Budget change requests that are within a departmental index and within the same character (personnel, operating, or capital) are authorized to be made by the Auditor's department on a regular basis. Transfers between character or to and from the travel accounts require separate approval of the Commissioners' Court.

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

#### **Personnel Policies**

- The Court will continue to support its salary plan and its salary committee having developed step levels within the approved salary plan within job classes.
- All additional positions, position upgrades, reclassifications and reorganizations will not be implemented without prior approval of Commissioners' Court.

#### **Reserve Policies**

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 when financially possible. 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 to projected cash needs for the first fiscal quarter to meet operating obligations or 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,

### SUMMARY OF FINANCIAL POLICIES, CONT'D

#### Reserve Policies, Cont'd

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. The County Auditor will project this reserve continuously during the budgetary process.

### **Fixed Assets and Capital Planning**

- All purchases of items costing \$5,000 or more and having a useful life expectancy of at least one year are reported as general fixed assests in the County's Comprehensive Annual Financial Report.
- Capital expenditures for projects and equipment are reviewed by the equipment committee and are budgeted when appropriated funds are identified.
- 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**

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

- 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 when possible.
- 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.
- The County's total bonded debt will never exceed 2 percent of the net valuation of taxable property values in El Paso County.
- Bond financing arrangements will be restricted to capital improvement projects that cannot be feasibly funded with current revenues and reserves.

### SUMMARY OF FINANCIAL POLICIES, CONT'D

#### Debt Management Policies, Cont'd

• The term of bonds will not exceed the useful life expectancy of the capital project or equipment for which the borrowing was done.

#### **Cash Management and Investment 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.
- The County Auditor will serve as the County's investment officer.
- Commissioners Court will approve and maintain a written investment policy.

#### THE FOCUS OF FINANCIAL POLICIES IN THE BUDGET PROCESS

Throughout fiscal year 2006, the County Auditor held numerous workshops with County departments, and the Court. These meetings were attended by elected officials, department heads, key staff members, news media as well as many interested citizens up to final adoption. During the budget cycle, the Court focused on prioritizing emphasis on mandated funding. Furthermore, emphasis by the Court was expanded to make reductions to discretionary departments and programs. Transitional changes in the budgetary process have been received favorably with the majority of departments and the Court continues to express that the process has added value to the budget and added greater accountability to the decision making process. At these departmental and budgetary meetings, many issues were addressed in support of the County's financial policies such as:

- (a) Formulating a budget based on actual and anticipated revenue while utilizing some fund balance reserves and minimizing any increase to the County tax rate;
- (b) Continuing evaluation and enhancement in support of revenue generating programs creating efficiencies in resource allocation and positive net revenue collection;
- (c) Specific emphasis was placed on the County's 5 year financial strategy with emphasis on aligning the trend of revenues and expenditures immediately and for the next fiscal year;
- (d) Prioritizing funding of mandated functions before considering non-mandated funding requests provided they enhance economic development;
- (e) Instituting various budgetary freezes such as delayed filing of vacancies for six weeks and postponing some purchases unless contractually obligated otherwise;
- (f) Annually, analyzing fees and charges to enhance a stable and diverse revenue stream and to place emphasis on ensuring collection of County-wide fines and fees in a timely manner;
- (g) Continued emphasis was made on innovations for increased efficiencies in County government and public accountability via utilization of the County's computer system and software as a means of tracking and reporting meaningful performance measures;

# THE FOCUS OF FINANCIAL POLICIES IN THE BUDGET PROCESS, CONT'D

- (h) Maintaining an adequate General Fund balance in compliance with the Court's reserve policy of maintaining fund balance reserves totaling net cash outflow to cover financial obligations of the County's first fiscal quarter or 10-15 percent of the adopted General Fund budget;
- (i) Emphasis on continued implementation of the County's salary step plan in fiscal year 2007 as well as funding the plan without gaps between years and extending steps to fifteen years. This was a major step in the County's goal of investing in the work force;
- (j) Continuing support of a 4 percent Cost of Living raise for County employees;
- (k) Funding for the County's collective bargaining agreement;
- (l) Evaluating adequacy of funding premiums to the Health and Life Benefits Fund for employee health benefits and exploring the possibilities of shifting costs healthcare cost back to employees and retirees, and
- (m)Implementation of task tracking and refinement of performance measures for all departments.

The budget reflects a multitude of changes throughout this document. Many changes resulted in level funding, budgetary cuts and trade-off of appropriations in the budget while some were 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.

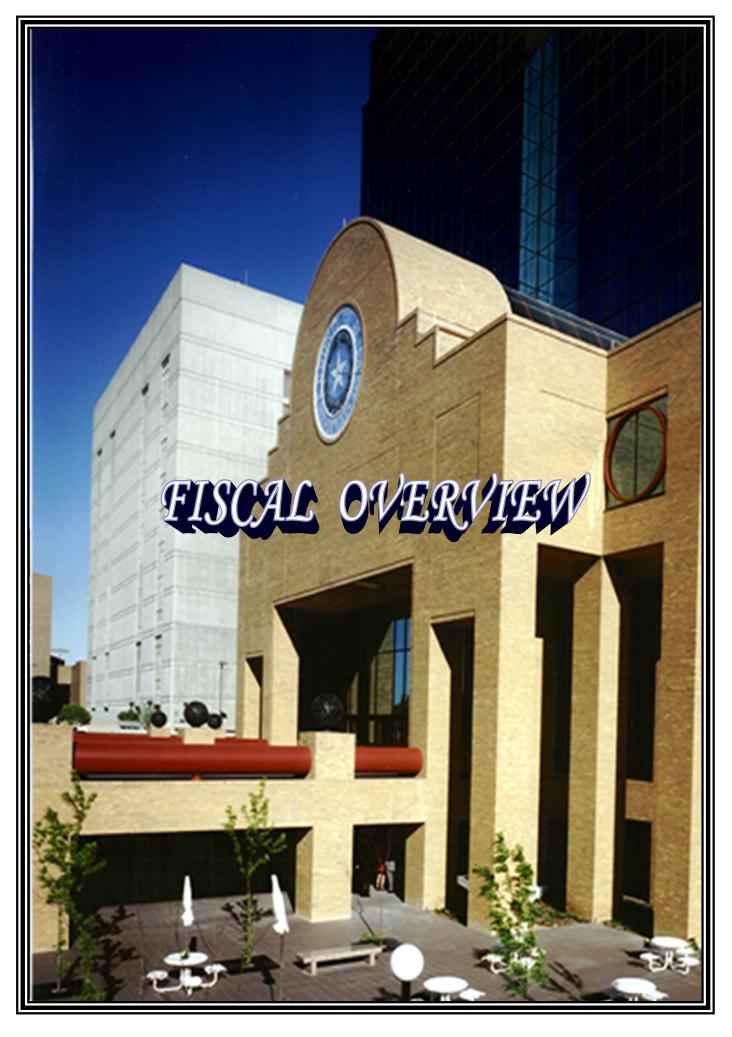
While addressing the ever-increasing departmental requests, the Court orchestrated its financial priorities and was firm with departments resulting in a multitude of changes. The Court worked diligently considering the many possible sources and uses of funds and even imposed spending restrictions throughout fiscal year 2006 in order to minimize expenditures. This lengthy and diligent budgetary development process resulted in producing a very practical and cost efficient spending plan for the current fiscal year.

Throughout the budget process, the Court continued its support of the County Auditor's evaluation of each budget request and making recommendations to the Court. The County Auditor based all recommendations on justification submitted and further financial analysis and recommendations of the Commissioners' Court such as the discretionary cuts mentioned earlier in this document. The resultant impacts, which comprise this budget, involve a multitude of scenarios and ultimately, the direction of the Commissioners' Court. Expenditure stabilization and revenue enhancement were the most prevalent focal points emphasized for fiscal year 2007.

As a result of the Court's actions throughout fiscal year 2006, the County for the fourth year in a row, again achieved its goal of holding the line on year-end expenditures. This, coupled with a moderate increase in charges for service revenues, resulted in the County's successfully maintaining 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

# THE FOCUS OF FINANCIAL POLICIES IN THE BUDGET PROCESS, CONT'D

Court is however, cautioned that maintenance of this fund balance in fiscal year 2007 and beyond will require continued effort, not only to stabilize expenditure growth, but in realization of substantial new revenue sources to ensure that General Fund shortfalls do not recur.



#### BASIS OF BUDGETING AND ACCOUNTING

The County Auditor's office adopts generally accepted accounting principles (GAAP) as applicable to state governments, which are uniform minimum standards of and guidelines to financial accounting and reporting. The County of El Paso does not distinguish between Basis of Budgeting and Basis of Accounting. County records are maintained either on a modified or full accrual basis based on the type of fund as reflected in the table below. The modified accrual basis recognizes revenues in the period in which they become available and measurable. Revenues are considered available when they will be collected either during the current period or soon enough after the end of the period to pay current year liabilities. Full accrual recognizes revenues when earned. Expenditures for the modified and full accrual bases are generally recorded when they are incurred. The Basis of Accounting whether full or modified accrual is used during the budget process, depending on the fund.

The County's budgetary and accounting records are organized and operated on a fund basis. A "fund" is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND	BASIS OF ACCOUNTING AND BUDGETING	BUDGETED
Government-Wide *	ernment-Wide * Full Accrual	
<b>Governmental Funds:</b>		
General Fund	Modified Accrual	Yes
Special Revenue	Modified Accrual	Yes
Grants	Modified Accrual	Yes
Debt Service	Modified Accrual	Yes
Capital Projects	Modified Accrual	Yes
<b>Proprietary Funds:</b>		
Enterprise	Full Accrual	Yes
Internal Service	Full Accrual	No
Fiduciary Funds:		
Agency	Full Accrual	No

<sup>\*</sup> Includes governmental and business-type activities only, no internal service or fiduciary. Please note, all funds listed above are included in the audited financial statements, those under the "Budgeted" column are included in this package only.

#### BUDGETARY CONTROL

The County's Budget is prepared and adopted as a balanced budget as required by Texas law. A balanced budget is achieved by ensuring that the amounts budgeted in a fiscal year for expenditures does not exceed the projected revenues to include any available fund balances. The appropriations of the activities of the General, Special Revenue, Enterprise, and Debt Service Funds are included in the annual budget. Also, budgets are adopted for the major capital construction

# **BUDGETARY CONTROL, CONT'D**

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.

The County's appropriations for departments are approved at the adoption of the budget at the sub-object level representing, personnel, operating and capital line items. The Court has a standing order not to allow departments to transfer salary appropriations to non-salary line items without specific authorization from the Commissioners' Court. As deemed necessary by the Court, the Court authorizes County departments to transfer from one operating line item to another, via a budget amendment, such as transfers from office expense to postage. This includes transfers for operating equipment valued at less than \$5,000, which is the threshold for capitalization. Effective in 2007, the Commissioners' Court has approved to not allow any transfers to or from any travel line items without specific authorization in a separate agenda item. In addition, if needed, a department may request additional appropriations from the County's contingency funds to cover for items such as leases and utilities, upon justification to the County Auditor. Ultimately, these transfers will also require separate approval from the Commissioners' Court. At the end of each fiscal year, appropriation levels for departments lapse and are re-appropriated in the beginning of October.

#### **TEXAS BUDGET LAW**

Pursuant to the Texas Local Government Code, the Commissioners' Court may spend County funds only in strict compliance with the budget, except as otherwise provided in budget statutes. Some of those exceptions are as follows:

- The Commissioners' Court may authorize an emergency expenditure as an amendment to the
  original budget only in a case of grave public necessity to meet an unusual and unforeseen
  condition that could not have been included in the original budget through the use of
  reasonably diligent thought and attention;
- The Commissioners' Court by order may amend the budget to transfer an amount budgeted from one line item to another budgeted line item without authorizing an emergency expenditure;
- If a County bond issue is submitted at an election or other authorized obligations are to be issued against future revenues and a tax is to be levied for those obligations, the Commissioners' Court shall adopt a budget of proposed expenditures;
- The County Auditor shall certify to the Commissioners' Court the receipt of all public or
  private grant or aid money that is available for disbursement in a fiscal year but not included
  in the budget for that fiscal year. On certification, the Court shall adopt a special budget for
  the limited purpose of spending the grant or aid money for its intended purpose;

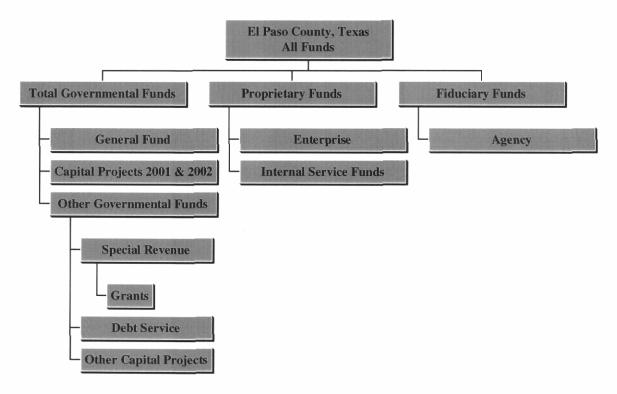
# TEXAS BUDGET LAW, CONT'D

- The County Auditor shall certify to the Commissioners' Court the receipt of revenue from a
  new source not anticipated before the adoption of the budget and not included in the budget
  for that fiscal year. On certification, the Court may adopt a special budget for the limited
  purpose of spending the revenue for general purposes or for any of its intended purposes;
- Texas budget law does not prevent the Commissioners' Court from making changes in the budget for County purposes.

#### **FUND STRUCTURE**

Funds are categorized by type to indicate both the sources of the fund's financial resources and the nature of activities financed. There are three broad categories of funds used in governmental accounting: governmental, proprietary, and fiduciary funds.

#### **FUND ORGANIZATIONAL CHART**



The County maintains the following types of funds:

1. Governmental Funds - are used to account for most typical governmental functions. The acquisition, use, and balances of a government's expendable financial resources and the related current liabilities, except those accounted for in proprietary funds, are accounted for through governmental funds.

### **FUND STRUCTURE, CONT'D**

There are four types of governmental funds:

- **General Fund** is used to account for activities of the general government not accounted for in some other fund. This is the main operating fund of El Paso County. A majority of the County's operating expenditures are financed with revenues received by this fund.
- **Debt Service Funds** are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- Capital Project Funds are used to account for financial resources to be used for the
  acquisition or construction of major capital facilities, otherwise known as general fixed
  assets.
- Special Revenue Funds are used to account for the collection and disbursement of specifically earmarked monies. On the other hand, the **Grant Fund** is similar to a special revenue fund, except that it is 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.
- 2. Proprietary Funds are used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis. There are two types of proprietary funds, enterprise and internal service funds.
  - Enterprise Funds are used to account for operations (a) where the intent of the government is to fully recover costs of providing goods or services to the general public through user charges; or (b) where the governing body has decided that periodic determination of net income is appropriate for capital maintenance, public policy, management control, accountability or other purpose. El Paso County utilizes this fund to account for the East Montana Water System that is operated as a private business whereby costs are recovered through user charges.
  - Internal Service Funds-are used to account for the financing of goods or services provided
    by one department or agency, to other departments or agencies, on a cost reimbursement
    basis, such as health and life funds. Internal Service funds are not budgeted by the
    County.
- 3. Fiduciary Funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. Fiduciary funds are not budgeted by the County.

#### FORMULATION OF THE BUDGET

In El Paso County, the annual budgetary process begins each year in early February with the County Auditor's Office meeting with the Commissioners' Court to discuss the County's finances subsequent to issuance of the Comprehensive Annual Financial Report. Upon receiving feedback and direction from the Court, the County Auditor submits a proposed calendar of events and budgetary instructions for the ensuing fiscal year's budget preparation cycle. This calendar and budgetary instructions are submitted to each County department. 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 evaluated by the County Auditor's budget staff and reviewed by the County Auditor, are factored into a preliminary baseline budget that contains no increases in service levels other than those that are legally or contractually required. During the budget process, departments and agencies present proposed service level increases separately to the Auditor's 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 June 1st. Since data required to calculate property tax estimates for the next fiscal year is not received from the El Paso Central Appraisal District (CAD) until July 25th or as soon as practical thereafter, an additional package is submitted once all the data is received. The County Auditor also fine-tunes the initial anticipated revenue estimates each month as interim monthly financial reports are produced.

The Commissioners' Court normally instructs County departments to work with the Auditor's office in the development of their respective budgets. These meetings have been received very well and have proven to be very productive. Public departmental budget hearings before the members of the Court are only held if resolution between the departmental request and the Auditor's Office recommendation is necessary.

Late August and early September is when the final phases of the budgetary cycle take place. First, on a monthly and ongoing basis throughout the fiscal year, interim financial reports are prepared by the County Auditor's office so as to continually apprise the Commissioners' of the County's financial status in order to timely address future financial strategies. Anticipated revenue estimates are monitored monthly and the County Auditor provides new projections to the Commissioners' Court beginning in July. 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 but not later that the last day of the fiscal year, September 30th. Fourth, throughout this process, the County Auditor enters any approved changes into the computerized budget system factoring in any changes in estimated revenues from all sources anticipated in the ensuing fiscal year.

### FORMULATION OF THE BUDGET, CONT'D

After this information has been entered into the system, pursuant to the *Texas Local Government Code*, § 111.033 § 111.037(a), on or immediately after the first day of each fiscal year, 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 ten 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 for your information:

# TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2007 OCTOBER 1, 2006 - SEPTEMBER 30, 2007

<b>Proposed</b>	Dates
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#### **Proposed Actions**

February 12, 2007

1. The budget officer will meet with 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:

Salaries: Re-grades or new positions

Operating Appropriations: - Car allowances, travel, etc.

Capital Outlays: Improvements, new equipment

Other issues of concern to the Court

February 19, 2007

2. The budget division will prepare tentative departmental budgetary request forms. The target date for the completion is February 28th, 2007.

February 19-28, 2007

3. The budget division 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.

# TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2007 OCTOBER 1, 2006 - SEPTEMBER 30, 2007

#### **Proposed Dates**

#### **Proposed Actions**

March - April 5, 2007

4. The budget division will distribute the tentative budgetary request forms to departments with instructions including input, if any, from the Commissioners' Court members.

May 15, 2007

5. The budget division will receive departmental budgetary requests and will compile the initial budgetary work This compilation will show, by line item, the papers. actual expenditures for each department for the previous year, the current fiscal year's budget, departmental for fiscal year 2007, the auditor's requests recommendations 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 June 1, 2007.

June 1, 2007

6. The budget officer plans to present the preliminary budgetary proposal to Commissioners' Court.

June 2-July 31, 2007

7. Departments will meet with staff of the County Auditor's Office to develop budgets for submission to Commissioners' Court. Commissioners Court will conduct public hearings and make adjustments, if necessary.

September 3, 2007

8. The Commissioners' Court will meet to discuss and propose a property tax rate. Commissioners will also meet to discuss any proposed salary, expense, or allowance increases for elected officials.

September 3, 2007

9. If the Commissioners propose a tax rate that is greater than the effective or rollback rate, whichever is lower, two public hearings must take place before the Court may adopt a tax rate. As required by Chapter 26 of the *Texas Property Tax Code*, a notice of a public hearing on the proposed tax increase, if applicable, must be published, at least 7 days before the hearing.

# TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2007 OCTOBER 1, 2006 - SEPTEMBER 30, 2007

Proposed Dates		<b>Proposed Actions</b>
September 3, 2007	10.	Pursuant to the <i>Texas Local Government Code</i> , § 152.013, before filing the annual budget with the County Clerk, the Commissioners' Court will give written notice to each elected county and precinct officer of the officer's salary and personal expenses to be included in the budget.
September 7, 2007	11.	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.
September 1-30, 2007	12.	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 11 and 14, 2007	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 17, 2007	14.	Commissioners' Court must publish the "Notice of Vote on Tax Rate", if necessary, pursuant to Chapter 26 of the Texas Property Tax Code.
September 17, 2007	15.	Pursuant to the <i>Texas Local Government Code</i> , § 111.038, Commissioners' Court will publish a notice of a public hearing on the 2006 operating budget once in the major local newspaper, stating the date, time and location of the hearing.
September 24, 2007	16.	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.

# TENTATIVE BUDGETARY CALENDAR FOR FISCAL YEAR 2007 OCTOBER 1, 2006 - SEPTEMBER 30, 2007

#### **Proposed Dates**

#### **Proposed Actions**

September 24, 2007

17. Pursuant to the *Texas Local Government Code*, § 152.013, Commissioners' Court shall set the expenses and other allowances of each elected El Paso County official and precinct officer. The Commissioners' Court shall set the expenses and other allowances of each elected El Paso County official and precinct officer. The Commissioners' Court shall set the items at a regular meeting of the court.

October 1, 2007

18. Pursuant to the *Texas Local Government Code*, § 111.037, the budget officer will file a copy of the proposed budget with the County Clerk, where it will be available for public inspection by any taxpayer

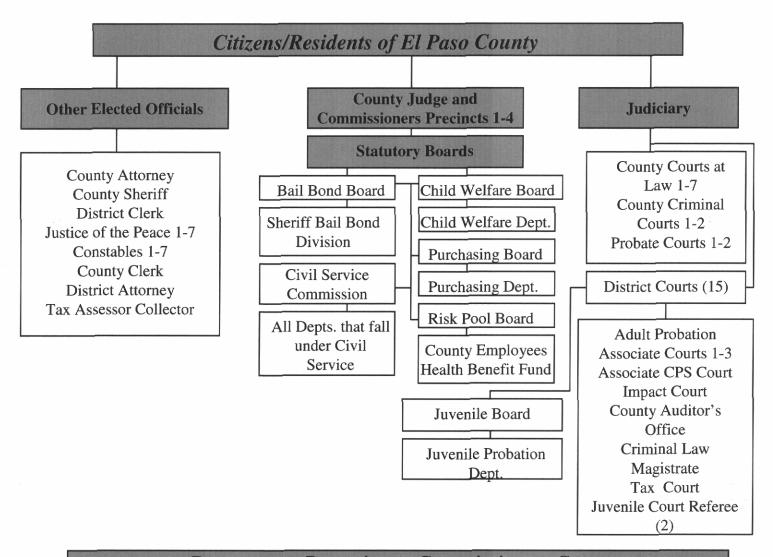
October 8, 2007

19. Pursuant to the *Texas Local Government Code*, § 111.038 (b) Commissioners' Court will hold a public hearing on the final proposed budget within ten calendar days after the date the proposed budget is filed but before the last day of the first month of the fiscal year. Immediately after this hearing, the budget will be approved and adopted.

October 10, 2007

20. The budget officer will file the budget in the final adopted form and reproduce copies for distribution. Pursuant to the *Texas Local Government Code*, § 111.040, Commissioners' Court will file copies of the adopted budget with the County Auditor and the County Clerk.

# COUNTY OF EL PASO ORGANIZATIONAL CHART



# Departments Reporting to Commissioners Court

Agricultural Co-op - 10

Communications Dept. - 6

Information Technology - 38

Health Dept. - Contracted

Parks and Recreation - 28

Facilities Management - 29.5

Sportspark - 3

Commissioners Court Services Department - 1

Planning and Development - 6

Elections - 12

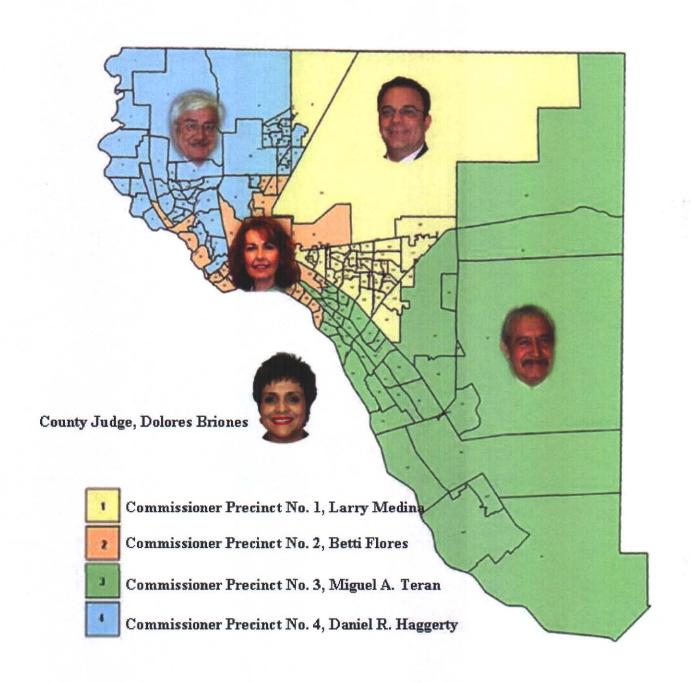
Medical Examiners Office - 16

Human Resources - 11

Road and Bridge - **84**Domestic Relations - **24.5**Community Services - **3 Departments that report to Community Services:**Child Welfare Board - **1**General and Veterans Assistance - **11**Nutrition - **16**Law Library - **4** 

Items in bold reflect employee counts for departments reporting to Commissioners Court.

# El Paso County Commissioners Court Members by Precinct



# Organization by Program Type

#### **General Government**

Commissioners Court Commissioners Court Services Office Communications Department Community Services County Auditor County Clerk

County Clerk Criminal Fee Collections \*County Clerk Records Archives \*County Clerk Records Mgt & Preservation \*County Clerk Vital Statistics

County Judge

County Solid Waste Disposal District Clerk

\*District Clerk Records Mgt. & Preservation Domestic Relations Office

\*Election Contract Service Elections

Facilities Management General and Administrative Account Grant Matches and Transfers Out **Human Resources** 

Information Technology Department Mission Valley Annex

Northeast Annex

Parking Garage Maintenance & Operations Purchasing

\*Records Management & Preservation Risk Pool Board Operations \*Road and Bridge Administration Tax Office \*Tax Office Discretionary Fund

**Culture and Recreation** Agua Dulce Community Center

Ascarate Golf Course

\*Ascarate Park Improvement Ascarate Regional County Park

Library

\*Coliseum Tourist Promotion \*County Tourist Promotion

\*County Law Library

Fabens Community Center Gallegos Pool

Montana Vista Community Center Rural Parks

San Elizario Center-Maintenance \*San Elizario Placita Fund Sparks Community Center

> \*Sportspark Swimming Pools

#### **Health and Welfare**

Charities County Child Welfare \*Child Welfare Juror Donations

Child Welfare Legal Fees City-County Health District/Public Health Services

\*Family Protection Fund

General Assistance

Life Management

Medical Examiner

Medical Examiner-Maintenance

Mental Health

\*Project Care Electric, Gas & Water Veterans Assistance

**Public Works** 

East Montana Water Project \*Fabens Airport \*Road and Bridge



#### **Public Safety**

**Ambulance Services** \*Commissary Inmate Profit Constables County Sheriff-Courthouse Security County Sheriff-Detention Facility

County Sheriff-Jail Annex County Sheriff-Law Enforcement

\*Courthouse Security Fund

\*Drug Enforcement Match Fund **Emergency Management** 

\*Juror Donations JPD \*Justice Court Security Fund

\*Juvenile Probation Federal Prisoner Revenue \*Juvenile Probation Challenge Fund

\*Juvenile Probation Detention Fund

\*Juvenile Probation Special Revenue Fund

\*Juvenile Probation Supervision \*Sheriff Communication Improvement

Sheriff's Training Academy \*Sheriff LEOSE

West Texas Community Supervision

#### Administration of Justice

6th Administrative Judicial District 8th Court of Appeals \*243 District Drug Court

\*Alternative Dispute Resolution Center

**Associate Courts** Council of Judges Administration County Attorney

County Attorney - Teen Court Coordinator County Attorney (RETGH - Legal)

\*County Attorney Bad Check

\*County Attorney Commissions

\*County Attorney Labor Disputes

\*County Attorney Supplement

County Court at Law Administration County Court at Law Judges Account

County Courts at Law

County Criminal Courts at Law

\*County Criminal Court No. 2 DWI

County Criminal Magistrate Judges Account

\*County Graffiti Eradication

\*Court Reporter Service Fund

Criminal Law Magistrate

\*DA 10% Drug Forfeitures District Courts

District Attorney

\*DA Apportionment Supplement Account \*District Attorney Special Account

\*District Attorney Food Stamp Fraud

District Judges Salary Supplement Account Impact Court

\*Justice Court Technology Fund

\*Juvenile Case Manager Fund Justices of the Peace

Juvenile Court Referees

**Probate Courts** 

\*Probate Judiciary Support

\*Probate Travel Account

Public Defender

Tax Court

\*Teen Court

\*Therapeutic Drug Court

#### Resource Development

Agricultural Co-Op Extension \*El Paso Housing Finance Corporation Planning and Development

NOTE: DEPARTMENTS WITH AN "\*" ARE CLASSIFIED AS PART OF THE SPECIAL REVENUE FUND. ALL OTHERS, WITH THE EXCEPTION OF THE EAST MONTANA WATER PROJECT WHICH IS AN ENTERPRISE FUND, ARE PART OF THE GENERAL FUND.



# **Directory of Principal Officia**



# **Council of Judges**

Local Administrative Judge, 384th Judicial District, Patrick M. Garcia Room 906 County Courthouse Bldg, (915) 546-2134 34th Judicial District, William E. Moody, District Judge 41st Judicial District, Mary Anne Bramblett, District Judge 65th Judicial District, Alfredo Chavez, District Judge 120th Judicial District, Luis Aguilar, District Judge 168th Judicial District, Guadalupe Rivera, District Judge 171st Judicial District, Bonnie Rangel, District Judge 205th Judicial District, Kathleen Olivares, District Judge 210th Judicial District, Gonzalo Garcia, District Judge 243rd Judicial District, David C. Guaderrama, District Judge 327th Judicial District, Linda Y. Chew, District Judge 346th Judicial District, Angie Juarez Barill, District Judge 383rd Judicial District, Mike Herrrera, District Judge 388th Judicial District, Patricia Macias, District Judge 409th Judicial District, Sam Medrano, Jr., District Judge Associate CPS Court, Oscar Gabaldon, Judge Associate Family Court 1, Jose Juarez, Associate Judge Associate Family Court 2, Kathleen Anderson, Associate Judge Associate Family Court 3, Roberta L. Bramblett, Judge County Court at Law Number 1, Ricardo Herrera, Judge County Court at Law Number 2, Julie Gonzalez, Judge County Court at Law Number 3, Javier Alvarez, Judge County Court at Law Number 4, Alejandro Gonzalez, Judge County Court at Law Number 5, Carlos Villa, Judge County Court at Law Number 6, Sue Kurita, Judge County Court at Law Number 7, Thomas A. Spieczny, Judge County Criminal Court 1, Alma Trejo, Judge County Criminal Court 2, Robert Anchondo, Judge County Probate Court, Max D. Higgs, Judge Juvenile Court Referee, Richard Ainsa, Judge Juvenile Court Referee 2, Maria T. Leyva-Ligon, Judge Magistrate I, James T. Carter, Judge Tax Court, Visiting Judges Impact Court, Visiting Judges

Room 905 County Courthouse Bldg, (915) 546-2101 Room 1006, County Courthouse Bldg, (915)546-2149 Room 1105, County Courthouse Bldg, (915) 546-2102 Room 605, County Courthouse Bldg, (915) 546-2103 Room 602, County Courthouse Bldg, (915) 546-2141 Room 601, County Courthouse Bldg, (915) 546-2100 Room 1002, County Courthouse Bldg, (915) 546-2107 Room 1005, County Courthouse Bldg, (915) 546-2130 Room 901, County Courthouse Bldg, (915) 546-2168 Room 606, County Courthouse Bldg, (915) 546-2032 Room 701, County Courthouse Bldg, (915) 546-2119 Room 1101, County Courthouse Bldg, (915) 546-2132 Room 902, County Courthouse Bldg, (915) 543-3850 Room 700, County Courthouse Bldg, (915) 834-8209 Room 1104, County Courthouse Bldg, (915) 546-2147 Room 1103, County Courthouse Bldg, (915) 543-3859 Room 1102, County Courthouse Bldg, (915) 543-3871 Room 903, County Courthouse Bldg, (915) 834-8288 Room 802, County Courthouse Bldg, (915) 546-2011 Room 801, County Courthouse Bldg, (915) 546-2145 Room 1001, County Courthouse Bldg, (915) 546-2183 Room 805, County Courthouse Bldg, (915) 546-2190 Room 806, County Courthouse Bldg, (915) 546-2004 Room 1106, County Courthouse Bldg, (915) 543-3868 Room 902, County Courthouse Bldg, (915) 543-3877 Room 1201, County Courthouse Bldg, (915) 834-8241 Room 704, County Courthouse Bldg, (915) 834-8232 Room 703, County Courthouse Bldg, (915) 546-2161 6400 Delta, Juvenile Probation Bldg, (915) 849-2552 6400 Delta, Juvenile Probation Bldg, (915) 849-2560 600 East Overland, Municipal Crt Bldg, (915) 546-2077 Room 604, County Courthouse Bldg., (915) 834-8236 Room 603, County Courthouse Bldg., (915) 546-8192

# Other Principal Officials

County Attorney, José R. Rodríguez County Auditor, Edward A. Dion County Clerk, Waldo Alarcon County Purchasing Agent, Piti Vasquez County Sheriff, Leo Samaniego County Tax Assessor and Collector, Victor A. Flores District Attorney, Jaime Esparza District Clerk, Gilbert Sanchez Human Resources Director, Robert Almanzan Public Defender, M. Clara Hernandez

Room 503, County Courthouse Bldg, (915) 546-2050 Room 406, County Courthouse Bldg, (915) 546-2040 Room 105, County Courthouse Bldg, (915) 546-2071 Room 500, County Courthouse Bldg, (915) 546-2048 800 East Overland, Room 300, (915) 546-2217 500 East Overland, Room 101, (915) 546-2140 Room 203, County Courthouse Bldg, (915) 546-2059 Room 103, County Courthouse Bldg, (915) 546-2021 Room 302, County Courthouse Bldg, (915) 546-2218 Room 501, County Courthouse Bldg, (915) 546-8185

# ALL FUND TYPES OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

The detail for changes between fiscal years is provided at the Fund Type level as well as in the Revenue and Expenditures Sections.

	EV 2005	OPERATING	BUDGETS	CHANG	ES		
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%		
Revenues (Sources):		1 1 2000	1 1 2007				
Taxes	\$122,748,291	\$127,670,794	\$133,911,442	\$6,240,648	4.89%		
Licenses and Permits	216,113	199,500	201,000	1,500	0.75%		
Intergovernmental	28,546,281	27,306,039	3,104,232	(24,201,807)	-88.63%		
Charges for Services	43,918,183	44,518,046	44,918,783	400,737	0.90%		
Fines and Forfeits	6,833,924	5,972,000	6,374,934	402,934	6.75%		
Interest	3,477,916	2,968,781	5,515,960	2,547,179	85.80%		
Miscellaneous Revenues	10,008,007	4,429,400	2,020,900	(2,408,500)	-54.38%		
Other Financing Sources	17,679,030	18,743,159	12,387,365	(6,355,794)	-33.91%		
Total Revenues and Other	17,077,030	10,743,137	12,507,505	(0,555,174)	33.71 10		
Financing Sources	233,427,745	231,807,719	208,434,616	(23,373,103)	-10.08%		
Beginning Fund Balances, Retained							
Earnings, Deferred Revenues and Carryover	103,827,560	108,642,103	115,717,158	7,075,055	6.51%		
Total Available Resources	\$337,255,305	\$340,449,822	\$324,151,774	(\$16,298,048)	-4.79%		
Appropriations/Expenditures (Uses):	Ψ551,255,505	\$370,777,022	Ψ324,131,774	(ψ10,270,040)	4.1770		
General Government	\$24,891,153	\$36,900,260	\$47,641,726	\$10,741,466	29.11%		
Administration of Justice					-3.59%		
	38,501,950	40,578,868	39,123,701	(1,455,167)			
Public Safety	88,322,196	100,626,988	89,946,968	(10,680,020)	-10.61%		
Health and Welfare	11,506,812	10,813,973	7,713,363	(3,100,610)	-28.67%		
Community Services	541,158	2,698,485	711 225	(2,698,485)	-100.00%		
Resource Development	527,559	783,365	711,335	(72,030)	-9.19%		
Culture and Recreation	5,050,335	5,935,450	6,285,872	350,422	5.90%		
Public Works	5,518,999	13,789,675	12,440,455	(1,349,220)	-9.78%		
Capital Outlays	20,693,835	10,403,112	7,732,240	(2,670,872)	-25.67%		
Debt Service and Enterprise:							
Principal	10,265,000	10,587,000	10,937,000	350,000	3.31%		
Interest	6,037,380	5,576,304	5,116,603	(459,701)	-8.24%		
Other Debt Related Costs:							
Other Financing Uses	16,756,825	15,027,801	14,214,561	(813,240)	-5.41%		
Total Appropriations/Expenditures							
and Other Financing Uses	228,613,202	253,721,281	241,863,824	(11,857,457)	-4.67%		
Encumbrances		2,724,903	4,496,047	1,771,144	65.00%		
Net Income	(199,506)						
Ending Fund Balances, Retained Earnings							
Deferred Revenues and Carryover	108,841,609	84,003,638	77,791,903	(6,211,735)	-7.39%		
<b>Total Fund Balances, Retained Earnings</b>							
<b>Encumbrances, Deferred Revenue</b>							
Net Income, and Carryover	108,642,103	86,728,541	82,287,950	4,440,591	5.12%		
Total Appropriations/Expenditures,							
Fund Balances, Encumbrances,							
Retained Earnings, Deferred Revenue							
Net Income, and Carryover	\$337,255,305	\$340,449,822	\$324,151,774	(\$16,298,048)	-4.79%		

# ALL FUND TYPES FY 2007 OPERATING BUDGET COMPARISON

	General Fund	Special Revenue	Grants	Debt Service	Capital Projects	Enterprise Fund	Grand Totals
Revenues (Sources):							
Taxes	\$116,069,007	\$2,600,000		\$15,242,435			\$133,911,442
Licenses and Permits	201,000						201,000
Intergovernmental	2,347,347	756,885					3,104,232
Charges for Services	30,704,000	13,235,698				\$979,085	44,918,783
Fines and Forfeits	5,975,000	399,934					6,374,934
Interest	3,225,000	1,193,960			\$1,072,000	25,000	5,515,960
Miscellaneous Revenues	1,967,000	53,900					2,020,900
Other Financing Sources	634,000	10,805,565	\$947,800				12,387,365
Total Revenues and Other							
Financing Sources	161,122,354	29,045,942	947,800	15,242,435	1,072,000	1,004,085	208,434,616
Beginning Fund Balances, Retained							
Earnings, Deferred Revenues and							
Carryover	48,516,266	27,114,548		784,649	27,351,631	11,950,063	115,717,158
Total Available Resources	\$209,638,620	\$56,160,490	\$947,800	\$16,027,084	\$28,423,631	\$12,954,148	\$324,151,774
Appropriations/Expenditures (Uses):							
General Government	\$43,393,980	\$4,247,746					\$47,641,726
Administration of Justice	37,073,059	2,050,642					39,123,701
Public Safety	78,636,019	11,310,949					89,946,968
Health and Welfare	6,449,663	315,900	\$947,800				7,713,363
Resource Development	659,335	52,000					711,335
Culture and Recreation	2,390,980	3,894,892					6,285,872
Public Works		11,373,647				\$1,066,808	12,440,455
Capital Outlays	1,552,221	2,582,990			\$3,597,029		7,732,240
Debt Service and Enterprise:							
Principal				\$10,920,000		17,000	10,937,000
Interest				5,059,856		56,747	5,116,603
Other Financing Uses	12,283,268	1,931,293					14,214,561
Total Appropriations/Expenditures							
and Other Financing Uses	182,438,525	37,760,059	947,800	15,979,856	3,597,029	1,140,555	241,863,824
Encumbrances	1,048,641	3,447,406				*	4,496,047
Retained Earnings and Ending							
Fund Balances	26,151,454	14,953,025		47,228	24,826,602	11,813,593	77,791,903
Total Fund Balances, Deferred Revenues							
Retained Earnings, Encumbrances and							
Carryover	27,200,095	18,400,431		47,228	24,826,602	11,813,593	82,287,950
Total Appropriations/Expenditures,							
Fund Balances, Encumbrances,							
Deferred Revenues, Retained Earnings							
and Carryover	\$209,638,620	\$56,160,490	\$947,800	\$16,027,084	\$28,423,631	\$12,954,148	\$324,151,774

# Summary of Budgeted Interfund Transfers

Inter-fund transfers represent a shift of funds from one fund to another to provide alternative funding sources. The majority of transfers pertain to County matching of funds for federal and state grants. As shown below, the amount to be transferred from the General Fund to the Juvenile Probation Special Revenue Account as requested by the Juvenile Board is the largest transfer for 2007.

FUND	THE RESERVE OF THE PARTY OF	TRANSFERS	TRANSFERS	DESCRIPTION OF
FROM/TO	TITLE OF PROGRAM	OUT	IN	DIFFERENCE
7 1/41 19 19	From General Fund Match Account			
	to Child Protective Services Program			Transfer in will be set up
GF/SG	- County Attorney	\$463,570		at time of grant award
	From General Fund Match Account			
	to District Attorney Detention			Transfer in will be set up
GF/SG	Information Management System	389,421		at time of grant award
	From General Fund Match Account			
	to District Attorney Domestic			Transfer in will be set up
GF/SG	Violence Program	89,506		at time of grant award
				Difference is held as a
	From General Fund Transfers Out			reserve in General Fund
GF/SR	Account to Sportspark	300,000	\$246,489	
				Available for use for any
- 13 1-4	From General Fund Match Account			unanticipated grant
GF/SG	to various accounts if needed	118,742		matches
	From General Fund Transfer Out			
	Account to Juvenile Probation			
GF/SR	Special Revenue Accounts	9,889,611	9,889,611	
	From General Fund Match Account			
GF/SG	to Nutrition Program	947,800	947,800	
	From General Fund Match Account			
h burn in	to Violence Against Women's Act -			Transfer in will be set up
GF/SG	County Attorney	17,816		at time of grant award
	From General Fund Match Account		16	
GENEG	to Victim Services Liaison Program -			Transfer in will be set up
GF/SG	Sheriff's Department	12,288		at time of grant award
GE/GG	From General Fund Match Account			Transfer in will be set up
GF/SG	to Victim Witness Program	54,514		at time of grant award
CD (CD	From Coliseum to County Tourist	((0.465	((0.465	
SR/SR	Promotion	669,465	669,465	
CD (CE	From Special Revenue Court	4106 000	#10C 000	
SR/GF	Reporter Fund to General Fund	\$186,000	\$186,000	

Continued on next page

# **Summary of Budgeted Interfund Transfers**

FUND FROM/TO	TITLE OF PROGRAM	TRANSFERS OUT	TRANSFERS IN	DESCRIPTION OF DIFFERENCE
	From Special Revenue Drug Enforcement Match to various grants			Transfer in will be set up
SR/SR	as needed	\$496,371		at time of grant award
	From Special Revenue Fund to			Transfer in will be set up
SR/SR	Juvenile Probation grants	31,457		at time of grant award
	From Road and Bridge Fund for use			Transfer in will be set up
SR/SR	as Grant Match	200,000	127	at time of grant award
SR/GF	From Special Revenue Courthouse Security Fund to General Fund	348,000	\$348,000	
				Transfer in will be set up once ending balances are
GF/GF			100,000	determined in grants
	GRAND TOTAL	\$14,214,561	\$12,387,365	\$1,827,196

For fiscal year 2007, the difference between Transfers Out and Transfers In is \$1,827,196. Most of this is appropriated as transfer out match accounts, with the corresponding transfer in being set up once grant awards are received, which can happen at any time during the County's fiscal year.

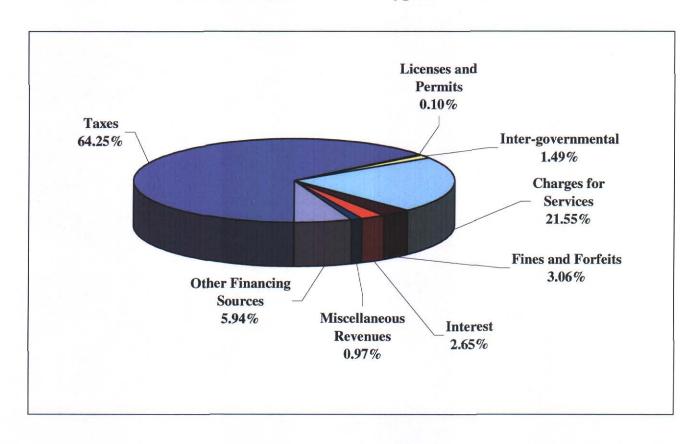




### ALL FUND TYPES REVENUE COMPARISON WITH FY 2005 ACTUALS

	H11. (2.3)	OPERATING BUDGETS		CHANG	S	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	
Revenues (Sources):						
Taxes	\$122,748,291	\$127,670,794	\$133,911,442	\$6,240,648	4.89%	
Licenses and Permits	216,113	199,500	201,000	1,500	0.75%	
Intergovernmental	28,546,281	27,306,039	3,104,232	(24,201,807)	-88.63%	
Charges for Services	43,918,183	44,518,046	44,918,783	400,737	0.90%	
Fines and Forfeits	6,833,924	5,972,000	6,374,934	402,934	6.75%	
Interest	3,477,916	2,968,781	5,515,960	2,547,179	85.80%	
Miscellaneous Revenues	10,008,007	4,429,400	2,020,900	(2,408,500)	-54.38%	
Other Financing Sources	17,679,030	18,743,159	12,387,365	(6,355,794)	-33.91%	
Total Revenues and Other						
Financing Sources	233,427,745	231,807,719	208,434,616	(23,373,103)	-10.08%	
Beginning Fund Balances, Retained						
Earnings, Deferred Revenues and Carryover	103,827,560	108,642,103	115,717,158	7,075,055	6.51%	
Total Available Resources	\$337,255,305	\$340,449,822	\$324,151,774	(\$16,298,048)	-4.79%	

Fiscal Year 2007 Revenues (Sources) – All Fund Types - \$208,434,616



#### METHODOLOGIES USED TO ESTIMATE REVENUES

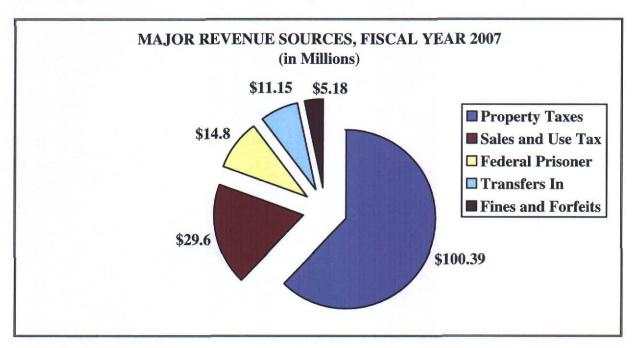
At the beginning of each fiscal year, the County Auditor and his staff project revenues for the current and next fiscal years. Most revenue sources are estimated based on the following three methodologies:

- 1) Time series techniques: moving averages and historical revenue trends;
- 2) Informed/expert judgment: advice of department heads, such as the County Auditor or the Chief Juvenile Probation Officer; and
- 3) Statutory provisions and limitations: Truth in Taxation Guidelines for the State of Texas and Local Government Code.

The County of El Paso has numerous revenue sources which are classified into one of eight categories: charges for services, fines and forfeits, interest, intergovernmental, licenses and permits, miscellaneous, other financing sources, and tax revenues. For fiscal year 2007, total budgeted revenues are \$208,434,616, which represents a decrease of 10.08%, or \$23,373,103, over budgeted revenues for fiscal year 2006. Details of this change are discussed below.

#### MAJOR REVENUE SOURCES

As discussed above, there are numerous revenue sources for the County of El Paso. However, the five revenue sources shown on the graph below add up to \$161,124,497, or 77.30% of total revenues of all appropriated funds. For fiscal year 2007, these five categories are the major sources of revenue for the County.



#### MAJOR REVENUE SOURCES, CONT'D

### (1) Property Taxes—48.16% of all budgeted revenues

The property tax revenue category for the County of El Paso has three components, as shown in the table below. In the aggregate, these components represent the main revenue source for the County.

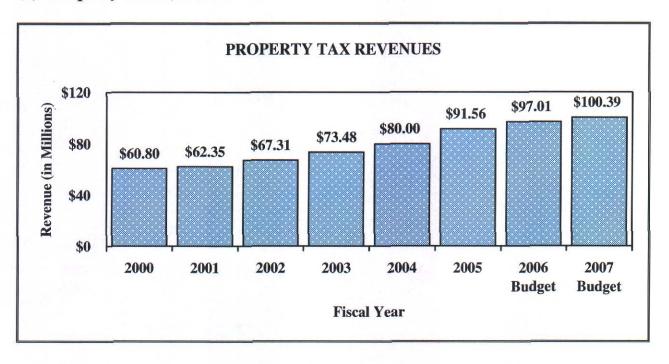
Revenue Source		OPERATIN	G BUDGETS	CHANGES	
	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Current Taxes	\$87,543,912	\$93,064,100	\$96,311,029	\$3,246,929	3.49%
Delinquent Taxes	2,768,745	2,679,854	2,773,094	93,240	3.48%
Penalties and Interest	1,265,196	1,266,840	1,310,917	44,077	3.48%
Totals	\$91,577,853	\$97,010,794	\$100,395,040	\$3,384,246	3.49%

METHODOLOGY USED TO PROJECT REVENUE: Truth in Taxation Guidelines for the State of Texas are used to set the property tax rate each year. Revenue projections are based on historical trends, which show that about 99.5% of the property tax levy will be collected. Property valuations, as determined by the Central Appraisal District, also have an impact on projected tax revenues. The increasing number of troops assigned to Fort Bliss as part of the Department of Defense's Base Realignment and Closure Program will result in the need for more off-base housing. Over the last ten fiscal years for which demographic data is available, the County's population has exhibited steady growth while the unemployment rate has steadily declined, further increasing housing demands. A reversal of those two demographic trends is not expected in the near future.

**OTHER INFORMATION:** For fiscal year 2007, Commissioners' Court adopted an ad valorem tax rate of \$0.391390 per \$100 valuation. The maintenance and operations component of the tax rate is set at the discretion of the Court, and is influenced by the desired level of operations and services. Any maintenance and operations rate above the lower of the effective or rollback rate may trigger a possible rollback election. The other component of the property tax rate is used to make debt and interest payments during the fiscal year, and is, therefore, not as flexible. In a non-appraisal year, the County can historically expect to see an increase of 3% in property tax revenues over the previous year. During an appraisal year, when property values will most likely increase, the anticipated increase in property tax revenues is closer to 5%. For fiscal year 2007, the County is projecting a \$3.3 million increase in additional property tax revenues resulting from new construction that is now taxable. The graph on the following page shows the upward trend exhibited by property taxes for the fiscal period 2000 through 2007. These increases have been and will continue to be made in an effort to maintain the County's current level of services as well as to fund various projects, such as the County Jail Annex construction and operations, Courthouse construction and upgrades to County equipment.

### MAJOR REVENUE SOURCES, CONT'D

### (1) Property Taxes, cont'd



### (2) Sales and Use Taxes—14.20% of all budgeted revenues

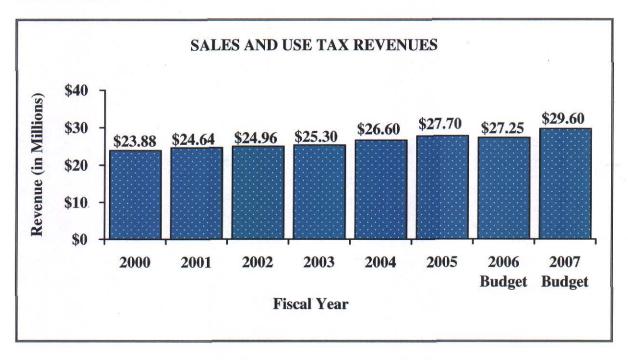
Sales and use taxes are the second largest source of County revenue and are also the only substantial elastic revenue source.

CHANGE THE REST	Fiscal Year 2005 Actuals	OPERATING	G BUDGETS	CHANG	ES
Revenue Source		Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Sales and Use Tax	\$27,704,322	\$27,250,000	\$29,600,000	\$2,350,000	8.62%

**METHODOLOGY USED TO PROJECT REVENUE:** Historical revenue trends are the best tool available for projecting Sales and Use Tax revenues. This type of revenue is tied to El Paso's border economy and is anticipated to increase as population growth continues, the unemployment rate continues to decline, and disposable income increases.

### (2) Sales and Use Taxes, cont'd

**OTHER INFORMATION:** A sales tax of 0.5%, which is collected by the State of Texas, was approved by voters in El Paso County and went into effect on January 1, 1988. This tax is imposed on the value of taxable items sold and is collected by the State and redistributed to the County. When the local portion of the sales tax is redistributed to the County, it goes to fund operations and is a means of balancing out the tax burden placed on County taxpayers. For fiscal year 2007 the County estimated \$2.3 million more than the prior year because of increased trends in actual collections from gross sales. Below is a graphic representation of the upward trend in sales and use tax revenues.



### (3) Federal Prisoner—7.10% of all budgeted revenues

The County's third major revenue source is related to the housing of prisoners, for whom the County of El Paso is not financially responsible, on behalf of federal government agencies.

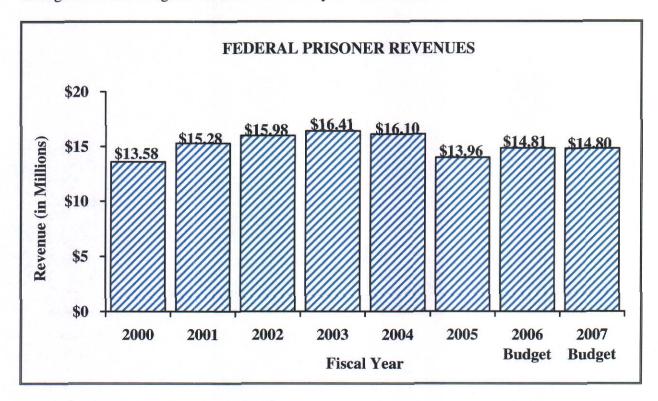
	是为种林园	OPERATING	G BUDGETS	CHANG	ES
Revenue Source	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Federal Prisoner	\$13,961,901	\$14,813,890	\$14,800,000	(\$13,890)	-0.09%

**METHODOLOGY USED TO PROJECT REVENUE:** Revenues received for this category are projected based on historical trends and on jail population trends. The number of County prisoners will obviously limit the number of federal prisoners that can be housed in our jails. For

#### METHODOLOGY USED TO PROJECT REVENUE, CONT'D:

the time being, there are no construction or expansion plans for detention, leading to a stabilization of federal prisoner revenues.

**OTHER INFORMATION:** The County has entered into an agreement with the federal government whereby we receive reimbursement of \$57.98 per day for each inmate housed in our jails. The following graph shows revenues received from this source for the fiscal years 2000 through 2005 and budgeted revenues for fiscal years 2006 and 2007.



The decrease in federal prisoner revenues received from fiscal year 2004 to 2005 is due to the fact that a detention facility opened in southern New Mexico, thus reducing the number of prisoners sent to the County of El Paso's detention facilities. When the new facility's rates were compared to those of El Paso facilities, the federal government decided it was more cost-effective to send prisoners to the County of El Paso's detention centers. Another factor contributing to the decrease in federal prisoner revenue is the County's obligation to house prisoners with non-adjudicated State charges. It is that obligation that occasionally forces the County to ask that an inmate with federal charges be transferred to another facility or to turn away any new inmates.

For fiscal years 2006 and 2007, federal prisoner revenue is budgeted conservatively since the number of inmates facing federal charges fluctuates and because the federal government does not guarantee that a set number of prisoners will be sent to detention facilities in the County of El Paso. However, the County is contractually obligated to guarantee 500 inmate beds for the federal government which may not always be occupied.

#### MAJOR REVENUE SOURCES, CONT'D

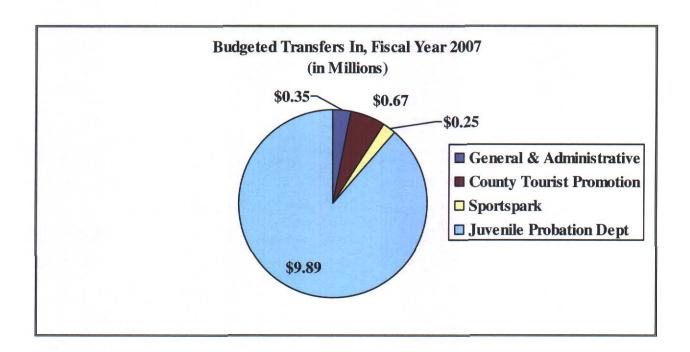
### (4) Transfers In—5.35% of all budgeted revenues

Projected revenues classified as transfers in represent the fourth major revenue source for the County of El Paso.

CANADA SOLITORIA	(BO) PIE	OPERATING	G BUDGETS	CHANG	GES
Revenue Source	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Transfers In	\$12,328,391	\$16,388,431	\$11,153,565	(\$5,234,866)	-31.94%

METHODOLOGY USED TO PROJECT REVENUE: Historical trends are the most common method used to project this type of revenue since transfers in are used to supplement the operating budgets of various County departments. The County Auditor also works closely with department heads who are requesting this type of revenue, as they are the people most familiar with operating needs and goals for the next fiscal year.

**OTHER INFORMATION:** The transfers in category is used to account for revenues that will be transferred from one fund to another during the course of the fiscal year. This revenue source excludes transfers in for grants which are budgeted separately. A graphical representation of the departments or accounts with budgeted transfers in for fiscal year 2007 is shown below.



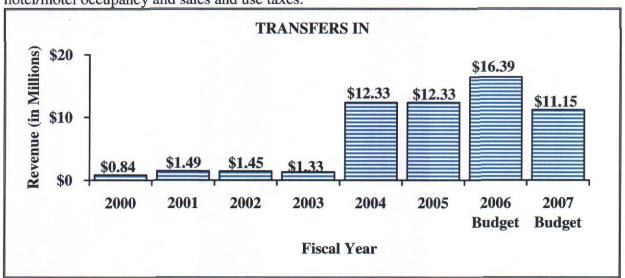
### MAJOR REVENUE SOURCES, CONT'D

### (4) Transfers In, cont'd

The Juvenile Probation Department and the County Sportspark are examples of departments with a budgeted transfer in for fiscal year 2007. In the case of the Juvenile Probation Department, the need for the transfer in, which will supplement the department's budget, is certified by the County's Juvenile Board. The amount of the transfer in requested by the County's Juvenile Board may increase as the juvenile population grows, increasing the demand for services from the department. Grant revenues received from the Texas Juvenile Probation Commission also impact the funding that is requested of the County; if the State reduces those awards, the County will have to cover a larger portion of the Juvenile Probation Department's operating expenses.

Operations for the Sportspark are supplemented by a transfer in from the County's General and Administrative account, in order to keep this facility operational through year end. Currently, the Commissioners' Court is considering privatizing the County Sportspark which could eventually lead to a decrease or possible elimination of this transfer in.

For fiscal year 2007, the General and Administrative account has a budgeted transfer in based on historical revenue trends that will account for fees assessed for courthouse security. The County Tourist Promotion account also has a budgeted transfer in that will be used to foster tourism through sponsorship of events such as the Amigo Airsho, the Fiesta de las Flores, and the Southwest International Livestock Show and Rodeo, based on departments who have been recommended to be funding during budget hearings. By authorizing funding for these and other similar events, Commissioners' Court expects to affect other revenue sources, such as hotel/motel occupancy and sales and use taxes.



The graph above shows the variations in actual transfers in and in budgeted transfers in for the last eight fiscal years. The sharp increase registered in actual transfers in from 2003 to 2004 is due to the fact that the Juvenile Probation Department's budget was removed from the County's General Fund. Instead, the department was set up as a Special Revenue account with a

### MAJOR REVENUE SOURCES, CONT'D

### (4) Transfers In, cont'd

transfer in from the General Fund to fully fund this department for the fiscal year, based on the Juvenile Boards' approved budget. That change stemmed from an opinion issued by the Texas Attorney General. As of the beginning of fiscal year 2007, the transfer in reported by the Juvenile Probation Department comprises approximately 88.70% of all budgeted revenues from this source.

The amount of transfers in budgeted for funds other than the Juvenile Probation Department has declined since 2003. This is the direct result of Commissioners' Court stipulating that departments refrain from seeking grant funding contingent on County matching funds. Furthermore, the transfer from the Road and Bridge fund for the policing of county roads is no longer budgeted in the General Fund. For the foreseeable future, it is expected that this trend will continue.

### (5) Fines and Forfeits—2.49% of all budgeted revenues

Revenue generated by elected officials in the completion of the judicial process is classified as fines and forfeits. For fiscal year 2007, this is the fifth major source of budgeted revenues.

		OPERATING	G BUDGETS	CHANG	GES
Revenue Account Title	Fiscal Year 2005 Actual	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Fines and Forfeitures	\$4,991,604	\$5,077,000	\$5,184,934	\$107,934	2.13%

**METHODOLOGY USED TO PROJECT REVENUE:** In projecting revenue to be received from fines and forfeits, the County of El Paso relies heavily on historical revenue trends. Assessment limits set by statute are also used in revenue estimates.

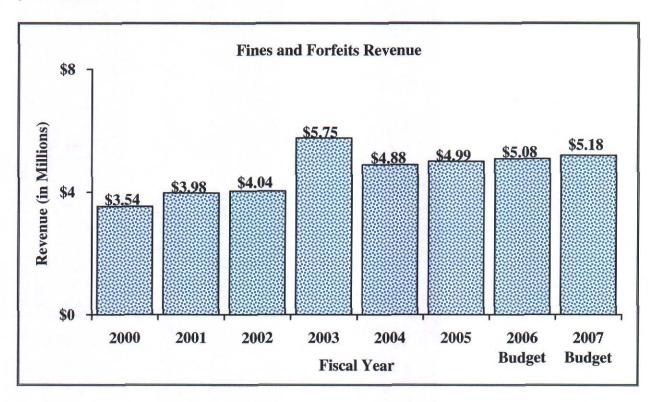
**OTHER INFORMATION:** Again, this category of revenues includes various fees assessed by elected officials. For example, Justices of the Peace assess fines on each case they hear depending on the offense and limits by statute. This revenue source also accounts for contempt of court fees assessed to County of El Paso residents. In addition, this category includes assessed fines from the County Attorney's office on assisted living facilities for non-compliance with State code and regulations.

The small increase in budgeted revenues from fiscal year 2006 to 2007 is due to the aggressive collection efforts implemented by all justices of the peace with the assistance of their respective constables in previous years. As a result, collections peaked in fiscal year 2003 and began a downward trend in fiscal year 2004. Thanks to that aggressive effort, there are less and less outstanding fines to be collected on each year. The graph on the next page shows the

### MAJOR REVENUE SOURCES, CONT'D

### (5) Fines and Forfeits, cont'd

fluctuations in collections for fiscal years 2000 through 2005 and budgeted revenues for fiscal years 2006 and 2007.



### OVERVIEW AND DESCRIPTION OF NON-MAJOR REVENUE SOURCES

#### METHODOLOGIES USED TO ESTIMATE REVENUES

The remaining revenue sources for the County of El Paso, which are not described above, are considered to be non-major and constitute only 22.70% of all budgeted revenues for fiscal year 2007. These revenue sources are budgeted using the following techniques:

- 1) Time series techniques: moving averages and historical revenue trends;
- 2) Informed/expert judgment: advice of department heads, such as the County Auditor or the Chief Juvenile Probation Officer;
- 3) Statutory provisions and limitations: Truth in Taxation Guidelines for the State of Texas and Local Government Code; and
- 4) Contractual agreements: terms of contracts with other governmental entities for services provided to the public or grant contracts with other entities.

### (1) Charges for Services

This revenue category refers to service fees charged by various County departments and by elected officials to the public. Such services include, but are not limited to, birth or death certificates, auto registration, concessions at recreational facilities, and parking for the public.

BANK PALIS INC.	AF, HARB	OPERATING	G BUDGETS	CHAN	GES
RESULTABLE RESULTS		Total	Total		TRIBLETT
	Fiscal Year	Budget FY	Budget FY		
Revenue Account Title	2005 Actuals	2006	2007	Amounts	%
Alternative Dispute Resolution	\$132,224	\$200,000	\$200,000		
Ascarate Park Food Concession	1,938	2,000	2,000		
Ascarate Swimming Pool	32,343	40,000	45,000	\$5,000	12.50%
Ascarate Traffic Control	114,369	165,000	75,000	(90,000)	-54.55%
Auto Registration Fee	360,000	360,000	360,000		
Auto Sales Tax	3,050,010	3,000,000	3,100,000	100,000	3.33%
Bad Check Collection	256,379				
CA Summons Fees	19,575	17,500	16,000	(1,500)	-8.57%
Canutillo Swimming Pool	1,420	6,000	10,000	4,000	66.67%
Coliseum Food Concession	205,533	180,000	180,000		
Coliseum Parking	143,409	125,000	120,000	(5,000)	-4.00%
Coliseum Rental	318,587	300,000	150,000	(150,000)	-50.00%
Coliseum Security	4,683	2,000		(2,000)	-100.00%
Coliseum Ticket Master	72,882		20,000	20,000	100.00%
Commissary Concession	621,909	600,000	600,000		
Consolidated Data Processing	16,238	10,000	10,500	500	5.00%
Constable No. 1	116,377	95,000	120,000	25,000	26.32%
Constable No. 2	89,154	75,000	85,000	10,000	13.33%
Constable No. 3	75,355	70,000	70,000		
Constable No. 4	107,993	90,000	120,000	30,000	33.33%
Constable No. 5	44,050	40,000	60,000	20,000	50.00%
Constable No. 6	57,302	70,000	35,000	(35,000)	-50.00%
Constable No. 7	29,740	26,000	45,000	19,000	73.08%
County Attorney Commissions	115,731	75,000	65,000	(10,000)	-13.33%
County Clerk Fees	2,966,274	3,600,000	4,100,000	500,000	13.89%
County Service Evaluation	331,294	420,000	400,000	(20,000)	-4.76%
County Sheriff Fees	1,066,962	1,050,000	1,000,000	(50,000)	-4.76%
County Tax Collector	2,022,366	2,000,000	2,000,000		
Court Reporter Fees	160,316	150,000	175,000	25,000	16.67%
Courthouse Cafeteria	19,222	15,000	20,000	5,000	33.33%
Courthouse Security	308,451	320,000	325,000	5,000	1.56%
Criminal Prosecution	89,699	95,000	90,000	(5,000)	-5.26%
District Clerk Fees	\$1,052,668	\$1,020,000	\$1,045,000	\$25,000	2.45%

#### Continued on next page

### (1) Charges for Services, cont'd

PERMITTED THE PERMITTED TO		OPERATING BUDGETS		CHANGES	
		Total			THE WAY
	Fiscal Year	<b>Budget FY</b>	<b>Total Budget</b>		
Revenue Account Title	2005 Actuals	2006	FY 2007	Amounts	%
DPS Arrest Fees	\$68,636	\$50,000	\$70,000	\$20,000	40.00%
Driving Golf Range	22,563	25,000	24,000	(1,000)	-4.00%
DRO Filing Fees	584,164	520,000	550,000	30,000	5.77%
El Paso Bar Attorney	149,400	150,000	140,000	(10,000)	-6.67%
Equestrian Center Rental	4,250	4,500		(4,500)	-100.00%
Expungement Fee		6,696		(6,696)	-100.00%
Extra Auto Registration	4,981,454	4,750,000	5,000,000	250,000	5.26%
Extradition Prisoner	3,652	3,000	3,000		
Fabens Swimming Pool	2,407	7,500	3,000	(4,500)	-60.00%
Gallegos Park Rental		2,000	3,000	1,000	50.00%
Golf Car Fees	209,513	285,000	275,000	(10,000)	-3.51%
Golf Course Food Concession	35,280	50,000	45,000	(5,000)	-10.00%
Graffiti Eradication	127	150	100	(50)	-33.33%
Green Fees	398,223	556,000	525,000	(31,000)	-5.58%
Incentive Payments-Soc. Sec.	45,400		40,000	40,000	100.00%
Jury Fees	21,276	23,000	25,000	2,000	8.70%
Justice of the Peace No. 1	20,044	18,000	19,000	1,000	5.56%
Justice of the Peace No. 2	40,110	40,000	40,000		
Justice of the Peace No. 3	47,249	40,000	41,000	1,000	2.50%
Justice of the Peace No. 4	33,380	33,500	32,500	(1,000)	-2.99%
Justice of the Peace No. 5	29,934	28,000	32,500	4,500	16.07%
Justice of the Peace No. 6	181,581	179,000	193,000	14,000	7.82%
Justice of the Peace No. 7	33,542	35,000	35,000		
Juvenile Housing/Support Fees	92,357	90,000	90,000		
Juvenile Probation Supervision	72,518	70,000	60,000	(10,000)	-14.29%
Law Library Fees	462,370	450,000	470,000	20,000	4.44%
Loan Processing Fees	1,473		1,000	1,000	100.00%
Medical Examiner Fees	5,263	6,000	3,000	(3,000)	-50.00%
Monthly Parking Fees	260				
Motor Carrier Overweight	5,215	3,000	2,500	(500)	-16.67%
Parking Garage Commissions	471,478	435,000	450,000	15,000	3.45%
Pavilion Rental	2,307		5,000	5,000	100.00%
Prisoner Maintenance	2,588,525	2,600,000	2,000,000	(600,000)	-23.08%
Pro-Shop Sales	42,950	50,000	31,000	(19,000)	-38.00%
Probate Court Fees	\$9,069	\$7,000	\$8,000	\$1,000	14.29%

Continued on next page

### (1) Charges for Services, cont'd

CHANGES DE MINERALES	HIRDOREN .	OPERATING	G BUDGETS	CHANGES	
		Total	Total		
	Fiscal Year	<b>Budget FY</b>	Budget FY		
Revenue Account Title	2005 Actuals	2006	2007	Amounts	%
Program Income	\$754,977		\$694,598	\$694,598	100.00%
Program Participants	852,331	\$1,324,605	979,085	(345,520)	-26.08%
Protective Order Applications	7,425	6,800	5,000	(1,800)	-26.47%
Records Archives Fees	649,706	600,000	600,000		
Records Management Fees	910,964	909,405	945,000	35,595	3.91%
Rental County Morgue	38,600	48,000		(48,000)	-100.00%
Scofflaw Fee	10,158	8,000	8,000		
Sewage Inspection	47,835	50,000	45,000	(5,000)	-10.00%
Special Probate Court	8,020	7,500	7,500		
Special Probate Court	8,020	7,500	7,500		
Sportspark Commissions	46,802	55,000	55,000		
Sportspark Concession	2,952				
Sportspark Fees/Rentals	209,828	257,000	225,000	(32,000)	-12.45%
State AG Child Support	1,288,962	1,400,000	1,550,000	150,000	10.71%
Subdivision Fees	35,650	38,000	40,000	2,000	5.26%
Subscription Fees	3,305	4,500	5,000	500	11.11%
Teen Court Filing Fee	1,950	1,500	2,500	1,000	66.67%
Vital Statistics Fee	98,676	80,000	95,000	15,000	18.75%
Weekender Prisoner	5,719	3,000	2,000	(1,000)	-33.33%
Western Playland	311,989	175,000		(175,000)	-100.00%
Totals	\$29,956,282	\$29,704,156	\$30,118,783	\$414,627	1.40%

**METHODOLOGY USED TO PROJECT REVENUE:** Typically, historical revenue trends are used to project Charges for Services revenue. Some service revenues, such as commissions and concessions, are received in accordance with a contract that sets amounts to be charged.

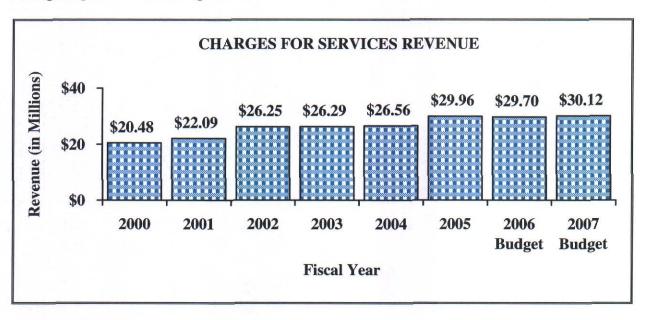
OTHER INFORMATION: The charges for services category also accounts for recreational revenues charged at various County facilities, which include parks, pools, the golf course and the coliseum, which are based on established rates set by the Court as deemed appropriate. This revenue source has remained relatively stable since the Commissioners' Court has emphasized the need to keep costs to the public at minimal levels. During fiscal year 2006, Western Playland re-located to Doña Ana County, New Mexico; the true impact of the move is reflected in projected revenues for fiscal year 2007. Aside from affecting the Western Playland budget line item, the Ascarate Traffic Control also shows a decrease in budgeted revenues due to there relocation.

### (1) Charges for Services, cont'd

The Commissioners' Court is currently looking at the Sportspark very closely to try to determine what can be done with it in terms of management, always keeping the best interest of the taxpayer in mind. If the Sportspark is privatized, the County's portion of revenues generated will decrease or disappear entirely and may be replaced with commission earnings.

Also included in this category are several fees of a miscellaneous nature imposed through the judiciary or by departments due to changes in State laws or other contracts unrelated to the other previously defined categories. This category includes departments such as the District Clerk and County Clerk. These fees, based on historical trends are projected higher for fiscal year 2007. An increase in population will inevitably place a higher demand on County departments helping to increase revenues or at least to keep them stable. Parking fees, for example, are imposed on the general public and on County employees for use of the parking garage and are governed by a contract. As of the beginning of fiscal year 2007, the new parking garage is used solely by employees who pay on a monthly basis for the service they receive and by the El Paso Police Department. Since the County does not have many vacant positions and because of a six-week hiring freeze imposed by Commissioners' Court, that revenue source is expected to remain stable at best. The old parking garage continues to function on a pay-as-yougo basis, but many County employees and the public are choosing to park farther from the county courthouse where rates are lower.

Below is a graphical representation of Charges for Services revenue received or budgeted during the period 2000 through 2007.

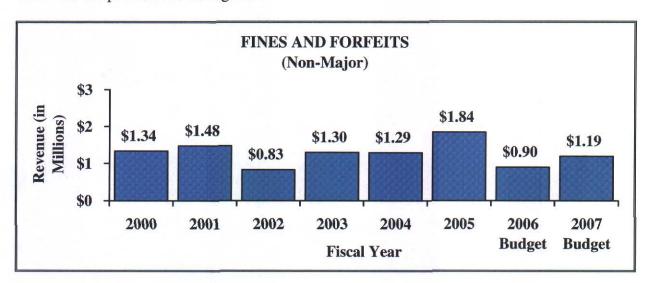


#### (2) Fines and Forfeits

This revenue category is attributable to funds generated by various elected officials who assess fines or collect on forfeitures as a result of the County's judicial process. As a non-major source of revenue, it has six components with actual revenues for fiscal year 2005 and five components with budgeted revenues for fiscal years 2006 and 2007, as shown in the table below.

		OPERATING		CHAN	GES
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Child Safety Fees	\$27,806	\$20,000	\$25,000	\$5,000	25.00%
County Attorney Bond	1,626,292	700,000	1,000,000	300,000	42.86%
County Traffic Fees	72,634	70,000	75,000	5,000	7.14%
Juror Fines	84,361	75,000	75,000		
Library Fines	2,985				
State Drug Forfeitures	28,242	30,000	15,000	(15,000)	-50.00%
Totals	\$1,842,320	\$895,000	\$1,190,000	\$295,000	32.96%

**METHODOLOGY USED TO PROJECT REVENUE:** Projected revenue from fines and forfeits is based on historical revenue trends. Assessment amounts set forth by statute also influence revenue projections. The graph below shows revenue received or budgeted for this source for the period 2000 through 2007.



**OTHER INFORMATION:** Fluctuations in this revenue source are directly linked to the County's collection efforts. Without a doubt, joint efforts to collect on outstanding fines, fees and bond forfeitures by the Constables and their deputies, Sheriff's deputy warrant officers, the County Clerk's collection department, the County Attorney's Office, and all District and County courts lead to substantial increases in revenues collected for prior years', and less available

### (2) Fines and Forfeits

for collection in future years. For that reason, next fiscal year is projected at a minimal increase of \$295,000 more than fiscal year 2006.

In addition, the increase in budgeted revenues from fiscal year 2006 to 2007 is due to several other factors, such as Constable Precinct Number 5's participation in the County's warrant program. The County Attorney's Office has also added a Bond Forfeiture Coordinator position to its staffing table, a move that is expected to increase collections. Library fines are not budgeted for fiscal year 2007 since operations of the Fabens library were turned over to the Fabens Independent School District in January 2006 as part of a cost-reduction program that focused on non-mandated programs. Population increase also plays a part in this category's increase, since the County's growth is steady. State Drug Forfeitures revenue is the only line item with a projected decrease for fiscal year 2007 due to the decrease in fund balance available for use in subsequent years. As per the Texas Legislative House Bill Number 1185, ten percent of the gross amount received by the District Attorney is deposited in a special account. That forfeiture money is then allocated as decided by Commissioners' Court to fund drug abuse and prevention programs through several Drug Courts in the County.

### (3) Interest

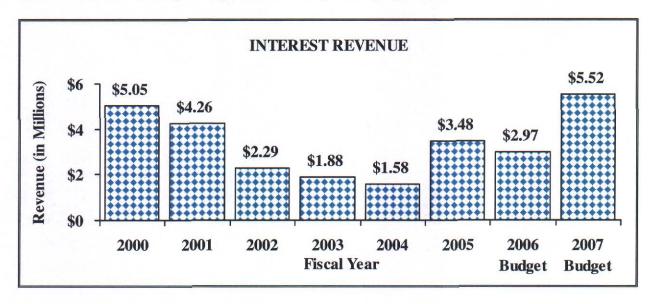
Interest revenue is the result of aggressive investment of the County's public funds in a variety of investment options as authorized by law.

		OPERATING	GBUDGEIS	CHANGES	
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Interest Earning Investments	\$1,556,265	\$1,289,927	\$4,670,650	\$3,380,723	262.09%
Interest Earning -N.O.W.	1,891,466	1,678,854	845,310	(833,544)	-49.65%
Interest Earnings-Program Loans	30,185				
Totals	\$3,477,916	\$2,968,781	\$5,515,960	\$2,547,179	85.80%

**METHODOLOGY USED TO PROJECT REVENUE:** Projections for this revenue category are perhaps the most cautious ones made since changes in the economy or in the Federal Reserve's monetary policies have a direct impact on interest rates. The County of El Paso also uses historical trends which show a decrease in interest received during the period 2002 through 2004, and then a marked recovery as a result of a strengthening economy. National economic conditions indicate that the upward trend is expected to continue into the foreseeable future.

### (3) Interest, cont'd

**OTHER INFORMATION:** Aside from interest received from TexPool, the County of El Paso also receives interest from the bank it does business with as per the existing contract, which guarantees 20 basis points over TexPool's rate. When the County's contract goes out to bid, the interest rate received may change, thus affecting future projections.



### (4) Intergovernmental Revenue

This category is used to account for funds received from other governmental entities, mostly in the form of grants or reimbursements. For fiscal year 2007, the County of El Paso is anticipating that this revenue source will make up about 1.28% of its total revenues.

	N THE STATE OF	OPERATING BUDGETS		CHANGES	
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Federal Grant	\$9,956,086	\$6,306,991		(\$6,306,991)	-100.00%
State Grant	12,953,032	14,875,849		(14,875,849)	-100.00%
State Per Capita	5,864				
State Agency	697,759	2,029,540	\$104,000	(1,925,540)	-94.88%
State Agency Supplement	39,684	39,885	39,885		
Congregate Meals	326,832	400,000		(400,000)	-100.00%
Contribution- City	548,018	262,535		(262,535)	-100.00%
Detention Home Rental	32,616	32,000	32,000		
Federal Prisoner	6,318	5,000	8,000	3,000	60.00%
Food Stamp Fraud	40,323	45,000	35,000	(10,000)	-22.22%
Homebound Meals-Title III	322,809	200,000		(200,000)	-100.00%
Judiciary Support	\$349,115	\$355,000	\$340,000	(\$15,000)	-4.23%

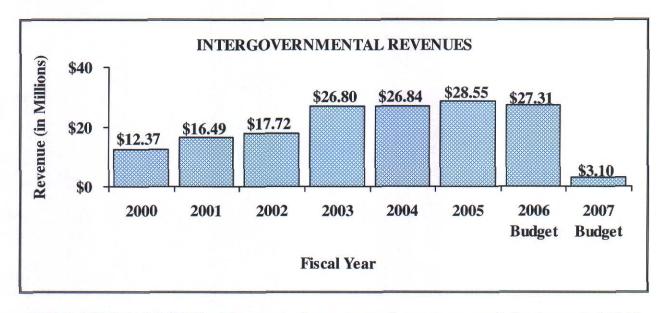
### (4) Intergovernmental Revenue, cont'd

SAME TO BE WANTED	SHE WAR	OPERATING	G BUDGETS	CHANG	ES
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Lateral Road	\$34,358	\$30,000	\$30,000		
Prosecutor Longevity	94,560	100,000	80,000	(\$20,000)	-20.00%
ReimbA.G. Child Support	118,426	75,000	230,000	155,000	206.67%
ReimbCity	59,222	48,000	57,000	9,000	18.75%
ReimbCounty Archives	42,949	50,000	40,000	(10,000)	-20.00%
ReimbElections	370,896	375,000	350,000	(25,000)	
ReimbFederal Drug Cases	471,924				
ReimbFed. School Lunch	132,989	125,000	150,000	25,000	20.00%
ReimbIndigent Defense	364,158	379,404	393,347	13,943	3.67%
ReimbInmate Transportation	107,691	100,000	50,000	(50,000)	-50.00%
ReimbJuror		250,000	150,000	(100,000)	-40.00%
ReimbLegal Fees	303,458	275,000	275,000		
ReimbR. E. Thomason	513,913	552,835	600,000	47,165	8.53%
ReimbSalaries	252,917	100,000	50,000	(50,000)	-50.00%
ReimbState Witness Claims	89,637	25,000	50,000	25,000	100.00%
ReimbTobacco Settlement	70,677	30,000	30,000		
ReimbUtilities	25,459	9,000	10,000	1,000	11.11%
State Service Fees	1,336				
USDA Cash	213,255	230,000		(230,000)	-100.00%
Total_	\$28,546,281	\$27,306,039	\$3,104,232	(\$24,201,807)	-88.63%

METHODOLOGY USED TO PROJECT REVENUE: Intergovernmental revenue estimates are based on historical revenue trends for line items such as Federal School Lunch Reimbursements, which depend on the juvenile population housed at the Juvenile Probation Department. Other revenue, such as the Tobacco Settlement Reimbursement and the Detention Home Rental, is pre-determined by contracts that the County has entered into. It is based on those contracts that projections are also made.

In the future, it is expected that this revenue source will remain stable. However, other governmental entities do not usually guarantee funding of any sort, so any decision that is made at other levels of government will impact the County's revenue stream. For example, the federal government's intense focus on anti-terrorism has shifted funding to other areas which are not the County's forte. In the near future, the change of power in the House of Representatives and in the Congress from a Republican majority to a Democratic one may have an impact on revenues that trickle down to the County of El Paso.

### (4) Intergovernmental Revenue, cont'd



OTHER INFORMATION: The graph above shows the revenue trend for the period 2000 through 2007. The significant increase from 2002 to 2003 was due to increased funding from federal, state and local government entities. It is the County's policy to aggressively seek out alternate funding sources that will improve the quality of life for its citizens. Budgeted revenues for fiscal year 2007 are significantly less than those budgeted for the prior fiscal year. That difference is due to the fact that grants are not budgeted at the beginning of the year; instead, grant budgets are set up when an actual grant award is received and that can happen at any time during the fiscal year. By using this approach, the County of El Paso avoids overstating its budgeted intergovernmental revenues. Other revenues, such as the Tobacco Settlement and the Detention Home rental, have remained virtually unchanged since they are governed by contract.

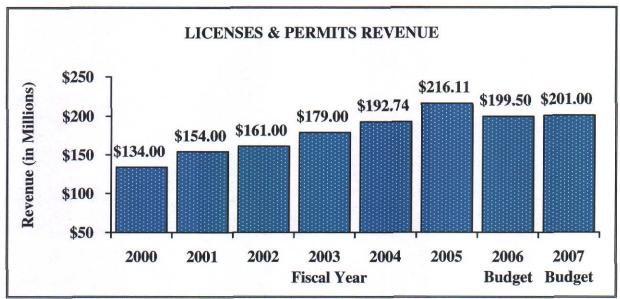
### (5) Licenses and Permits

Budgeted revenues for licenses and permits represent 0.10% of County budgeted revenues for fiscal year 2007. This category is used to account for revenue received from the issuance of operating licenses and business permits, whether they are new or renewals. The table below shows the four individual components of this revenue category, as well as the change in budget from 2006 to 2007.

NOT THE REPORT OF	Harris Spirit	OPERATING	G BUDGETS	CHANG	GES
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Alcoholic Beverage Licenses	\$148,395	\$140,000	\$140,000		
Bail Bond Permits	8,000	7,500	8,000	\$500	6.67%
Occupational Licenses	51,795	45,000	46,000	1,000	2.22%
Title Runner License	7,923	7,000	7,000		
Totals	\$216,113	\$199,500	\$201,000	\$1,500	0.75%

### (5) Licenses and Permits, cont'd

**METHODOLOGY USED TO PROJECT REVENUE:** Because this revenue source fluctuates from year to year, historical revenue trends are utilized for projections. Revenue received from renewals is easier to project, but new permits or licenses are based solely on history. The graph below shows actual revenue received for the period 2000 through 2005 as well as budgeted revenues for 2006 and 2007. For fiscal year 2007, it is expected that this revenue source will remain stable as the County continues to grow and there is more demand for services.



**OTHER INFORMATION:** The amount charged for issuing a license or a permit is set by the State. As set forth in *Texas Local Government Code*, §243.009, the cost of issuing or renewing a license or permit is based not only on the cost of processing the application but also of investigating the applicants. As the costs associated with licenses and permits increase, projected revenues generated by these sources may have to change since the amount charged to applicants will also increase.

### (6) Miscellaneous Revenues

This non-major source of revenue is used to account for revenues that do not fit the description of other revenue categories and can be infrequent in nature. The table below and on the following page shows the multiple components of this source.

		OPERATING	G BUDGETS	CHANG	GES
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
C-1 Program Income	\$128,726	\$180,000		(\$180,000)	-100.00%
Commissions	\$1,131		\$3,000	\$3,000	100.00%

### (6) Miscellaneous Revenues, cont'd

			2451500	Ha little	SHEAD AND
		OPERATIN	G BUDGETS	CHANG	GES
		Total	Total		
	Fiscal Year	<b>Budget FY</b>	<b>Budget FY</b>		
Revenue Account Title	2005 Actuals	2006	2007	Amounts	%
Contribution-Local	\$60,896				
Contribution-Donations	5,261,241	\$35,000	\$1,000	(\$34,000)	-97.14%
Contribution-Other	171,504	78,248		(78,248)	-100.00%
Foundation Funding	43,518	350,616		(350,616)	-100.00%
Indirect Services	351,874	392,302	420,000	27,698	7.06%
Jury Donations	2,989	2,700	2,900	200	7.41%
NSF Checks	926		15,000	15,000	100.00%
Open Records Fees	319		1,000	1,000	100.00%
Phone Commissions	1,473,748	1,700,000	750,000	(950,000)	-55.88%
Program Income	1,212,808	491,860	8,000	(483,860)	-98.37%
Program Income-Transportation	2,786	2,850		(2,850)	-100.00%
Purchasing Copies/Postage	34,514		50,000	50,000	100.00%
Purchasing Stock Sales	71,843	75,000	60,000	(15,000)	-20.00%
ReimbExpenditures Prior Year	12,416		15,000	15,000	100.00%
ReimbPost Secure		310,154		(310,154)	-100.00%
ReimbSheriff Civilian Suppl.	84,196				
ReimbTravel Prior Year	1,249				
ReimbMiscellaneous	155,117	50,000	50,000		
Rentals/Leases	175,108	72,000	150,000	78,000	108.33%
Stale Dated Checks	70,669		15,000	15,000	100.00%
State Service Fees	230,648	200,000	250,000	50,000	25.00%
Time Payment Fee-10% & 40%	109,116	120,000	94,000	(26,000)	-21.67%
Unclassified Revenue	350,561	368,670	136,000	(232,670)	-63.11%
Carryover Approp. Prev Yrs.	104		000000	(0.0 10.0 #6.5)	
Totals	\$10,008,007	\$4,429,400	\$2,020,900	(\$2,408,500)	-54.38%

METHODOLOGY USED TO PROJECT REVENUE: Because the revenue accounts listed above are highly unpredictable, the County of El Paso relies heavily on historical revenue trends to make estimates for future years. One-time revenue sources are the most difficult to estimate, since they may not be identified until very late in the fiscal year. The County of El Paso makes every effort to budget any revenues that may result from anticipated legislative changes. For fiscal year 2007, the County will once again budget on the conservative side, based on the unpredictable nature of grants and one-time sources of revenue.

### (6) Miscellaneous Revenues, cont'd



**OTHER INFORMATION:** The graph above shows that miscellaneous revenues received remained fairly steady for fiscal years 2000 through 2003. However, in fiscal year 2004, the County of El Paso received approximately 66.32% more miscellaneous revenues than in fiscal year 2003 due mostly to property sales in the Capital Projects fund. In fiscal year 2005, actual miscellaneous revenues registered another increase over fiscal year 2004 due in large part to a lawsuit settlement that awarded the County of \$5.22 million. However, the graph increase from 2004 to 2005 only reflects an increase of \$2.08 million mainly because this revenue source also includes a decrease in program income which is generated by some grants based on grant awards that year.

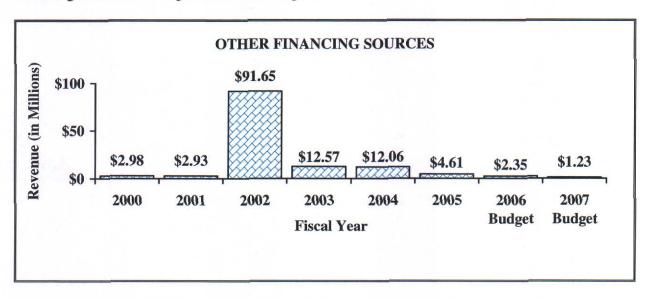
### (7) Other Financing Sources

This revenue source is used to account for transfers among funds that will be made during the fiscal year.

		OPERATIN	G BUDGETS	CHANG	ES
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%
Capital Leases	\$128,704				
Property Sales	28,306				
Transfers In-Court Reporter	157,000	\$168,000	\$186,000	\$18,000	10.71%
Transfers In-Excess	204,381	100,000	100,000		
Transfer In-Grants	2,332,248	2,086,728	947,800	(1,138,928)	-54.58%
Transfers In-Road and Bridge	2,500,000				
Totals	\$5,350,639	\$2,354,728	\$1,233,800	(\$1,120,928)	-47.60%

### (7) Other Financing Sources, cont'd

The table on the previous page shows the six components of this source, three of which are budgeted for fiscal years 2006 and 2007. The graph below shows the variations in other financing sources for the period 2000 through 2007.



**METHODOLOGY USED TO PROJECT REVENUE:** Revenue projections for this source are made using revenue trends created over the past eight years. During the preparation of the budget, some grant match requirements are budgeted for if the grant award period has already started. In the future, it is projected that other financing sources will continue to decrease because County departments are strongly encouraged by Commissioners' Court to pursue grants only if there are no match requirements.

**OTHER INFORMATION:** This revenue source is also affected by the way in which grants are budgeted. Match requirements are typically not budgeted until a grant award is received.

### (8) Tax Revenues

Aside from property and sales and use taxes, the County also receives a portion of the Bingo Tax, the State Mixed Beverage Tax, and the Hotel/Motel Occupancy Tax. The three components of this non-major revenue source are shown below.

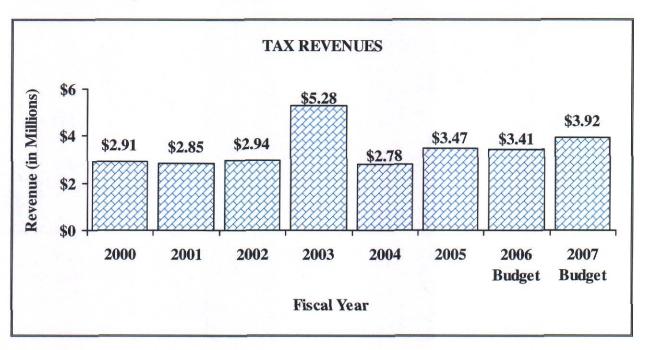
TISH TO BE THE		OPERATING	G BUDGETS	CHANGES		
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%	
Bingo Tax	\$64,113	\$60,000	\$68,113	\$8,113	13.52%	
State Mixed Beverage	1,116,650	950,000	1,248,289	298,289	31.40%	
Hotel Occupancy Taxes 2.5%	2,285,353	2,400,000	2,600,000	200,000	8.33%	
Totals	\$3,466,116	\$3,410,000	\$3,916,402	\$506,402	14.85%	

### (8) Tax Revenues, cont'd

METHODOLOGY USED TO PROJECT REVENUE: Historical revenue trends are the most important tools for estimating revenues to be received from Bingo, State Mixed Beverage and Hotel Occupancy Taxes for fiscal year 2007. Those revenue trends are directly affected by the population growth and indirectly by a decrease in the unemployment rate. Tax rates for non-major tax revenues are determined by the State, and projections are affected by any rate changes approved in Austin. The number of events geared towards increasing tourism to the El Paso area is increasing, and that will also affect the amount of Hotel Occupancy Tax revenue collected.

**OTHER INFORMATION:** The State of Texas assesses all taxes accounted for in this category. Currently, the State Mixed Beverage Tax is 14% of gross receipts and the Hotel Occupancy Tax rate is 6% of amount charged for each occupant. In addition, the County Tax Assessor Collector collects a tax of 2.5% on the rental of hotel or motel rooms to individuals who are not permanent residents of the facility.

Every year, the amount of funding provided for cultural and recreational events increases in an attempt to increase the number of tourists who visit the County of El Paso. The Commissioners' Court has deemed increased funding as necessary to increase spending in El Paso, and that includes money spent on hotel/motel room rentals. The graph below shows the revenues received from Tax Revenues for the period 2000 through 2005 and the budgeted revenues for fiscal years 2006 and 2007.



### TOTAL REVENUES AND FUND BALANCES

The County Auditor estimates and certifies all revenues for the County of El Paso and provides those estimates to the Commissioners' Court. The County continually monitors revenue collections throughout the fiscal year to ensure that the revenue estimates are being realized. For fiscal year 2007, total estimated revenues from all sources decreased from \$231,807,719 in 2006 to \$208,434,616 in 2007, as reflected on the table below. Closer analyses of the components of major class groupings of revenues reveal overall increases in taxes, interest, charges for services, fines and forfeits, and licenses and permits. The most significant increase in budgeted revenues for fiscal year 2007 is in the area of interest, which increased by 85,80% as a direct result of rate increases.

Concurrently, the budget declined in the areas of intergovernmental, miscellaneous revenues and other financing sources. The most significant reduction in budgeted revenues for fiscal year 2007 is in the area of intergovernmental revenues, which decreased by 88.63%, due to grants that will be set up during the fiscal year.

		OPERATING	G BUDGETS	CHANG	ES	% of FY2007
Revenue Account Title	Fiscal Year 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amounts	%	Operating Budget
Grand Totals Beginning Fund Balances, Deferred Revenues and Retained	\$233,427,745	\$231,807,719	\$208,434,616	(\$23,373,103)	-10.08%	
Earnings	103,827,560	108,642,103	115,717,158	7,075,055	6.51%	35.70%
Totals	\$337,255,305	\$340,449,822	\$324,151,774	(\$16,298,048)	4.79%	

#### **FUND BALANCES**

**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 exact amount was not 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 estimates. This category represents 35.70% of the total source of County funding and increased by 7.07 million or 6.51% for fiscal year 2007. This change is attributed to multiple factors such as utilization of fund balance reserves partially due to the Commissioners' Court commitment to keep property tax rates down, while maintaining an adequate fund balance reserve. The remaining difference was caused by a combination of increased expenditures and decreased revenues.



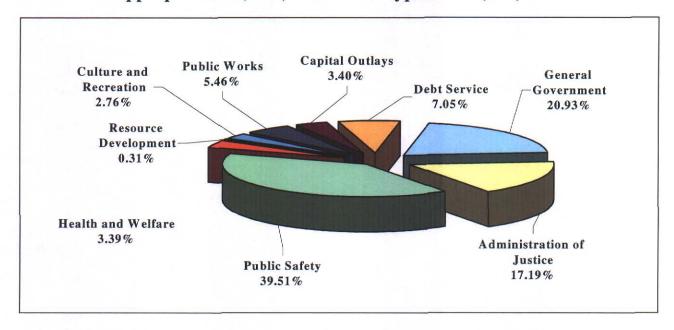


# ALL FUND TYPES FY 2007 OPERATING BUDGET COMPARISON WITH 2005 ACTUALS

	FY 2005	OPERATIN	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	
Appropriations/Expenditures (Uses):			0			
General Government	\$24,891,153	\$36,900,260	\$47,641,726	\$10,741,466	29.11%	
Administration of Justice	38,501,950	40,578,868	39,123,701	(1,455,167)	-3.59%	
Public Safety	88,322,196	100,626,988	89,946,968	(10,680,020)	-10.61%	
Health and Welfare	11,506,812	10,813,973	7,713,363	(3,100,610)	-28.67%	
Community Services	541,158	2,698,485		(2,698,485)	-100.00%	
Resource Development	527,559	783,365	711,335	(72,030)	-9.19%	
Culture and Recreation	5,050,335	5,935,450	6,285,872	350,422	5.90%	
Public Works	5,518,999	13,789,675	12,440,455	(1,349,220)	-9.78%	
Capital Outlays	20,693,835	10,403,112	7,732,240	(2,670,872)	-25.67%	
Debt Service and Enterprise:						
Principal	10,265,000	10,587,000	10,937,000	350,000	3.31%	
Interest	6,037,380	5,576,304	5,116,603	(459,701)	-8.24%	
Other Financing Uses	16,756,825	15,027,801	14,214,561	(813,240)	-5.41%	
<b>Total Appropriations/Expenditures</b>						
and Other Financing Uses	228,613,202	253,721,281	241,863,824	(11,857,457)	-4.67%	
Encumbrances		2,724,903	4,496,047	1,771,144	65.00%	
Net Income	(199,506)					
Ending Fund Balances, Retained Earnings						
Deferred Revenues and Carryover	108,841,609	84,003,638	77,791,903	(6,211,735)	-7.39%	
<b>Total Fund Balances, Retained Earnings</b>						
<b>Encumbrances, Deferred Revenue</b>						
Net Income, and Carryover	108,642,103	86,728,541	82,287,950	4,440,591	5.12%	
Total Appropriations/Expenditures,						
Fund Balances, Encumbrances,						
Retained Earnings, Deferred Revenue						
Net Income, and Carryover	\$337,255,305	\$340,449,822	\$324,151,774	(\$16,298,048)	-4.79%	

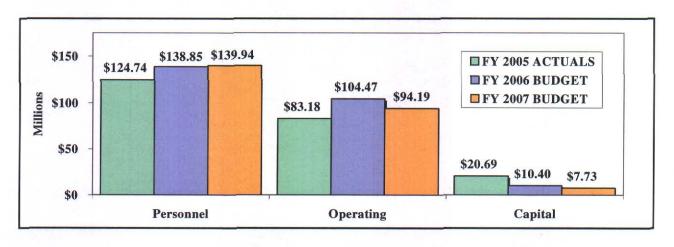
### ALL FUND TYPES OPERATING BUDGET FY 2007

Fiscal Year 2007 Appropriations (Uses) – All Fund Types - \$241,863,824



### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

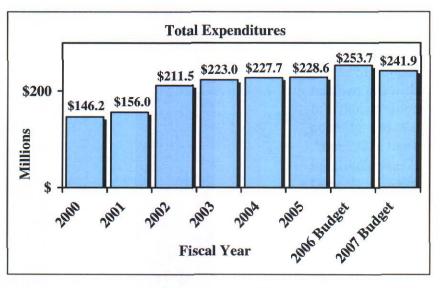
FY 2005	OPERATING BUDGETS		Change	es
Actuals	FY 2006	FY 2007	Amount	%
\$124,736,609	\$138,846,919	\$139,938,733	\$1,091,814	0.79%
83,182,758	104,471,250	94,192,851	(10,278,399)	-9.84%
20,693,835	10,403,112	7,732,240	(2,670,872)	-25.67%
\$228,613,202	\$253,721,281	\$241,863,824	(\$11,857,457)	-4.67%
	\$124,736,609 83,182,758 20,693,835	Actuals FY 2006  \$124,736,609 \$138,846,919 83,182,758 104,471,250 20,693,835 10,403,112	Actuals         FY 2006         FY 2007           \$124,736,609         \$138,846,919         \$139,938,733           83,182,758         104,471,250         94,192,851           20,693,835         10,403,112         7,732,240	Actuals         FY 2006         FY 2007         Amount           \$124,736,609         \$138,846,919         \$139,938,733         \$1,091,814           83,182,758         104,471,250         94,192,851         (10,278,399)           20,693,835         10,403,112         7,732,240         (2,670,872)



# EXPENDITURES WITH SELECTED DEFINITIONS AND TRENDS-ALL FUNDS AMOUNTS IN THOUSANDS

AND SECULIAR IN							OPERATING	G BUDGETS
Program	2000	2001	2002	2003	2004	2005	Total Budget FY 2006	Total Budget FY 2007
General Government	\$13,940	\$17,445	\$29,653	\$33,538	\$30,129	\$24,891	\$36,900	\$47,642
Administration of Justice	22,978	27,055	32,666	35,844	35,691	38,502	40,579	39,124
Public Safety	52,762	57,720	71,230	77,036	83,017	88,322	100,627	89,947
Health and Welfare	8,805	9,262	9,979	10,428	12,007	11,507	10,814	7,713
Community Services	611	1,614	633	554	415	541	2,699	
Resource Development	2,852	2,130	1,605	1,212	918	528	783	711
Culture and Recreation	3,811	4,217	5,149	5,800	6,239	5,050	5,935	6,286
Public Works	4,670	5,513	5,766	5,950	6,491	5,519	13,790	12,440
Capital Outlays	14,538	9,907	11,273	20,457	16,082	20,694	10,403	7,732
Debt Service								
Principal	11,185	11,165	9,268	8,690	9,545	10,265	10,587	10,937
Interest and other costs	5,952	5,360	7,817	7,173	6,544	6,037	5,576	5,117
Other Uses	4,082	4,648	26,445	16,335	20,576	16,757	15,028	14,215
Total Expenditures	\$146,186	\$156,036	\$211,484	\$223,017	\$227,654	\$228,613	\$253,721	\$241,864

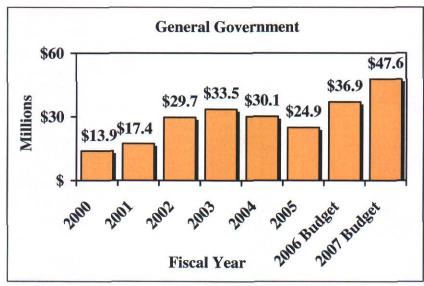
Total expenditures for the County of El Paso have shown steady growth over the years. Significant increases have resulted from the Public Safety function in direct relation to the opening and staffing of the Jail Annex. The most notable increase in fiscal year 2007 is in the General Government Program. As a matter of information, the County, as a means of saving appropriations, appropriates salary cost of living allowances and salary step increases for



County employees in the general and administrative salary reserve account within the General Government Program, which are transferred throughout the other programs during the year when needed. This provides a more accurate estimate of the funding actually required for a department, factoring in the effect of yearly attrition. This also reduces the County's exposure to possible appropriation transfers by departments to non-salary accounts with Commissioners' Court approval. In fiscal year 2006, the County realized a budgetary savings of \$2.40 million or 50% of the original appropriations for salary increases of \$4.8 million in the General Fund. For changes at each fund level, please refer to the individual funds.

#### GENERAL GOVERNMENT

	FY 2005	OPERATING	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
Appropriations: Expenditures/Uses						
General Government	\$24,891,153	\$36,900,260	\$47,641,726	\$10,741,466	29.11%	19.70%

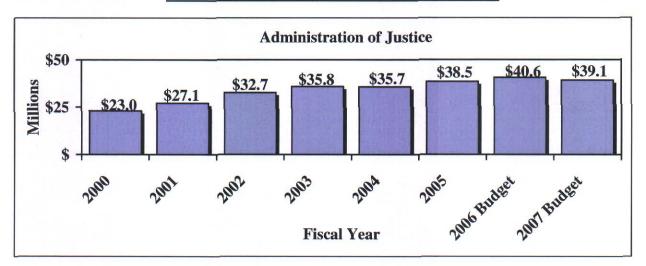


The Government General component of the County's budget relates to departments that are generally administrative in nature. For example, the County Judge and County Commissioners are funded within this function, as they are the executive body of the County and are responsible for making all decisions that impact the residents of the County of El Paso. Other departments that fall within this category, to name a few, are the County

Auditor, the County and District Clerks, the Information Technology Department and the Tax Office; the general and administrative account is also budgeted as part of General Government program. Expenditure fluctuations in this category are mainly attributable to year-end closing adjustments, mainly accruals, in the general and administrative account. All cost of living allowances and salary step increases for all functions of government are budgeted for in the general and administrative account. This account is also utilized for payments to other agencies for a variety of services, such as the Central Appraisal District, tax collections by the City of El Paso and various contingency expenditures, which fluctuate from year to year. A global perspective of the 2007 budget depicts that General Government appropriations represent \$47.6 million, or 19.70\% of the total budget of \$241,863,824. Overall, expenditures of departments within this classification reflect some increases with the most notable of these being related directly in the area of General and Administrative expenses for a Countywide cost of living allowance of 4% and the no-gap catch up of steps for years that County employees did not see an increase (4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> years) in the previous salary plan, extension of the plan to 15 years, and contingencies set aside for various purposes, such as utility rate increases, a proposed contribution of \$5 million for economic development and the possibility of establishing a new Associate Court.

<b>ADMINISTR</b>	ATION O	F HISTICE

	FY 2005	OPERATING BUDGETS		CHANGES		% of FY2007	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget	
Appropriations: Expenditures/Uses					2		
Administration of Justice	\$38,501,950	\$40,578,868	\$39,123,701	(\$1,455,167)	-3.59%	16.18%	



Administration of Justice is one of the core services of 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 has increased at a higher rate. The fluctuations are also related to increases in the Judiciary to include the funding of new Courts, such as the County Criminal Courts at Law Number 1 and 2, Juvenile Court Referee 2 and Probate Court 2. Other changes that have affected expenditures and budgeted appropriations are the increased staffing levels in related support offices such as the County and District Attorneys and the Public Defender's offices, whose departments work in direct relation with the Judiciary. With a decrease of \$1,445,167 or 3.59% under the prior year, Administration of Justice accounts for 16.18% of the total budget for fiscal year 2007. 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. Not taking into account the impact of grants, this program saw increases in personnel for the County Attorney, District Attorney, Courts, and a newly created Probate Court No. 2 department.

#### **PUBLIC SAFETY**

In regards to **Public Safety**, beginning in the late 1980's the County entered into a collective bargaining agreement with El Paso County Sheriff deputies for salary and benefit compensation which represents much of the trend increase in this area. Additionally, over the years, detention

### PUBLIC SAFETY, CONT'D

EW 2005	OPERATING BUDGETS		CHANGES		% of FY2007	
FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget	

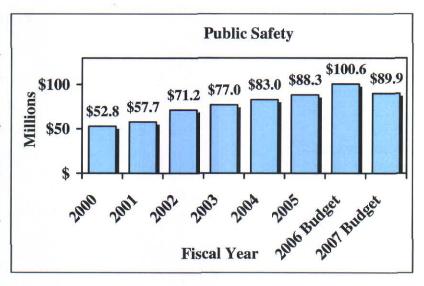
#### Appropriations: Expenditures/Uses

Public Safety

\$88,322,196 \$100,626,988 \$89,946,968 (\$10,680,020) -10.61% 37.19%

officers were added to the collective bargaining agreement, and a civilian employee career ladder was approved by the Commissioners' Court.

Another 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 at 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 contributing to the increase in Public Safety expenditures relate to growth in the Juvenile Probation Department as a result of increased juvenile crime and the construction of a post adjudication facility, as well as meeting State mandates. These situations have required staffing and operational increases over the years.

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 projects, one being the construction of the post adjudication facility which houses additional juvenile offenders, and the expansion of the Juvenile Administration building. The 2007 budget reflects a decrease from 2006, pending the award of grants in fiscal year 2007 which will not be budgeted until the award letters are received. The occupation of the newly constructed Mission Valley Annex, which houses several departments that fall within this category, caused decreases in rent and utilities expenditures, further contributing to the decrease in budgeted appropriations for this category.

#### HEALTH AND WELFARE

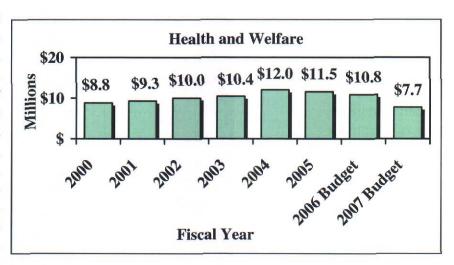
	OPERATIN	G BUDGETS	CHANG	ES	CE CITYOOT
FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	% of FY2007 Operating Budget

### Appropriations: Expenditures/Uses

Health and Welfare

\$11,506,812 \$10,813,973 \$7,713,363 (\$3,100,610) -28.67% 3.19%

The bulk of the changes 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 increased costs related to the Medical Examiner's Office. In fiscal year 1998, the County funded increases in mental health costs and to its contribution to the Child Welfare Program, which remain in effect. In addition,



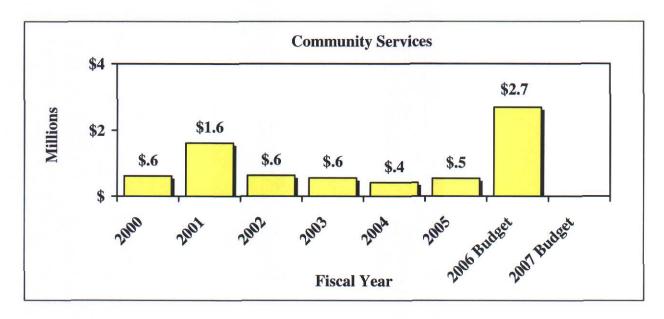
the County of El Paso has participated with the City of El Paso in providing joint funding for certain public health and welfare programs such as on-site sewage inspections, public health and dental facilities, air and water pollution control, as well as mosquito and animal control programs. The County did not increase its contribution for fiscal year 2007. The overall intent of the Court remains to identify state mandates of indigent health and to evaluate the adequacy of the present Health District agreement so as to continue providing quality services to the public while maximizing savings for taxpayers. The overall decrease of 28.67% when comparing the 2007 budget to 2006, is due to timing differences in the budgeting of grants which will be set up during fiscal year 2007 vs. at the beginning of the fiscal year.

#### **COMMUNITY SERVICES**

The area of **Community Services** relates directly to grant-funded activities. In more recent years the focal point of this budget component has been improving the outlying areas of the County of El Paso by providing necessities such as transportation and community centers. As has been done with other program areas, the fiscal year 2007 budget will be amended as State and Federal grant awards are received by the County.

**COMMUNITY SERVICES, CONT'D** 

		OPERATIN	G BUDGETS	CHANG	ES	% of FY2007
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
Appropriations: Expenditures/Uses						
Community Services	\$541,158	\$2,698,485		(\$2,698,485)	-100.00%	0.00%



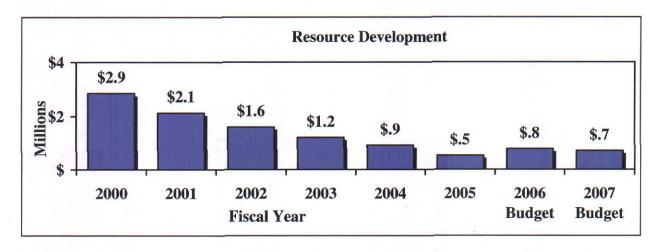
#### RESOURCE DEVELOPMENT

	EV 2005	OPERATING BUDGETS		CHANGES		% of FY2007
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
Appropriations: Expenditures/Uses			*			
Resource Development	\$527,559	\$783,365	\$711,335	(\$72,030)	-9.19%	0.29%

Appropriations for the **Resource Development** program have been declining since fiscal year 2001 and this continues through fiscal year 2007. During fiscal year 2000 the Commissioners approved the creation of a new Planning and Development department as well as the modification of the interlocal agreement with the City of El Paso. Appropriations for the Planning and Development department have been decreasing, based on the Commissioner's Court decision to focus their attention on mandated programs in the County. For fiscal year 2007, this category's budget

### RESOURCE DEVELOPMENT, CONT'D

decreased by \$72,030, or .29%, which is mainly attributable to de-funding allocations for rentals and utilities for the Agricultural Co- op department as they have since moved into the newly constructed Mission Valley Annex.



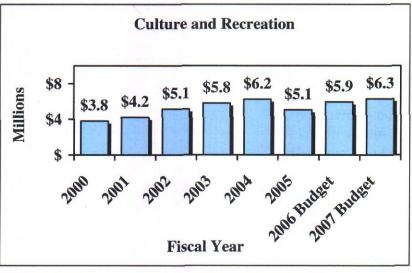
#### **CULTURE AND RECREATION**

OPERATING BUDGETS CHANGES	% of FY2007
FY 2005 Actuals Total Budget Total Budget FY 2006 FY 2007 Amount %	Operating

Appropriations: Expenditures/Uses Culture and Recreation

\$5,050,355 \$5,935,450 \$6,285,872 \$350,422 5.90% 2.60%

The upward slope in Culture and Recreation in fiscal years 2000-2004 relates to general operating increases and to the establishment of additional budgets related to new restrictive sources of funding classified mostly in the Special Revenue Fund. One of the other significant increases to culture and recreation for the period 2001-2003 is related to the Coliseum Tourist Promotion Fund. From fiscal year



#### CULTURE AND RECREATION, CONT'D

2003 to 2004, the establishment of the Ascarate Park Improvement fund was the main contributor to the increase in budgeted appropriations. All revenues generated from the park were designated for reinvestment into the park to finance upgrades to the park grounds to include the lake, trails, playgrounds, and ball fields until fiscal year 2004 when Commissioner's Court opted to designate the revenue back into the General Fund to offset the cost of operating such parks. The significant increase in 2003 is attributable to the establishment of the Sportspark Facility; the operations of this facility continued the build up with additional funding through fiscal year 2004. Fiscal year 2005 saw a slight decrease in budgeted appropriations as a result of not setting up budgets for grants received in the fiscal year until they were actually awarded. The other contributors to the decrease in budgeted appropriations for fiscal year 2005 were the budget reductions mandated by Commissioners' Court and the privatization of the County Coliseum's operations in fiscal year 2005. For fiscal year 2007, this area comprises 2.60% of the overall budget and represents an increase of \$350,422, or 5.90\%, from 2006. The increase is mainly attributable to the increase in funds from the Coliseum Special Revenue Fund in the County Tourist Promotion Fund for distribution as approved by Commissioner's Court for such programs as the Rodeo, Mission Trails, and Historical Commission operations that have been supported in the past.

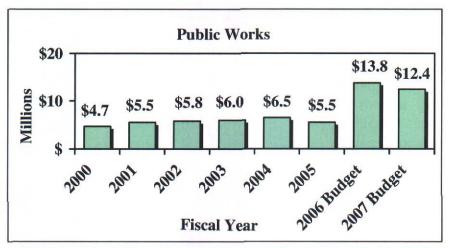
#### **PUBLIC WORKS**

		PUBLIC	WORKS				
	EV 2005	OPERATIN	ATING BUDGETS CHANG		ES	% of FY2007	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget	
Appropriations: Expenditures/Uses							
Public Works	\$5,518,999	\$13,789,675	\$12,440,455	(\$1,349,220)	-9.78%	5.14%	

In the **Public Works** program, expenditures are mainly infrastructure-related for roads and bridges incurred by the Roads and Bridges Department. The Roads and Bridge Director is responsible for planning, engineering, building and maintaining all County public roads and bridges. In recent years, the Roads and Bridges Department has focused on the replacement of some of its heavy-duty equipment and has put more emphasis on new roadways and roadway improvements. This area also includes the East Montana Water Project, a County Water Utility System, which consolidated seven small water systems providing water in rural areas of East El Paso County. The County purchased existing water systems and made the necessary major improvements to meet the project's goal of developing one main water facility servicing the entire East Montana area and to contract out for facility operations. Contributing to the increase in budgeted appropriations for 2006 is the fact that the County became the sole operator of the East Montana Water System since the contract for facility operations with the municipal utility district was terminated during fiscal year 2005. The termination of that contract brought about the need to hire operators for the water system.

#### PUBLIC WORKS, CONT'D

Furthermore, all operating expenses for the water system are now the responsibility of the County; rising utility costs also play a role in the increase of budgeted appropriations for this expenditure category for fiscal year 2006. Finally, a contingency of \$5 million for the construction of the Fabens Port of Entry budgeted in the Road and



Bridge fund also contributed to the increase in budgeted appropriations. The decrease in 2007 is the result of grants to be awarded in fiscal year 2007, which will not be appropriated until award letters are received.

#### CAPITAL OUTLAYS

FY 2005	OPERATIN	G BUDGETS	CHANG	ES	% of FY2007
Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
\$20,693,835	\$10,403,112	\$7,732,240	(\$2,670,872)	-25.67%	3.20%

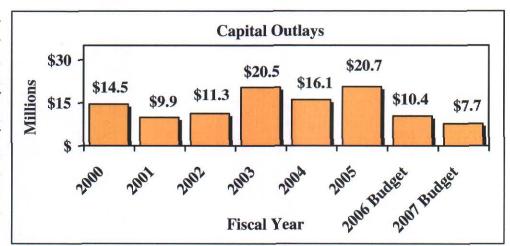
**Appropriations:** Expenditures/Uses Capital Outlays

Capital Outlays is used to account for major expenditures to acquire furnishings and equipment and major capital expenditures. The County of El Paso budgets Capital Projects on a very limited basis and has only recently allowed significant departmental capital expenditures. For fiscal years 2001, 2002, 2005, 2006 and 2007, Commissioners' Court committed \$1,000,000 from the General Fund to be used for equipment replacement needs and for new departmental capital outlays. The large increase in budget for 2003 was to cover planned expenditures made possible by new debt issued during fiscal year 2002 in the amount of \$64,519,757 for various capital projects, such as a parking garage, Northeast Annex, improvements to lower valley parks, and the purchase of a time and attendance program to automate timesheets for payroll and to track performance measures. This debt issue also financed the purchase of the Sportspark facility, and the construction of a Fabens Port of Entry. For fiscal year 2005, this category declined 55.36%, from fiscal year 2004 mainly because no new bonds were issued to need departmental needs and because no new construction projects

#### CAPITAL OUTLAYS, CONT'D

were planned for the immediate future. Due to budgetary constraints in fiscal years 2003 and 2004, the Court funded departmental capital needs from existing County capital funds remaining from prior contributions from the General Fund (\$1 million in 2001 and \$1 million in 2002).

In fiscal year 2007, the budget for this category is \$7,732,240 and represents 3.20% of the overall budget and a decrease of 25.67% from fiscal year 2006 due to the capital fact that project funds are being expended.

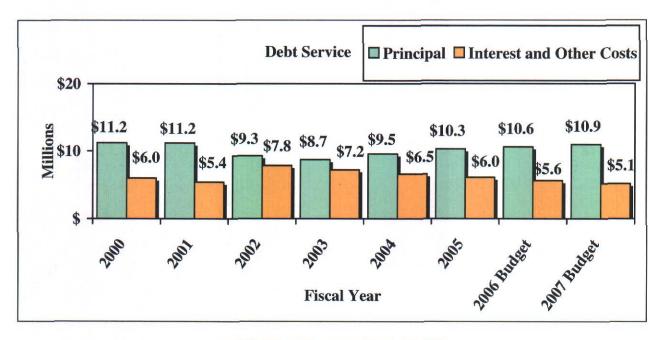


#### DEBT SERVICE

	AND DEED	OPERATING	G BUDGETS	CHANG	EES	% of FY2007
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
<b>Appropriations:</b>						
Expenditures/Uses						
Debt Service:						
Principal	\$10,265,000	\$10,587,000	\$10,937,000	\$350,000	3.31%	
Interest	6,037,380	5,576,304	5,116,603	(459,701)	-8.24%	
	\$16,302,380	\$16,163,304	\$16,053,603	(\$109,701)	-0.68%	6.64%

**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 based on the County's current indebtedness. The schedule of debt service principal and interest requirements in the debt service section of this report reflects a downward trend, which could change due to debt restructuring, refunding or debt issuance in the future. Ad valorem property taxes are the main source of repayment of the County's bonded indebtedness in accordance with law, which establishes debt repayment as the primary priority of tax monies collected. The repayment of debt is also the primary factor in calculating the County's ad valorem property tax rate each year.

#### **DEBT SERVICE, CONT'D**



#### OTHER FINANCING USES

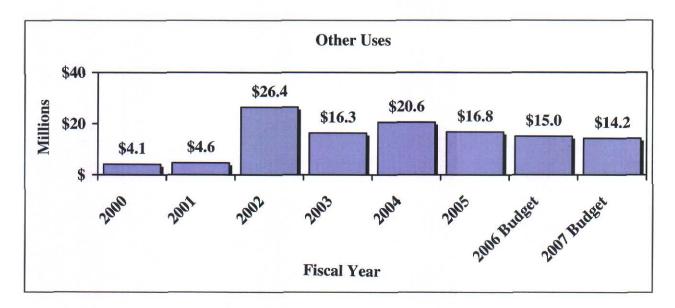
	FY 2005	OPERATING	G BUDGETS	CHANG	ES	% of FY2007
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	Operating Budget
Appropriations: Expenditures/Uses						
Other Financing Uses	\$16,756,825	\$15,027,801	\$14,214,561	(\$813,240)	-5.41%	5.88%

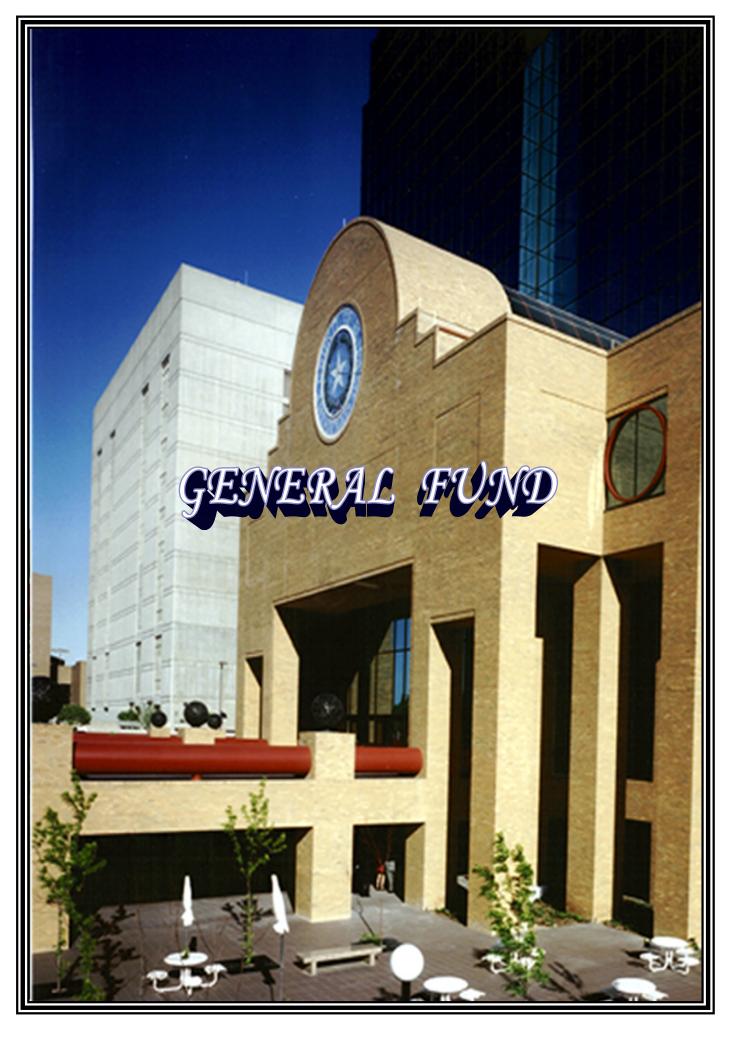
Other Financing Uses relate to transfers of funds to other funds and to payments that are not considered operating expenditures, such as defeasance or refunding of bond issues. Normally, other uses relate to grant match transfers to various grants representing the County's funding portion in order to obtain State or Federal funding. The large decrease from 2002 to 2003 is due to no debt issuance in 2003. For fiscal year 2004, increases in this category were attributable to the General and Special Revenue Funds for transfers out. Within the General Fund, a transfer out was set up for the new Juvenile Probation Special Revenue account as requested by the Juvenile Board, and for transfers to the Health and Life Fund based on actuarial determinations of health premium increases. The Special Revenue fund saw an increase as well for a transfer out of the Road and Bridge fund into the General Fund for the policing of County roads.

For fiscal year 2007, this category represents 5.88% of the County's overall budget and a 5.41% decrease from fiscal year 2006. This decrease is due in large part to the decision made by

#### OTHER FINANCING USES, CONT'D

Commissioners' Court to not appropriate funds for the County's contribution for the Health and Life fund for any premium increases for County employees and retirees, as this fund is the healthiest it has been in years.





## GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

#### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

		OPERATING BUDGETS		CHANGES	
	FY 2005	Total Budget	Total Budget		
	Actuals	FY 2006	FY 2007	Amount	%
Revenues (Sources):					
Taxes	\$104,558,090	\$109,889,720	\$116,069,107	\$6,179,387	5.62%
Licenses and Permits	216,113	199,500	201,000	1,500	0.75%
Intergovernmental	2,791,201	2,341,239	2,347,347	6,108	0.26%
Charges for Services	29,608,989	31,072,386	30,704,000	(368,386)	-1.19%
Fines and Forfeits	6,252,157	5,565,000	5,975,000	410,000	7.37%
Interest	1,639,538	1,700,000	3,225,000	1,525,000	89.71%
Miscellaneous Revenues	2,964,341	2,914,302	1,967,000	(947,302)	-32.51%
Other Financing Sources	3,905,056	574,000	634,000	60,000	10.45%
<b>Total Revenues and Other</b>					
<b>Financing Sources</b>	151,935,485	154,256,147	161,122,454	6,866,307	4.45%
Beginning Fund Balances	33,823,349	42,598,447	48,516,266	5,917,819	13.89%
<b>Total Available Resources</b>	\$185,758,834	\$196,854,594	\$209,638,720	\$12,784,126	6.49%

#### TAXES

When comparing the 2006 and 2007 budgets for taxes, there are some significant differences. The line item for Taxes was budgeted at a higher amount for average increases of 8.6% in property values resulting from re-appraisals, both residential and commercial, even though the tax rate for fiscal year 2007 (\$.391390 per \$100 of assessed property value) decreased from 2006 or \$.432259 per \$100 of assessed property value. In addition, the Sales and Use Taxes line item was budgeted at \$2.3 million more based on the favorable increases in sales tax during in the past several years as a result of positive changes in the economy.

#### LICENSES AND PERMITS

Licenses and Permits were budgeted with a minimal \$1,500 projected increase mainly for projected increases in receipts for occupational licenses and bail bond permits.

#### INTERGOVERNMENTAL REVENUES

Overall, Intergovernmental Revenues were projected higher for next fiscal year mainly based on past historical trends in reimbursements from the Attorney General for child support processing and reimbursements for state witness claims. These increases have been offset for

## GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

projected decreases in various reimbursements from various local sources, for example prisoner transportation, juror forfeits of jury pay and salary reimbursements for school resource officers.

		OPERATING	G BUDGETS	CHANGI	ES
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Revenues (Sources):					
Charges for Services	\$29,608,989	\$31,072,386	\$30,704,000	(\$368,386)	-1.19%
Fines and Forfeits	\$6,252,157	\$5,565,000	\$5,975,000	\$410,000	7.37%
Interest	\$1,639,538	\$1,700,000	\$3,225,000	\$1,525,000	89.71%
Miscellaneous Revenues	\$2,964,341	\$2,914,302	\$1,967,000	(\$947,302)	-32.51%
Other Financing Sources	\$3,905,056	\$574,000	\$634,000	\$60,000	10.45%

#### CHARGES FOR SERVICES

The main contributor to the decrease in Charges for Services is for decreases in projected revenues for reimbursement from the City for housing of prisoners in the County Jails, based on current trends. Historically, receipts relating to reimbursement for the housing of prisoners have met and exceeded the revenue estimate budgeted for this line item.

#### FINES AND FORFEITS

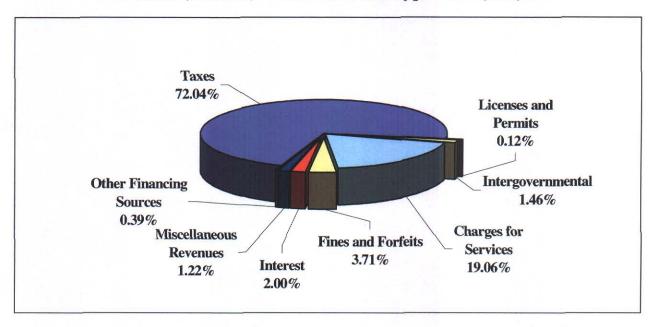
Fines and Forfeits were budgeted higher for fiscal year 2007 due to higher projections for collection efforts by various offices in the County for court assessed fines and for bond forfeitures.

### INTEREST, MISCELLANEOUS REVENUES AND OTHER FINANCING SOURCES

Lastly, the line item for Interest increased by \$1.525 million based on favorable rate increases for the County's interest earnings. Miscellaneous Revenues were decreased mostly due to projected decreases in local phone commissions, while Other Financing Sources were budgeted with a minimal increase for transfers from the special revenue Court Reporter and Courthouse Security Funds.

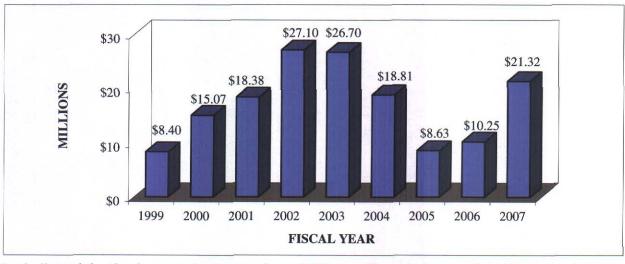
#### GENERAL FUND TYPE OPERATING BUDGET FY 2007

Fiscal Year 2007 Budget Revenues (Sources) – General Fund Type - \$161,122,354



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 72.04% 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.

#### **FUND BALANCE DESIGNATION COMPARISON**



As indicated in the bar graph above, since 1999 the Commissioners Court has consistently designated a portion of the fund balance reserves to balance the operating budget, with a downward trend beginning in fiscal year 2003. In fiscal year 2003, Commissioners Court

#### GENERAL FUND TYPE FUND BALANCE DESIGNATION COMPARISON, CONT'D

used \$26,726,320 to balance the budget. For fiscal year 2004, the Commissioners' Court used \$18,809,886 of fund balance, with a property tax rate increase from \$.396610 to \$.410817 per \$100 of property valuation. In fiscal year 2005, the Commissioners' Court used \$8,625,529 of fund balance, with a property tax rate increase from \$.410817 to \$.432259 per \$100 of property valuation and in fiscal year 2006, the Commissioners used \$10,252,836, with the same tax rate of \$.432259 per \$100 of property valuation. For 2007, the Commissioners designated \$21.32 million with a decrease in the property tax rate to \$.391390 per \$100 of assessed property value. This trend differs from previous years as a result of the acknowledgement by Commissioners that adequate reserves would still be maintained in the event of unforeseen emergencies, without an increase in property taxes.

#### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

	OPERATIN		G BUDGETS	CHANG	CHANGES	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%	
Appropriations/Expen-		2				
ditures (Uses):						
General Government	\$21,895,005	\$32,889,641	\$43,393,980	\$10,504,339	31.94%	
Administration of Justice	32,061,611	35,593,674	37,073,059	1,479,385	4.16%	
Public Safety	68,658,193	72,273,314	78,636,019	6,362,705	8.80%	
Health and Welfare	5,845,922	6,401,894	6,449,663	47,769	0.75%	
Resource Development	524,783	733,365	659,335	(74,030)	-10.09%	
Culture and Recreation	1,933,196	2,457,991	2,390,980	(67,011)	-2.73%	
Capital Outlays	134,723	1,127,221	1,552,221	425,000	37.70%	
Other Financing Uses	12,106,954	13,031,883	12,283,268	(748,615)	-5.74%	
Total						
Appropriations/Expen-						
ditures and Other						
<b>Financing Uses</b>	143,160,387	164,508,983	182,438,525	17,929,542	10.90%	
Encumbrances		963,409	1,048,641	85,232	8.85%	
Ending Fund Balances	42,598,447	31,382,202	26,151,454	(5,230,748)	-16.67%	
Total						
Appropriations/Expen-						
ditures, Other Financing						
Uses and Fund Balances	\$185,758,834	\$196,854,594	\$209,638,620	\$12,784,026	6.49%	

#### GENERAL GOVERNMENT

Overall there was a \$10.5 million dollar increase between fiscal years 2006 and 2007. The most significant of these increases was to establish a reserve under a General and Administrative account for no-gap catch-ups for all County employees and to establish a reserve for a 4% across the board Cost of Living Allowance for County employees. In previous years,

## GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

#### GENERAL GOVERNMENT, CONT'D

County employees did not see step increases in the 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> years of service, and the plan only extended up to 12 years. For fiscal year 2007, the Commissioners approved a plan whereby all employees on the County salary plan would be given credit in a new plan for any years that were missed, and the plan was extended to 15 years. The reserves for COLA and no gap catchups 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. In addition, contingencies were established for projected increases in utilities, and for projected increases in fuel based on current spending levels. In addition, a one time contribution of \$5,000,000 has been reserved in contingencies for an economic development program.

#### ADMINISTRATION OF JUSTICE

The increase of \$1,479,385 in the Administration of Justice program is mainly attributable to additional personnel or changes in pay that were approved for various departments such as the District Attorney's Office, Public Defender, County Attorney and various Courts. In addition, funding in the amount of \$369,318 was included for the impact of a new Probate Court effective in January of 2007.

		OPERATING BUDGETS		CHANGES	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expen-					7
ditures (Uses):					
General Government	\$21,895,005	\$32,889,641	\$43,393,980	\$10,504,339	31.94%
Administration of Justice	\$32,061,611	\$35,593,674	\$37,073,059	\$1,479,385	4.16%
Public Safety	\$68,658,193	\$72,273,314	\$78,636,019	\$6,362,705	8.80%
Health and Welfare	\$5,845,922	\$6,401,894	\$6,449,663	\$47,769	0.75%

#### **PUBLIC SAFETY**

The increase of \$6,362,705 in the Public Safety program is mainly attributable to Cleat Collective bargaining requirements for fiscal year 2007.

#### **HEALTH AND WELFARE**

The minimal increase of \$47,769 is mainly attributable to additional personnel and personnel re-grades approved for the Medical Examiners office. In addition, General Assistance was also approved for auto allowances for fiscal year 2007. The amount for our contribution to Public Health Services remains at the same level for fiscal year 2007 as for 2006, or \$1.9 million.

## GENERAL FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

	BEN HISTORY	OPERATING	G BUDGETS	CHANG	ES
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expen-					
ditures (Uses):					
Resource Development	\$524,783	\$733,365	\$659,335	(\$74,030)	-10.09%
Culture and Recreation	\$1,933,196	\$2,457,991	\$2,390,980	(\$67,011)	-2.73%
Capital Outlays	\$134,723	\$1,127,221	\$1,552,221	\$425,000	37.70%
Other Financing Uses	\$12,106,954	\$13,031,883	\$12,283,268	(\$748,615)	-5.74%

#### RESOURCE DEVELOPMENT

The decrease in the budget for fiscal year 2007 for Resource Development is for the decrease in rent and utilities for the Agricultural Co-op department. For fiscal year 2007, the Commissioners opted to build a Mission Valley Annex and forgo the payment of rent for this department in the future.

#### CULTURE AND RECREATION

The decrease in the budget for fiscal year 2007 for Culture and Recreation is mainly due no longer funding for the operations of the Gallegos Pool, as all expenditures have been incurred under the "Swimming Pool" index. In addition, since the Fabens Independent School District has taken over operations of the Library, funding for this purpose has been de-obligated.

#### CAPITAL OUTLAYS

In 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 contingency of \$1.4 million (an increase over 2006 by \$425,000) that is set aside under the General and Administrative account to meet any unexpected needs of the County for 2007, as Capital Project funds that may be used for general equipment needs is almost depleted.

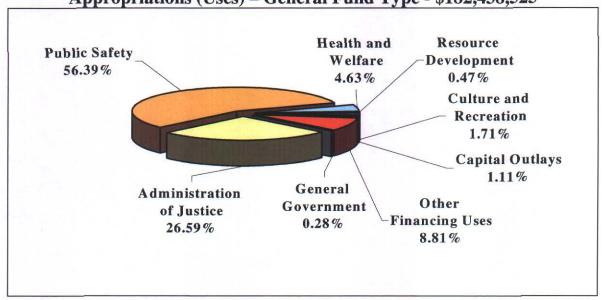
#### OTHER FINANCING USES

The decrease in the Other Financing Uses category is mostly for decreases in grant match requirements for fiscal year 2007, and for de-funding our contribution (approximately \$700,000) for the Health and Life fund for any premium increases for County employees and retirees, as this fund is the healthiest it has been in years.

#### GENERAL FUND TYPE OPERATING BUDGET FY 2007

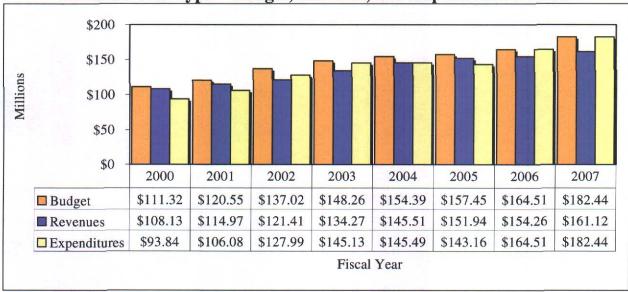
The pie chart below provides for your information, the various appropriations for the General Fund Type and their percentage of the total.

Fiscal Year 2007 Budget Appropriations (Uses) – General Fund Type - \$182,438,525



The following table provides information regarding the General Fund Type overall budget, and actual revenues/expenditures since 2000. **Details can be found in the revenue and expenditure sections of this document.** 

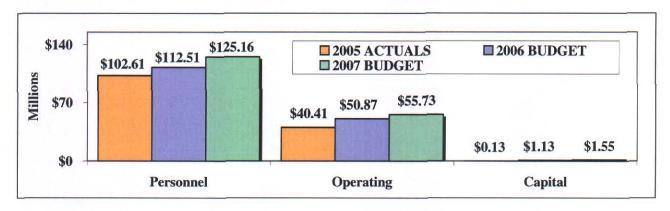
General Fund Type - Budget, Revenue, and Expenditure Trends



<sup>\*</sup>Fiscal Year 2006 and 2007 are budgets, 2000-2005 are actual expenditures.

#### GENERAL FUND TYPE SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

	FY 2005	OPERATIN	G BUDGETS	Changes	Changes	
	Actuals	FY 2006	FY 2007	Amount	%	
Character	3					
Personnel	\$102,612,591	\$112,509,685	\$125,155,518	\$12,645,833	11.24%	
Operating	40,413,073	50,872,077	55,730,786	4,858,709	9.55%	
Capital	134,723	1,127,221	1,552,221	425,000	37.70%	
<b>Total Budgets</b>						
and Actuals	\$143,160,387	\$164,508,983	\$182,438,525	\$17,929,542	10.90%	





#### GENERAL GOVERNMENT FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2006	Percent
No.	Department	Actuals	Budget	Budget	Change
107	Commissioners Court Services Office	\$62,102	\$71,048	71,377	0.46%
111	Communications Department	272,326	298,291	340,304	14.08%
115	Community Services	175,678	194,126	222,511	14.62%
117	County Auditor	2,677,210	2,838,162	2,881,807	1.54%
122	County Clerk	1,501,511	1,601,904	1,609,061	0.45%
126	County Clerk Criminal Fee Collections	407,574	468,437	468,593	0.03%
129	County Judge and Commissioners	794,213	980,016	984,308	0.44%
132	County Solid Waste Disposal	194,645	209,630	62,000	-70.42%
134	District Clerk	3,077,922	3,235,404	3,357,159	3.76%
138	Domestic Relations Office	1,082,444	1,189,489	1,215,725	2.21%
142	Elections	855,189	1,264,610	1,000,521	-20.88%
146	Facilities Management	2,070,004	2,489,333	2,605,279	4.66%
150	General and Administrative Account	31,999	9,660,373	20,452,833	111.72%
152	Grant Matches and Transfers Out	12,106,954	13,031,883	12,283,268	-5.74%
155	Human Resources	638,804	669,084	669,406	0.05%
161	Information Technology Department	4,558,516	5,005,242	5,120,210	2.30%
167	Mission Valley Annex		21,000	55,750	165.48%
168	Northeast Annex	36,903	51,684	56,184	8.71%
169	Parking Garage Maint. and Operations	661	1,240	1,240	
171	Purchasing	982,043	1,023,916	1,060,856	3.61%
175	Risk Pool Board Operations	3,920	3,279	3,285	0.18%
177	Tax Office	2,529,533	2,685,166	2,687,364	0.08%
	Totals	\$34,060,151	\$46,993,317	\$57,209,041	21.74%

#### **OPERATING BUDGET SUMMARY BY CHARACTER**

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$16,956,621	\$20,745,914	\$25,338,632	22.14%
Operating	17,045,338	25,140,610	30,338,616	20.68%
Capital	58,192	1,106,793	1,531,793	38.40%
Totals	\$34,060,151	\$46,993,317	\$57,209,041	21.74%

#### GENERAL GOVERNMENT STAFFING TRENDS SUMMARY BY CLASSIFICATION

		Fiscal Year				
Authorized Positions	2005	2006	2007	Change		
Full-time employees	404	408	424	3.92%		
Part-time employees	19	19	20	5.26%		
Total positions	423	427	444	3.98%		

# COMMISSIONERS COURT SERVICES OFFICE Functional Organizational Chart



#### MISSION STATEMENT

To communicate to the El Paso Community through the media and other outlets, any decision made or information related to the programs, projects, events and activities developed, and to assist members of Commissioners Court in responding to requests for information, and in planning, organizing and promoting County sponsored programs and events.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Commissioners Court Services Office assists the Court in communicating its interests to the public. Duties include issuing press releases, responding to routine media inquiries and those related to emergency situations, assisting departments in promoting their services to the community and in identifying grants to enhance programs and services.

#### GOAL AND OBJECTIVES

Goal: To improve the County's image and help improve the quality of life for all El

Paso County families.

Objectives: To provide El Paso families with the information they need and deserve to access

the services, programs, activities and projects available to them through the development and distribution of press releases, public service announcements, and stories drafted for the County's Web Page, at the minimal cost of less than \$100/communication; to increase the number of publications/communications provided to County employees and the public by 3%, thus increasing the number

#### **COMMISSIONERS COURT SERVICES OFFICE**

#### GOAL AND OBJECTIVES, CONT'D

of employees who are knowledgeable about County projects; to keep the satisfaction rate of 90% or better in regards to respondents who are satisfied with the content and presentation of materials provided.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

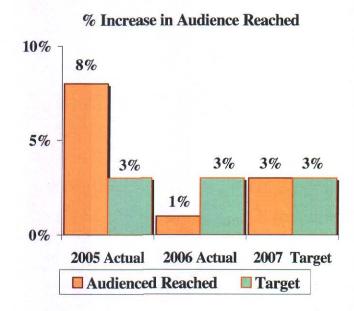
- Organization, development and promotion of the El Paso County's 3<sup>rd</sup> annual Open House celebration of National County Government Week.
- Development of weekly synopsis of decisions made by Commissioners Court during their meetings for the County's web page. Responded to questions by the media and the public on decisions made by the Court.
- Promotion through the media and the County's web page of all events and activities the individual members of Commissioner's Court participate in or develop for their precincts.

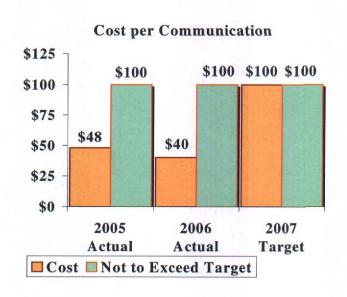
	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
Press releases	369	390	428	450
Public service announcements	285	310	300	310
County web page stories	200	225	210	220
Letter to veterans/military	46	52	52	50
Design of dept brochures/letters	16	20	20	22
Biographies developed	25	30	28	30
Photos/interviews	200	250	475	500
County events and meetings	61	65	65	65
No. of meetings attended/week	3	5	4	5
Promotional activities	144	152	150	155
Media training presentations	2	5	1	2
No. TV talks shows	65	70	45	50
Design/development of newsletters	20	35	22	25
Estimated total audience	350,000	375,000	355,000	365,650
Outcomes:				
Cost per communication	\$48	less than \$100	\$40	less than \$100
Cost of public service announcements	Free	Free	Free	Free

#### **COMMISSIONERS COURT SERVICES OFFICE**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
% of respondents who are satisfied with content and presentation of material				
provided % increase in publications over the	100%	90%	90%	90%
prior year	15%	3%	25%	3%
% increase in audience reached	8%	3%	1%	3%







#### **COMMISSIONERS COURT SERVICES OFFICE**

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$61,049	\$65,984	\$66,313	0.50%				
Operating Capital	1,053	5,064	5,064					
_ ,	\$62,102	\$71,048	\$71,377	0.46%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations.

CEA FEILO EDELIDO

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	1	1	1			
Totals	1	1	1			

#### **AUTHORIZED POSITION DETAIL**

1

Public Information Officer

See personnel changes for this department in Appendix A.

The title change for this department was authorized by Commissioners' Court in an effort to streamline all job titles in the County and was based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COMMUNICATIONS DEPARTMENT Functional Organizational Chart



#### MISSION STATEMENT

The Communications Department is dedicated to providing the best telecommunications 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 manner. We are committed to the values of integrity, courtesy and competency in our dealings with the public and the departments we provide services to. We recognize the need for change when necessary and will remain progressive by implementing the most current technology, while always considering cost effective and cost savings methods.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Communication Department 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. Many other smaller systems are maintained by the Communications Department at more than fifty locations throughout the County. Services include moving, changing, and adding telephone and/or fax lines, modems, and special circuits. The department is on call 24 hours a day.

#### **GOAL AND OBJECTIVES**

Goal:

To continuously improve the telecommunications and information service in order to allow County government to conduct its business in the most efficient and cost effective manner.

#### COMMUNICATIONS DEPARTMENT

#### GOAL AND OBJECTIVES, CONT'D

Objectives:

To improve call handling, by having calls routed within 1 minute; to maintain a customer satisfaction rate of 99% or better; maintain the standard benchmark within the telecommunication industry of delivering five nines (99.999) in reference to uptime (meaning minimal service disruption.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

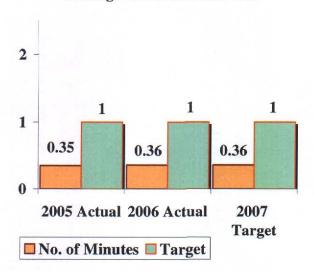
- Planned and configured requested telecommunications systems for Mission Valley Annex, Adult Probation satellite offices, and for Sheriff's Headquarters relocation.
- Accomplished the standard benchmark within the telecommunication industry of delivering five nines (99.999) in reference to uptime; meaning minimal service disruption.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Telephone main switch	1,685	1,894	1,744	1,744
Trunks on main switch	115	115	115	115
Telephones in jail annex	152	203	160	160
Trunks on annex switch	24	24	24	24
Automated attendants	31	33	32	32
Voice mail systems	17	Not Available	19	19
External Locations:				
Sites	48	Not Available	48	48
Sets	552	Not Available	552	552
Lines	259	Not Available	259	259
Service/repair requests:				
Requests new hardware install	59	56	73	73
Requests hardware replacement	140	172	113	113
Service change requests	670	676	684	684
Requests temp service	57	81	105	105
Call pilot installations	15	15	10	10
Reseting of software	245	299	380	380
Reports requested true system	523	534	536	536
Misc. services	5	14	22	22
AT&T service	50	52	12	12
Reseting passwords	164	169	103	103
Total service requests	4,811	4,337	4,991	4,991

#### **COMMUNICATIONS DEPARTMENT**

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	<b>Target</b>	Actuals	<b>Target</b>
Outputs:				
Operator services:				
No. of calls handled	100,217	50,044	102,228	102,228
Total minutes on handled calls	35,386	21,200	36,590	36,590
Efficiency indicators:				
No. of technical services/FTE	471	500	493	328
No. of non technical serv/FTE	494	534	527	351
No. of calls handled/FTE/day	137	69	140	140
No. of calls handled/day	275	137	280	280
Avg no.of calls handled/minute	3	3	3	3
Avg no. of minutes/call	0.35	1.00	0.36	0.36
Percent of service requests completed	100%	100%	100%	100%
Satisfaction rate of 99% target met?	Yes	Yes	Yes	Yes
Industry Standard 99.999 met?	Yes	Not Applicable	Yes	Yes





#### **Satisfaction Rate**



#### COMMUNICATIONS DEPARTMENT

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$249,678	\$273,434	\$315,994	15.56%			
Operating Capital	22,648	24,857	24,310	-2.20%			
	\$272,326	\$298,291	\$340,304	14.08%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The increase in appropriations for personnel is based on a new position approved for this department for fiscal year 2007. Operating appropriation decreases are due to appropriating a lesser amount for phone service based on prior year actual trends.

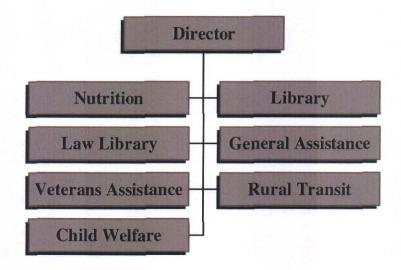
STAFFING TI	RENDS		
]	Fiscal Year		Percent
2005	2006	2007	Change
5	5	6	20.00%
5	5	6	20.00%
	]	Fiscal Year   2005   2006   5   5   5	Fiscal Year

AUTHORIZED POSITION DETAIL						
Admin Assistant	1	Telecommunications				
Communications Tech Apprentice	1	Manager	1			
Office Specialist, Intermediate	1	Telecommunications				
Telecommunications Director	1	Technician	1			

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, the Commissioners' Court authorized the addition of a Communications Tech Apprentice position to this department's staffing table based on the growing number of service calls handled due to the growth experienced by the County and to the increasing number of departments housed outside the Courthouse. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COMMUNITY SERVICES DEPARTMENT Functional Organizational Chart



#### MISSION STATEMENT

To provide a safe and healthy quality of life that enables people to thrive and reach their potential through the efficient and effective use of County community and social service programs.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Family and Community Services is comprised of the Child Welfare Board, County Law Library, County Community Centers, General Assistance, Nutrition, Library and Veterans Services. These programs provide a range of services that support, nurture and enlighten people in our County and promote a safe and healthy quality of life.

#### **GOALS AND OBJECTIVES**

\*Please note that goals, objectives and accomplishments are listed under individual departments that fall under the direction of the Community Services Director.

#### **COMMUNITY SERVICES**

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not A	pplicable	

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$173,121	\$190,013	\$210,695	10.88%				
Operating Capital	2,557	4,113	11,816	187.28%				
, , <del>-</del>	\$175,678	\$194,126	\$222,511	14.62%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include a new person approved for this department for fiscal year 2007. Operating increases are due to additional travel funds approved for this department for staff and volunteers traveling on the County's behalf to promote tourism for the County.

STAFFING TRENDS							
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change			
Full-time employees	2	2	3	50.00%			
Part-time employees							
Totals	2	2	3	50.00%			

THE THE THE PERSON OF THE PERS	<b>AUTHORIZED POSITION D</b>	DETAIL
--	------------------------------	--------

Administrator

Office Specialist,

Dir of Family & Comm. Services

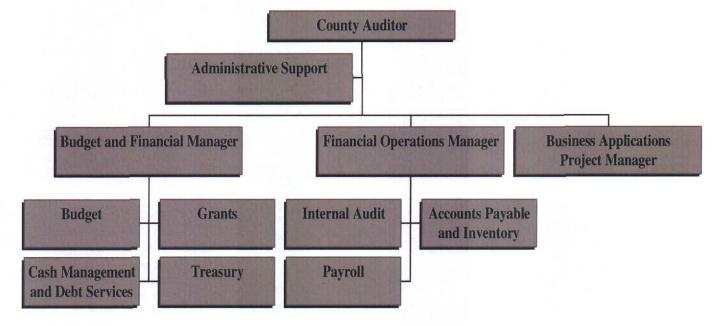
1 Intermediate

1

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court authorized the creation of one Administrator and one Intermediate Office Specialist position as well as the deletion of one vacant Grant Writing Coordinator position in order to align job titles with the duties to be performed by this department in the new fiscal year.

# COUNTY AUDITOR Functional Organizational Chart



#### MISSION STATEMENT

To provide timely, accurate, and meaningful financial information on the fiscal affairs of County Government, provide ancillary support to the Commissioners Court, officials, department heads, and the public with the highest level of professionalism and integrity with emphasis on financial accountability for the use of public funds, while fulfilling statutory authority and responsibilities conferred on the County Auditor.

#### 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 State District Judges in El Paso County. 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: To provide timely financial data, maintain and upgrade financial software,

and implement procedural changes that will result in greater efficiency in

operations.

Objectives: To close the fiscal month within 5 working days after fiscal month end; to have

all deposit warrants entered in FAMIS within 5 days of receipt; to have the monthly report e-mailed to the Commissioners' Court agenda within 5 days after

fiscal month end.

Goal: To continue to improve the County's financial position and safeguard the

County's assets.

Objectives: To work with the Commissioners Court to ensure that the County's fund balance

equals projected cash needs for operating obligations of the first fiscal quarter, or 10%-15% of the General Fund adopted operating budget or to projected cash needs for the first fiscal quarter to meet operating obligations; at a minimum, perform Utility, Payroll, and Inventory Audits for departments within the fiscal

year.

Goal: To maintain a professional staff by having staff attend quality professional

training that will result in enhancing efficiencies and overall quality of

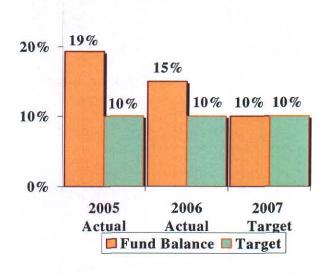
service to the public and to County departments.

Objective: To increase staff training from prior fiscal year by 25%.

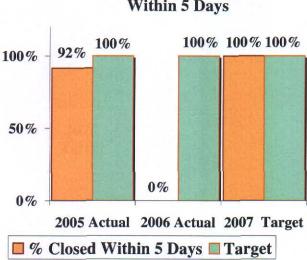
	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
Outputs:				
Monthly reports issued	12	12	12	12
Fiscal months closed	12	12	12	12
Training sessions attended by staff	49	61	72	90
Number of deposit warrants issued	11,037	11,405	10,527	10,843
Outcomes:				
% fund balance goal achieved				
(10%- 15% is goal)	19%	10%	15%	10%
Overall average number of days to				
enter deposit warrants in FAMIS	4	5	6	5
Overall average of deposit warrants				
entered within 5 days	88%	100%	48%	100%
% of time fiscal month was closed				
within 5 working days of fiscal				
month end	92%	100%	0%	100%

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outcomes:				
Utility, Payroll and Inventory Audits conducted?	Yes	Yes	Yes	Yes
% of time monthly report was submitted via e-mail within 5 working				
days from close of fiscal month % change in staff training over prior	44%	100%	25%	100%
fiscal year	-36%	25%	47%	25%

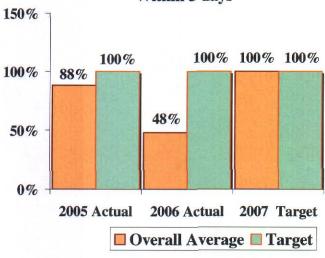
#### % of Fund Balance Goal Achieved

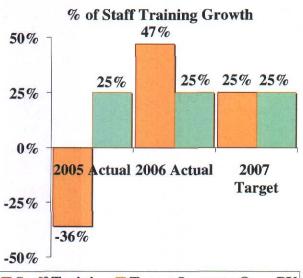


## % of Time Fiscal Month Closed Within 5 Days

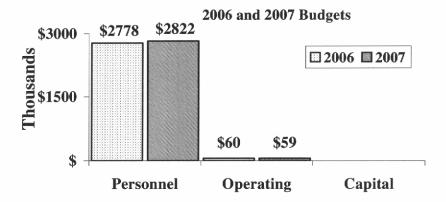


### Average of Deposit Warrants Entered Within 5 days





FINANCIAL TRENDS								
2005 2006 2007 Percent								
Character	Actuals	Budget	Budget	Change				
Personnel	\$2,631,508	\$2,778,339	\$2,822,423	1.59%				
Operating	45,702	59,823	59,384	-0.73%				
Capital								
	\$2,677,210	\$2,838,162	\$2,881,807	1.54%				



#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

Personnel increases include a new intern position approved by the Council of Judges' and by the Commissioners' Court for fiscal year 2007. The operating decrease is based on new levels set for 2007, based on historical spending levels.

STAFFING TRENDS							
Fiscal Year Percent							
<b>Authorized Positions</b>	2005	2006	2007	Change			
Full-time employees	51	51	51				
Part-time employees	1	1	2	100.00%			
Totals	52	52	53	1.92%			

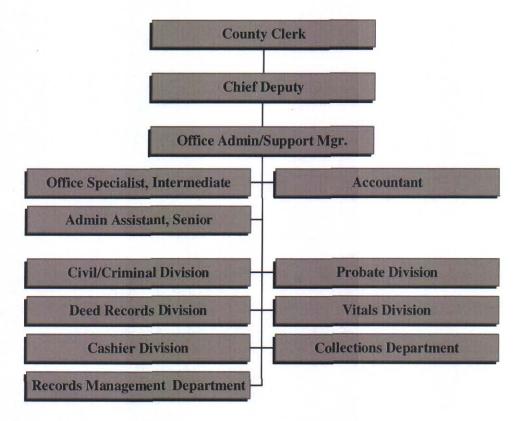
AUTHORIZED POSITION DETAIL								
Accountant	9	Cash Management and Debt						
Accountant (CPA)	1	Service Supervisor	1					
Accountant, Senior	6	County Auditor	1					
Accountant, Senior (CPA)	1	Executive Assistant	1					
Accounting Clerk	2	Financial Operations Manager	1					
Accounting Clerk	3	Grant Accounting Supervisor	1					

AUTHORIZED POSITION DETAIL							
Accounting Clerk, Senior	4	Internal Audit Supervisor	1				
Accounting Intern	1	Internal Auditor	6				
Accounting Supervisor	1	Internal Auditor, Senior	1				
Admin Assistant, Senior/Website		Office Specialist	1				
Writer	1	Office Specialist, part time	1				
Budget and Financial Manager	1	Office Specialist, Intermediate	2				
Budget Supervisor	1	Payroll Specialist	2				
Business Applications Project		Payroll Supervisor	1				
Manager	1	Treasury Supervisor	1				

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court authorized the creation of a part time Accounting Intern position. The Court approved the department's request since it will be beneficial to all parties involved since it is intended to assist all areas of the Office of the County Auditor while giving a college student valuable insight into the world of governmental accounting. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COUNTY CLERK Functional Organizational Chart



#### MISSION STATEMENT

To record, safeguard and retrieve documents in our custody in an organized, accurate and reliable manner, so that we can provide satisfactory services to the public and various agencies.

#### 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 (deed records);
- 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;

#### COUNTY CLERK

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES, CONT'D

- 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.

#### GOAL AND OBJECTIVES

Goal: To provide the primary client, the general public, and the Courts with the most efficient handling of documents filed with the County Clerk's Office.

Objectives: To reduce processing time for customer requests and processing time from initial request for birth certificate from 8 hours to 6 hours; to reduce processing time for records requests through the innovative use of technology and well-trained clerks from 4 weeks to 15 minutes; provide the Commissioners Court Recorder with software and on-line interfacing with Commissioners and other County departments; to maintain a customer satisfaction rate of 95% or better.

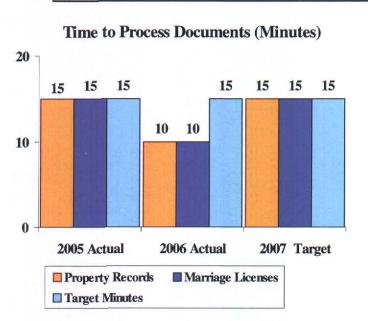
#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

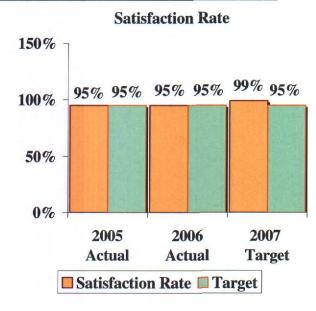
On-line interfacing with Commissioners and other County departments 80% complete.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outcomes:				
Property records recording				
time	15 Minutes	15 Minutes	10 Minutes	15 Minutes
Percentage time reduction				
for archiving records	80%	90%	85%	905%
Average time to process				
birth certificate requests	8 Hours	4 Hours	8 Hours	6 Hours
Average time to record				
marriage licenses	15 Minutes	15 Minutes	10 Minutes	15 Minutes

#### **COUNTY CLERK**

Department Activity Outcomes:	2005 Actuals	2006 Target	2006 Actuals	2007 Target
% staff crosstrained in Vital Records				
Section	80%	100%	75%	100%
New technology implemented?	Yes	Yes	Yes	Yes
Customer satisfaction rate % of records requested available within	95%	95%	95%	99%
1 working day	100%	100%	100%	100%





FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$1,440,486	\$1,537,535	\$1,544,352	0.44%				
Operating Capital	61,025	64,369	64,709	0.53%				
	\$1,501,511	\$1,601,904	\$1,609,061	0.45%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include an increase for fringe benefit changes in fiscal year 2007. Operating increases are for a new elected official bond which must be paid in fiscal year 2007.

#### **COUNTY CLERK**

#### **STAFFING TRENDS**

	F	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	42	42	42	
Part-time employees	5	5	5	
Totals	47	47	47	

#### **AUTHORIZED POSITION DETAIL**

Accounting Clerk	1	Office Admin/Support Mgr.	1
Accountant	1	Office Specialist, Intermediate	10
Admin Assistant, Intermediate	1	Office Specialist,	
Admin Assistant, Senior	1	Intermediate (part time)	5
Chief Deputy	1	Office Specialist, Senior	10
County Clerk	1	Office Supervisor	5
Court Clerk	10		

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COUNTY CLERK CRIMINAL FEE COLLECTIONS Functional Organizational Chart



# MISSION STATEMENT

To maximize the collection of court costs and fines assessed by El Paso County efficiently and professionally.

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Clerk's Collection Department is responsible for collecting court costs, fines, and other applicable fees for County Courts, District Courts, and Justice of the Peace Courts. The department arranges a payment plan for those who are unable to pay in full at the time of the conviction. The County Clerk Collection Department also works in conjunction with the judicial branch of County government as well as law enforcement entities in order to satisfy judgments.

# **GOAL AND OBJECTIVES**

Goal: To maximize the collection of court costs, and fines assessed by the El Paso

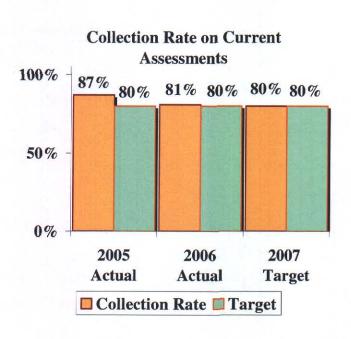
County judiciary.

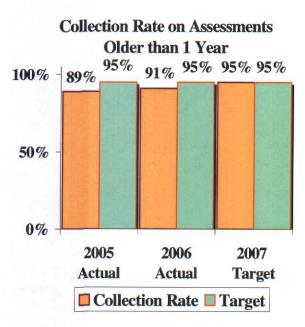
Objective: To maintain a collection rate of 80% on all current assessments; to collect 95% on

all fines assessed older than 1 year.

# COUNTY CLERK CRIMINAL FEE COLLECTIONS

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
Outputs:				
Total dollars assessed-				
Misdemeanors-Not including JP's	\$2,881,527	\$3,000,000	\$2,990,544	\$3,000,000
Total dollars collected-				
Misdemeanors-Not including JP's	\$2,365,579	\$2,250,000	\$2,329,336	\$2,400,000
Felony Collection Program				
Amount assessed	\$1,468,824	\$1,790,000	\$1,509,218	\$1,750,000
Amount collected	\$969,034	\$1,342,500	\$1,180,021	\$1,487,500
Outcomes:				
Total collected per FTE	\$262,842	\$273,333	\$330,858	\$375,000
Total collected per FTE				
(felony program)	\$323,011	\$447,567	\$393,340	\$425,000
Collection rate(misd)	82%	75%	78%	80%
Collection rate(felony)	66%	75%	78%	85%
Collection rate on current				
assessments	87%	80%	81%	80%
Collection rate on fines assessed				
older than 1 year	89%	95%	91%	95%





# **COUNTY CLERK CRIMINAL FEE COLLECTIONS**

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel Operating	\$391,246 16,328	\$455,441 12,996	\$455,597 12,996	0.03%				
Capital	\$407,574	\$468,437	\$468,593	0.03%				

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes are based on new fringe benefit calculations for fiscal year 2007

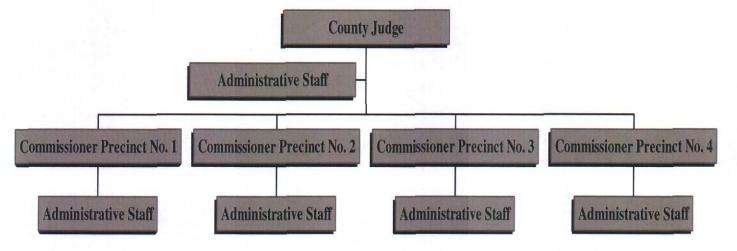
STAFFING TRENDS						
<b>Authorized Positions</b>	2005	iscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	13	15	15			
Totals	13	15	15			

AUTHORIZED POSITION DETAIL						
Collection Manager	1	Office Specialist, Senior	1			
Collection Specialist	10	Office Supervisor	1			
Office Specialist, Intermediate	2					

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were the result of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COUNTY JUDGE AND COMMISSIONERS Functional Organizational Chart



# 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; 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. The County Judge and the four County Commissioners comprise the Commissioner's Court, which is the County's executive body. The County Judge presides at all meetings of the Commissioner's Court and represents the County, both ceremonially and contractually. Statutory charges of the County Judge include elections, finance, and sureties, court operations, mental health, special districts and general administration.

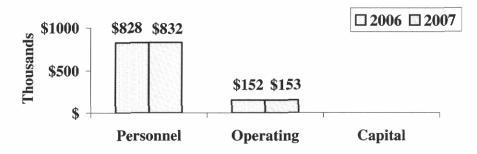
# **GOALS AND OBJECTIVES:**

\*GOALS AND OBJECTIVES FOR THE COUNTY JUDGE AND COMMISSIONERS CAN BE FOUND IN THE EXECUTIVE SUMMARY SECTION OF THIS DOCUMENT.

# **COUNTY JUDGE AND COMMISSIONERS**

FINANCIAL TRENDS								
2005 2006 2007								
Character	Actuals	Budget	Budget	Change				
Personnel	\$740,134	\$828,447	\$831,719	0.39%				
Operating	54,079	151,569	152,589	0.67%				
Capital								
	\$794,213	\$980,016	\$984,308	0.44%				

# 2006 and 2007 Budgets



# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes are due to new fringe benefit rate calculation for fiscal year 2007. Operating changes are due to new bonds for incoming elected officials which must be paid in 2007.

STAFFING TRENDS							
Fiscal Year Percent							
<b>Authorized Positions</b>	2005	2006	2007	Change			
Full-time employees	13	14	14				
Part-time employees							
Totals	13	14	14				

AUTHORIZED POSITION DETAIL						
Comm. Crt. Admin. Assistant	4	County Judge	1			
Comm Crt. Admin. Assistant,		Deputy Chief Administrator	1			
Senior	2	Executive Assistant	2			
County Commissioner	4					

See personnel changes for this department in Appendix A.

# **COUNTY JUDGE AND COMMISSIONERS**

Title changes listed on the previous page for these departments were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# **COUNTY SOLID WASTE DISPOSAL**

# **MISSION STATEMENT**

To provide for the disposal of household trash for residents of the County.

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Solid Waste Disposal division of the Road & Bridge Department is responsible for overseeing solid waste collection. This service has since been privatized and is being transitioned to the Enterprise fund.

# **GOAL AND OBJECTIVE**

Goal:

To provide safe and properly maintained trash collection stations to support the needs of the citizens of El Paso County.

Objective:

To seek alternative operating routes, such as outsourcing through contracted services.

2005	2006	2006	2007
Actuals	<b>Target</b>	Actuals	Target
	Not A	vailable	
		Actuals Target	

	FINANCIAL TRENDS	
_		

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$33,941	\$4		-100.00%
Operating	160,704	209,626	\$62,000	-70.42%
Capital				
_	\$194,645	\$209,630	\$62,000	-70.42%

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel and operating decreases for fiscal year 2007 are a direct result of the Commissioners' Court approval to privatize operations.

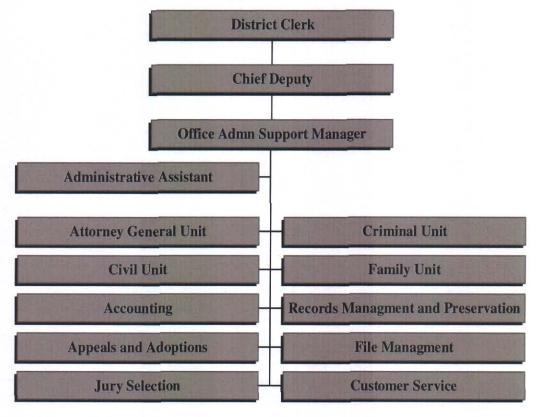
STA	AFFING TRE	ENDS		
Andharina I Daritiana		cal Year	2007	Percent
Authorized Positions	2005	2006	2007	Change
Full-time employees Part-time employees	Not A	Applicable		
Totals				

# COUNTY SOLID WASTE DISPOSAL

# AUTHORIZED POSITION DETAIL

Not Applicable

# DISTRICT CLERK'S OFFICE Functional Organizational Chart



# MISSION STATEMENT

The District Clerk's Office is the center of judicial activity in El Paso County. This office serves as registrar, recorder, and custodian of all court pleadings, instruments and papers that are part of any cause of action in the District, County, Impact Courts, Court Masters and Jail Magistrate. The office generates revenue for the County through the collections of filing fees, funds held in litigations, bonds, and money awarded to minors. We have always strived to deliver the very best service to Courts and to the public. When faced with innate limitations, all employees of this office attempt to overcome the obstacles and perform beyond the sum of their parts. This office will continue to modernize and automate our operations. We will remain faithful to the letter of the law as the state provides. We will remain loyal to the citizens of El Paso to perform the very best service we are capable of.

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

We are responsible for coordinating the notification, swearing and impaneling of jurors, securing court records, maintaining court dockets, and collecting various fees. There are eight (8) sections:

# DISTRICT CLERK

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES, CONT'D

Accounting, Adoption, Appeals, Attorney General, Civil, Criminal, Family Jury, and Records Management. As a team we provide service to the District Courts, County Courts, Visiting Judges and the Jail Magistrate. To keep the judicial systems operating in an efficient, productive and concise manner, we have formed working relationships with the Sheriff's Office, District Attorney, County Attorney, Adult Probation, and the Attorney General Offices.

# **GOALS AND OBJECTIVES**

Goal: To serve the judiciary and the public in an efficient manner.

Objectives:

To reduce processing time for civil documents to less than one day; to reduce processing time for criminal documents to less than one day; to increase processing efficiency for civil documents filed by twice the current rate. This is calculated by dividing the average processing time in days per document by the actual number of documents received; to increase processing efficiency for criminal documents by twice the current rate. This is calculated by dividing the average processing time in days per document by the actual number of documents received.

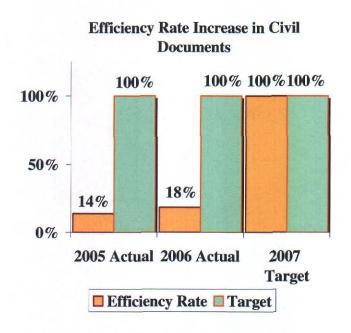
# FISCAL YEAR 2006 ACCOMPLISHMENTS:

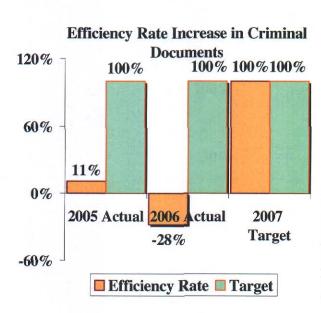
- The District Clerk's Office secured the integration of the Texas Online portal system with the county's Case Management system for all e-filed civil pleadings. This integration has given the office the ability to accept the electronic filings of documents, pleadings, and new cases on a real time basis.
- Fiscal year 2006 saw the introduction of Electronic Service (eService) which is a
  free system in which attorneys can be sent signed copies of orders, judgments,
  and other documents through Texas Online whenever an order is signed on a
  case they are involved in.
- Fiscal year 2006 saw the initiation of a project designed to reduce the volume of certified mail being mailed out on a daily basis due to the Expunction process.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs				
		Less than 1		Less than 1
Processing time for civil documents:	2.9 days	day	2.5 days	day
		Less than 1		Less than 1
Processing time for criminal documents:	5.1 days	day	4.6 days	day

# DISTRICT CLERK

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outcomes:				
Efficiency rate increase from prior				
year's efficiency rate (civil documents):	13.78%	100.00%	18.33%	100.00%
Efficiency rate increase from prior				
year's efficiency rate (criminal documents):	10.87%	100.00%	-0.28%	100.00%





FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$2,315,832	\$2,440,495	\$2,598,311	6.47%			
Operations	762,090	778,978	742,917	-4.63%			
Capital		15,931	15,931				
	\$3,077,922	\$3,235,404	\$3,357,159	3.76%			

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include new personnel approved for this department in fiscal year 2007. Operating appropriation decreases are mainly attributable to a decrease in jury fees based on prior year actual expenditures.

# DISTRICT CLERK

# STAFFING TRENDS

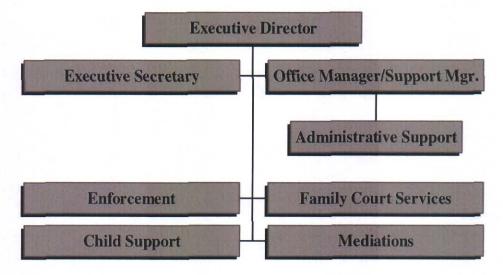
	F	Fiscal Year		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	72	72	77	6.94%
Part-time employees	4	4	4	
Totals	76	76	81	6.58%

#### **AUTHORIZED POSITION DETAIL** Accounting Technician 1 Evidence Specialist 2 **Expungement Specialist** 1 Accounting Clerk 2 Accounting Manager 1 Jury Coordinator Office & Admin Support Mgr Admin Assistant, Intermediate 1 1 Assistant Jury Coordinator 1 Office Specialist 7 Assistant Office Supervisor 1 Office Specialist, part time 2 Office Specialist, Intermediate 1 18 Chief Deputy 1 Office Specialist, Intermediate Collection Specialist Computer Systems Specialist 2 part time 2 Computer System Supp. Analyst 1 Office Specialist, Senior 1 9 Court Clerk 24 Office Supervisor District Clerk 1

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court approved the addition of five new positions to this department's staffing table. The new positions authorized are: one Office Specialist, one Collection Specialist and three Court Clerk positions. The Court Clerk positions are needed by the department due to the caseload generated by district courts with double criminal dockets. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# DOMESTIC RELATIONS Functional Organizational Chart



# MISSION STATEMENT

The mission of the Domestic Relations Office is to efficiently and effectively assure compliance with the orders of the Courts in regard to family law matters, and to strive to keep families out of our courts without additional burden on the taxpayer.

# 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: (a) the Child Support Payments Division, responsible for receiving, recording and disbursing payments to the custodial parent in accordance with El Paso County child support orders and in coordination with the State Disbursement Unit; (b) The Family Court Services Division which 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; (c) The Enforcement Division provides legal enforcement of orders regarding child support, medical support and visitation. The DRO coordinates our new Family Law Information Center, which is a pilot program made possible through a grant from the Texas Bar Association. This department also provides mediation and other alternative dispute resolution procedures in family law cases.

# DOMESTIC RELATIONS OFFICE

# **GOALS AND OBJECTIVES**

Goal: To provide exemplary customer service to obligors, obligees and employees.

Objectives: To resolve 80% of cases without resorting to court hearings; to maintain an

average of 100 cases disposed per social worker.

Goal: To provide accurate and timely monitoring of child support activity in order

to prevent arrearages from becoming unmanageable and to enforce other

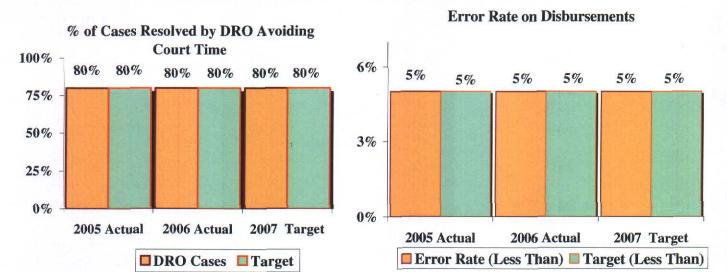
orders upon application or as Friend of the Court.

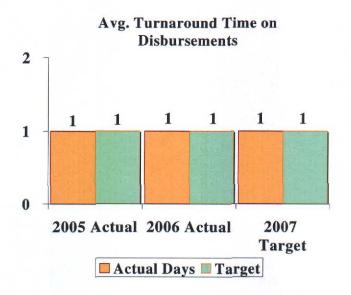
Objective: To disburse payments, as set forth in the court order, with an error rate of 5% or

less, within 1 working day.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
No. of court cases handled	992	1,289	1,197	2,189
Total number of probation cases both				
active and disposed	942	1,213	1,371	2,313
Total dollar amount of child support				
payments collected on probation				
cases	\$3,919,898	\$5,049,597	\$5,705,074	\$9,624,972
No. of cases monitored	435	627	650	950
No. of cases referred to				
enforcement	193	266	123	250
Outcomes:				
Average turnaround time for				
disbursements as set forth in court				
orders	1 Day	1 Day	1 Day	1 Day
% of total cases resolved by DRO				
avoiding court time	80%	80%	80%	80%
Average no. of cases disposed per				
social worker	100	100	100	100
Error rate on disbursements	Less than 5%	Less than 5%	Less than 5%	Less than 5%

# DOMESTIC RELATIONS OFFICE





FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$1,063,378	\$1,166,577	\$1,186,108	1.67%			
Operating Capital	19,066	22,912	29,617	29.26%			
	\$1,082,444	\$1,189,489	\$1,215,725	2.21%			

# DOMESTIC RELATIONS OFFICE

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes are mainly to reflect rate changes for fringe benefits for 2007 and a re grade approved by the Commissioners' Court. Operating changes include an increase in travel approved for this department in 2007.

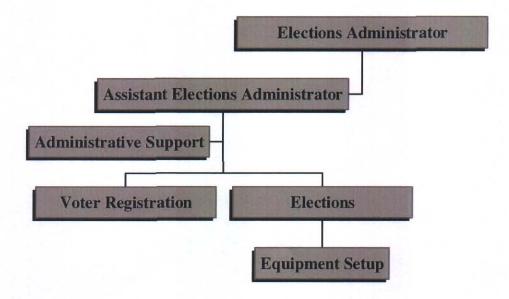
STAFFING TRENDS					
	I	Fiscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	23	24	24		
Part-time employees	1	1	1		
Totals	24	25	25		

AUTHORIZED POSITION DETAIL					
Accounting Clerk, Senior (part time)	1 Office Specialist, Senior	1			
Chief Family Crt Svcs	1 Paralegal	2			
Child Support Division Chief	1 Probation Officer	3			
Executive Director	1 Social Worker (Bachelor's)	1			
Executive Secretary	1 Social Worker (Master's)	2			
Office Admin./Support Mgr.	1 Senior Trial Attorney	1			
Office Specialist, Intermediate	8 Trial Attorney	1			

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, the Domestic Relations department requested that one of its Clerk/Cashier-DRO position be re-graded to an Office Specialist, Intermediate. The change, which was approved by Commissioners' Court, was based on the fact that this employee's job duties changed. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# ELECTIONS Functional Organizational Chart



# 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 entity in the County of El Paso, The Tornillo ISD. The Elections Department furnishes maps, labels and lists of registered voters to the candidates and to elected officials. A voter history of each voter is also kept in the computer.

# GOAL AND OBJECTIVES

Goal: To provide high quality service to voters.

Objectives: To ensure a 100% accuracy rate for all elections; to increase voter participation by

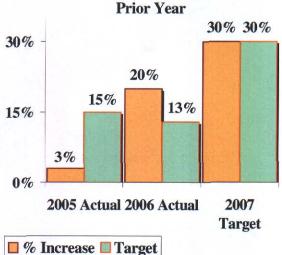
10% from the previous fiscal year; to maintain a satisfaction rate of 95% or better

in transmitting and exchanging information to promote the election process.

# **ELECTIONS**

2 180	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	<b>Target</b>
Outputs:				
No. of Public Service Announcements	2	20	6	3
No. of newspaper advertisements	2	7	6	3
No. of certificates mailed	41,143	350,000	357,700	45,000
No. of certificates returned	500	30,000	22,000	1,500
No. of address changes processed	19,660	35,000	45,000	30,000
No. of web site hits	6,139	25,000	25,239	10,000
Outcomes:				
Percent of voter participation				
increase from prior year	3%	13%	20%	30%
Percent of Elections with no errors	100%	100%	100%	100%
Overall customer satisfaction rate	100%	95%	100%	95%

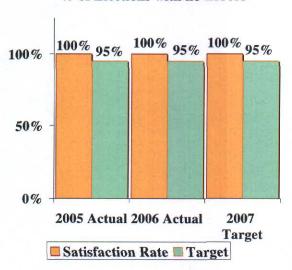
# % Increase in Voter Participation vs.



# **Customer Satisfaction Rate**

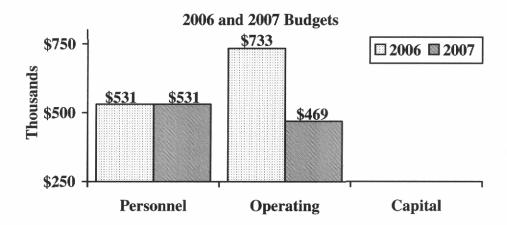


% of Elections with no Errors



# **ELECTIONS**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$509,302	\$531,169	\$531,169			
Operating Capital	345,887	733,441	469,352	-36.01%		
_	\$855,189	\$1,264,610	\$1,000,521	-20.88%		



# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Operating appropriation decreases are due to the fact that there will be fewer elections for 2007 as compared to 2006, so operating appropriations for items such as office expenses, postage, and contracted services for payroll expenses are lower.

STAFFING TRENDS				
	Fi	scal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	12	12	12	
Part-time employees				
Totals	12	12	12	

# **ELECTIONS**

# **AUTHORIZED POSITION DETAIL**

Admin Assistant, Senior	1	GIS Specialist	1
Assistant Election Administrator	1	Office Specialist, Intermed	3
Computer Systems Support Analyst	1	Office Specialist, Senior	1
Drafting Technician	1	Voting Equipment Service	
Elections Administrator	1	Technician	2

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# FACILITIES MANAGEMENT Functional Organizational Chart



# MISSION STATEMENT

To provide quality and professional service to maintain our County buildings in the best possible condition by recognizing and effectively addressing current needs and planning for our future.

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Facilities Management Department is responsible for building maintenance repair and services to 30 buildings and provides partial or supplemental maintenance services to three parks and four other on-site maintenance departments. Maintenance responsibilities include electrical, plumbing, HVAC installation and repair, and preventative maintenance of all building systems equipment as well as routine maintenance and courtesy assistance to other departments.

# **GOAL AND OBJECTIVES**

Goal: To provide a safe, clean and functional environment for County employees

and the public in general at minimal cost.

Objective: To complete 100% of inspections on time and to maintain a 95% 1<sup>st</sup> time passing

rate for inspections; maintain cost per square foot at less than \$5.00; to perform at least 95% of all maintenance work in-house, rather than contract out for services; to maintain the average response time for emergencies at less than 15 minutes and at less than 2 days for non-emergency calls; assure that facilities are ADA compliant and make any necessary improvements or corrective actions without

delay.

# **FACILITIES MANAGEMENT**

# FISCAL YEAR 2006 ACCOMPLISHMENTS:

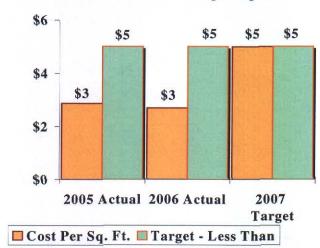
• The Facilities Management Department took on several remodeling projects this year, significantly reducing construction expenses. This type of work was typically outsourced by the County in the past, however with the recruitment of highly skilled and licensed technicians in recent years, we are able to provide a valuable resource to the County in this area. At the rate that the County is growing and the expected growth in El Paso's population in the next few years, we expect the need for these services to continue.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Maintenance Division:				
Primary facilities serviced	30	30	32	33
Gross square footage of facilities	746,790	746,790	923,497	924,841
No of technicians	9	9	9	11
Gross sq footage/technician	82,977	82,977	102,611	84,076
No. of technical licenses				
obtained/renewed	7 of 9	8 of 9	8 of 9	11 of 11
No. of federal, state and local				
inspections	32	41	35	37
Major projects completed	48	48	61	61
Total man hours on projects	4,997	4,997	6,055	6,000
No of ADA improvements	16	33	33	25
No of safety improvements	Not available	Not applicable	9	10
No of training courses completed				
by technicians	Not available	Not applicable	4	6
No of general maintenance work				
orders completed	9,386	9,386	8,013	10,000
Janitorial Division:				
No. of evening custodians	16.5	16.5	16.5	17
No. of buildings/sites serviced by				
custodians	3	3	3	3
No of training courses completed				
by custodians	Not available	Not applicable	3	5
*Gross sq footage/custodian	26,529	26,529	26,529	25,749
Outcomes:				
Maintenance cost per square foot	\$2.88	Less than \$5	\$2.70	Less than \$5
% of inspections completed on				
time	100%	100%	100%	100%

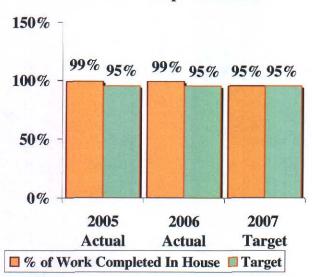
# **FACILITIES MANAGEMENT**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outcomes:				
1st time passing rate	95%	95%	100%	95%
% of work completed in house	99.70%	95.00%	99.46%	95.00%
Average response time-	Less than 10	Less than 15	Less than 10	Less than 15
emergencies	min.	min.	min.	min.
Average response time-non-		Less than 2	Less than 1.5	Less than 2
emergencies	1.25 days	days	days	days
% of preventative maintenance	*			
performed on schedule	98%	100%	99%	100%

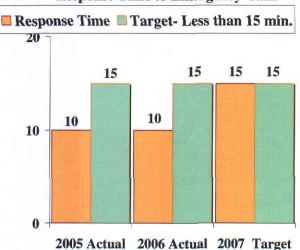
# Maintenance Cost per Sq.Ft.



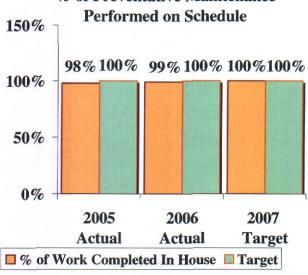
% of Work Completed In House



# **Response Time to Emergency Calls**



% of Preventative Maintenance



# **FACILITIES MANAGEMENT**

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$866,989	\$919,287	\$961,256	4.57%			
Operating Capital	1,203,015	1,570,046	1,644,023	4.71%			
, <del>-</del>	\$2,070,004	\$2,489,333	\$2,605,279	4.66%			

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include re grades approved for this department by the Commissioners Court. In addition, operating appropriation increases are mainly attributable to increases in utilities and maintenance contracts due to the addition of a second parking garage.

STAFFING TRENDS					
	1	Fiscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	29	29	29		
Part-time employees	1	1	1		
Totals	30	30	30		

AUTHORIZED POSITION DETAIL						
Admin Assistant Sanian	1	Escilities Manager	1			
Admin Assistant, Senior	1	Facilities Manager	1			
Assistant Facilities Manager	1	Maint Mechanic	4			
Custodian	16	Maint Mechanic, Senior	3			
Custodian Foreman	1	Facility Maintenance				
Custodian, Lead	1	Supervisor	1			
Custodian, part time	1					

See personnel changes for this department in Appendix A.

Six title changes for this department were approved by Commissioners' Court during budget hearings for fiscal year 2007 to better match each title with the job duties and responsibilities assigned to each employee. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# GENERAL AND ADMINISTRATIVE ACCOUNT

### 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. These include legal contingencies, liability and property insurance, postage, Central Appraisal District expenses, and miscellaneous administrative expenses.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not A	pplicable	

FINANCIAL TRENDS

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$273,952	\$3,110,566	\$7,249,352	133.06%
Operating	-257,823	5,549,807	11,778,481	112.23%
Capital	15,870	1,000,000	1,425,000	42.50%
	\$31,999	\$9,660,373	\$20,452,833	111.72%

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Please note that the negative in operating for fiscal year 2005 actual expenditures is due to the reversal of prior year payroll adjustments. The reason for the large increase in personnel appropriations for 2007 is to mainly account for a no-gap catch-up for all employees in the County Salary Step Plan for the all years that an employee has not seen a step increase (4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> years); includes an extension to the current salary plan from 12 to 15 years; and a cost of living adjustment for County employees of 4%. The increase in operations is a result of a combination of factors, such as an increase of all contingencies to cover for items such as possible increases in utilities, and for a reserve amount of \$5 million that has been set aside for a possible economic development contribution. The increase in capital appropriations is for a reserve set up in 2007 for any equipment needs of departments.

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006	<b>2007</b> 8	Percent Change 100.00%		
Totals			8	100.00%		

# GENERAL AND ADMINISTRATIVE ACCOUNT

# **AUTHORIZED POSITION DETAIL**

Office Specialist

7

Collection Specialist

1

See personnel changes for this account in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court approved the funding for seven Office Specialist positions to be added to individual Constable staffing tables as the need for them is substantiated to the Court. Also during budget hearings, the Court authorized the creation of a Collection Specialist position which will be necessary to collect fees associated with passport issuance; the funding for this position was placed in contingencies since it has yet to be determined what department this position will be assigned to. Concurrently, the Court approved the appropriation of funds to staff an Associate Family Court if the Council of Judges Administration also approves the request and is required to present its recommendation for funding to Commissioners' Court for approval. The exact staffing level is to be determined upon the creation of the court.

# GRANT MATCHES AND TRANSFERS OUT

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Upon approval of the Commissioners Court, various grant contracts are approved with the stipulation that the County will provide matching funds. Funds of this nature are reflected here and are classified as transfers out. This index also includes transfers out not relating to grants for purposes such as the County's contribution for the Juvenile Probation department's operations.

# **GOAL AND OBJECTIVES**

Goal: To ensure that the County is pursuing grants with a favorable impact to the

County.

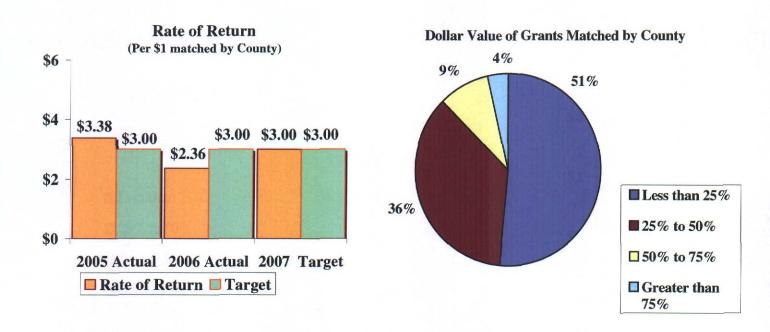
Objectives: To maintain a rate of return between \$2.50 and \$3.00 for every County dollar

invested; to seek a majority of grants with less than a 25% match requirement

from the County.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
Total number of grants partially or fully				
funded from County funds	28	30	27	27
Dollar value of grants with less than or equal to 25% match requirements	\$7,256,663	\$7,616,496	\$5,680,250	\$5,000,000
Dollar value of grants with greater than 25% and less than or equal to 50% match requirements	\$4,634,326	\$4,866,042	\$3,988,751	\$3,500,000
50% and less than or equal to 75% match requirements	\$699,438	\$34,972	\$1,003,402	\$50,000
Dollar value of grants with over 75% grant match requirements	\$175,382	\$0	\$388,957	\$0
Total number of active grants  Overall percent of grant match to total	207	218	203	215
funds	22.85%	24.00%	29.75%	25.00%
Rate of Return - for every \$1.00 in County				
Match Contributed	\$3.38	\$3.26	\$2.36	\$2.50

# GRANT MATCHES AND TRANSFERS OUT



FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$12,106,954	\$13,031,883	\$12,283,268	-5.74%			
Сарпа	\$12,106,954	\$13,031,883	\$12,283,268	-5.74%			

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The reason for the decrease in operating appropriations is to account for less grant match transfers out appropriated for fiscal year 2007. This amount is subject to change during the fiscal year.

	STAFFING	TRENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees Totals		Not Applicab	le	_

# **GRANT MATCHES AND TRANSFERS OUT**

# **AUTHORIZED POSITION DETAIL**

Not Applicable

# HUMAN RESOURCES Functional Organizational Chart



# **MISSION STATEMENT**

To act in partnership with County departments in recruiting and retaining a competitive, qualified, motivated and diverse workforce, while providing a safe and positive work environment.

# 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, Training and Benefits.

# **GOALS AND OBJECTIVES**

Goal: To provide the tools and the conduit for all County departments in recruiting

and hiring qualified and diverse candidates.

Objectives: To expedite the time to fill a position with the County by maintaining an error rate

of less than 1% on all job listings and updating the job listing weekly; to maintain an average of 1 week in the processing of tested applications and an average of 3 days for non-tested applications; to provide testing, background checks, and drug/alcohol screening and to screen 100% of all applications for minimum job

qualifications.

Goal: To provide employees with a competitive compensation package in return for

meeting performance expectations.

Objective: To conduct annual market analysis by reviewing the competitiveness of our pay

and of our benefits package.

Goal: To provide a safe work environment for County employees by reducing the

frequency and severity of work-related accidents.

Objectives: To conduct 10 safety training sessions during the year; to reduce the number of

worker's compensation claims by 5% from the prior fiscal year; to conduct 10

safety inspections of County departments during the fiscal year.

Goal: To identify and control the County's exposure to financial losses and protect

its physical assets through the administration of a comprehensive risk

management program.

Objectives: To conduct an annual inspection of selected County owned buildings during the

fiscal year; to reduce Worker's Compensation cost by 5% from the prior year.

Goal: To provide comprehensive training and organizational development in core

areas to all employees.

Objectives: To ensure that all employees receive training in the compliance area of the work

environment. This training includes topics such as sexual harassment prevention, equal opportunity, hiring, selection and promotion procedures, non-discrimination, and others; to increase the supervisory skill level of managers and

department heads by training 40% of employees in those positions.

### FISCAL YEAR 2006 ACCOMPLISHMENTS

 Conducted a nation-wide search for medical examiner. Hired a Chief Medical Examiner and a Deputy Medical Examiner.

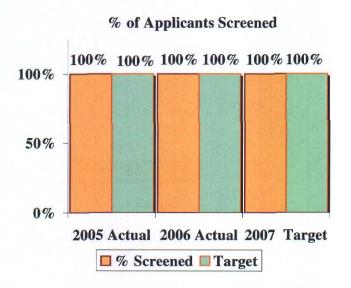
- Conducted the re-organization of the Office of the Medical Examiner by reviewing the department's personnel needs and resources and re-aligning positions as needed to meet those needs in a cost-effective manner.
- Implemented a countywide Benefits Management Software and enrollment process.
- Began accepting and processing job applications submitted on-line at the department's website.
- Extended the Workers' Compensation Return to Work Program to the Sheriff's Department, allowing employees to return to work on a partial basis with physician approval.

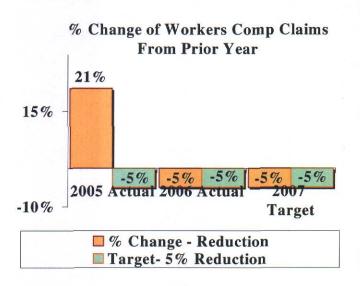
# FISCAL YEAR 2006 ACCOMPLISHMENTS, CONT'D

- Assisted Commissioners' Court to approve a revised salary step plan to 15 years and implement a "No-Gap" salary plan.
- Conducted and implemented a Position Classification Plan and Fair Labor Standards Act (FLSA) audit using a professional consulting firm and a County ad-hoc committee.
- Revised the El Paso County Civil Service Rules and Regulations, which was the first major revision in over 10 years.

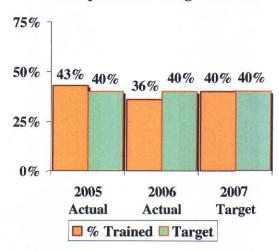
	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
Outputs:		C		Ö
Employment & Civil Service:				
Avg. application processing time, tested Avg. application processing time, non-	1 Week	1 Week	1 Week	1 Week
tested	3 Days	3 Days	3 Days	3 Days
Job listings posted on web	288	320	242	250
Updates to job listings on web	Weekly	Weekly	Weekly	Weekly
No. of updates/week	6	6	6	6
No. of tests administered	1,267	1,300	1,238	1,250
No. of background checks administered*	17	25	5	10
No. of drug/alcohol screens administered	60	50	38	40
No. of minimum job qualification				
screenings administered	7,122	7,300	11,125	11,000
Risk Management				
Number of inspections of County owned				
buildings	1	10	1	10
Number of periodic safety inpections				
during the fiscal year	4	10	8	10
No. of training presentations	9	10	6	10
No. of workers' compensation claims	319	303	302	287
Total cost of workers' compensation claims	\$441,746	\$419,658	\$623,615	\$592,435
No. of insurance claims managed	13	13	11	12
No. of insurance claims resolved during				
fiscal year	13	13	11	12

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
Risk Management				
Total cost of claims managed	\$36,491	\$32,842	\$37,287	\$36,889
<b>Other Training Presentations:</b>				
No. of new employee orientations held	6	6	6	6
Total number of new employees in County				
for fiscal year*	158	241	241	250
No. of new employees that attended				
orientation	101	123	123	125
No. of sexual harassment training sessions				
held	11	8	7	12
No. of sexual harassment training session				
participants	128	175	325	500
No. of supervisory/management trainings				
held	7	10	6	10
No. of supervisory/management training				
session participants	197	181	165	180
No. of supervisors/managers in County	457	457	454	455
Outcomes:				
Employment & Civil Service				
Percent of applications screened	100%	100%	100%	100%
Completed annual market analysis pay				
package?	Yes	Yes	Yes	Yes
Risk Management:				
% reduction in workers comp claims from				
prior year	21%	5% decrease	-5%	5% decrease
% of claims resolved during fiscal year	100%	100%	100%	100%
% change in claims cost	-74%	5% decrease 4	1% increase	5% decrease
Other Training Presentations:				
% of supervisors/managers trained	43%	40%	36%	40%
% of new employees that attended				
orientation	64%	51%	51%	50%
* Excludes the Sheriff's Department, Adult P	robation, and Ju-	venile Probation		
** Background checks are performed on bail	iffs and on Facil	ites		
Management and County Auditor personnel.	ins and on rach			





% of Supervisors/Managers Trained



FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$592,643	\$619,517	\$620,709	0.19%			
Operating Capital	46,161	49,567	48,697	-1.76%			
Clerks 1 wateroppe	\$638,804	\$669,084	\$669,406	0.05%			

DINIANCIAL TRENDO

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include new rate changes for fringe benefits for fiscal year 2007. Operating appropriation decreases are due to lower appropriations set for communications expense based on historical spending.

# **STAFFING TRENDS**

Authorized Positions	Fiscal Year 2005 2006 2007			Percent Change
Full-time employees	11	11	11	C
Part-time employees Totals	11	11	11	

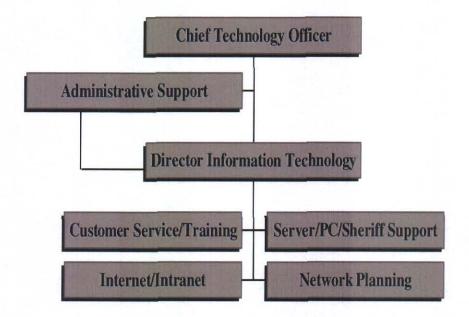
# **AUTHORIZED POSITION DETAIL**

Admin Assistant	2	Risk Manager	1
Assistant H. R. Director	1	Training Manager	1
Benefits Coordinator	1	Workers' Compensation	
Employment/Civil Service Specialist	1	Specialist	1
Human Resources Director	1	Workers' Compensation	
Office Specialist, Intermediate	1	Specialist, Senior	1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the result of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# INFORMATION TECHNOLOGY Functional Organizational Chart



# 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 utilize the tools of technology to provide the widest possible access to computer systems; to understand our customers business processes so that we are able, through the delivery of our services, to "Add-Value" to those processes; to anticipate and respond to the requests and the changing needs of our customers and to provide appropriate support in the use of these systems.

# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This department is the information technology service of the County of El Paso. Others using the services of ITD (i.e., City of El Paso, Federal, State, and Local entities) are charged on a contractual basis.

# GOALS AND OBJECTIVES

Goal:

To address the issues of information technology and complete work orders on a timely basis.

#### GOALS AND OBJECTIVES, CONT'D

Objectives: Continue to upgrade software and hardware as needed and complete 95% of work

orders for software and hardware by the end of the fiscal year; to achieve a grade

of 85% or better on timeliness and quality of service.

Goal: To expand and dedicate significant support to the use of personal computers

in the network environment.

Objectives: Continue the technology upgrade project that will upgrade all remaining PC's to

the Windows 2000 platform on user workstations; increase training to County employees from the prior year by 2%; to maintain a grade of "excellent", 95% or

better, on student evaluations of training.

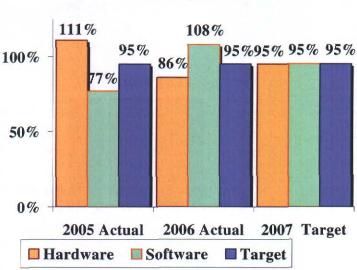
Goal: To maintain the County Web pages on a functional basis.

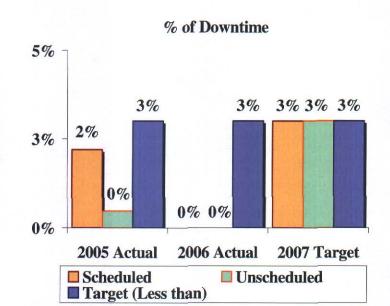
Objective: To limit downtime, scheduled or unscheduled, to less than 3%.

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
Outputs:				C
<b>Help Desk Customer Service</b>				
No. of end users	3,868	3,900	3,412	3,900
Hardware related				
No. of new work orders	10,188	11,207	7,303	9,128
No. of work orders completed	11,354	10,647	6,301	8,672
Software related				
No. of new work orders	5,242	5,766	14,961	16,000
No. of work orders completed				
(new and old)	4,054	5,478	16,149	15,200
Help Desk Surveys				
No. distributed	7,425	8,168	8,824	10,147
No. received	3,946	4,341	4,154	4,566
<b>Desktop Services</b>				
Personal computers supported	2,000	3,000	2,953	3,200
No. of printers	400	475	520	650
Routers	58	60	61	63
Communication lines	58	60	61	63
Communication lines added	4	6	2	3
Communication lines upgraded	44	5	3	3
Personal computers replaced	425	250	580	250

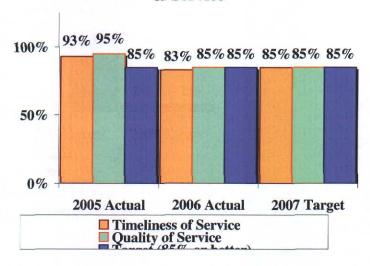
	2005	2006	2006	2007
Department Activity:	Actuals	Target	Actuals	Target
Outputs:				
Desktop Services				
Scheduled downtime	8 out of 365 days	10/365 days	1 day out of 365	10/365 days
Unscheduled downtime	1.87 days	10/365 days	.625 hrs of 1 day	10/365 days
Website downtime	3/365 days	10/365 days	.25 hrs of 1 day	10/365 days
Training				
No. of County employees (adopted)	2,382.50	2,382.50	2,410.75	2,460.50
No. students trained	1,148	1,171	835	852
No. of training hours provided	704	800	678	750
Website				
Web pages developed	479	1,800	1,200	800
Web pages maintained	972	600	2,283	3,084
No. of website visitors (thousands)	20,169,296	20,000,000	28,500,000	35,000,000
Application Program Development				
No. of applications	75	87	88	105
No. completed	23	30	33	42
No. pending	12	12	17	13
No of projects	Not Available	Not Available	208	240
No. completed	Not Available	Not Available	148	170
No. pending	Not Available	Not Available	60	70
Outcomes:				
Desktop Services:				
Response grade on timeliness of	93%	85%	83%	85%
service				
Response grade on quality of service <b>Training:</b>	95%	85%	82%	85%
Student evaluation of excellent	94%	95%	97%	95%
Student evaluation of good	6%	5%	3%	5%
Percentage of employees trained	48%	49%	35%	37%
Percentage increase over prior year	22%	1%	-13%	2%
Availability of Information Services:				
% of hardware work orders	111%	95%	86%	95%
completed by end of fiscal year				
% of software work orders				
completed by end of fiscal				
year	77%	95%	108%	95%
% of downtime (scheduled)	2.19%	less than 3%	less than 1%	less than 3%
% of downtime (unscheduled)	0.47%	less than 3%	less than 1%	less than 3%
% of downtime (website)	0.82%	less than 3%	less than 1%	less than 3%



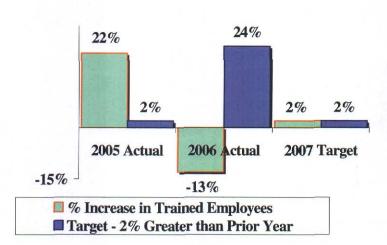




## Response Grade on Timeliness and Quality of Service

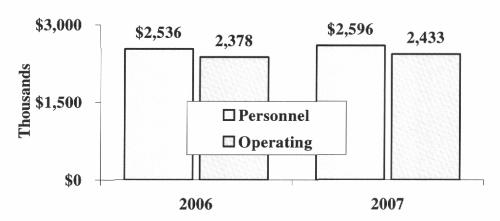


#### % of Employees Trained



FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$2,440,655	\$2,536,018	\$2,595,916	2.36%		
Operating	2,075,539	2,378,362	2,433,432	2.32%		
Capital	42,322	90,862	90,862			
	\$4,558,516	\$5,005,242	\$5,120,210	2.30%		

#### **2006 and 2007 Budgets**



#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include re grades approved for this department for fiscal year 2007. Operating increases are mainly to fund for maintenance agreements for software and hardware for fiscal year 2007.

STAFFING TRENDS						
	Fiscal Year Perce					
Authorized Positions	2005	2006	2007	Change		
Full-time employees	38	38	38			
Part-time employees						
Totals	38	38	38			

#### **AUTHORIZED POSITION DETAIL**

Admin Assistant, Intermediate	1	IT Customer Service Manager	1
Appl. Systems Analyst	1	Lan Support Specialist	1
Appl. Systems Analyst, Senior	1	Lan Support Specialist, Senior	1
Business Applications Project		Mainframe Programmer	2
Administrator	1	Mainframe Programmer, Senior	1
Chief Technology Officer	1	Network & Systems Specialist	3
Client Server Programmer	2	Network & Systems Specialist,	
Client Server Programmer, Senior	3	Senior	4
Computer Operations Tech	1	Network Administrator	1
Computer Operations Tech, Lead	1	Network Planning Mgr	1
Director, Information Technology	1	Office Admin/Support Mgr	1
Help Desk Supervisor	1	Sr. Network Administrator	2
Help Desk Support Technician	2	Webmaster	1
Internet/Intranet Apl Mgr	1	Website Writer	2

See personnel changes for this department in Appendix A.

During fiscal year 2006, a PC Maintenance Technician III position was vacated and the department approached Commissioners' Court to request that the position be retitled to Client/Server Programmer I to more accurately reflect the duties and functions of the position. This change, with no fiscal impact, was approved by the Court. The Commissioners' Court also authorized the following changes in title as requested by the department in order to align the job duties and titles of the positions involved: one vacant PC Maintenance Technician III to a Network & Systems Specialist; one Client/Server Programmer I to a Client/Server Programmer, Senior; one Inventory Control Analyst to a Network & Systems Specialist; and one Data Control Clerk I to a Network & Systems Specialist. The remaining title changes listed were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were the result of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

#### **MISSION VALLEY ANNEX**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index was set up for the purpose of tracking operating expenses, such as utilities and maintenance and repair, for the newly constructed Mission Valley Annex.

Department Activity	2005 Actuals	2006 Target Not A	2006 Actuals pplicable	2007 Target

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital		\$21,000	\$55,750	165.48%		
Сарпа		\$21,000	\$55,750	165.48%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The reason for the large increase in operating appropriations is to mainly account for a full year of operations for this facility and contracted services such as janitorial services.

STAFFING TRENDS					
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006 Not Applicable	2007	Percent Change	
Totals	ODIZED I	POSITION DETA	A 11	=	

Not Applicable

#### **NORTHEAST ANNEX**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index was set up for the purpose of tracking operating expenses, such as utilities and maintenance and repair, for the newly constructed Northeast Annex.

Department Activity	2005 Actuals	2006 Target	2006 Actuals pplicable	2007 Target
		14017	ppheasie	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$36,903	\$51,684	\$56,184	8.71%		
Cupitai	\$36,903	\$51,684	\$56,184	8.71%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The reason for the large increase in operating appropriations is to mainly account for a full year of operations for this facility.

STAFFING TRENDS					
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006 Not Applicable	<b>2007</b>	Percent Change	
Totals				=	
AUTH	ORIZED P	OSITION DE	TAIL		

Not Applicable

#### PARKING GARAGE MAINTENANCE AND OPERATIONS

#### **MISSION STATEMENT**

To operate and maintain the garages 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 facilities were built to provide adequate parking for jurors summoned to the County Courthouse for jury duty, and to provide parking for County employees in the newly constructed garage. The first parking space facility is also open to the public for hourly and daily parking. The maintenance and operations of these facilities is currently contracted out to a private entity.

#### **GOAL AND OBJECTIVE**

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: To increase the commission to the County over the prior fiscal year by at least

2%.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Daily parking fees				
Monthly parking fees				
Commission	\$471,478	\$480,908	\$513,761	\$524,036
Total	\$471,478	\$480,908	\$513,761	\$524,036

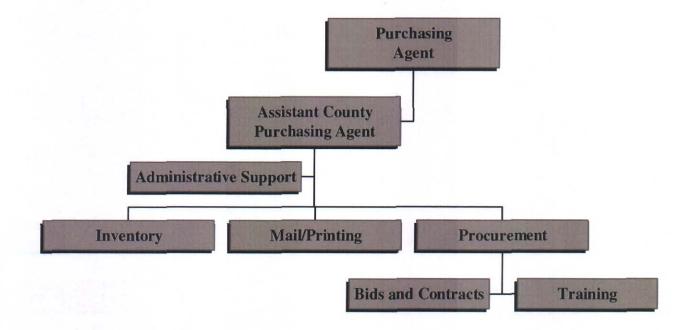
FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$661	\$1,240	\$1,240				
•	\$661	\$1,240	\$1,240				

### PARKING GARAGE MAINTENANCE AND OPERATIONS

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006  Tot Applicat	2007	Percent Change		
Totals				=		
AUTHO	RIZED POS	ITION DE	TAIL			

Not Applicable

# PURCHASING Functional Organizational Chart



#### 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 DESCRIPTION AND RESPONSIBILITIES, CONT'D

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 also administers the operation of the print copy center, central supply, as well as, all mail functions for the County of El Paso.

#### **GOALS AND OBJECTIVES**

Goal:

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.

Objectives:

To develop long-term strategies and alliances and to create economies of scale in order to obtain greater purchasing power for the County of El Paso at a lower cost; with a system now developed to track County purchases and when these purchases are made, Purchasing will now contact County departments and develop purchasing strategies that will provide needed supplies and services quicker and at a lower cost; to ensure the best and lowest responsible bids meeting required specifications are awarded by meeting at least the same savings/cost avoidance when compared to the prior fiscal year; to complete the upgrade of our financial systems and implement the automated accounts payable system; to complete training and system support for County departments in the use of ADPICS from the prior year by 3%; to process purchase order within an average of 4 days.

Goal:

To fully automate the purchasing department including the following purchasing and inventory software systems: ADPICS and FAACS.

Goal:

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 and provide digital printing and imaging through a networked print shop.

Objectives:

To 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 30%, and provide on-line network printing services to the County in color and black and white media.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outputs:				
No. of attendees, ADPICS training	96	99	99	102

#### **PURCHASING**

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outcomes: Average no. of days to process				
purchase orders % increase in training to County	3.6	4.0	3.2	4.0
employees over prior fiscal year	-14%	3%	3%	3%





FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$835,456	\$854,864	\$857,887	0.35%				
Operating Capital	146,587	169,052	202,969	20.06%				
	\$982,043	\$1,023,916	\$1,060,856	3.61%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel and operating changes include increases as approved by the Purchasing Board and Commissioners. Operating appropriations increased by over 20% mainly due to increases projected for utilities and maintenance agreements.

#### **PURCHASING**

#### STAFFING TRENDS

	Fis	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	22	22	22	
Part-time employees	1	1	1	
Totals	23	23	23	

#### **AUTHORIZED POSITION DETAIL**

Admin. Assistant, Intermediate	1	Inventory Control Supervisor	1
Assistant County Purchasing Agent	1	Inventory Control Clerk, Senior	4
Buyer	5	Lead Print/Mail Equipment Oper.	1
Buyer Supervisor	1	Mail/Copy Room Operator	3
County Purchasing Agent	1	Office Specialist, Intermediate	1
Inventory Bid Technician	1	Office Specialist, part time	1
Inventory Control Clerk	2		

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

#### RISK POOL BOARD OPERATIONS

#### MISSION STATEMENT

To provide County employees with a 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.

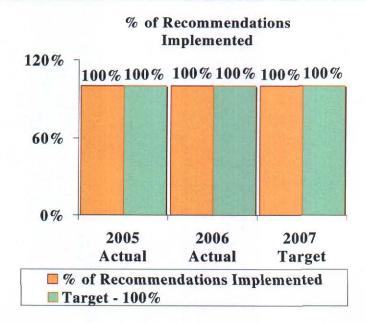
#### GOAL AND OBJECTIVE

Goal: To provide County employees with a beneficial comprehensive health plan.

Objective:

To make sound administrative decisions regarding the operations of the County's health, life and dental plans; to have 100% of recommendations made to the Commissioners' Court implemented.

	2005	2006	2006	2007
Department Activity	<b>Estimates</b>	Target	Actuals	Target
No. of plan changes recommended to				
Commissioners Court for approval	- 5	5	6	4
No. of plan changes approved by				
Commissioners Court	5	5	6	4
% of recommendations implemented	100%	100%	100%	100%



#### RISK POOL BOARD OPERATIONS

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel Operating Capital	\$3,920	\$3,279	\$3,285	0.18%				
r	\$3,920	\$3,279	\$3,285	0.18%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

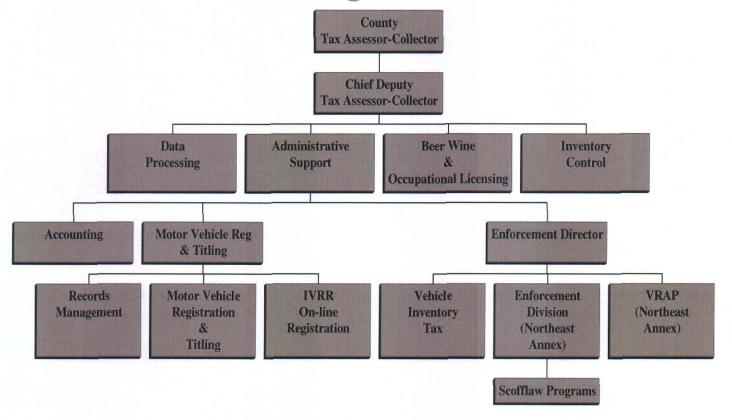
• Operating appropriation decreases are due to projected increases in operating expenditures such as notifying employees of benefit changes for fiscal year 2007.

S	TAFFING T	RENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees	No	ot Applicabl	le	_
Totals				=

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# TAX OFFICE Functional Organizational Chart



#### MISSION STATEMENT

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

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The basic duties and responsibilities of the County Tax Assessor-Collector include: (1) ad valorem tax collection, (2) registration and titling of motor vehicles, (3) collection of motor vehicle sales tax, (4) collection of road and bridge fees, (5) collection of special vehicle inventory taxes, (6) collection of hotel/motel occupancy taxes, (7) collection of beer and wine fees, (8) collection of liquor license fees, (9) collection of occupational permit fees, (10) enforcement of registration laws of Texas through its Enforcement Program, (11) assisting agencies in capturing lost revenue through its Scofflaw program by refusing to register vehicles of persons owing child support fees and outstanding traffic warrants and (12) maintaining accountability of all funds through its accounting division.

#### TAX OFFICE

#### **GOALS AND OBJECTIVES**

Goal: To increase convenience to the public when dealing with the County Tax

Assessor-Collector's Office.

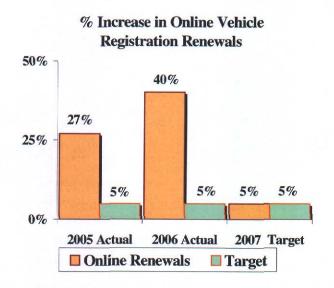
Objectives: To increase the number of online vehicle registration renewals by 5%; to increase

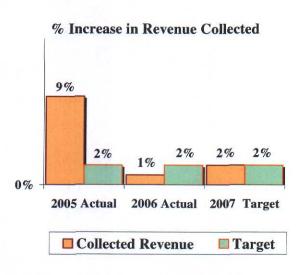
the number of mail-in registration renewals received by 2%.

Goal: To maximize revenue collections.

Objective: To increase all fees of office by 2%.

2005	2006	2006	2007
Actuals	Target	Actuals	Target
17,612	18,493	24,717	25,953
74,830	76,327	77,121	78,663
\$201,265,134	\$205,290,437	\$202,271,460	\$206,316,889
27%	5%	40%	5%
1%	5%	3%	5%
9%	2%	1%	2%
	17,612 74,830 \$201,265,134 27%	Actuals     Target       17,612     18,493       74,830     76,327       \$201,265,134     \$205,290,437       27%     5%       1%     5%	Actuals         Target         Actuals           17,612         18,493         24,717           74,830         76,327         77,121           \$201,265,134         \$205,290,437         \$202,271,460           27%         5%         40%           1%         5%         3%





#### **TAX OFFICE**

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$2,337,251	\$2,438,224	\$2,490,831	2.16%				
Operating Capital	192,282	246,942	196,533	-20.41%				
•	\$2,529,533	\$2,685,166	\$2,687,364	0.08%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include re- grades and new personnel for this department in 2007. Operating appropriation decreases are based on prior year expenditures for items such as office and operating expenses, utilities and rent.

STAFFING	TRENDS	

	F	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	70	70	71	1.43%
Part-time employees	6	6	6	
Totals	76	76	77	1.32%

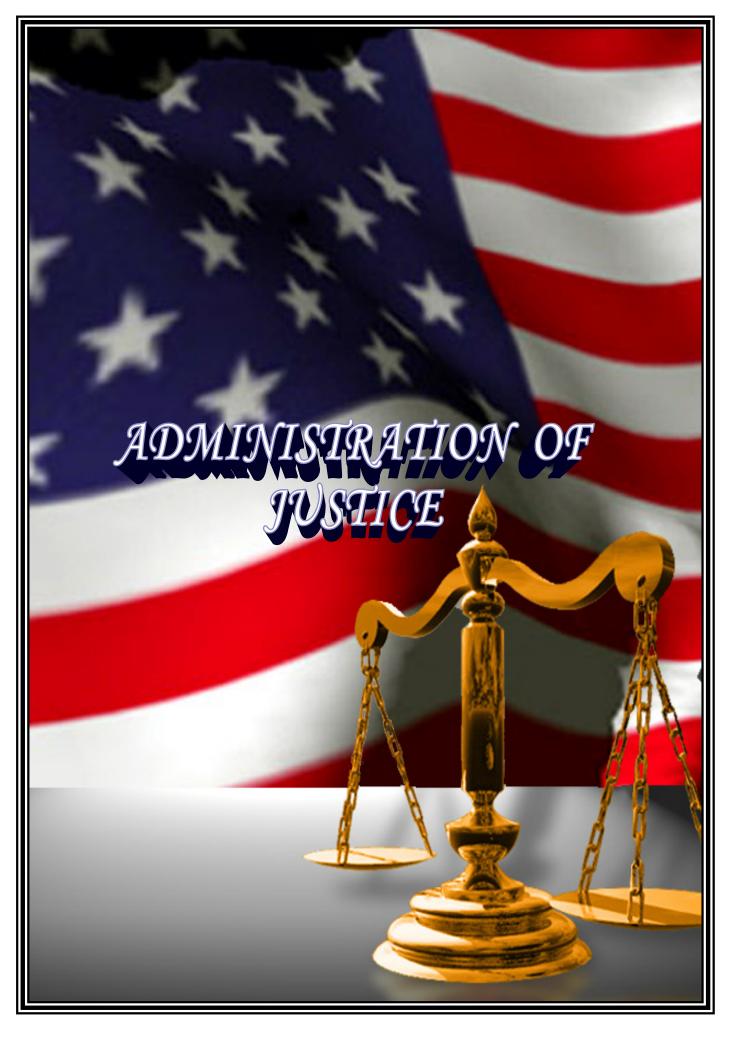
#### **AUTHORIZED POSITION DETAIL**

Accounting Clerk	2	Investigator	1
Accounting Clerk	2	Motor Vehicle Reg. & Title D	1
Accounting Clerk, Senior	2	Office Manger	3
Accounting Manager	1	Office Specialist, Senior	1
Admin Assistant	1	Tax Assessor-Collector	1
Admin Assistant, Intermediate	1	Vehicle Inventory Tax	
Admin Assistant, Senior	1	Manager	1
Asst Office Manager	5	Vehicle License Specialist	1
Chief Deputy Tax Assessor-Collector	1	Vehicle Title Examiner	4
Computer Systems Specialist	1	Vehicle Title Clerk	10
Comp. Sys. Support Analyst	1	Vehicle Title Clerk,	
Enforcement Director	1	Intermediate	21
Financial Reports Analyst	1	Vehicle Title Clerk, part time	6
Inventory Control Clerk	1	Vehicle Title Clerk, Senior	5
Inventory Control Clerk, Senior	1		
-			

See personnel changes for this department in Appendix A.

#### TAX OFFICE

During budget hearings for fiscal year 2007, Commissioners' Court authorized the Tax Office to make several changes to its staffing table. The Vehicle Title Examiner was requested by the department to assist with ensuring that all paperwork is legitimate and in compliance with Texas Department of Transportation rules and regulations. The other changes were requested by the department to better align job titles with the duties performed by the employees affected by the re-grades. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.



### ADMINISTRATION OF JUSTICE FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2007	Percent
No.	Department	Actuals	Budget	Budget	Change
184	6th Administrative Judicial District	\$68,679	\$75,687	\$77,769	2.75%
185	8th Court of Appeals	17,148	15,761	26,633	68.98%
187	Associate Courts:				
	Associate CPS Court	334,324	357,328	357,546	0.06%
	Associate Family Court No. 1	308,916	339,573	342,299	0.80%
	Associate Family Court No. 2	297,014	319,930	323,529	1.12%
	Associate Family Court No. 3	252,679	250,800	252,268	0.59%
190	Council of Judges Administration	4,726,002	4,949,337	4,848,042	-2.05%
193	County Attorney	3,930,749	4,424,999	4,477,158	1.18%
199	County Attorney Environmental Account			101,584	100.00%
201	County Attorney RETGH Legal	496,803	552,835	616,621	11.54%
204	County Attorney Teen Court Coordinator	42,962	66,242	69,456	4.85%
207	County Court at Law Administration	520,993	564,367	564,849	0.09%
209	County Court at Law Judges Account	997,264	1,182,462	1,256,579	6.27%
210	County Courts at Law:				
	County Court at Law No. 1	158,205	179,052	180,061	0.56%
	County Court at Law No. 2	180,200	190,680	191,869	0.62%
	County Court at Law No. 3	184,413	192,406	197,214	2.50%
	County Court at Law No. 4	155,419	190,164	191,361	0.63%
	County Court at Law No. 5	184,909	196,893	199,027	1.08%
	County Court at Law No. 6	186,364	198,272	199,731	0.74%
	County Court at Law No. 7	182,889	196,774	198,520	0.89%
213	County Criminal Courts at Law:				
	County Criminal Court at Law No. 1	179,094	188,516	189,523	0.53%
	County Criminal Court at Law No. 2	172,903	191,463	192,919	0.76%
216	Criminal Law Magistrate I	303,639	385,878	416,765	8.00%
218	County Criminal Magistrate Judges				
	Account	268,853	319,527	341,423	6.85%
219	District Attorney	8,505,958	9,484,781	9,719,035	2.47%
222	District Courts:				
	34th District Court	193,844	205,245	206,791	0.75%
	41st District Court	200,304	209,629	203,470	-2.94%
	65th District Court	297,430	317,210	357,784	12.79%
	120th District Court	224,837	246,333	247,891	0.63%
	168th District Court	193,221	204,867	206,329	0.71%
	171st District Court	93,994	153,300	154,339	0.68%
	205th District Court	187,987	199,770	202,159	1.20%
	210th District Court	186,684	183,543	184,993	0.79%
	243rd District Court	218,259	244,120	245,372	0.51%
	327th District Court	\$187,012	\$198,205	\$200,153	0.98%

#### Continued on next page

### ADMINISTRATION OF JUSTICE FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2007	Percent
No.	Department	Actuals	Budget	Budget	Change
	346th District Court	\$192,753	\$192,223	\$194,107	0.98%
	383rd District Court	265,638	298,965	322,692	7.94%
	384th District Court	228,094	246,885	248,612	0.70%
	388th District Court	218,320	198,281	199,281	0.50%
	409th District Court	188,212	212,465	196,550	-7.49%
226	District Judges Salary Supplement				
	Account	164,372	204,484	267,323	30.73%
227	Impact Court	264,896	294,106	295,165	0.36%
230	Justices of the Peace Precincts:				
	Justice of the Peace Precinct No. 1	174,161	193,913	203,626	5.01%
	Justice of the Peace Precinct No. 2	267,832	297,792	329,366	10.60%
	Justice of the Peace Precinct No. 3	215,162	235,030	263,605	12.16%
	Justice of the Peace Precinct No. 4	258,885	302,730	325,016	7.36%
	Justice of the Peace Precinct No. 5	168,510	199,234	241,921	21.43%
	Justice of the Peace Precinct No. 6	391,254	427,488	406,414	-4.93%
	Justice of the Peace Precinct No. 6,				
	Place 2			84,242	100.00%
	Justice of the Peace Precinct No. 7	318,850	347,568	347,957	0.11%
234	Juvenile Court Referees:				
	Juvenile Court Referee No. 1	330,515	356,749	362,065	1.49%
	Juvenile Court Referee No. 2		236,863	325,640	37.48%
236	<b>Probate Courts:</b>				
	Probate Court No. 1	518,453	555,813	563,200	1.33%
	Probate Court No. 2			369,318	100.00%
239	Public Defender	3,183,333	3,533,734	3,785,897	7.14%
244	Tax Court	94,065	118,402		-100.00%
	Totals	\$32,083,256	\$35,628,674	\$37,073,059	4.05%

#### **OPERATING BUDGET SUMMARY BY CHARACTER**

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$26,678,583	\$29,687,611	\$31,530,457	6.21%
Operating	5,383,028	5,941,063	5,542,602	-6.71%
Capital	21,645			
Totals	\$32,083,256	\$35,628,674	\$37,073,059	4.05%

# ADMINISTRATION OF JUSTICE STAFFING TRENDS SUMMARY BY CLASSIFICATION

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees	483	496.5	529	6.55%		
Part-time employees	4	6	8	33.33%		
<b>Total Positions</b>	487	503	537	6.87%		

#### **6TH ADMINISTRATIVE JUDICIAL DISTRICT**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Sixth Administrative Judicial Region is one of nine such regions created by state law for the purpose of ensuring efficient case flow management and consistent procedural operations. There are twenty-two District Courts and thirty-eight 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.

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel						
Operating	\$68,679	\$75,687	\$77,769	2.75%		
Capital						
Totals	\$68,679	\$75,687	\$77,769	2.75%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

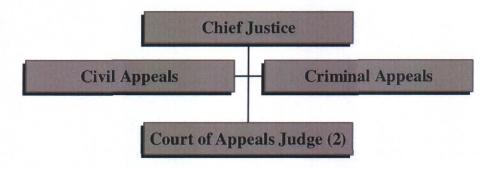
• Operating appropriation increases are due to increases in El Paso County's contribution for participation in the region based on population.

	STAFF	ING TREND	<u>S</u>	
Authorized Positions	2005	Fiscal Year	ar 2007	Percent Change
Full-time employees Part-time employees Totals		Not Applica	ible	-

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# EIGHTH COURT OF APPEALS Functional Organizational Chart



#### 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 17 Counties. The Court is comprised of a Chief Justice, two Justices, an eight member legal staff and a secretarial/clerical staff of nine. 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 16 counties within its judicial district. The panel of Judges, which presides over the Court, reviews the cases appealed and issues opinions on these cases.

#### **GOAL AND OBJECTIVES**

Goal:

The Eighth Court of Appeals is continually attempting to improve the quality of service it renders to El Paso County, the other Counties in its judicial

district, and the citizens of the State of Texas.

Objectives:

To maintain a 100% clearance rate for all new cases received; to maintain an

average of 4 months between submission and disposition.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	vailable	

#### 8TH COURT OF APPEALS

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$17,148	\$15,761	\$26,633	68.98%		
Totals	\$17,148	\$15,761	\$26,633	68.98%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

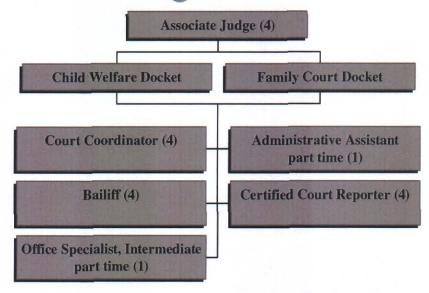
 The personnel changes are based on three supplements approved to be paid at a higher rate for 2007.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	4	3	3	O .	
Totals	4	3	3		

	AUTHORIZED POSITION DETAIL				
Chief Justice	1	Court of Appeals Judge	2		

There were no additions, deletions, or changes in title in this department during fiscal year 2006. For fiscal year 2007, the Commissioners did approve an increase in salary supplement for these three judges from \$4,450 per year to \$7,500 per year.

# ASSOCIATE COURTS Functional Organizational Chart



#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Associate CPS Court department was established by Commissioner's Court in 1996 and is appointed by the Council of Judges to preside over child welfare cases. The Family Courts, or Associate Judges, handle divorce and child support cases and other family matters.

#### **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 seek the target of 100% clearance rate of all new cases received.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
New civil cases	7,685	7,916	8,235	8,482
New criminal cases	9		14	
Cases disposed	6,882	7,916	7,071	8,482
Pending cases year end	5,248		5,561	
Outcome				
Clearance rate	90%	100%	86%	100%

#### **ASSOCIATE COURTS**

Please note that activity for Associate Family Court 1 includes activity for the 65<sup>th</sup> District Court, activity for Associate Family Court 2 includes activity for the 383<sup>rd</sup> District Court, and activity for Associate Family Court 3 includes activity for the 388<sup>th</sup> District Court.

#### **Overall Clearance Rate**



#### ACTIVITY COMPARISON BY ASSOCIATE COURT

	Fisca			
	New Cases Filed	YTD Cases Disposed	YTD Cases Pending	Clearance Rate
Associate Family Court 1	2,107	1,895	2,302	90%
Associate Family Court 2	3,620	2,860	1,816	79%
Associate Family Court 3	2,378	2,222	1,113	93%
Associate CPS Court	143	94	330	66%
Totals	8,248	7,071	5,561	86%

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$1,146,578	\$1,208,432	\$1,212,443	0.33%			
Operating Capital	46,355	59,199	63,199	6.76%			
Totals	\$1,192,933	\$1,267,631	\$1,275,642	0.63%			

#### **ASSOCIATE COURTS**

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations. The operating increase above is to reflect an increase of \$1,000 in travel for each Associate Court, as approved by the Commissioners during budget hearings.

STAFFING TRENDS						
Fi	iscal Year		Percent			
2005	2006	2007	Change			
17	16	16				
2	2	2				
19	18	18				
	Fi 2005 17 2	Fiscal Year 2005 2006 17 16 2 2	2005     2006     2007       17     16     16       2     2     2			

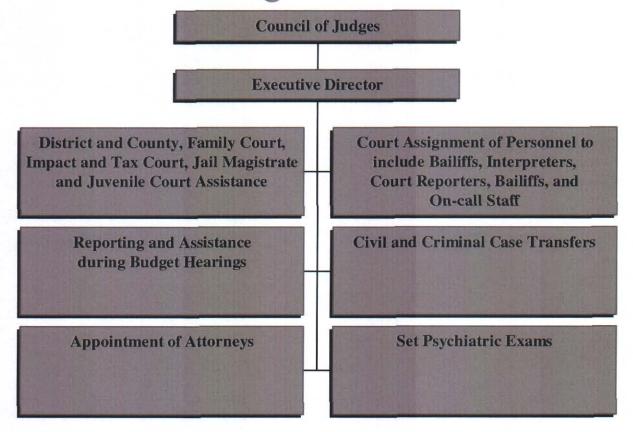
STAFFING TRENDS

AUTHORIZED POSITION DETAIL						
Admin Assistant, part time	1	Court Coordinator	4			
Associate Judge	4	Office Specialist				
Bailiff	4	Intermediate, part time	1			
Certified Court Reporter	4					

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006. For staffing detail for each Associate Court, please refer to Appendix A.

# COUNCIL OF JUDGES ADMINISTRATION Functional Organizational Chart



#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Council of Judges Administration provides support for fifteen District Courts, seven County Courts at Law, soon to be two Probate Courts, a Jail Magistrate, an Associate Child Protective Services court, three Associate Family Court Judges, two Juvenile Court Referees 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.

#### **COUNCIL OF JUDGES ADMINISTRATION**

#### **GOAL AND OBJECTIVE**

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.

Objective:

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.

	2005	2006	2006	2007	
Department Activity	Actuals	Target	Actuals	Target	
Reported at the District and County Court Levels					

FINANCIAL TRENDS

	2005	2006	2007	Percent				
Character	Actuals	Budget	Budget	Change				
Personnel	\$1,128,269	\$1,221,424	\$1,361,142	11.44%				
Operating	3,576,088	3,727,913	3,486,900	-6.47%				
Capital	21,645							
Totals	\$4,726,002	\$4,949,337	\$4,848,042	-2.05%				

#### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

• Personnel changes include additional appropriations for additional employees, as approved by the Council of Judges. The operating decrease is mainly due to a decreased amount of funding for professional services which funds for a temporary pool of employees. It was agreed during budget hearings that personnel increases for the Council would be offset by a decrease in the temporary pool of monies for no overall impact to the General Fund.

S	TAFFING T	RENDS		
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	20	22	26	18.18%
Totals	20	22	26	18.18%

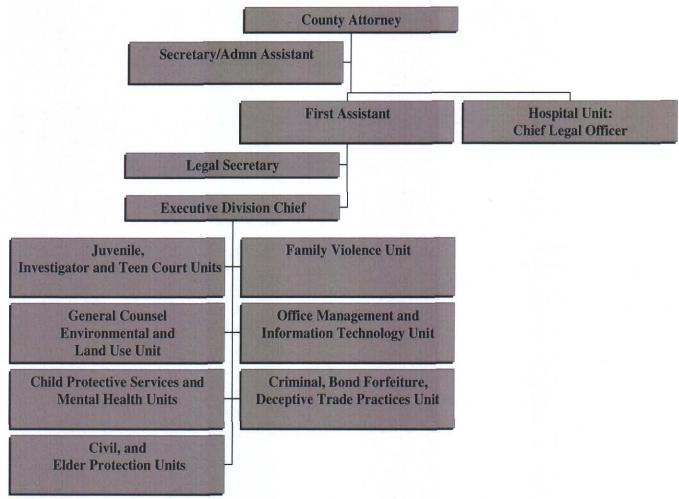
#### **COUNCIL OF JUDGES ADMINISTRATION**

AUTHORIZED POSITION DETAIL						
Admin Assistant	2	Court Reporter	3			
Admin Assistant, Senior	1	Executive Director	1			
Assistant Jury Panel Coordinator	1	Interpreter	8			
Assistant Jury Coordinator	1	Interpreter, Senior	1			
Bailiff	2	Jury Duty Bailiff	1			
Bailiff/Panel Coordinator	1	Jury Hall Office Manager	1			
Case Manager	1	Office & Admin. Support Mgr.	1			
Court Coordinator	1					

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court approved the re-grade and re-title from Interpreter to Senior Court Interpreter in order to retain a federally certified employee. During budget hearings for fiscal year 2007, Commissioners' Court approved the addition of a Case Manager, a Jury Duty Bailiff, and a Jury Hall Office Manager to the department's staffing table to meet the growing needs of the department while saving money by reducing the department's dependency on contract labor. Also during budget hearings, Commissioners' Court decided to transfer a Court Coordinator position from the Tax Court, which was eliminated for fiscal year 2007, to the Council of Judges Administration which will assume its responsibilities. Lastly, title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COUNTY ATTORNEY'S OFFICE Functional Organizational Chart



#### 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 government 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, elected and

#### **COUNTY ATTORNEY**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES, CONT'D

appointed officials, and County employees, with respect to the performance of their official duties. This office also provides legal advice or representation to several entities, including the County Risk Pool, the El Paso County Housing Authority and the El Paso County Bail Bond Board. The County Attorney prosecutes cases on behalf of the State of Texas regarding juvenile, hot check DTPA and environmental crimes. Additionally, this office represents the State of Teas in civil actions seeking the protection for the elderly from abuse, neglect and exploitation, the protection of children from abuse and neglect and the protection of the mentally ill in the community.

#### GOAL AND OBJECTIVES

Goal: To provide high quality, cost effective legal services to our clients in all legal matters.

Objectives: To effectively complete cases and all legal work in a cost efficient and timely manner; to participate in community activities, boards and groups; to maximize recovery from collection efforts; to provide training to governmental and law enforcement personnel.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

- The Bond Forfeiture Unit successfully returned \$1.5 million to County coffers after criminal defendants failed to report for their criminal proceedings.
- The Family Violence Unit hosted conferences for teenage boys and girls from area high schools. Hundreds of teens were educated on dating violence.
- The CPS unit co-hosted the 4<sup>th</sup> Annual CARE Conference during which training was provided to 250 child abuse and neglect stakeholders regarding children with behavioral issues.
- The Elder Protection Unit hosted the first annual Elder Law Day Conference and provided information regarding the legal rights of the elderly and assisted the attendees in completing living wills.
- The Criminal Unit created a hot check warrant list which names every hot check writer in El Paso County. The published list gives hot check writers an opportunity to pay their checks before local law enforcement offices began their hot check sweeps. The list is now maintained on the internet.

### **COUNTY ATTORNEY**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Administrative Overview				
Total legal matters handled by office	15,108	15,335	13,180	13,558
Average legal matters per staff attorney	395	438	425	424
Bail Bond Forfeitures				
Pending cases from prior year	1,482	1,332	1,341	1,057
New cases	1,338	1,300	1,397	1,450
Cases closed during year	1,479	2,100	1,681	1,500
Pending cases year end	1,341	532	1,057	1,007
Amount of judgements entered	\$1,758,857	\$1,000,000	\$1,573,145	\$1,300,000
Amount of judgements collected	\$1,706,274	\$950,000	\$1,559,882	\$1,300,000
Child Protective Services				
Pending cases from prior year	191	305	307	410
No. of cases added during the year	151	100	136	150
Cases with final orders in fiscal year	35	50	33	35
Civil Litigation				
Pending cases from prior year	412	634	613	792
No. of cases & claims added during year	417	350	420	420
Cases and claims resolved in fiscal year	216	200	241	350
Deceptive Business Practice Litigation				
No. of cases screened	224	164	183	212
New cases accepted	80	100	108	120
No. cases completed in year	121	100	79	133
Family Violence Unit				
No. of cases accepted & filed	682	750	939	1000
No. of cases where client requested				
dismissal after case filed	252	262	325	343
No. of protective orders granted	299	337	407	430
Elder Protection Unit				
No. of cases accepted and filed	28	30	30	32
No. of cases won	26	30	30	32
Environmental Unit				
Cases open at beginning of year	105		25	67
No. of cases added during the year	445	475	196	200
No. of cases cleared during year	525	475	152	175
County Court cases open at beginning of year	219	144	228	243
No. of cases added during the year	72	75	78	85
No. of cases cleared during year	63	69	60	65
<b>Enforcement of Protective Orders</b>				
Pending cases from prior year	628	750	720	750
Enforcement cases filed	144	165	207	230

### **COUNTY ATTORNEY**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
General Counsel				
Contracts handled in a year	603	600	614	688
Opinions handled in a year	498	450	584	650
Hot Checks				
Total number of checks accepted	20,966	22,000	18,514	18,000
Total number of criminal cases	2,791	3,500	2,603	2,600
Amount Collected	*	Not Available	\$1,884,571	\$1,800,000
Juvenile Unit	\$1,005,519	140t Available	\$1,004,571	\$1,000,000
	2.272	2.400	2.500	2.500
Total number of referrals during year	2,372	2,400	2,500	2,500
Referred to other programs	Not Available	Not Available	621	700
Mental Health Unit	445	100	101	140
Cases pending at beginning of year	117	182	191	140
Cases added during the year	829	800	879	900
Outcomes: Bail Bond Forfeitures				
	\$110	\$133	\$76	\$96
Cost per case Collection rate	97%	95%	99%	100%
Child Protective Services:	3170	9370	9970	100%
Average cost of prosecuting/case	\$778	\$730	\$741	\$727
Civil Litigation	\$770	Ψ730	Ψ/-1	\$121
Average cost per cases defended	\$428	\$328	\$383	\$371
Deceptive Business Practices	ų . <u>=</u> 0	4020	4000	40.1
Average cost per case	\$167	\$370	\$318	\$434
Elder Protection Unit	*		,	4.12.1
Average cost per case	\$2,028	\$2,158	\$1,819	\$1,280
Family Violence Unit				
Average cost per case accepted	\$391	\$391	\$415	\$347
General Counsel				
Average cost per contract completed	\$168	\$168	\$164	\$173
Average cost per opinion	\$261	\$261	\$252	\$252
Hot Checks				
Average cost per check accepted	\$4.86	\$4.63	\$4.82	\$5.92
Average cost per criminal case	\$74	\$68	\$101	\$118
Juvenile Unit				
Average cost per case	\$445	\$404	\$352	\$446
Mental Health Unit				
Average cost per case	\$84	\$92	\$93	\$89
Environmental Unit				,
Average cost per case	Not Available	Not Available	\$233	\$227

### **COUNTY ATTORNEY**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outcomes:				
Environmental Unit				
Clearance rate for County Court cases	22%	32%	20%	20%
Clearance rate for Justice Court cases	95%	100	69%	66%
Community Participating and Training				
Total persons trained	5,145	5,770	6,226	6,900
Total office related community events	584	679	400	445

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$3,774,445	\$4,263,791	\$4,308,199	1.04%			
Operating Capital	156,304	161,208	168,959	4.81%			
Totals	\$3,930,749	\$4,424,999	\$4,477,158	1.18%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations. The increase in operating appropriations for next fiscal year is for additional books and maintenance costs approved by the Commissioners' Court.

STAFFING TRENDS						
	Fis	cal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	65	66.5	67	0.75%		
Totals	65	66.5	67	0.75%		

### **COUNTY ATTORNEY**

AUTHORIZED POSITION DETAIL					
Admin Assistant	1	Lan Support Specialist	1		
Bond Forfeiture Coordinator		Lan Support Specialist			
Administrator	1	Senior	1		
Chief Investigator	1	Legal Secretary	8		
Collections Analyst	1	Legal Secretary, Intermediate	9		
Collections Specialist	6	Office Admin. & Support Mgr	1		
County Attorney	1	Paralegal	3		
Division/Unit Chief Attorne	6	Office Specialist, Intermediate	2		
Executive Assistant	1	Trial Attorney	1		
First Assistant	1	Senior Trial Attorney	19		
Investigator	2	Trial Team Chief Atty.	1		

During fiscal year 2006, a part time Division/Unit Chief was added to this department's staffing table as a requirement of the Child Protective Services grant contract signed by Commissioners' Court. Also during fiscal year 2006, Commissioners' Court approved the re-grade of a vacant position from Trial Attorney to Senior Trial Attorney as requested by the County Attorney. This would enable the department to hire an applicant who possessed experience of more than ten years and would be of great benefit to the department.

### COUNTY ATTORNEY ENVIRONMENTAL ACCOUNT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

During budget hearings for fiscal year 2007, Commissioners' Court approved the creation of a sub-department within the County Attorney's Office to handle environmental offenses. Two positions were approved contingent on an inter-local agreement with the City of El Paso that will fully reimburse the County for all personnel expenditures incurred by those positions.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not Ap	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel		J	\$101,584	100.00%		
Operating						
Capital						
Totals			\$101,584	100.00%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new personnel approved for fiscal year 2007, pending 100% reimbursement from the City via an inter local agreement.

STAFFING TRENDS					
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006	<b>2007</b>	Percent Change 100.00%	
Totals			2	100.00%	

### COUNTY ATTORNEY ENVIRONMENTAL ACCOUNT

### **AUTHORIZED POSITION DETAIL**

Legal Secretary, Intermediate

1 Trail Attorney

1

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court approved the creation of a sub-department within the County Attorney's Office to handle environmental offenses. The two positions shown on the previous page were approved contingent on an inter-local agreement with the City of El Paso that will fully reimburse the County for all personnel expenditures incurred by those positions.

### **COUNTY ATTORNEY RETGH LEGAL**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Attorney hospital unit provides legal counsel to the El Paso County Hospital District and its affiliated entities. The office serves as general counsel to the Hospital District Board of Managers on all matters relating to governance, administration and compliance with federal, state and local laws. The office provides legal review and approval of contracts, renders legal opinions on matters relating to hospital regulations, patient rights, human resources and advises on procurement matters. The office oversees all litigation matters. The office also works closely with federal and state lobbyists with respect to health legislation and regulation, including Medicaid and Medicare reimbursement issues.

### **GOAL AND OBJECTIVES**

Goal: To provide high quality, cost effective legal services to our clients in all legal matters.

Objectives: To provide opinions regarding significant hospital issues and complete contracts in a cost effective and timely manner; to complete cases in a timely manner; minimize judgments against the hospital and maximize recovery.

### FISCAL YEAR 2006 ACCOMPLISHMENTS:

- Developed, in conjunction with IT, an electronic routing system and database to facilitate contract review.
- Developed proposed amendments to Board Bylaws creating a governance and nominating committee to ensure appropriate Board succession.
- Sponsored 8<sup>th</sup> Annual Hospital District Legal Seminar providing professional development and continuing legal education to hospital district counsel from all major Texas hospital districts.
- Participated in community service programs to provide access and information regarding health care decisions and advanced directives.
- Provided legal advice and support with respect to emergency detentions and the impact on hospital emergency room.
- Reviewed and updated hospital policies and procedures in preparation for accreditation review by Joint Commission on Accreditation of Healthcare Organizations.
- Assumed full responsibility for in-house counsel function for El Paso First, a licensed HMO and hospital district affiliate.

### **COUNTY ATTORNEY RETGH LEGAL**

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Litigation Management				
Pending cases from prior year	21	15	17	20
No. of cases added	14	20	12	15
Total no. of cases	35	35	29	35
Cases/claims resolved	15	20	10	15
Opinions				
Opinions open at beginning of year	351	350	654	331
New opinions requested	706	700	480	400
Total opinions handled	1,057	1,050	1,134	731
Total no. of opinions issued	473	500	750	500
No. of projects opened	108	100	63	70
No. of projects completed	48	75	159	100
Contracts				
Contracts open at beginning of year	292	200	365	383
Contracts added	343	400	481	700
Total no. of contracts	635	600	846	1,083
Contracts written and reviewed	304	350	388	500
Outcomes:				
Litigation Management				
Average cost per cases defended	\$377	\$300	\$889	\$1,000
Clearance rate	43%	57%	34%	43%
Opinions				
Average cost of opinions handled	\$149	\$171	\$139	\$150
Clearance rate	45%	48%	66%	68%
Contracts				
Average cost of all contracts handled	\$111	\$97	\$201	\$250
Clearance rate	48%	58%	46%	46%

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$496,803	\$552,835	\$616,621	11.54%			
Totals	\$496,803	\$552,835	\$616,621	11.54%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The increase in personnel appropriations for fiscal year 2007 is based on additional person as approved by the Hospital Board. Since the County is reimbursed 100% from the Hospital for this budget, the budget is appropriated as requested.

### **COUNTY ATTORNEY RETGH LEGAL**

	STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	7	6	6	8		
Totals	7	6	6			

AUTHO	AUTHORIZED POSITION DETAIL					
Chief Legal Officer	1	Office Manager	1			
Legal Secretary,		Senior Trial Attorney	2			
Intermediate	1	Division/Unit Chief	1			

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court approved the re-grade of a Senior Trial Attorney position to a Division/Unit Chief. Starting in fiscal year 2007, the employee who will be affected by the re-grade will have increased job duties and responsibilities. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### COUNTY ATTORNEY TEEN COURT COORDINATOR

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This department is a division of the County Attorney's office established for the purpose of handling the Teen Court program in conjunction with the Socorro Independent School District. The Teen Court Unit provides alternative sentencing to teenagers who are charged with Class C misdemeanors (such as minors in possession of alcohol or tobacco offenses). Teen Court sessions have teen attorneys, teen jurors, and teen courtroom staff. Licensed attorneys act as the judges. Teen defendants are sentenced to community service and must participate as jurors for their peers in future proceedings. The costs of this program are fully reimbursed by SISD, which has one of the most active and successful teen court programs in the United States.

### **GOALS AND OBJECTIVES**

Goal: To implement alternate adjudication strategies for teens convicted of Class C

Misdemeanors in order to assist students in developing good citizenship and a

respect for Courts and law enforcement.

Objective: To maximize successful participation in the program.

Goal: To encourage teen participation in community activities for the benefit of

both the teen and the community and to increase public awareness and

education with respect to laws.

Objective: To provide all teen volunteers and defendants and staff with training regarding the

teen court program and about the legal system generally.

### FISCAL YEAR 2006 ACCOMPLISHMENTS:

• Teen court cases increased by twenty percent from the previous year.

- Maintained an active recruiting and training of new Teen Attorneys by skilled prosecutors and defense attorneys.
- Teen Court staff is actively involved in County wide presentations regarding Teen
  Court in addition to participating in programs directed towards reducing crime
  committed by teens in El Paso County.
- Justice of the Peace No. 2 joined Justice of the Peace Court No. 4 as the biggest sources of cases.

### COUNTY ATTORNEY TEEN COURT COORDINATOR

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Teen Court				
Pending cases from prior year		28	1	63
Cases accepted	260	300	312	350
Total cases handled in fiscal year	260	328	313	413
Cases closed	259	328	250	328
Number of cases completed by teen within				
180 days	207	315	200	315
Clearance rate	80%	96%	64%	76%
% of closed cases/successfully completed	80%	96%	80%	96%
Growth rate of program	37%	15%	20%	32%
Cost per case	\$243 1	Not Available	\$158	\$111
Training				
No. of training sessions	56	60	60	60
No. of people trained	1,233	1,300	1,390	1,390
Growth in training	69%	5%	13%	0%
Cost of training per participant	\$5.20	\$53.00	\$3.20	\$3.70

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$42,962	\$46,552	\$49,766	6.90%		
Operating		19,690	19,690			
Capital						
Totals	\$42,962	\$66,242	\$69,456	4.85%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The increase in personnel appropriations for fiscal year 2006 is based on the request from the County Attorney's Office. Since the County is reimbursed 100% from the Socorro Independent School District, the budget is appropriated as requested.

### COUNTY ATTORNEY TEEN COURT COORDINATOR

STA	FFING	TRENDS

	F	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	1	1	1	
Part-time employees				
Totals	1	1	1	

### **AUTHORIZED POSITION DETAIL**

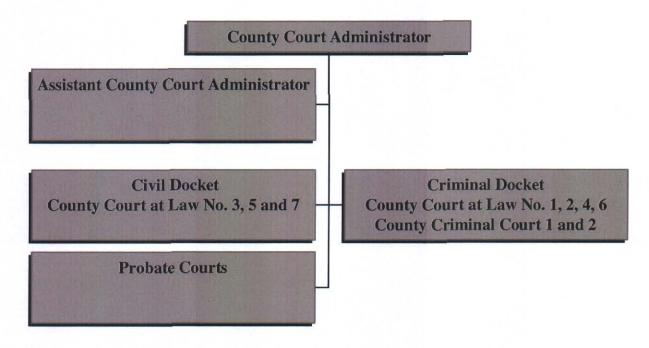
Program Administrator

1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# COUNTY COURT AT LAW ADMINISTRATION Functional Organizational Chart



### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Court at Law Administrator's responsibilities includes 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.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Work Program tren	ds are shown	under the res	spective Court	i.

### **COUNTY COURT AT LAW ADMINISTRATION**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$512,485	\$556,747	\$557,229	0.09%		
Operating	8,508	7,620	7,620			
Capital						
Totals	\$520,993	\$564,367	\$564,849	0.09%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations.

STAFFING TRENDS					
	F	iscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	17	15	15		
Part-time employees		3	3		
Totals	17	18	18		

AUTHORIZED POSITION DETAIL					
1	Office Specialist,	2			
1	Intermediate				
1	Office Specialist,				
5	Intermediate (part time)	3			
1	Office Specialist, Senior	2			
1	Receptionist	1			
	1 1 1	1 Office Specialist, 1 Intermediate 1 Office Specialist, 5 Intermediate (part time) 1 Office Specialist, Senior			

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job title in the county and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### COUNTY COURT AT LAW JUDGES SALARY ACCOUNT

### 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.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Work program trends are	shown under	the respecti	ve County Co	urt at Law.

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$941,509	\$1,122,235	\$1,196,352	6.60%		
Operating Capital	55,755	60,227	60,227			
Totals	\$997,264	\$1,182,462	\$1,256,579	6.27%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include an increase to the salary accounts for each County Court at Law Judge.

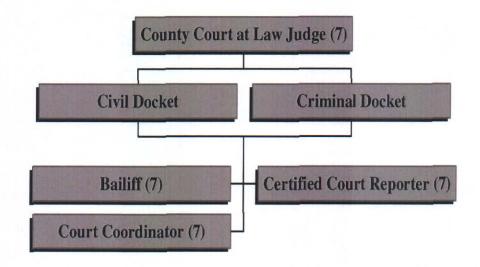
### AUTHORIZED POSITION DETAIL

County Court at Law Judge

7

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

## COUNTY COURTS AT LAW Functional Organizational Chart



### For Informational Purposes Only:

Courts with Civil Dockets: County Court at Law No. 3, & 5

Courts with Criminal and Civil Dockets: County Court at Law No. 1, 2, 4, 6 & 7

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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 that Statutory County Courts.

### **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

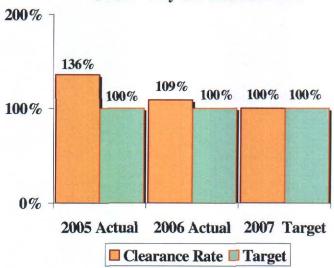
State of Texas.

Objective: To seek the target of 100% clearance rate of all new cases received.

### **COUNTY COURTS AT LAW**

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outputs:	Actuals	Target	Actuals	Target
New civil cases	2,974	3,170	3,170	3,170
New criminal cases	8,746	10,156	10,156	10,156
Cases disposed	15,997	13,326	14,542	13,326
Pending cases year end	9,725	9,100	10,870	11,196
Outcome:				
Clearance rate	136%	100%	109%	100%





### **ACTIVITY COMPARISON BY COUNTY COURT**

	Fisca			
	New Cases Filed	YTD Cases Disposed	YTD Cases Pending	Clearance Rate
County Court at Law No. 1	2,787	3,355	2,098	120%
County Court at Law No. 2	3,161	3,499	2,077	111%
County Court at Law No. 3	664	494	1,075	74%
County Court at Law No. 4	2,837	3,193	2,171	113%
County Court at Law No. 5	702	672	897	96%
County Court at Law No. 6	708	784	829	111%
County Court at Law No. 7	2,467	2,545	1,723	103%
Totals	13,326	14,542	10,870	109%

### **COUNTY COURTS AT LAW**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$1,177,496	\$1,274,459	\$1,277,597	0.25%		
Operating Capital	54,903	69,782	80,186	14.91%		
Totals	\$1,232,399	\$1,344,241	\$1,357,783	1.01%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

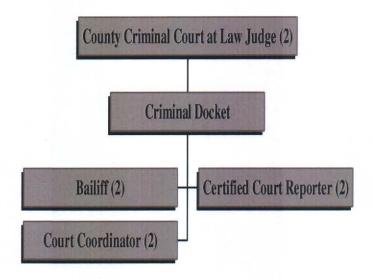
 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations. The operating increase above is mainly to reflect an increase of \$1,000 each in travel for each County Court, as approved by the Commissioners during budget hearings.

	STAFFING T	RENDS		
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	21	21	21	
Part-time employees				
Totals	21	21	21	

AUTHORIZED POSITION DETAIL					
Bailiff	7	Court Coordinator	7		
Certified Court Reporter	7				

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings. For staffing detail for each County Court at Law, please refer to Appendix A.

### COUNTY CRIMINAL COURTS Functional Organizational Chart



### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

In El Paso County, the Council of Judges orders the transfer of criminal misdemeanor cases to the County Criminal courts from time to time to equalize the criminal misdemeanor dockets of the Court system and the effective administration of justice. The County Criminal Courts 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 Courts have exclusive jurisdiction over environmental offenses.

### **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

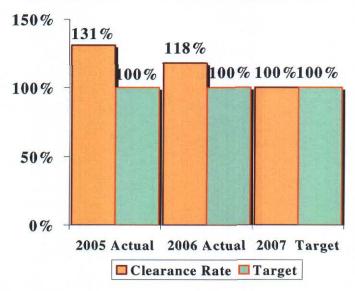
State of Texas.

Objective: To seek the target of 100% clearance rate of all new cases received.

### **COUNTY CRIMINAL COURTS**

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	<b>Target</b>	Actuals	<b>Target</b>
<b>Outputs:</b>				
New civil cases	365	495	495	495
New criminal cases	4,384	4,722	4,722	4,722
Cases disposed	6,220	5,217	6,173	5,217
Pending cases year end	3,611		3,627	
<b>Outcome Indicators:</b>				
Clearance rate	131%	100%	118%	100%

### **Overall Cnty Criminal Crt Clearance Rate**



### ACTIVITY COMPARISON BY COUNTY CRIMINAL COURT

	Fisca	Fiscal Year 2006 Actuals			
	New Cases Filed	YTD Cases Disposed	YTD Cases Pending	Clearance Rate	
County Criminal Court No. 1	2,603	3,019	1,818	116%	
County Criminal Court No. 2	2,614	3,154	1,809	121%	
Totals	5,217	6,173	3,627	118%	

### **COUNTY CRIMINAL COURTS**

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$329,378	\$353,596	\$354,059	0.13%				
Operating Capital	22,619	26,383	28,383	7.58%				
Totals	\$351,997	\$379,979	\$382,442	0.65%				

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include an increase to the salary accounts for each County Court at Law Judge. The operating increase is to reflect an increase of \$1,000 in travel for each Criminal Court, as approved by the Commissioners during budget hearings.

	STAFFING TRENDS					
	Fisc	cal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	6	6	6			
Part-time employees						
Totals	6	6	6			

AUTHORIZED POSITION DETAIL					
Bailiff	2	Court Coordinator	2		
Certified Court Reporter	2				

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings. For staffing detail for each County Criminal Court, please refer to Appendix A.

### CRIMINAL LAW MAGISTRATE I Functional Organizational Chart



### 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.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Targe
Department Activity	Actuals	larget	Actuals	Tar
Work program trend	de are chown i	inder the rec	nective Court	

### CRIMINAL LAW MAGISTRATE I

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$298,893	\$370,219	\$400,106	8.07%				
Operating	4,746	15,659	16,659	6.39%				
Capital								
Totals	\$303,639	\$385,878	\$416,765	8.00%				

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The personnel changes are the result of one additional employee approved for this department for 2007. The operating increase above is to reflect an increase of \$1,000 for travel, as approved by the Commissioners during budget hearings.

STAFFING TRENDS

	7111111110			
	F	scal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	5	6	7	16.67%
Part-time employees				
Totals	5	6	7	16.67%

AUTHORIZED POSITION DETAIL						
Assoc. Judge/Crim Magistrate	1	Court Coordinator	1			
Caseworker	3	Certified Court Reporter	1			
Caseworker, Senior	1					

During budget hearings for fiscal year 2007, Commissioners' Court authorized this department to add one new Caseworker position to its staffing table to help increase departmental efficiency. By assisting current staff members with the increasing workload, this position will reduce backlog as well as improve the department's morale. The remaining changes listed above were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### COUNTY CRIMINAL MAGISTRATE JUDGES ACCOUNT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Work program tre	ends are show	n under the 1	respective Cou	ırt.

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$268,853	\$319,527	\$341,423	6.85%		
Totals	\$268,853	\$319,527	\$341,423	6.85%		

### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

 Personnel changes include an increase to the salary accounts for each County Criminal Court at Law Judge.

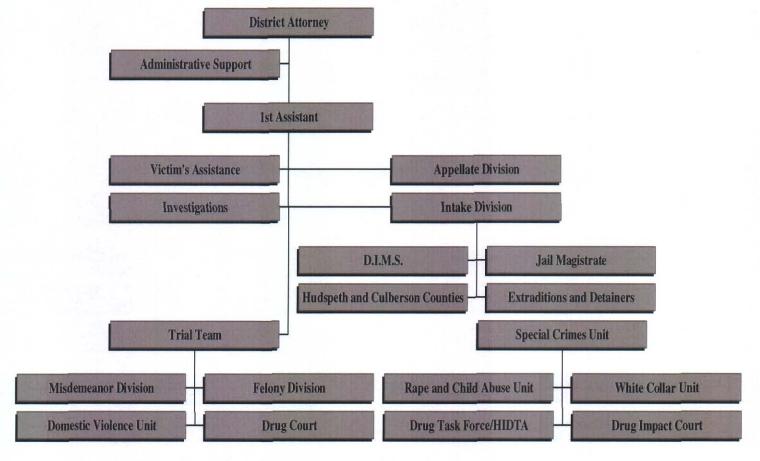
STAFFING TRENDS				
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	2	2	2	
Totals	2	2	2	

### AUTHORIZED POSITION DETAIL

County Criminal Court at Law Judge 2

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings. For staffing detail for each County Criminal Court at Law, please refer to Appendix A.

### DISTRICT ATTORNEY Functional Organizational Chart



### MISSION STATEMENT

The mission of the District Attorney's Office for the 34<sup>th</sup> Judicial District is to see that justice is served in Criminal matters within its jurisdiction. Furthermore, the office provides vital assistance to victims of crime and informs them of their rights within the criminal justice system. The District Attorney's Office for the 34<sup>th</sup> Judicial District represents the State of Texas in criminal matters in El Paso, Hudspeth and Culberson Counties.

### 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 El Paso, Hudspeth and Culberson Counties. This office is responsible for representing the State of Texas in all felony criminal actions filed in the State District Courts, in all misdemeanor criminal actions filed in the County Courts at Law (exclusive of juvenile offender prosecution) and Justice of the Peace Courts. The District Attorney also administers the County's Victim Assistance Program for victims of misdemeanor, felony and juvenile crime.

### **DISTRICT ATTORNEY**

### **GOAL AND OBJECTIVE**

Goal: To fairly and efficiently represent the State of Texas in legal matters within

the judicial system.

Objective: To represent the State of Texas and to "see that justice is done", pursuant to

TEX.CODE.CRIM.PROC.ANN.art.2.01 (Duties of District Attorney).

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	Available	

	2005	2006	2007	Percent			
Character	Actuals	Budget	Budget	Change			
Personnel	\$7,757,700	\$8,637,036	\$9,052,377	4.81%			
Operating	748,258	847,745	666,658	-21.36%			
Capital							
Totals	\$8,505,958	\$9,484,781	\$9,719,035	2.47%			

FINANCIAL TRENDS

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

The personnel changes are the result of 7 additional employees approved for this
department for 2007, in addition to some salary increase and auto allowance
increases. The operating increase is due to additional funds approved for
maintenance and repair, cell phones, and travel.

STAFFING TRENDS						
	1	Fiscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	135	140	148	5.71%		
Part-time employees						
Totals	135	140	148	5.71%		

### **DISTRICT ATTORNEY**

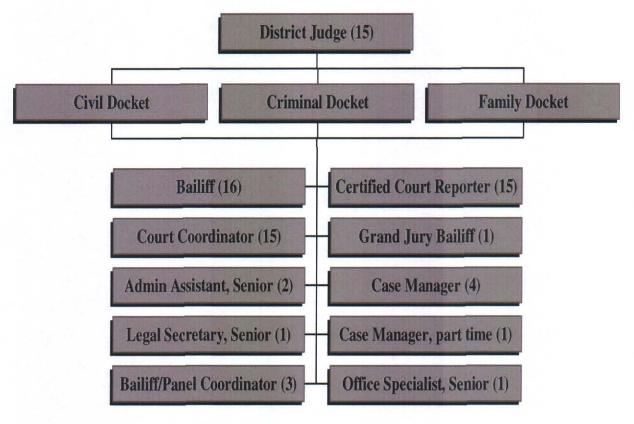
### **AUTHORIZED POSITION DETAIL**

Accounting Clerk, Senior	2	Legal Secretary,	
Chief Investigator	1	Intermediate	4
Computer Systems Specialist	2	Office Admin/Support Mgr.	1
Comp. Syst. Support Analyst	1	Office Specialist	9
Deputy Chief Investigator	1	Office Specialist	
District Attorney	1	Intermediate	9
Division/Unit Chief Atty.	5	Office Supervisor	5
Executive Assistant	1	Paralegal	4
Financial Analyst	1	Program Manager	1
First Assistant	1	Project Administrator	1
Investigator	14	Senior Trial Attorney	29
Juvenile Service Coordinator	1	Trial Attorney	25
Legal Secretary	8	Trial Team Chief Atty.	14
		Victim Advocate	7

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court approved the District Attorney's request to re-grade a vacant Senior Trial Attorney position to a Trial Attorney to allow the department to fill the vacancy at entry level. Also during fiscal year 2006, the Court approved the addition of two Victim Assistance Service Coordinator positions to the department's staffing table because the new grant award did not include funding for these positions. During budget hearings for fiscal year 2007, the department received authorization from Commissioners' Court to add several positions to its staffing table: two Office Specialist, Intermediate positions were authorized to assist with clerical duties, such as archiving and copying and to eliminate backlog; a Computer Systems Specialist position was added to provide additional technical support since the current resources were inadequate; and three Trial Attorney positions: one to handle JP truancy cases, a second one to handle either special or white collar crimes, and a third position for jail magistrate cases. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### **DISTRICT COURTS Functional Organizational Chart**



### For Informational Purposes Only:

Courts with Civil Dockets: 34<sup>th</sup> and 327<sup>th</sup> District Courts Courts with Criminal Dockets: 243<sup>rd</sup> and 384<sup>th</sup> District Courts Courts with Family Dockets: 65<sup>th</sup> and 388<sup>th</sup> District Courts

Courts with Civil and Criminal Dockets: 41st, 120th, 168th, 205th, 210th, 346th, and 409th District

Courts

Courts with Civil, Criminal and Family Dockets: 171st, and 383rd District Courts

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

### **DISTRICT COURTS**

### **GOAL AND OBJECTIVE**

Goal: To serve the State of Texas, the County of El Paso and the general public

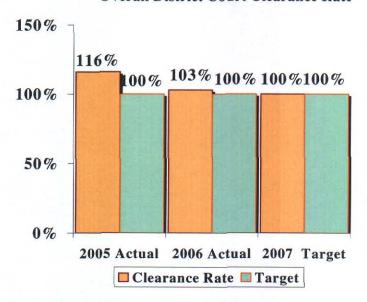
more efficiently in all judicial matters in accordance with the laws of the

State of Texas.

Objective: To maintain a 100% clearance rate for all new cases received.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
New civil cases	11,230	12,087	12,087	12,087
New criminal cases	3,723	4,715	4,715	4,715
Cases disposed	17,348	16,802	17,390	16,802
Pending cases year end	11,864	13,132	13,132	13,132
Outcome				
Clearance rate	116%	100%	103%	100%

### **Overall District Court Clearance Rate**



### **DISTRICT COURTS**

### ACTIVITY COMPARISON BY DISTRICT COURT

	Fiscal Year 2006 Actuals			
	<b>New Cases</b>	YTD Cases	YTD Cases	Clearance
	Filed	Disposed	Pending	Rate
34th District Court	641	425	820	66%
41st District Court	762	871	791	114%
65th District Court	2,108	1,895	2,302	90%
120th District Court	702	835	398	119%
168th District Court	717	928	407	129%
171st District Court	848	916	868	108%
205th District Court	333	566	383	170%
210th District Court	794	935	856	118%
243rd District Court	801	1,028	720	128%
327th District Court	640	573	634	90%
346th District Court	734	811	679	110%
383rd District Court	3,620	2,860	1,816	79%
384th District Court	865	1,189	462	137%
388th District Court	2,378	2,222	1,113	93%
409th District Court	859	1,242	553	145%
Totals	16,802	17,296	12,802	103%

### FINANCIAL TRENDS

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$2,923,712	\$3,123,937	\$3,169,419	1.46%
Operating	152,877	187,104	201,104	7.48%
Capital				
Totals	\$3,076,589	\$3,311,041	\$3,370,523	1.80%

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes are a result of 1.5 new positions added to the 65<sup>th</sup> and 383<sup>rd</sup> District Courts. The operating increase above is to reflect an increase of \$1,000 in travel for each District Court, as approved by the Commissioners during budget hearings.

### **DISTRICT COURTS**

STAFFING TRENDS						
	Fi	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	56	57	58	1.75%		
Part-time employees			1	100.00%		
Totals	56	57	59	3.51%		

AUTHORIZED POSITION DETAIL					
Admin Assistant, Senior	2	Court Coordinator	15		
Bailiff	16	Grand Jury Bailiff	1		
Bailiff/Panel Coordinator	3	Legal Secretary,			
Case Manager	4	Senior	1		
Case Manager, part time	1	Office Specialist			
Certified Court Reporter	15	Senior	1		

See personnel changes for these departments in Appendix A.

During fiscal year 2006, Commissioners' Court approved the re-grade and re-title from Admin Assistant II to Senior Clerk II to appropriately classify the position based on the duties performed. Furthermore, and for the same reasons, the Court also approved the re-grade and re-title from one Case Manager to Admin Assistant III. During budget hearings for fiscal year 2007, the Court approved the addition of an Admin Assistant, Senior position that was previously grant-funded but was not included in the latest grant award. During budget hearings for fiscal year 2007, Commissioners' Court approved the addition of a part-time Case Manager position to the department's staffing table to meet the growing demands placed on the 383<sup>rd</sup> District Court. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

For staffing detail for each District Court, please refer to Appendix A.

### DISTRICT JUDGES SALARY SUPPLEMENT ACCOUNT

### 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.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Work program tr	ends are show	n under the	respective Co	urt.

FINANCIAL TRENDS					
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change	
Personnel	\$164,372	\$194,553	\$267,323	37.40%	
Operating		9,931			
Capital					
Totals	\$164,372	\$204,484	\$267,323	30.73%	

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include an increase to the salary accounts for each County District Judge.

	STAFFING T	TRENDS		
Authorized Positions	2005	iscal Year	2007	Percent Change
Full-time employees Part-time employees	15	15	15	onung.
Totals	15	15	15	

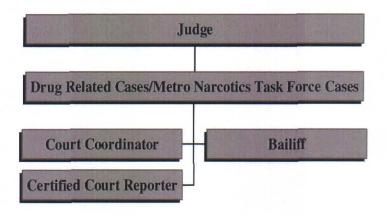
AUTHORIZED POSITION DETAIL
----------------------------

District Judge

15

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

### IMPACT COURT Functional Organizational Chart



### 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. 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

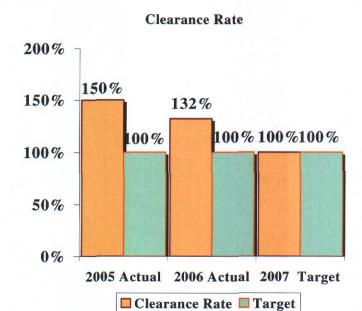
To serve the State of Texas, the County of El Paso and the general public more efficiently in all judicial matters in accordance with the laws of the State of Texas.

Objective:

To seek the target of 100% clearance rate of all new cases received.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
New civil cases	214	226	226	226
New criminal cases	577	731	731	731
Cases disposed	1,189	957	1,262	957
Pending cases year end	528		533	
Outcome				
Clearance rate	150%	100%	132%	100%

### **IMPACT COURT**



	FINANC	CIAL TRENDS		
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$172,687	\$182,947	\$183,006	0.03%
Operating Capital	92,209	111,159	112,159	0.90%
Totals	\$264,896	\$294,106	\$295,165	0.36%

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes for fiscal year 2007 are due to new fringe benefit rate calculations. The operating increase above is to reflect an increase of \$1,000 in travel, as approved by the Commissioners during budget hearings.

S	TAFFING T	RENDS		
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	3	3	3	
Part-time employees				
Totals	3	3	3	

### **IMPACT COURT**

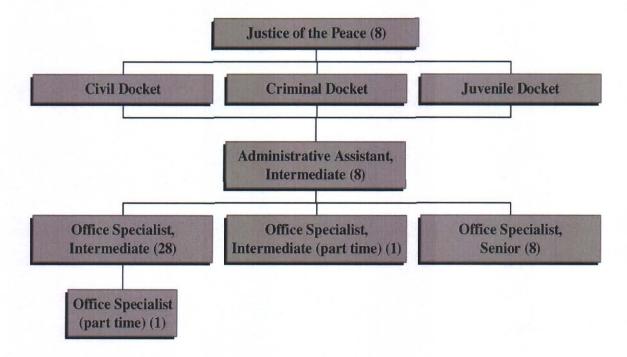
### **AUTHORIZED POSITION DETAIL**

Bailiff 1 Court Coordinator 1
Certified Court Reporter 1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### JUSTICES OF THE PEACE (8) Functional Organizational Chart



### 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 cases where the fine does not exceed \$500, and civil matters 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 warrants, 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 seek the target of 100% clearance rate of all new cases received.

### JUSTICES OF THE PEACE

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	<b>Target</b>	Actuals	<b>Target</b>
Cases Filed				
Traffic	50,082	49,792	49,792	49,792
Non-Traffic	17,140	16,259	16,259	16,259
Small claims suits	1,103	1,082	1,082	1,082
Forcible entry and detainer	2,725	2,689	2,689	2,689
Other civil suits	734	1,008	1,008	1,008
Cases Disposed				
Traffic	43,418	49,792	49,562	49,792
Non-Traffic	11,278	16,259	15,090	16,259
Small claims suits	517	1,082	314	1,082
Forcible entry and detainer	1,636	2,689	998	2,689
Other civil suits	339	1,008	217	1,008
Cases pending end of year	14,596		4,649	
Outcome Indicators:				
Clearance rate	80%	100%	93%	100%

### **Overall Clearance Rate**



### JUSTICES OF THE PEACE

### **ACTIVITY COMPARISON BY JUSTICE OF THE PEACE**

	Fiscal Year 2006 Actuals				
	<b>New Cases</b>	YTD Cases	Cases	Clearance	
	Filed	Disposed	<b>Pending</b>	Rate	
Justice of the Peace No. 1	2,243	1,759	484	78%	
Justice of the Peace No. 2*	5,009	12,238	(7,229)	244%	
Justice of the Peace No. 3	7,876	7,271	605	92%	
Justice of the Peace No. 4	6,906	4,842	2,064	70%	
Justice of the Peace No. 5	5,815	3,553	2,262	61%	
Justice of the Peace No. 6	32,573	28,204	4,369	87%	
Justice of the Peace No. 7	10,408	8,314_	2,094	80%	
Totals	70,830	66,181_	4,649	93%	

<sup>\*</sup>For Justice of the Peace No. 2, 7,229 prior year cases were disposed of during 2006.

FINANCIAL TRENDS					
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change	
Personnel	\$1,557,270	\$1,720,815	\$1,869,597	8.65%	
Operating Capital	237,384	282,940	332,550	17.53%	
Totals	\$1,794,654	\$2,003,755	\$2,202,147	9.90%	

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include new positions JP's (JP2, JP3, JP4, JP5), in addition to a new JP Place 2 for Precinct 6, based on volume. Increases in operating are mainly attributable to new appropriations set for the new JP6, Place 2 Precinct.

STAFFING TRENDS  Fiscal Year Percent						
Full-time employees	45	46	52	13.04%		
Part-time employees	2	1	2	100.00%		
Totals	47	47	54	14.89%		

# JUSTICES OF THE PEACE

#### **AUTHORIZED POSITION DETAIL**

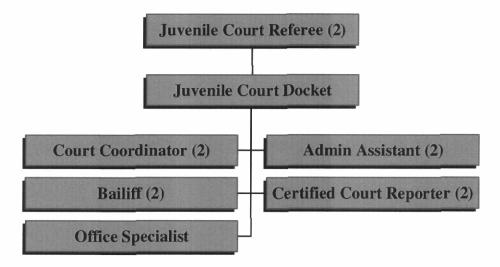
Admin Assistant, Intermediate	8	Office Specialist	
Justice of the Peace	8	Intermediate (part time)	1
Office Specialist,		Office Specialist, part time	1
Intermediate	28	Office Specialist, Senior	8

See personnel changes for these departments in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court authorized the creation of two Office Specialists, Intermediate positions to assist existing staff of the Justice of the Peace Numbers 2 and 3. The job duties assigned to the new positions were previously performed by other staff members who will now have more time to focus on their primary assignments. The Court also authorized the addition of a part-time Office Specialist position to assist the Justice of the Peace Number 4's office with data entry functions. Starting on January 1, 2007, Justice of the Peace Number 5 will begin to partake in the warrants program. In anticipation of this, Commissioners' Court authorized the transfer of a Senior Office Specialist to this department's staffing table from the Justice of the Peace, Number 6 staffing table. The employee who fills this position will work almost entirely with the warrants program. The transfer of an Office Specialist, Intermediate position from Justice of the Peace Number 6 to Justice of the Peace Number 6, Place 2 was also authorized by Commissioners' Court. The transfer of these positions was necessary due to the fact that the workload for Precinct 6 will decrease when the precinct will be supported by a second court starting on January 1, 2007. The biggest staffing change approved for the Justices of the Peace came in the form of another court and support staff for Precinct Number 6. This department will start operations on January 1, 2007 and is intended to better serve residents of far-East El Paso, the fastest growing section of the County. The remaining title changes for these departments were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

For staffing detail for each Justice of the Peace, please refer to Appendix A.

# JUVENILE COURT REFEREES Functional Organizational Chart



#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The first Juvenile Court Referee department was established by the Commissioner's Court in 1997. This court is part of the 65<sup>th</sup> District Court. The second Juvenile Court Referee department was established by Commissioner's Court to begin in fiscal year 2006. These Court Referees are appointed by the Council of Judges and preside over juvenile cases.

# **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 seek the target of 100% clearance rate of all new cases received.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
	Report	ed under th	ne 65th Distri	ct Court

# **JUVENILE COURT REFEREES**

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$323,828	\$570,404	\$662,497	16.15%
Operating Capital	6,687	23,208	25,208	8.62%
Totals	\$330,515	\$593,612	\$687,705	15.85%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The personnel changes are based on fully funding Juvenile Court Referee for an entire fiscal year. In 2006, this Court was funded from January forward. The operating increase above is to reflect an increase of \$1,000 in travel for each Court, as approved by the Commissioners during budget hearings.

STAFFING TRENDS						
	F	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	5	11	11			
Part-time employees		<u> </u>				
Totals	5	11	11			

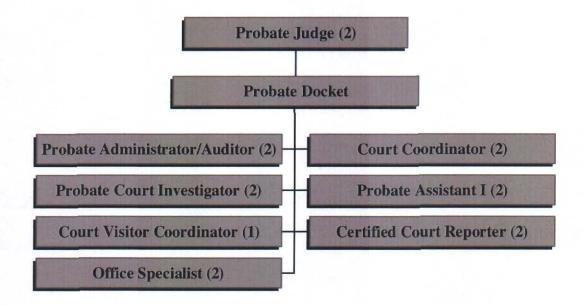
AUTHORIZE	D POSIT	TION DETAIL	
Adminn Assistant	2	Court Coordinator	2
Bailiff	2	Juvenile Court Referee	2
Certified Court Reporter	2	Office Specialist	1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

For staffing detail for each Juvenile Court Referee, please refer to Appendix A.

# PROBATE COURTS Functional Organizational Chart



# DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Probate Courts are responsible for handling all probate matters of El Paso County, including probating of a decedent's will, administration of a decedent's estate, guardianships of adults and minors, and mental health proceedings. The court inherited 9,000 cases when it was created in 1991. Along with the probate matters, this Court is also responsible for the Child Welfare Docket, which includes child abuse and/or neglect cases brought by the Texas Department of Human Services involving approximately 300 children in foster care. For fiscal year 2007, the Commissioners approved a second Probate Court to help with the large volume of cases.

# 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

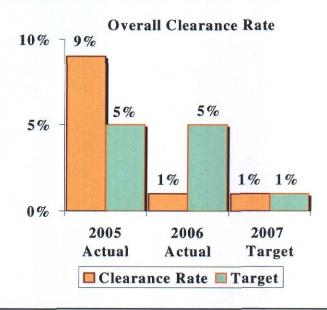
State of Texas.

Objective: To maintain the same clearance rate as the previous fiscal year.

# PROBATE COURTS

	2005	2006	2006	2007
	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
New civil cases filed	2,827	3,140	3,140	3,140
Cases disposed	154	157	46	46
Cases pending	36,174	39,279	39,279	39,279
Outcome:				
*Clearance rate	5%	5%	1%	1%

<sup>\*</sup>The Probate Court clearance rate appears to be low, but the cases pending represent "live" cases as they are left open as long as the individual is alive.



FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$501,787	\$535,268	\$894,313	67.08%		
Operating Capital	16,666	20,545	38,205	85.96%		
Totals	\$518,453	\$555,813	\$932,518	67.78%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

Personnel changes include the addition of 7 staff members effective January 1<sup>st</sup> for a new Probate Court 2. The operating increase is for appropriations that have been set for operations of the new Court.

# PROBATE COURTS

# STAFFING TRENDS

	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	8	8	15	87.50%
Part-time employees				
Totals	8	8	15	87.50%

#### **AUTHORIZED POSITION DETAIL**

Certified Court Reporter	2	Probate Administrator/Auditor	2
Court Coordinator	2	Probate Assistant I	2
Court Visitor Coordinator	1	Probate Court Investigator	2
Office Specialist	2	Probate Judge	2

See personnel changes for these departments in Appendix A.

Commissioners' Court authorized the creation of a second probate court so as to be able to divide the caseload between the two courts, thus reducing backlog. The new court is slated to begin operations on January 1, 2007. Remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

For staffing detail for each Probate Court, please refer to Appendix A.

# PUBLIC DEFENDER'S OFFICE Functional Organizational Chart



#### MISSION STATEMENT

To effectuate the County's constitutionally mandated duty to provide legal representation to criminally accused adults and juveniles who cannot afford to hire 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. The Public Defender receives appointments to represent indigent individuals from a variety of sources, including appointments from the Jail Magistrate, or Council of Judges in the case of un-indicted 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.

# **GOAL AND OBJECTIVES**

Goal: To provide quality legal representation to our clients on felony, misdemeanor

juvenile, extradition, direct appeal, and post conviction cases.

Objectives: To seek the target of 90% clearance rate of all new cases received; to seek the

target of 50% of cases in client's favor.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

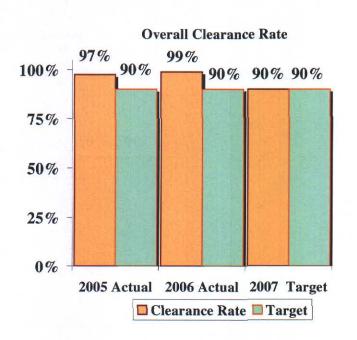
• Continued partial funding for Mental Health Unit from outside sources.

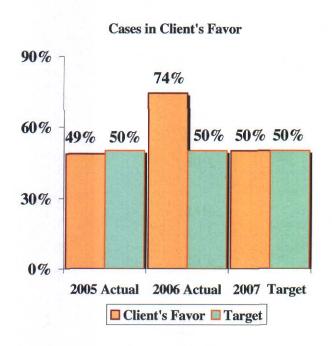
 Funding for new Capital Murder Unit in 2007 approved by the Commissioners Court.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Felony Cases:				
Opened	3,241	3,338	3,098	3,191
Closed	3,344	3,004	3,021	2,872
Felony Appeals:				
Opened	22	23	18	19
Closed	28	21	54	17
Misdemeanor Cases				
Opened	3,737	3,849	2,796	2,880
Closed	3,558	3,464	2,888	2,592
Misdemeanor Appeals				
Opened	1	2	2	2
Closed		2	5	2
Juvenile Cases				
Opened	1,685	1,736	1,936	1,994
Closed	1,618	1,562	1,892	1,795
Juvenile Cases Appeals				
Opened		1	4	2
Closed		1	6	2

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Child Support Cases		-		
Opened	637	656	778	801
Closed	612	590	658	721
Writs				
Opened	12	12	11	12
Closed	8	11	19	11
Drug Court				
Opened	97	100	58	60
Closed	22	90	57	54
Hearings				
No. of cases per attorney	87.3	90	75.1	77.40
No. of cases closed per attorney	85.3	87.9	75.85	78.10
No. of sustained grievances				
Outcomes:				
<b>Clearance Rates:</b>				
Felony cases	103%	90%	98%	90%
Felony appeals	127%	90%	300%	90%
Misdemeanor cases	95%	90%	103%	90%
Misdemeanor appeals	0%	90%	250%	90%
Juvenile cases	96%	90%	98%	90%
Clearance Rates:				
Juvenile appeals	0%	90%	150%	90%
Child support cases	96%	90%	85%	90%
Writs	67%	90%	173%	90%
Drug court	23%	90%	98%	90%
Percentage of cases in				
clients' favor	48.70%	50.00%	74.30%	50.00%

Note: Clearance rates for writs and drug court cases for prior years, will not match 90% goal due to external factors, such as the turnaround time and involvement of other departments.





FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$3,088,459	\$3,359,554	\$3,628,771	8.01%		
Operating Capital	94,874	174,180	157,126	-9.79%		
Totals	\$3,183,333	\$3,533,734	\$3,785,897	7.14%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The personnel changes above are based on a new Capital Murder Unit approved for fiscal year 2007, and also for auto allowance approved by the Court. Operational decreases are mainly attributable to a 50% decrease in the "conduct of criminal affairs" line item used to pay for private attorneys, investigators, etc.

	TAFFING I	RENDS		
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	43	44	48	9.09%
Totals	43	44	48	9.09%

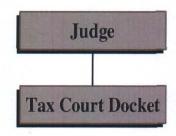
#### **AUTHORIZED POSITION DETAIL**

Admin Assistant, Intermediate	1	Office Admin/Support Mgr.	1
Caseworker, Senior	2	Office Specialist	2
Case Administrator	1	Office Specialist,	
Division/Unit Chief Attorney	2	Intermediate	2
Executive Secretary	1	Public Defender	1
First Assistant	1	Senior Trial Attorney	20
Investigator	2	Social Worker (Master's)	1
Legal Secretary	2	Trial Attorney	2
Legal Secretary, Senior	2	Trial Team Chief Attorney	4
Mitigation Specialist	1	-	

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court approved the conversion of a Senior Trial Attorney position to a Trial Attorney position based on the experience of the most qualified applicant to fill this position. The Court also authorized the creation of four positions (one Legal Secretary, Senior, one Mitigation Specialist, one Senior Trial Attorney and one Trial Attorney) to start a capital murder unit. The Court further authorized that a Senior Trial Attorney be re-graded to a Trial Team Chief. The employee who will be re-graded has taken on more duties and responsibilities which are more in accordance with the higher level title. Remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# TAX COURT Functional Organizational Chart



#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Tax Court is a specialty Court under the authority of the 34<sup>th</sup> 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.

# **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:

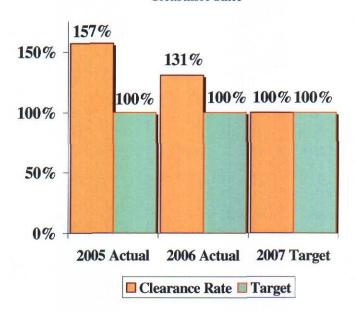
To seek the target of 100% clearance rate of all new cases received.

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	<b>Target</b>	Actuals	Target*
New civil cases	496	511	479	493
New criminal cases				
Cases disposed	781	511	628	493
Pending cases year end	687		534	
<b>Outputs Indicators:</b>				
Clearance rate	157%	100%	131%	100%

\*Please note that the 2007 target number of cases will be handled by the existing District Courts.

# **TAX COURT**





FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$53,949	\$57,519		-100.00%		
Operating	40,116	60,883		-100.00%		
Capital Totals	\$94,065	\$118,402		100.00%		

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include a transfer of this position to the Council of Judges Administration account for fiscal year 2007.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees	1	2000	2007	-100.00%		
Part-time employees Totals	1	1		-100.00%		

# **TAX COURT**

# **AUTHORIZED POSITION DETAIL**

#### Not Applicable

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court decided to eliminate the Tax Court and transferred its duties and the only position on its staffing table to the Council of Judges Administration.



# PUBLIC SAFETY FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

		2005	2006	2007	Percent
Page No.	Department	Actuals	Budget	Budget	Change
248	Ambulance Services	\$353,280	\$353,280	\$353,280	0.00%
250	Constables:				
	Constable Precinct No. 1	105,935	115,854	115,812	-0.04%
	Constable Precinct No. 2	98,733	104,334	104,005	-0.32%
	Constable Precinct No. 3	98,014	106,081	106,096	0.01%
	Constable Precinct No. 4	99,602	108,067	108,361	0.27%
	Constable Precinct No. 5	50,809	58,318	108,691	86.38%
	Constable Precinct No. 6	144,165	159,867	205,058	28.27%
	Constable Precinct No. 7	104,144	112,083	112,004	-0.07%
253	County Sheriff-Courthouse Security	578,197	674,631	734,381	8.86%
256	County Sheriff-Detention Facility	24,874,815	26,052,443	27,683,910	6.26%
260	County Sheriff-Jail Annex	22,241,477	23,265,152	25,443,178	9.36%
264	County Sheriff-Law Enforcement	19,126,496	20,249,384	22,633,375	11.77%
269	Emergency Management	61,299	56,631	56,631	0.00%
271	Sheriff Training Academy	263,529	288,314	315,398	9.39%
273	West Texas Community Supervision	512,584	574,703	561,667	-2.27%
	Totals	\$68,713,079	\$72,279,142	\$78,641,847	8.80%

# **OPERATING BUDGET SUMMARY BY CHARACTER**

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$56,423,242	\$59,056,478	\$65,199,819	10.40%
Operating	12,234,951	13,216,836	13,436,200	1.66%
Capital	54,886	5,828	5,828	
Totals	\$68,713,079	\$72,279,142	\$78,641,847	8.80%

# STAFFING TRENDS SUMMARY BY CLASSIFICATION

		Fiscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	1,021	1,024	1,033	0.88%
Part-time employees				
Total positions	1,021	1,024	1,033	0.88%

# AMBULANCE SERVICES

#### MISSION STATEMENT

To provide the Citizens of El Paso County with the best possible high performance pre-hospital care within the constraints of funds available and the large areas to be served in order to create constancy of purpose for improving the standard of patient 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 is under contract with the County and has five bases and sixteen ambulances providing Advanced Life Support and paramedic support. The company is responsible for maintaining a system status to Federal Rural standards.

#### **GOAL AND OBJECTIVES**

Goal:

To provide the best possible pre-hospital emergency care, through rapid emergency transportation services to people in need, and through high standards of care and service.

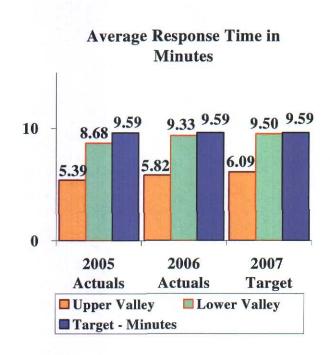
Objectives:

To maintain strategic placement of stations within the five major divisions of the County (Lower Valley, Upper Valley, and Northeast); to keep response times at an average of 9.59 minutes for Lower and Upper Valleys; to keep cost per calls at a maximum of \$47.

	2005	2006	2006	2007
Department Activity	<b>Actuals</b>	Target	Actual	Target
<b>Outputs:</b>				_
Number of calls	7,917	7,959	8,053	8,110
Number of stations	5	5	5	5
Calls per station				
Northeast	628	631	1,436	3,268
Lower Valley	5,501	5,530	5,374	5,222
Upper Valley	1,156	1,162	1,246	1,336
Outcomes:				
Average response times:				
Upper Valley	5.39 min.	9.59 min.	5.82 min.	9.59 min.
Lower Valley	8.68 min.	9.59 min.	9.33 min.	9.59 min.
Cost per call	\$44.62	\$47.00	\$43.87	\$47.00
Cost per capita	\$0.47	\$0.48	\$0.47	\$0.48
*Average response times are	•	r Upper and		
Lower Valley, based on his	ghest demand.			

# **AMBULANCE SERVICES**





FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating	\$353,280	\$353,280	\$353,280			
Capital Total	\$353,280	\$353,280	\$353,280			

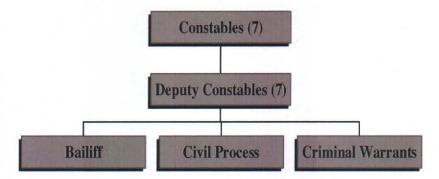
	F	iscal Year	•	Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees Totals	No	ot Applicab	ole	-

STAFFING TRENDS

# **AUTHORIZED POSITION DETAIL**

Not Applicable

# CONSTABLE PRECINCTS 1-7 Functional Organizational Chart



#### 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.

# **GOAL AND OBJECTIVE**

Goal: To execute our duties in a timely manner and to serve the community with

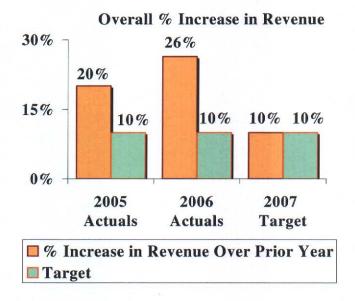
integrity, pride and professionalism.

Objective: To increase revenue generated by 10% over the prior year, or if higher, maintain

revenue increase at same level as prior fiscal year.

# **CONSTABLE PRECINCTS 1-7**

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	<b>Target</b>
Outputs				
Revenue collected	\$876,467	\$964,114	\$1,107,130	1,217,843
Outcomes				
Revenue generated per employee	\$62,605	\$68,865	\$79,081	\$86,989
% revenue increase over prior year	19.93%	10.00%	26.32%	10.00%
Please note that total revenue collected	d only includes cr	riminal collec	tions and not ci	vil, as data
is not available.				



# ACTIVITY COMPARISON BY CONSTABLE

	I	Fiscal Year 2006	
	Fiscal Year 2005 Revenue Collected	Revenue Collected	% Increase Over Prior Year
Constable Precinct No. 1	\$63,147	\$143,624	127.44%
Constable Precinct No. 2	\$135,040	\$187,279	38.68%
Constable Precinct No. 3	\$176,418	\$130,003	-26.31%
Constable Precinct No. 4	\$178,999	\$388,905	117.27%
Constable Precinct No. 5*	\$640	\$0	-100.00%
Constable Precinct No. 6	\$227,615	\$66,544	-70.76%
Constable Precinct No. 7	\$94,607	\$190,775	101.65%
Totals	\$876,466	\$1,107,130	26.32%

<sup>\*</sup>Beginning in fiscal year 2007, Constable Precinct No. 5 will participate in the warrant collection program.

# **CONSTABLE PRECINCTS 1-7**

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel	\$634,271	\$675,754	\$760,908	12.60%				
Operating Capital	67,131	88,850	99,119	11.56%				
Total	\$701,402	\$764,604	\$860,027	12.48%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include one new Deputy Constable position approved for Constable Precinct No. 6, effective January 2007, as there will now be a new Justice of the Peace Precinct No. 6, Place 2, and one new Deputy Constable for Precinct No. 5 for the warrant collection program. Operating increases are mainly for Constable Precinct No. 5 for additional vehicle operating expenses and travel and for Constable Precinct No. 6 for gasoline and telephone increases projected for 2007.

	21112 2 2110 22	TEI I DO		
	]	Fiscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	14	14	16	14.29%
Part-time employees				
Totals	14	14	16	14.29%

STAFFING TRENDS

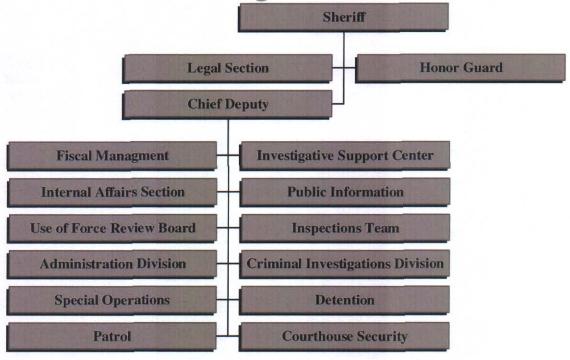
AUTHORIZED POSITION DETAIL					
Constable Deputy Constable	7 8	Deputy Constable-Bailiff	1		

See personnel changes for these departments in Appendix A.

During budget hearings for fiscal year 2007, Commissioners' Court approved the creation of a Deputy Constable position to enable Constable 5 to begin enforcing warrants once the new administration takes office on January 1, 2007. Commissioners' Court also authorized the addition of a Deputy Constable-Bailiff to assist Constable 6 with policing duties when Precinct 6 is divided starting on January 1, 2007. This position was deemed necessary since the second precinct office will be located on the opposite side of the highway and it would be physically impossible to service both offices adequately with existing staff.

For staffing detail for each Constable, please refer to Appendix A.

# SHERIFF'S DEPARTMENT Functional Organizational Chart



# **COUNTY SHERIFF-COURTHOUSE SECURITY**

#### MISSION STATEMENT

The El Paso County Sheriff's Department, as part of and empowered by the community, is committed to protecting lives, property and the rights of all people, maintaining order, enforcing the law impartially, and providing 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 for both employees and visitors.

# **COUNTY SHERIFF-COURTHOUSE SECURITY**

# GOAL AND OBJECTIVES, CONT'D

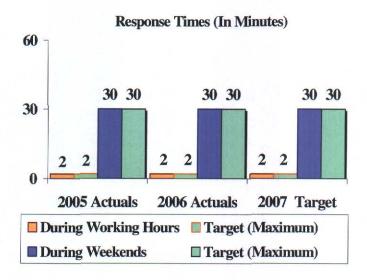
Objectives:

To ensure that all alarm and screening systems in the County Courthouse are fully functional and properly utilized at all times by conducting inspections regularly; to maintain response times for emergencies on weekends within the Courthouse at no more than 30 minutes and response times for emergencies during normal working hours at no more than 2 minutes.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

 Participated in a successful joint training exercise involving the Sheriff's SWAT team, and court bailiffs on a mock hostage situation in a courtroom setting.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actual	<b>Target</b>
Outputs:				
Number of persons screened	1,539,935	1,600,000	1,522,064	1,565,000
Number of door alarms	8	8	10	9
Number fire/smoke alarms	42	42	48	47
Number of weapons confiscated	6,670	7,000	6,817	7,000
Number of distress/panic alarms	14	14	19	18
Number of bomb threats	4	4	5	4
Outcomes:				
Response times during working hours	2 min.	2 min.	2 min.	2 min.
Response times during weekends	30 min.	30 min.	30 min.	30 min.



# **COUNTY SHERIFF-COURTHOUSE SECURITY**

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$560,575	\$652,101	\$711,851	9.16%
Operating Capital	17,622	22,530	22,530	
Total	\$578,197	\$674,631	\$734,381	8.86%

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include changes approved based on the Collective Bargaining Agreement for the Sheriff's Department.

STAFFING TRENDS					
$\mathbf{F}^{i}$	iscal Year		Percent		
2005	2006	2007	Change		
13	13	13			
13	13	13			
	2005 13	Fiscal Year 2005 2006 13 13	Fiscal Year 2005 2006 2007 13 13 13		

AUTHORIZED POSITION DETAIL					
Patrolman	4	Sergeant	1		
Courthouse Security	8				

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

#### MISSION STATEMENT

The El Paso County Sheriff's Department, as part of and empowered by the community, is committed to protecting lives, property and the rights of all people, maintaining order, enforcing the law impartially, and providing 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 RESPONSIBILTIES

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: To achieve and maintain the three administrative certifications.

Objective: To ascertain the annual certification from the American Corrections Association

(ACA) and to comply and meet the annual Texas Jail Standards Commission and

the U.S. Marshall Service standards each fiscal year.

Goal: To maintain a safe work environment for both employees and inmates.

Objectives: To conduct routine monthly drills in different areas of the facility to insure the

safety and welfare of detention officers, inmates and civilians; to decrease the

number of facility incidents every year.

Goal: To provide social services to inmates at no cost to them.

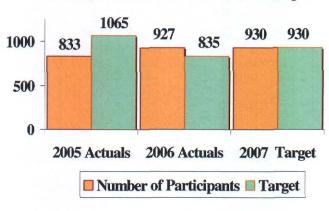
Objective: To collectively increase the number of inmates that participate in the social

services offered.

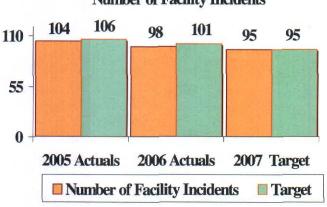
	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Annual certifications/standards				
achieved and/or attained:				
Texas Jail Standards Commission				
certification received	Yes	Yes	Yes	Yes
The American Corrections Association				
accreditation received	No	Yes	Yes	Yes
U.S. Marshall Service standards met	Yes	Yes	Yes	Yes

	2005	2006	2006	2007	
<b>Department Activity</b>	Actuals	Target	Actuals	Target	
Outputs:					
Fire and Safety					
No. of fire drills conducted	97	121	95	121	
No. of inmate grievances	109	82	100	82	
No. of Inmate to Inmate Assaults	94	93	90	89	
No. of assaults on officers	8	7	7	6	
No. of Inmate Deaths	0	0	0	0	
Special Reaction Team Call outs	2	1	1	0	
Inmate Social Services					
No. of inmates that participated in:					
Parenting Classes			10	11	
Alcoholics Anonymous	586	587	645	646	
General Education Diploma (GED)	247	248	272	273	

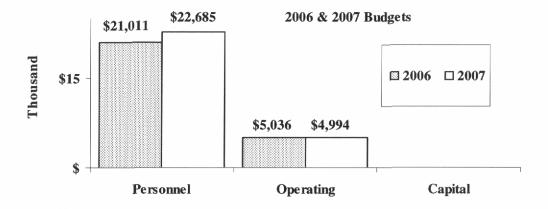
# **Number of Inmate Social Services Participants**



# **Number of Facility Incidents**



	FINANO	CIAL TRENDS		
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$19,999,294	\$21,011,205	\$22,684,816	7.97%
Operating	4,821,681	5,035,929	4,993,785	-0.84%
Capital	53,840	5,309	5,309	
Total	\$24,874,815	\$26,052,443	\$27,683,910	6.26%



#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include changes approved based on the Collective Bargaining Agreement for the Sheriff's Department. The operating budget decrease is based on agreed upon appropriations based on historical spending trends.

STAFFING TRENDS					
	Fi	scal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	381	380	379	-0.26%	
Part-time employees					
Totals	381	380	379	-0.26%	

AUTHORIZED POSITION DETAIL					
Baker	1	Food Service Leader	2		
	1		2		
Bookkeeper	6	Lieutenant (Deputy)	1		
Cashier (Sheriff)	5	Lieutenant (Detention)	4		
Clerk (Sheriff)	3	Maintenance Elect. Technician	1		
Commander	1	Maintenance Technician	10		
Computer Support Specialist	1	Maintenance Foreman	1		
Cook	6	Procurement and Indigency			
Court Coordinator/Data Entry	8	Specialist	1		
Director B.I.T.S.	1	Secretary	1		

#### **AUTHORIZED POSITION DETAIL**

Detention Officer	264	Sergeant (Detention)	11
Electronic System Specialist Jail	1	Supervisor Bookkeeper/Cash	1
Floor Control Officer	47	Supply Clerk Sheriff	1
Food Service Director	1		

See personnel changes for this department in Appendix A.

During the course of fiscal year 2006, a temporary Cashier position, which was authorized in March 2005, was deleted from the Detention Facility's staffing table when the authorization period expired and the position was no longer necessary.

#### MISSION STATEMENT

The El Paso County Sheriff's Department, as part of and empowered by the community, is committed to protecting lives, property and the rights of all people, maintaining order, enforcing the law impartially, and providing 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 fiscal year 1998. The Jail Annex division is the fastest growing division within the Sheriff's Department. The facility is designated to house 1,440 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**

Goal: To achieve and maintain the three administrative certifications.

Objective: To ascertain the annual certification from the American Corrections Association

(ACA) and to comply and meet the annual Texas Jail Standards Commission and

the U.S. Marshall Service standards each fiscal year.

Goal: To maintain a safe work environment for both employees and inmates.

Objectives: To decrease the number of incidents on officers and inmates and reduce the

number of chemical agents used from prior years.

Goal: To reduce overtime costs by reducing the amount of days lost due to work

related injuries.

Objectives: To reduce work related injuries resulting in time lost by 20%.

Goal: To provide social services to inmates at no cost to them.

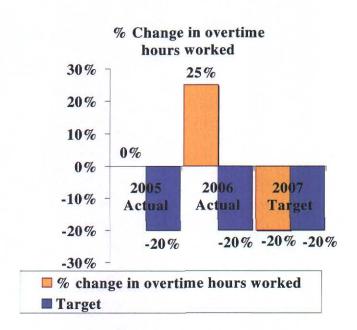
Objective: To collectively increase the number of inmates that participate in the social

services offered.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Annual certifications/standards				
achieved and/or attained:				
Texas Jail Standards Commission				
certification received	Yes	Yes	Yes	Yes
The American Corrections Association				
accreditation received	No	Yes	Yes	Yes
U.S. Marshall Service standards met	Yes	Yes	Yes	Yes

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Safety				
Chemical Agent Use	5	4	10	9
Inmates assaults on Inmates	222	221	230	229
Inmate Assaults on Officers	15	14	10	9
Inmate Deaths-total	4	3	3	2
Special Reaction Team call outs	7	6	7	6
Staff Use of Force	N/A	N/A	34	33
Work Related Injuries Resulting in				
lost time:				
# of work related injuries	37	30	21	17
Total lost days due to work related				
injuries	4,184	3,348	742	594
Hours of overtime used in each				
quarter of fiscal year:				
First Quarter	6,894 hours	5,515 hours	15,383 hours	12,306 hours
Second Quarter	8,849 hours	7,079 hours	17,710 hours	14,168 hours
Third Quarter	11,699 hours	9,359 hours	**5,907 hours	4,726 hours
Fourth Quarter	8,474 hours	6,779 hours	**6,058 hours	4,846 hours
Outcomes:				
% change in overtime hours worked in				
the first quarter from prior year	N/A	-20.00%	223.14%	-20%
% change in overtime hours worked in				
the second quarter from prior year	N/A	-20.00%	200.14%	-20%
% change in overtime hours worked in				
the third quarter from prior year	N/A	-20.00%	-50.49%	-20%
% change in overtime hours worked in				
the fourth quarter from prior year	N/A	-20.00%	-71.49%	-20%

<sup>\*\*</sup>Department implimented a new work related injury policy which accommodates injured workers with alternative/modified job duties.





FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$17,286,725	\$17,895,648	\$19,827,557	10.80%		
Operating	4,954,225	5,369,504	5,615,621	4.58%		
Capital	527					
Total	\$22,241,477	\$23,265,152	\$25,443,178	9.36%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include changes approved based on the Collective Bargaining Agreement for the Sheriff's Department. The operating budget increase is based on agreed upon appropriations based on historical spending trends.

STAFFING TRENDS				
	Fi	scal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	333	335	335	
Part-time employees				
Totals	333	335	335	

#### **AUTHORIZED POSITION DETAIL Assistant Chief** 1 Electronic System Specialist 1 2 Floor Control Officer 41 Baker 2 Food Service Director 1 Budget Clerk 1 Food Service Leader 2 Cabinet Maker Forms Reproduction Technician 1 Cashier 4 7 Clerk Lieutenant 1 1 Commander 1 Maintenance Foreman Cook 6 Maintenance Technician 11 Court Coordinator/Data Entry 4 Secretary 1 2 **Detention Lieutenant** 4 Supply Clerk **Detention Officer** 229 TDCJ Coordinator Clerk 1 **Detention Sergeant** 11

During fiscal year 2006, Commissioners' Court approved the conversion of a vacant Deputy Lieutenant position to that of a Detention Lieutenant as part of the Sheriff's 20-year conversion plan whereby all Deputy Lieutenants will be converted to Detention Lieutenants. Furthermore, the Court authorized the conversion of a vacant Human Resource Clerk to that of a Clerk to re-align job duties with job titles.

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

# **GOALS AND OBJECTIVES**

#### CRIMES AGAINST PERSONS

Goal: Maintain case clearance rates that exceed the Uniform Crime Report

National Average.

Objective: Maintain case clearance rates 5% above the national average.

#### **CRIMES AGAINST PROPERTY**

Goal: To meet or exceed the national average Uniform Crime Report for theft,

vehicle theft, burglary and arson.

Objective: Exceed the national average Uniform Crime Report for theft, vehicle theft,

burglary and arson by 5%.

#### CRIMINAL WARRANTS & FUGITIVE APPREHENSION

Goal: Increase the number of warrants entered into the National Crime

Information Center (NCIC) and Texas Crime Information Center.

Objective: Increase the number of warrants entered into the National Crime Information

Center and the Texas Crime Information Center by 25%.

Goal: Increase statistical productivity of the Traffic Warrant Task Force.

Objective: Increase traffic warrant arrests, citations issued and fines collected by 10%.

# GOALS AND OBJECTIVES CONT'D

#### **CRIME VICTIMS SERVICES SECTION**

Goal: To continue to increase the number of victims served, Texas Crime Victim

Compensation applications processed and referrals to services.

Objective: To achieve the minimum target level of victims served of 1,400 and assist 25% of

those victims reporting crimes to the El Paso County Sheriff's Office by filing for

the Texas Crime Victims Compensation Program.

#### PATROL DIVISION

Goal: To reduce the Patrol Division's preventable motor vehicle accidents.

Objective: To reduce the Patrol Division's preventable motor vehicle accidents by 10%.

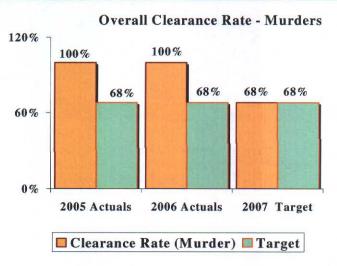
Goal: Reduce the incidence of sick leave usage through physical fitness awareness

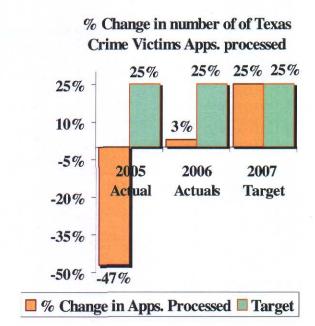
and improvement.

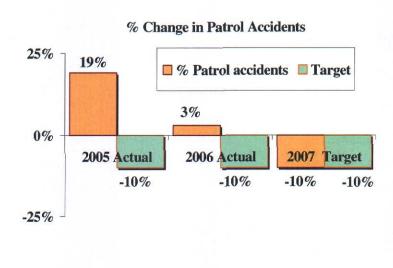
Objective: To reduce the incidence of sick leave usage by 10% every year.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outcomes:		_		
CAP Clearance rates (persons):				
Murder/ Nat. rate 63%	100%	68%	100%	68%
Sexual assualt/Nat. rate 46%	86%	51%	89%	51%
Robbery/Nat. rate 26%	94%	31%	97%	31%
Aggravated Assault/Nat. rate 56%	96%	61%	98%	61%
CAP Clearance rates (property):				
Burglary/nat. rates 13%	14%	18%	15%	18%
Arson/nat. rate 17%	38%	22%	39%	22%
Theft (all)/nat. rate 18%	18%	23%	19%	23%
Vehicle theft/nat. rate 14% Criminal Warrants &	14%	19%	14%	19%
Fugitive Apprehension				
Outputs				
NCIC/TCIC Entries	1,248	1,560	1,285	1,607
Traffic Warrant Arrests	188	207	194	213
Citations Issued	18	20	19	20

	2005	2006	2006	2007
<b>Department Activity</b>	Actual	Target	Actuals	<b>Target</b>
Outcomes:				
% Increase of the following from prior yr:				
NCIC/TCIC Entries	-37%	25%	3%	25%
Traffic Warrant Arrests	0%	10%	3%	10%
Citations Issued	6%	10%	6%	10%
Crime Victims Served				
Total victims served	1,025	1,400	1,056	1,400
Texas Crime Victims Compensation				
applications processed	148	350	152	350
Outcomes:				
% Increase of victims	-7%	25%	3%	25%
served from prior yr.				
% Increase of Texas Crime Victims				
Compensation applications processed	-47%	25%	3%	25%
Patrol Division				
Outputs:				
Total fleet accidents	52	47	54	48
Patrol division accidents	32	29	33	30
No. of patrol vehicle accidents found:				
Preventable	7	6	7	3
Nonpreventable	25	23	26	23
Sick leave hours used	12,226	11,004	12,593	11,334
Outcomes:				
Objective met:				
% decrease of fleet				
accidents involving patrol	19%	-10%	3%	-10%
% change of sick leave				
from prior year	10%	-10%	3%	-10%







FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$17,718,743	\$18,589,423	\$20,955,256	12.73%			
Operating Capital	1,407,753	1,659,961	1,678,119	1.09%			
Total	\$19,126,496	\$20,249,384	\$22,633,375	11.77%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include changes approved based on the Collective Bargaining Agreement for the Sheriff's Department. The operating budget increase is based on agreed upon appropriations based on historical spending trends.

	STAFFING TR	ENDS		
	Fis	cal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	280	279	286	2.51%
Totals	280	279	286	2.51%

#### COUNTY SHERIFF-LAW ENFORCEMENT

AUTHORIZED POSITION DETAIL					
Abandoned Motor Vehicle Tech	1	Crime Scene Technician	5		
Administrative Assistant	2	Data Entry Clerk	1		
Administrative Secretary	1	Detective	32		
Assistant Chief	1	Garage Supervisor (Sheriff)	1		
Assistant Office Manager	2	Grant Writer	1		
Auto Mechanic	5	Human Resource Assistant	1		
Automotive Parts Clerk	1	Human Resource Specialist	1		
Budget Clerk	3	Human Resource Clerk	1		
Budget Director	1	Legal Advisor (Sheriff)	1		
Budget/Procurement Supervisor	1	Lieutenant	5		
Chief Deputy Sheriff	1	Network/Computer Supervisor	1		
Civilian Comm. Specialist	12	Paralegal	2		
Civilian Comm. Specialist Shift		Patrolman	147		
Supervisor	3	Payroll Analyst I	1		
Civ. Comm. Spec. Supervisor	1	Public Information Officer	1		
Civilian Evidence Clerk	2	Secretary (Sheriff)	2		
Clerk	19	Sergeant	19		
Commander	3	Sheriff	1		
Computer Programmer	1	Sheriff Human Resource Director	1		
Crime Analyst Sup. SpecIst.	1	Supply Clerk (Sheriff)	1		

During the course of fiscal year 2006, three Detective positions were converted to three Patrolman positions when they became vacant as part of a conversion plan approved during budget hearings for fiscal year 2006. That conversion plan proposed by the Sheriff's Department allows for the eventual conversion of eight detective positions into eight patrolman positions. Also during fiscal year 2006, Commissioners' Court approved the addition of seven Patrolman positions to the staffing table as per conditions of the COPS in School grant which was to end on March 31, 2006. By signing the COPS in School grant acceptance letter, the County agreed to transfer any positions funded by the grant to its general fund staffing table and to keep them there for a minimum of one budget cycle.

#### EMERGENCY MANAGEMENT

#### MISSION STATEMENT

To administer an Emergency Management program for the citizens of El Paso County that provides mitigation, preparedness, response 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 of El Paso, through a joint resolution, agree to the preparation and maintenance of a joint emergency management plan and its Coordinator employed by the City of El Paso. Its responsibilities 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 responsibilities with the City and County department heads in case of a disaster, and compiling and submitting all reports required by State and Federal agencies.

#### GOAL AND OBJECTIVES

To coordinate efforts with various jurisdictions to develop a unified Emergency Management System.

Objectives:

Goal:

To develop a communications network with other entities to allow for real time dissemination of information, and to provide for a countywide warning system for emergencies; to maintain a hazard analysis for the El Paso jurisdiction to serve as a foundation for mitigation, preparedness, response and recovery; to conduct functional training exercises in effective communication, rapid response and crisis management among individuals and agencies involved in emergency management; to apply for multiple grants to acquire federal and state funding to sustain and maintain the El Paso disaster response program.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not Availab	le	

FINANCIAL TRENDS

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	Actuals	Duuget	Duaget	Change		
Operating	\$61,299	\$56,631	\$56,631			
Capital						
Total	\$61,299	\$56,631	\$56,631			

# **EMERGENCY MANAGEMENT**

S	TAFFING T	FRENDS		
Authorized Positions	2005	Fiscal Year	r 2007	Percent Change
Full-time employees Part-time employees Totals		Not Applicat	ole	_
Totals				=

#### **AUTHORIZED POSITION DETAIL**

## **SHERIFF'S TRAINING ACADEMY**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The index was established for expenditures related to the Sheriff's training academy in lieu of a direct grant match as in prior years. The granting agency no longer requires matching funds but direct operations were maintained to continue the same level of training services to local law enforcement agencies.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
		Not Availab	le	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$223,634	\$232,347	\$259,431	11.66%			
Operating	39,895	55,967	55,967				
Capital							
Total	\$263,529	\$288,314	\$315,398	9.39%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include changes approved based on the Collective Bargaining Agreement for the Sheriff's Department.

STAFFING TRENDS						
Authorized Positions Full-time employees	2005	Fiscal Year 2006	<b>2007</b> 4	Percent Change		
Part-time employees Totals		3	4	33%		

AUTHORIZED POSITION DETAIL					
Clerk (SO) Patrolman	1 2	Training Director	1		

See personnel changes for this department in Appendix A.

#### **SHERIFF'S TRAINING ACADEMY**

During fiscal year 2006, Commissioners' Court signed a new inter-local agreement with the Rio Grande Council of Governments for the Region VIII Academy Training. As part of that agreement, the Court authorized the addition of a Clerk position to the department's staffing table. This position is necessary to assist the department in carrying out the functions of the Academy as stipulated by the inter-local agreement.

#### 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. The department provides a wide array of supervision and community corrections services for offenders under a continuum of sanctions and services, including a personal bonding program, a pre-trial diversion program for first-time offenders, regular probation services, intensive supervision programs, specialized caseloads, electronic monitoring, educational and 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 Downtown Management clean-up project, Graffiti Wipeout program, and Project Spotlight, as well as collecting court assessed fees for the County of El Paso.

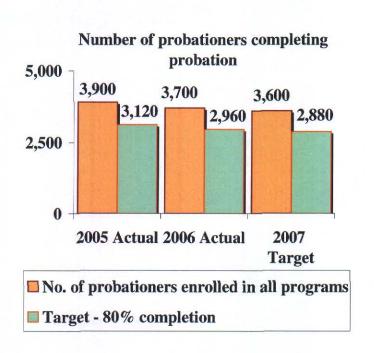
#### GOAL AND OBJECTIVES

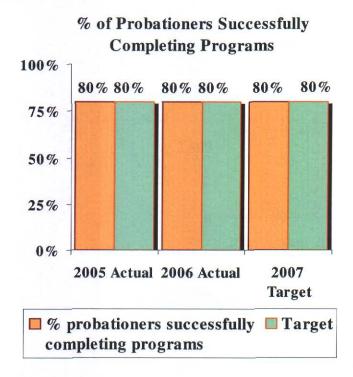
Goal: To coordinate efforts to utilize community supervision as an alternative to incarceration without jeopardizing public safety.

Objectives: To provide training to officers in the areas of effective supervision, alternatives to incarceration, and motivational interviewing, in order to offer offenders opportunities for rehabilitation and reintegration to society; to seek an acceptable probationer to officer ratio of 74 to 1; to maintain an 80% completion rate for probationers that successfully complete programs offered; to increase collections

for Court ordered fees over the prior year.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Inputs:				
Number of probationers enrolling				
in all programs	3,900	3,900	3,700	3,600
Outputs:				
Court costs and fines collected	\$736,325	\$736,325	\$536,890	\$550,000
Restitution collected	\$1,819,589	\$1,819,589	\$1,606,003	\$1,650,000
Probation fees collected	\$3,313,080	\$3,313,080	\$3,228,010	\$3,230,000
Other fees collected	\$771,857	\$771,857	\$767,583	\$800,000
No. of probationers completing all				
programs	3,120	3,120	2,960	2,880
No. of probationers completing				
probation	4,207	4,207	4,490	4,400
Number of probationers revoked	1,150	1,150	1,016	914
Outcomes:		0		
Avg no. of direct probationers/mo.	9,168	9,168	8,809	8,700
Avg no. of indirect probationers/mo.	8,177	8,177	7,809	7,500
Avg no. of probation officers/mo.	104	104	114	117
Avg no.of pre-trial cases/mo.	1,676	1,676	1,877	1,900
Avg no. of new pre-trial cases/mo.	237	237	267	275
Avg no. of new probation cases/mo.	408	408	402	425
Avg no. of probation staff/mo.	311	311	323	325
Ratio of direct probationers to				
probation officers	88 to 1	74 to 1	78 to 1	74 to 1
% of probationers successfully				
completing programs	80%	80%	80%	80%
% of probationers successfully				
completing probation	79%	79%	82%	83%
% change in Court ordered fees				
over prior year	Not Available	0.00%	-27.09%	2.44%





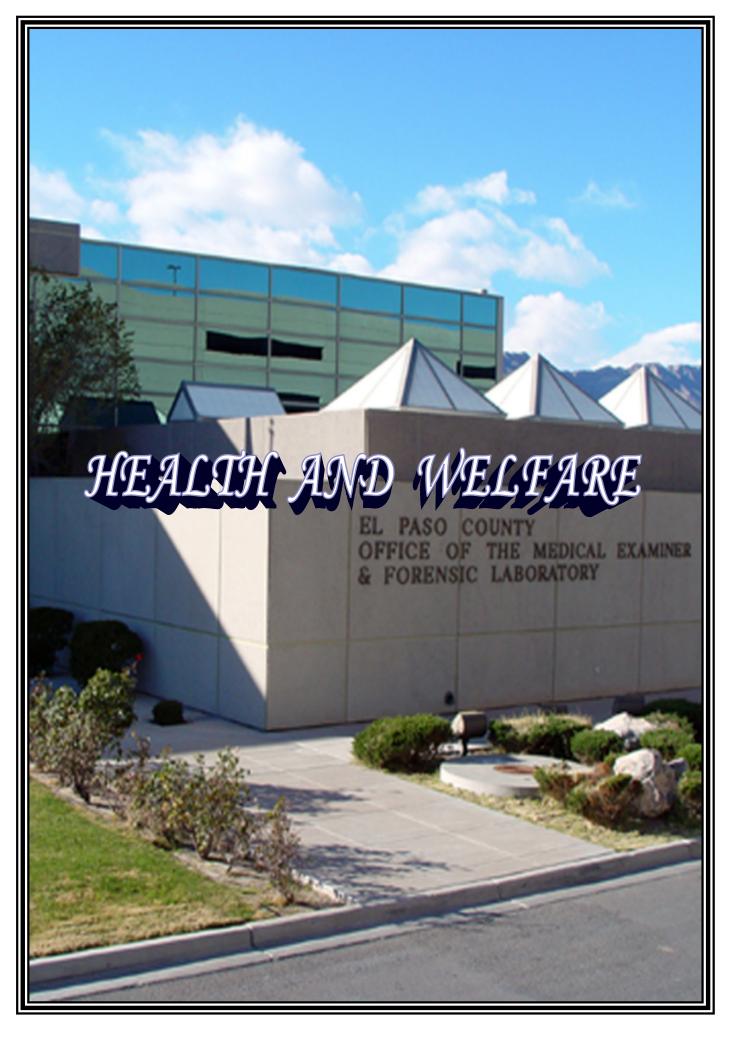
	FINANCIA	L TRENDS		
Character	2005 Actuals	2006 Budget	2007 Budget	Percentage Change in Budget
Personnel				
Operating	\$512,065	\$574,184	\$561,148	-2.27%
Capital	519	519	519	
Total	\$512,584	\$574,703	\$561,667	-2.27%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The operating changes are based on changes for maintenance agreements and rent for fiscal year 2007.

STAFFING TRENDS				
		Fiscal Year		
<b>Authorized Positions</b>	2005	2006	2007	
Full-time employees Part-time employees	Not Applicable			
Totals				

AUTHORIZED POSITION DETAIL



## HEALTH AND WELFARE FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2007	Percent
No.	Department	Actuals	Budget	Budget	Change
278	Charities	\$104,305	\$141,000	\$125,000	-11.35%
280	Child Welfare-Legal Fees	1,014,248	979,848	979,848	
281	City-County Health District /Public				
	Health Services	1,955,553	1,906,421	1,906,421	
287	County Child Welfare	189,424	295,184	276,158	-6.45%
290	General Assistance	867,087	956,397	962,553	0.64%
293	Life Management	75,000	100,000	100,000	
295	Medical Examiner	878,811	1,246,301	1,323,520	6.20%
298	Medical Examiner-Maintenance	38,667	45,743	45,163	-1.27%
299	Mental Health	724,589	731,000	731,000	
300	Veterans Assistance	(1,762)			
	Totals	\$5,845,922	\$6,401,894	\$6,449,663	0.75%

#### OPERATING BUDGET SUMMARY BY CHARACTER

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$931,547	\$1,201,307	\$1,280,054	6.56%
Operating	4,914,375	5,200,587	5,169,609	-0.60%
Capital				
Totals	\$5,845,922	\$6,401,894	\$6,449,663	0.75%

### STAFFING TRENDS SUMMARY BY CLASSIFICATION

STAFFING TRENDS							
Fiscal Year Percent							
<b>Authorized Positions</b>	2005	2006	2007	Change			
Full-time employees	19	20	27	35.00%			
Part-time employees	6	7	2	-71.43%			
Totals positions	25	27	29	7.41%			

#### **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.

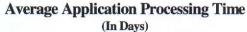
#### **GOAL AND OBJECTIVE**

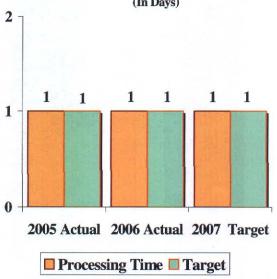
Goal: To better serve the community by promptly determining eligibility for

Pauper Burial Services.

Objective: To process applications for charity burials and cremations within one day.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	<b>Target</b>
Outputs:				
Total number burial & cremation				
applications	212	222	200	220
No. of pauper burials	109	50	64	60
No. of pauper cremations	82	150	121	140
Total burials & cremations	191	200	185	200
Outcomes:				
Average time to process applications	1 day	1 day	1 day	1 day
Percentage of applications found eligible	90%	90%	92%	92%
Average cost per cremation	\$602	\$550	\$550	\$550
Percentage of cremations vs.	\$603	\$800	\$800	\$800
burials	43%	75%	65%	65%





#### **CHARITIES**

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating Capital	\$104,305	\$141,000	\$125,000	-11.35%			
Totals	\$104,305	\$141,000	\$125,000	-11.35%			

#### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

• The operating changes are based on the recommendation approved by Commissioners' Court based on actual expenditures.

STAFFING TRENDS							
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change			
Full-time employees Part-time employees		Not Applicab	le	_			
Totals				=			

#### **AUTHORIZED POSITION DETAIL**

## **CHILD WELFARE-LEGAL FEES**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

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

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel								
Operating Capital	\$1,014,248	\$979,848	\$979,848					
Totals	\$1,014,248	\$979,848	\$979,848					

		Fiscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	N	ot Applicab	le	
Totals				=

**STAFFING TRENDS** 

#### **AUTHORIZED POSITION DETAIL**

#### 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 is responsible for preventive medicine and regulatory community health for County residents, and interaction with adjacent New Mexico and the large metropolitan population of Ciudad Juarez, Mexico. 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.

#### **GOALS AND OBJECTIVES**

Goal:

Health-Dental: To provide dental health services to uninsured/underinsured children and adolescents residing in El Paso County by administering dental examinations, treatment plans, operative services, dental education, and preventive dentistry.

Objectives:

To increase the number of prophylaxis, topical fluoride applications and corrective procedures by 10% respectively; to increase the new and limited examinations by 1%, to maintain a no show rate of patients at 2%, to increase dental oral hygiene educational instruction by 3%, to increase placement of sealants to non-carious teeth by 2%.

Goal:

Health-Tuberculosis: To control the spread of Tuberculosis (TB) in El Paso County by 1) prompt identification and appropriate treatment of persons infected with TB. 2) identification of persons at highest risk of contracting TB. 3) initiating and completing treatment to prevent secondary infection, further spread of the disease and development of antibiotic resistant TB through the use of directly observed therapy (DOT).

Objective:

100% of TB cases/suspects will be on directly observed therapy (DOT); 100% of cases will complete therapy within 12 months; 95% of identified contacts to smear positive cases will be evacuated; 65% of infected contacts to smear positive cases who start treatment for LTBI will complete it; 95% of adult TB cases (ages>14) are tested for HIV.

#### GOALS AND OBJECTIVES, CONT'D

Goal: STD/HIV & Family Planning: To operate a community-wide prevention,

control, and surveillance program for sexually transmitted diseases (STDs), Human Immuno-Deficiency Virus (HIV) and family planning (FP), through diagnosis, testing, treatment, and counseling in clinic and community

outreach activities.

Objectives: To increase the following activities by 10%: the number of clinical examinations,

identification, investigation and treatment of STD/HIV positive cases, public education activities; promotion of STD awareness, HIV tests administered and

investigated; and to maintain family planning visits at 196.

Goal: Environmental-Air Quality: To continue to meet Federal Ambient Air

Quality Standards for ozone, carbon monoxide and particulate matter.

Objectives: To investigate 100% of all complaints regarding odors, visible emissions or other

public concerns; to collect gasoline samples from 100% of all dispensing facilities

in El Paso County and investigate their compliance with vapor recovery systems.

Goal: Animal Regulation and Disease Control: To prevent, regulate and control zoonotic diseases and protect animal welfare through enforcement of state

health ordinances; to increase spay/neuter surgeries utilizing the spay/neuter

van in low income areas.

Objectives: To respond to at least 95% of all complaints related to animal bites and/or

abuse/neglect within 24 hours; to complete 100% of new permit applications within five working days; to have 100% of dogs and cats adopted and those that

come through the mobile van spayed or neutered.

Goal: Environmental-General: To mitigate outbreaks of arbovirus, communicable

diseases, blood borne pathogens to humans and animals trough enforcement, inspection, education, control measures, international and regional mosquito

surveillance.

Objective: To enhance mosquito surveillance by 18% by setting more light and gravid traps;

to increase by 20% inspections of tattoo and body piercing establishments.

Goal: Women, Infants and Children (WIC): To prevent the occurrence of

nutritional related health problem by identifying, serving and improving the health status of low income pregnant, postpartum and breastfeeding women

and their infants and young children.

#### GOALS AND OBJECTIVES, CONT'D

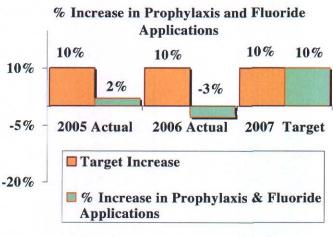
Objective:

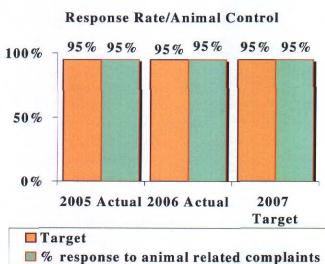
To increase the percentage of women certified in their first trimester by 1%;to maintain the percentage of WIC families receiving nutrition education at 100%;to increase the percentage of WIC clients receiving monthly food benefits by 3%;and to increase the percentage of breastfed WIC born infants by 4%.

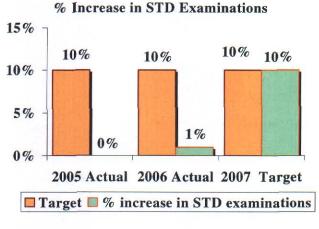
	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs:				
Dental				
Prophylaxis completed and topical				
fluoride applications	4,688	5,157	4,544	4,998
Dental corrective procedures	2,496	2,746	7,327	8,060
New and limited examinations	3,802	3,840	4,138	4,179
Appointments made/kept	12,720/9,906	12,500/12,250	12,500/9,375	12,500/12,250
Oral hygiene instruction	4,296	4,425	4,445	4,578
Sealants placed	13,227	12,523	11,723	11,957
STD/HIV & Family Planning				
Examinations	5,538	6,092	5,604	6,164
Syphilis, gonorrhea & clamydia cases	461	507	737	811
STD's trated in clinic	1,768	1,945	1,995	2,195
Family planning follow-up visits	410	196	196	196
No. of HIV tests administered	3,535	3,889	3,477	3,825
No. receiving health education	6,368	7,005	5,716	6,288
Animal Regulation and Disease				
Response to animal bite reports	2,100/2,000	2,150/2,050	2,150/2,050	2,200/2,100
Response to animal care complaints	2,000/1,900	2,972/2,826	2,972/2,826	3,000/2,850
Permits timely processed &				
completed within 5 days	350/350	350/350	250/250	300/300
No. of dogs & cats adopted or taken by				
the mobile van which are				
spayed/neutered	3,100/3,100	3,100/3,100	2,350/2,350	5,600/5,600
Environmental Air Quality				
No. of investigations on all				
complaints: odors, emissions or other				
public concerns	102/102	102/102	162/162	140/140
No. of gasoline samples from all				1
dispensing facilities in El Paso County	723/723	723/723	731/731	730/730
Environmental General				
Surveillance of adult mosquito in				
gravid and light traps	359	424	631	745
No. of inspections of tattoo and body				
piercing establishments	279	335	270	324

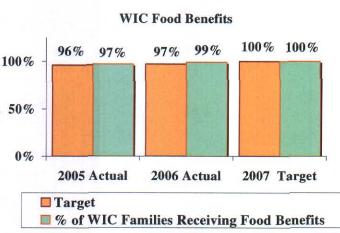
Department Activity		2005	2006	2006	2007
Women Infants & Children WIC   Certified pregnant women in 1st trimester   386/1,119   390/1,119   395/1,085   399/1,085   WIC families receiving nutrition   4,616/4,616   4,616/4,616   4,393/4,393   4,394/4,394   WIC families receiving food benefits   46,822/48,524   48,226/48,524   46,665/48,505   48,065/48,065   WIC Infants breastfed at certification   523/713   544/713   519/692   540/692   Outcomes:	Department Activity	Actuals	Target	Actuals	Target
Certified pregnant women in 1st trimester   386/1,119   390/1,119   395/1,085   399/1,085   WIC families receiving nutrition education   4,616/4,616   4,616/4,616   4,393/4,393   4,394/4,394   WIC families receiving food benefits   46,822/48,524   48,226/48,524   46,665/48,505   48,065/48,065   WIC Infants breastfed at certification   523/713   544/713   519/692   540/692	Outputs (cont'd)				
trimester	Women Infants & Children WIC				
WIC families receiving nutrition education         4,616/4,616         4,616/4,616         4,616/4,616         4,393/4,393         4,394/4,394           WIC families receiving food benefits         46,822/48,524         48,226/48,524         46,665/48,505         48,065/48,065           WIC Infants breastfed at certification         523/713         544/713         519/692         540/692           Outcomes:           Dental           % increase in prophylaxis completed and fluoride applications         2%         10%         -3%         10%           % increase dental corrective procedures increase in new and limited         -15%         1%         9%         10%           % increase in oral hygiene instruction increase in oral hygiene instruction         45%         3%         3%         3%           % patients / suspects placed on DOT         Not Available value in struction         45%         3%         3%         3%           % patients / suspects placed on DOT         Not Available value in struction         45%         3%         3%         3%           % patients / suspects placed on DOT         Not Available value valu	Certified pregnant women in 1st				
education         4,616/4,616         4,616/4,616         4,393/4,393         4,394/4,394           WIC Infants breastfed at certification         523/713         544/713         519/692         540/692           Outcomes:         Dental	trimester	386/1,119	390/1,119	395/1,085	399/1,085
WIC families receiving food benefits WIC Infants breastfed at certification Outcomes:    Pontal   Survey   Sur	WIC families receiving nutrition				
WIC Infants breastfed at certification         523/713         544/713         519/692         540/692           Outcomes:         Dental         Sincrease in prophylaxis completed and fluoride applications         2%         10%         -3%         10%           % increase dental corrective procedures in new and limited         -6%         10%         194%         10%           % increase in new and limited         -15%         1%         9%         1%           % of appointments made/kept         Not Available         98%         75%         98%           % increase in oral hygiene instruction         45%         3%	education	4,616/4,616	4,616/4,616	4,393/4,393	4,394/4,394
Outcomes:           Dental           % increase in prophylaxis completed and fluoride applications         2%         10%         -3%         10%           % increase dental corrective procedures in new and limited         -15%         10%         194%         10%           % increase in new and limited         -15%         1%         9%         1%           % of appointments made/kept         Not Available         98%         75%         98%           % increase in oral hygiene instruction         45%         3%         3%         3%           % increase in sealants placed         2%         2%         -11%         2%           Tuberculosis         %         100%         100%         100%         100%           % patients / suspects placed on DOT         Not Available         N/A         100%         100%         100%           % patients / suspects placed on DOT         Not Available         95%         95%         100%         100%         100%         100%         100%         100%         100%         100%         100%         65%         65%         65%         65%         65%         65%         65%         65%         65%         65%         55%         95%         95%	WIC families receiving food benefits	46,822/48,524	48,226/48,524	46,665/48,505	48,065/48,065
Dental   % increase in prophylaxis completed and fluoride applications   2%   10%   -3%   10%	WIC Infants breastfed at certification	523/713	544/713	519/692	540/692
% increase in prophylaxis completed and fluoride applications         2%         10%         -3%         10%           % increase dental corrective procedures         -6%         10%         194%         10%           % increase in new and limited         -15%         1%         9%         1%           % of appointments made/kept         Not Available         98%         75%         98%           % increase in oral hygiene instruction         45%         3%         3%         3%           % increase in sealants placed         2%         2%         -11%         2%           Tuberculosis         "Uberculosis"         "Uberculosis"         "Uberculosis"         100%         100%         100%           % patients / suspects placed on DOT         Not Available         N/A         100%         100%         100%         100%         100%         95%         <	Outcomes:				
and fluoride applications	Dental				
and fluoride applications	% increase in prophylaxis completed				
% increase dental corrective procedures         -6%         10%         194%         10%           % increase in new and limited         -15%         1%         9%         1%           % of appointments made/kept         Not Available         98%         75%         98%           % increase in oral hygiene instruction         45%         3%         3%         3%           % increase in sealants placed         2%         2%         -11%         2%           Tuberculosis         Value         -11%         2%         2%           W patients / suspects placed on DOT         Not Available         N/A         100%         100%           % patients completing therapy         99%         95%         100%         100%           % of contacts smear positive TB         Not Available         95%         95%         95%           % of identified contacts with smear positive TB who complete treatment who complete who comple		2%	10%	-3%	10%
% of appointments made/kept         Not Available         98%         75%         98%           % increase in oral hygiene instruction         45%         3%         3%         3%           % increase in sealants placed         2%         2%         -11%         2%           Tuberculosis           % patients / suspects placed on DOT         Not Available         N/A         100%         100%           % patients / suspects placed on DOT         Not Available         95%         100%         100%           % patients / suspects placed on DOT         Not Available         95%         100%         100%           % patients / suspects placed on DOT         Not Available         95%         95%         95%           % of identified contacts with smear         99%         95%         95%         95%           % of identified contacts with smear         95%         95%         95%         95%           % eligible adults (ages >14) with         disease tested for HIV         Not Available         95%         95%         95%           STD/HIV & Family Planning         95%         95%         95%         95%         95%           % increase in examinations         0%         10%         10%         10%         10%		-6%	10%	194%	10%
% increase in oral hygiene instruction         45%         3%         3%         3%           % increase in sealants placed         2%         2%         -11%         2%           Tuberculosis           % patients / suspects placed on DOT         Not Available         N/A         100%         100%           % patients completing therapy         99%         95%         100%         100%           % of contacts smear positive TB         Not Available         95%         95%         95%           % of identified contacts with smear         10%         65%         65%         65%           % of identified contacts with smear         10%         65%         65%         65%         65%           % eligible adults (ages >14) with         disease tested for HIV         Not Available         95%         95%         95%         95%         95%         95%         95%         95%         95%         95%         85%         10%         10%         10% <td>% increase in new and limited</td> <td>-15%</td> <td>1%</td> <td>9%</td> <td>1%</td>	% increase in new and limited	-15%	1%	9%	1%
% increase in sealants placed 2% 2% -11% 2% Tuberculosis % patients / suspects placed on DOT Not Available N/A 100% 100% patients completing therapy 99% 95% 100% 100% 6 of contacts smear positive TB Not Available 95% 95% 95% 95% 95% 6 foightified contacts with smear positive TB who complete treatment Not Available 65% 65% 65% 65% 65% 65% 65% 65% 65% 65%	% of appointments made/kept	Not Available	98%	75%	98%
Tuberculosis % patients / suspects placed on DOT Not Available N/A 100% 100% % patients completing therapy 99% 95% 100% 100% % of contacts smear positive TB Not Available 95% 95% 95% % of identified contacts with smear positive TB who complete treatment % eligible adults (ages >14) with disease tested for HIV Not Available 95% 95% 95%  STD/HIV & Family Planning % increase in examinations 0% 10% 1% 10% % increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% % increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A 10% -2% 10% % increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% % of spayed/neutered adopted dogs &	% increase in oral hygiene instruction	45%	3%	3%	3%
% patients / suspects placed on DOT Not Available N/A 100% 100% patients completing therapy 99% 95% 100% 100% 0 of contacts smear positive TB Not Available 95% 95% 95% 95% 95% 95% of identified contacts with smear positive TB who complete treatment Rot Available 95% 95% 95% 95% 95% 95% 95% 95% 95% 95%	% increase in sealants placed	2%	2%	-11%	2%
% patients completing therapy % of contacts smear positive TB % of identified contacts with smear positive TB who complete treatment % eligible adults (ages >14) with disease tested for HIV % Not Available % increase in examinations % increase in syphilis, gonorrhea & clamidya cases identified % increase of STD's treated % increase in HIV tests administered % increase in number of people receiving health education % response to animal bite and/or abuse/neglect reports within 24 hours % of spayed/neutered adopted dogs &  Not Available 95% 95% 95% 95% 95% 95% 95% 95% 95% 95%	Tuberculosis				
% of contacts smear positive TB Not Available 95% 95% 95% % of identified contacts with smear positive TB who complete treatment Not Available 65% 65% 65% % eligible adults (ages >14) with disease tested for HIV Not Available 95% 95% 95% STD/HIV & Family Planning % increase in examinations 0% 10% 1% 1% 10% % increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A 10% -2% 10% % increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &	% patients / suspects placed on DOT	Not Available	N/A		
% of identified contacts with smear positive TB who complete treatment Not Available 65% 65% 65% % eligible adults (ages >14) with disease tested for HIV Not Available 95% 95% 95% STD/HIV & Family Planning % increase in examinations 0% 10% 1% 10% 10% % increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A 10% -2% 10% % increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &					
positive TB who complete treatment % lost Available % lost % 65% 65% 65% % eligible adults (ages >14) with disease tested for HIV % Not Available 95% 95% 95% STD/HIV & Family Planning % increase in examinations 0% 10% 1% 10% 10% % increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% 13% 10% % increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A 10% -2% 10% % increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &		Not Available	95%	95%	95%
% eligible adults (ages >14) with disease tested for HIV Not Available 95% 95% 95% STD/HIV & Family Planning % increase in examinations 0% 10% 1% 10% 10% increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% increase of STD's treated 0% 10% 13% 10% increase in HIV tests administered N/A 10% -2% 10% increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% of spayed/neutered adopted dogs &					
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STD/HIV & Family Planning % increase in examinations % increase in syphilis, gonorrhea & clamidya cases identified -3% 10% 60% 10% % increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A increase in number of people receiving health education Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% 95% 95% 95% 95% 95%					
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% increase of STD's treated 0% 10% 13% 10% % increase in HIV tests administered N/A 10% -2% 10% % increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &		2.67	100	600	100
% increase in HIV tests administered % increase in number of people receiving health education Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours % permits timely completed within 5 100% 100% 100% 100%					
% increase in number of people receiving health education N/A 10% -10% 10% Animal Regulation and Disease Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &					
receiving health education N/A 10% -10% 10%  Animal Regulation and Disease  Control  % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95%  % permits timely completed within 5 100% 100% 100% 100%  % of spayed/neutered adopted dogs &		N/A	10%	-2%	10%
Animal Regulation and Disease  Control  % response to animal bite and/or abuse/neglect reports within 24 hours  95%  95%  95%  95%  95%  100%  100%  100%		NT/A	100/-	100%	10%
Control % response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% % permits timely completed within 5 100% 100% 100% 100% % of spayed/neutered adopted dogs &		N/A	10%	-10%	10%
% response to animal bite and/or abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% 95% 95% 95% 95% 95%					
abuse/neglect reports within 24 hours 95% 95% 95% 95% 95% 95% 95% 95% 95% 95%					
% permits timely completed within 5 100% 100% 100% 100% 100% % of spayed/neutered adopted dogs &		95%	95%	95%	95%
% of spayed/neutered adopted dogs &	1				
		100 //	10070	100 //	100 //
Lais and those who come by the module 100% 100% 100% 100% 100%	cats and those who come by the mobile	100%	100%	100%	100%

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs (cont'd)				
<b>Environmental Air Quality</b>				
% of air compliance investigations				
performed	N/A	100%	100%	100%
% of gasoline dispensing investigations				
performed	N/A	100%	100%	100%
<b>Environmental General</b>				
% increase in mosquito surveillance	52%	18%	76%	18%
% increase on inspections of tattoo and				
body piercing establishments	N/A	20%	-3%	20%
Women, Infants and Children WIC				
% of women certified in their 1st trimester	34%	35%	36%	37%
% WIC families receiving education	100%	100%	100%	100%
% WIC families receiving food benefits				
(state 87%)	96%	99%	97%	100%
% WIC infants breastfed	73%	77%	75%	79%









FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating	\$1,955,553	\$1,906,421	\$1,906,421				
Capital							
Totals	\$1,955,553	\$1,906,421	\$1,906,421				

	STAFFING	TRENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees	N	lot Applicabl	le	_
Totals				-

#### **AUTHORIZED POSITION DETAIL**

# CHILD WELFARE Functional Organizational Chart



#### 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 was required to provide staff support to the Child Welfare Board, which was previously provided by the State.

#### GOAL AND OBJECTIVES

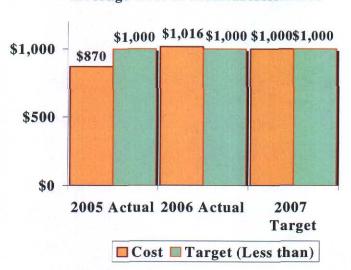
Goal: To meet the needs of children who require protective services and care.

Objectives: To increase services provided to children referred to the County by 47%; to keep the average cost of providing clothing to children to less than \$300 per child; to keep the average cost of providing medical attention to less than \$1,000 per child.

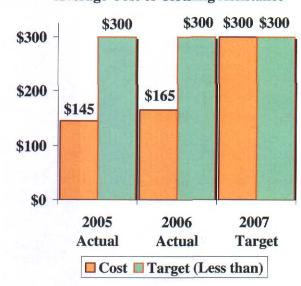
## **COUNTY CHILD WELFARE**

Department Activity	2005	2006 Torrect	2006	2007 Tangat
Department Activity	Actuals	Target	Actuals	Target
Outputs  No. of children provided clothing				
voucher	608	894	667	980
	000	074	007	700
No. of children provided with	18	26	21	31
medical attention  No. of children provided with travel	18	20	21	31
assistance	25	37	44	65
	23	31		03
No. of children provided with	401	(10	477	701
placement	421	619	477	701
Outcomes				
% increase of children provided				
clothing voucher over prior year	28%	47%	63%	40%
% increase of children provided with				
medical attention over prior year	38%	47%	48%	50%
% increase of children provided with				
travel assistance over prior year	100%	47%	57%	50%
% increase of children provided with	20070	3.20		
placement over prior year	100%	47%	63%	40%
Average cost of medical assistance	\$870	\$1,000	\$1,016	\$1,000
Average cost of clothing assistance	\$145	\$300	\$165	\$300

#### Average Cost of Medical Assistance



#### **Average Cost of Clothing Assistance**



#### **COUNTY CHILD WELFARE**

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$52,286	\$55,826	\$56,049	0.40%			
Operating	137,138	239,358	220,109	-8.04%			
Capital							
Totals	\$189,424	\$295,184	\$276,158	-6.45%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The personnel changes are based on rate changes for benefits in fiscal year 2007. Operating changes are based on the recommendation approved by Commissioners' Court based on actual expenditures.

	STAFFING T	RENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees	1	1	1	
Totals	1	1	1	

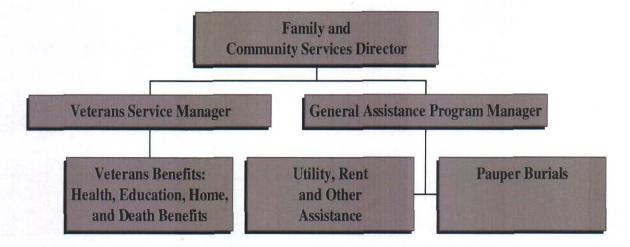
AUTHORIZED	<b>POSITION DETAIL</b>	

Operations Coordinator (CWB)

1

There were no additions, deletions, changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

# GENERAL ASSISTANCE Functional Organizational Chart



#### MISSION STATEMENT

To provide assistance to economically eligible individuals of El Paso County, General assistance will be an active partner in providing leadership in collaborative efforts with other social services agencies in reclaiming human potential through the creation of opportunities leading to economic self-sufficiency, self-worth, and a better quality of life for the residents of El Paso County.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

In 1960, Commissioners Court created the El Paso General Assistance Agency, to provide assistance to the economically eligible residents of El Paso County in the form of rent, mortgage, food, utilities, medication and other basic living necessities. This department also manages pauper burials for El Paso County.

#### GOALS AND OBJECTIVES

Goal: To determine eligibility for emergency assistance in a timely manner.

Objective: To process applications within four working days.

Goal: To solicit other potential resources for applicants in order to aid individuals

in becoming self-sufficient.

Objective: To refer the maximum number of eligible applicants to other sources and increase

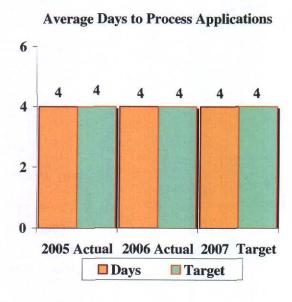
referrals over the prior year.

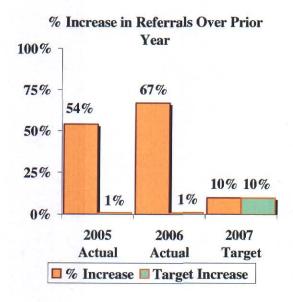
#### **GENERAL ASSISTANCE**

#### FISCAL YEAR 2006 ACCOMPLISHMENTS

General Assistance experienced increases in virtually all categories. – 10% increase in number of families applying for assistance, a 15% increase in the number of families assisted, and a 66% increase in the number of referrals.

<b>Department Activity</b>	Actuals	Target	Actuals	Target
Outputs:		-		
Applications received for				
assistance	7,717	8,000	8,499	8,700
No. of applications approved	4,169	4,700	4,825	5,000
No. of referrals made	545	600	909	1000
Plumbers Assistance	Not Applicable	Not Applicable	25	50
Outcomes:				
Average no. of days to				
process applications	4	4	4	4
Assistance provided/family average	\$178	\$160	\$186	\$186
Percentage of families assisted	54%	59%	56%	56%
Maximum number of referrals made	Yes	Yes	Yes	Yes
% increase in referrals over the prior yr	Not Available	Not Applicable	67%	10%





#### **GENERAL ASSISTANCE**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$343,847	\$373,454	\$374,759	0.35%		
Operating Capital	523,240	582,943	587,794	0.83%		
Totals	\$867,087	\$956,397	\$962,553	0.64%		

#### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

 The personnel changes are based on new fringe benefit rate calculations for next year. Operating changes are based on new auto allowances approved for this department for 2007.

**STAFFING TRENDS** 

	I	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	10	11	11	
Part-time employees				
Totals	10	11	11	

AUTHORIZED POSITION DETAIL				
Accounting Clerk	1	General Assistance Program		
Caseworker	3	Manager	1	
Caseworker, Senior	1	Veterans Service Manager	1	
Community Service Aide	4			

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

#### 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-worth, 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 are required by state law to match the amount provided by the state. The funds allocated from El Paso County will support the Elinor Zind Program and the Crisis Line. The Elinor Zind Program provides an array of services according to state ECI policies for children with developmental disabilities between the ages of birth through 3 years. The service area for this program is El Paso County, specifically all areas east of Yarbrough to the County line. The crisis line is a 24 hour/7-day per week telephone response system, which responds to El Paso County Residents experiencing personal or emotional crisis. Professionals are available around the clock to provide community assessments in the home, community or emergency room settings.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	pplicable	

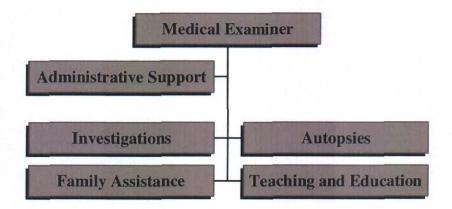
# LIFE MANAGEMENT

FINANCIAL TRENDS					
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change	
Personnel Operating	\$75,000	\$100,000	\$100,000	C	
Capital Totals	\$75,000	\$100,000	\$100,000		

S	TAFFING T	RENDS		
Authorized Positions Full-time employees Part-time employees Totals	2005	Fiscal Year 2006  ot Applicable	<b>2007</b>	Percent Change

## AUTHORIZED POSITION DETAIL

# MEDICAL EXAMINER Functional Organizational Chart



#### 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 postmortem 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 arrangements, 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 within our community.

#### GOALS AND OBJECTIVES

Goal: Improve efficiency and effectiveness in performing autopsies and

investigations.

Objectives: To continue autopsying at least 20% of cases investigated; to complete autopsy

reports within an average of 30 days.

#### **MEDICAL EXAMINER**

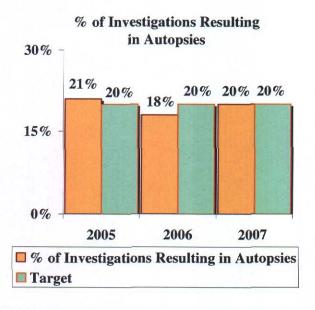
#### GOALS AND OBJECTIVES, CONT'D

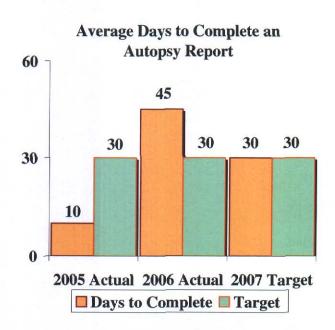
Goal: To provide high quality death investigations and autopsy services.

Objectives: To increase training of investigators and staff by 50%; to educate the public through seminars, speeches, etc and provide 10% more than the prior fiscal year,

thereby increasing community awareness of preventable fatal injuries.

332	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
Autopsies	545	560	655	500
Investigations	2,542	2,800	2,137	2,500
No. of trainings attended by employees	9	13.5	4	6
No of speeches, presentations, etc. given	30	33	0	1
Outcome:				
Percent of investigations resulting				
in autopsies	21%	20%	18%	20%
Percent increase in training attended by				
employees over prior fiscal year	-55%	50%	-56%	50%
Percent increase in speeches, presentation,				
given over prior fiscal year	N/A	10%	-100%	10%
Average no. of days to complete autopsy				
report	10	30	45	30
Please note that targets for 2006 were not	met due to n	ew administ	ration and	
re-vamping of staff during this fiscal year	•			





#### MEDICAL EXAMINER

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$537,176	\$772,027	\$849,246	10.00%		
Operating Capital	341,635	474,274	474,274			
Totals	\$878,811	\$1,246,301	\$1,323,520	6.20%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include additional personnel and re grades approved for this department for fiscal year 2007.

	STAFFING T	RENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees	8	8	15	87.50%
Part-time employees	6	7	2	-71.43%
Totals	14	15	17	13.33%

AUTHORIZED POSITION DETAIL							
Chief Investigator (ME)	1	Medical Examiner	1				
Deputy Medical Examiner	1	Medical Secretary					
Diener	1	Transcriptionist	1				
Forensic Photographer	1	Morgue Supervisor	1				
Investigator, full time	6	Office Admin & Support Mgr	1				
Investigator, part time	2	Office Specialist, Intermediate	1				

See personnel changes for this department in Appendix A.

During fiscal year 2006, the Office of the Medical Examiner underwent a reorganization initiated by the department's new administration. In addition, during budget hearings for fiscal year 2007, Commissioners' Court authorized the creation of two full time Investigator positions to assist the current staff, and the re-grade of one position from Diener to Morgue Supervisor to reflect an increase in job duties and responsibilities assigned to the employee who fills the re-graded position. Additionally, changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

#### 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.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not Ap	plicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating Capital	\$38,667	\$45,743	\$45,163	-1.27%			
Totals	\$38,667	\$45,743	\$45,163	-1.27%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The operating decrease is due to approved reductions based on actual expenditures for prior years.

S	TAFFING T	RENDS		
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006 ot Applicabl	2007	Percent Change
Totals				<b>-</b> <b>-</b>

#### **AUTHORIZED POSITION DETAIL**

#### **MENTAL HEALTH**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County provides 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.

	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Department Activity		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating	\$724,589	\$731,000	\$731,000			
Capital Totals	\$724,589	\$731,000	\$731,000			

S	TAFFING T	RENDS		
Authorized Positions	2005	Fiscal Year 2006	r 2007	Percent Change
Full-time employees Part-time employees Totals	N	ot Applicab	ole	_

#### **AUTHORIZED POSITION DETAIL**

#### 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 (DVA), 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, Texas. This office interviews and advises clients on entitlements; files claims to the Disables Veterans Administration (DVA) Regional Office in Waco, Texas concerning medical disability compensation, widow's pension, education, guaranteed home loans, death, funeral, nursing home etc. and other DVA benefits. The Veteran's Assistance Officer is required by the Texas Civil Statutes via the Texas Veterans Commission to maintain certification annually by attending training conferences throughout the year. The program 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.

#### **GOALS AND OBJECTIVES**

Goal: To network with families, County, State, and national agencies which serve

veterans and their families.

Objective: To refer 25% of clients to services outside the department of Veterans' Affairs.

Goal: To provide efficient, effective, and productive customer service to all

veterans, their dependents and widows.

Objectives: To spend an average of 1 hour with each client to ensure that the client has been

educated on the services available to them; to maintain a turnaround time of 1 hour from initial request for information; to maintain a satisfaction rate of 100%

from clients for services provided.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS

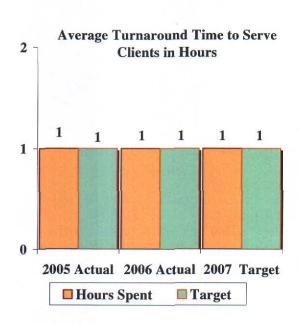
• This office is nationally accredited with the Department of Veteran Affairs through continuing education courses offered.

#### **VETERANS ASSISTANCE**

	2005	2006	2006	2007
Department Activity	<b>Actuals</b>	Target	Actuals	Target
Outputs				
No. of clients served	1,040	1,200	1,277	1,200
No. of referrals made	1,285	1,300	923	1,000
Outcomes				
Avg. time spent /client	1 hr. 45 min	1 hr. 30 min	1 hr. 45 min	1 hr. 30 min
% of satisfied clients	99%	100%	99%	100%
Turnaround time to serve clients	1 hr.	1 hr.	1 hr.	1 hr.
% of clients referred	25%	25%	25%	25%

#### **Referral Rate to Outside Services**





FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	(\$1,762)					
Totals	(\$1,762)			-		

The negative in the 2005 actual column is due to a prior year reversal of payroll. All expenditures for this program are now reflected in the General Assistance Program.

## **VETERANS ASSISTANCE**

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The Veterans Assistance Department was consolidated with General Assistance in 2005 as part of the Commissioners Court instructions for all Non-Mandated departments to reduce funding.

STAFFING TRENDS				
	Fiscal Year			Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees Totals	Not Applicable			
				_
AUTHOR	IZED POSIT	ION DET	AIL	



# RESOURCE DEVELOPMENT FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2007	Percent
No.	Department	Actuals	Budget	Budget	Change
304	Agricultural Co-Op Extension	\$300,809	\$340,958	\$266,928	-21.71%
310	Planning and Development	223,974	392,407	392,407	
	Totals	\$524,783	\$733,365	\$659,335	-10.09%

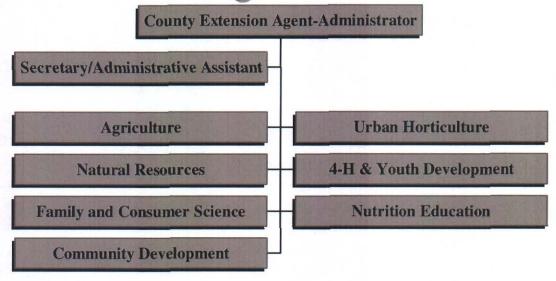
# OPERATING BUDGET SUMMARY BY CHARACTER

2005	2006	2007	Percent
Actuals	Budget	Budget	Change
\$401,731	\$555,411	\$557,813	0.43%
123,052	177,954	101,522	-42.95%
\$524,783	\$733,365	\$659,335	-10.09%
	\$401,731 123,052	Actuals         Budget           \$401,731         \$555,411           123,052         177,954	Actuals         Budget         Budget           \$401,731         \$555,411         \$557,813           123,052         177,954         101,522

# STAFFING TRENDS SUMMARY BY CLASSIFICATION

STAFFING TRENDS						
	Fis	scal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	16	16	16			
Part-time employees						
Total positions	16	16	16			

# AGRICULTURAL CO - OP DEPARTMENT Functional Organizational Chart



#### MISSION STATEMENT

To provide quality, relevant outreach and continuing educational programs and services to the people of El Paso County.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Agricultural 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: 4 H Youth Development Program: Through the 4H Youth Development

program, target youth with learning opportunities that develop leadership

and life skills.

Objectives: Target 300 limited youth from limited resource families with 4H project

opportunities; target private and public elementary schools with science-based curricula to supplement and support learning in the agriculture/life sciences area;

support and expand organized 4H Club activities.

#### GOALS AND OBJECTIVES, CONT'D

Goal:

Commercial Agriculture: Extension educational programs, training, and technical support will be provided to El Paso area agricultural producers in a manner that enhances their sustainability, profitability, and competitiveness locally, nationally, and globally.

Objectives:

Target 150 local growers or more with educational programs that promote increased water use efficiency and improved crop quality and yield through the adoption of better water management and production practices; target 60 local growers or more with educational programs and demonstrations of efficient irrigation and fertilization practices in El Paso Valley; target 20 alfalfa growers or more with educational programs and demonstrations related to salt resistant alfalfa varieties.

Goal:

Nutrition Education: To improve the health and well being of limited resource families in El Paso County through educational programs related to nutrition, diet and health.

Objectives:

Target 1,650 limited resource families or more in El Paso with nutrition education lesson series; target 3,500 limited resource youth or more in El Paso with nutrition education lesson series and summer camp program.

Goal:

Family and Consumer Services: To improve the quality of life for families in El Paso County through educational programs and services that includes parenting and child development, family development, family resource management, food safety, diet and nutrition, and health.

Objectives:

Provide parenting education to parents of young children; target 200 or more of 106,000 food stamp recipients with educational programs and training in nutrition education, food safety, stretching food dollars, dietary health, and other subject matter; target 320 parents and caregivers or more with training skills to help them better understand their children to handle situations in a positive manner.

Goal:

Natural Resources: To improve the quality of life for El Pasoans through educational programs services, and technical assistance related to natural resource conservation and protection, including parks and recreation development, waste management, environmental stewardship, water quality protection and conservation, increased green space, and community beautification.

Objectives:

Target 200 or more of field maintenance staff, coaches and administrators at 9 area schools for Sports Athletic Field Education Program implementation; target 160,000 or more homeowners for Pesticide Education Program, through mass media, point of sale brochures and water bill inserts.

#### GOALS AND OBJECTIVES, CONT'D

Goal: Community Development: To provide educational and technical support and

assistance targeting limited resource audiences and promote the development

of small businesses, including agribusiness in El Paso County.

Objectives: Target 200 or more adults and youth with programs designed to improve

agriculture awareness; target 400 or more adults and youth with programs designed to improve tourism and rural business development, including

agribusiness.

Goal: Integrated Pest Management: Using integrated approaches to pest

management, increase crop profitability, reduce pesticide use, and protect the environment through training, technical assistance, and educational

support for El Paso County cotton and pecan producers.

Objectives: Target 30 or more pecan growers and 40 or more cotton growers, encouraging the

application of a new technology that improves profitability and reduces pesticide

use.

Goal: To improve the quality of life for El Pasoans through educational programs,

services and technical assistance related to urban horticulture, including ornamental horticulture, home gardens, increased green space, parks

development, and community beautification.

Objectives: Target 30 or more community volunteers with an interest in gardening with a

structured volunteer program, the Texas Master Gardener Program; target 70 or more current Master Gardeners with continuing education programs to keep them up to date on horticultural principles and practices; target 140 or more homeowners with urban landscape design schools that provide recommendation

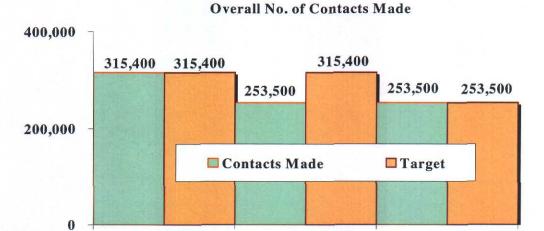
for attractive landscapes with low water requirements.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
Outputs				
4-H Program or 4-H Club				
Number of educational contacts	50,000	50,000	20,500	20,500
Number of youth participants in science				
based educational curriculum	20,000	20,000	12,000	12,000
Special interest groups participants	3,500	3,500	2,700	2,700
Club Members	400	300	300	300
Commercial Agriculture				
Number of educational contacts	6,000	6,000	4,200	4,200
Nutrition Education				
Number of educational contacts	50,000	50,000	40,000	40,000

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs				
Family & Consumer Services				
Number of educational contacts	9,000	9,000	8,500	8,500
Natural Resources				
Number of educational contacts	168,000	168,000	163,200	163,200
Community Development				
Number of educational contacts	4,500	4,500	3,000	3,000
Integrated Pest Management				
Number of educational contacts	4,000	4,000	8,100	8,100
Horticulture				
Number of educational contacts	50,000	50,000	11,500	11,500
Hours of volunteer community service	N/A	N/A	5,000	5,000
Outcomes				
4H Program				
% educational contacts vs total number	400	4007	7201	7201
participants	48%	48%	73%	73%
Agriculture				
% of targeted population vs total number	N/A	N/A	1826%	1826%
of actual contacts	N/A	IV/A	1820%	1820%
Family and Consumer Services				
% of targeted population vs total number	N/A	N/A	162501	1635%
of actual contacts	N/A	N/A	1635%	1033%
Nutrition Education				
% of targeted population vs total number	909%	909%	777%	7770
of actual contacts	909%	909%	111%	777%
Natural Resources				
% of targeted population vs total number	102%	102%	102%	102%
of actual contacts	10270	102 /0	10270	102 /0
Community Development				
% of targeted population vs total number	2250%	2250%	500%	500%
of actual contacts	225070	223070	300 70	30070
Integrated Pest Management				
% of targeted population vs total number	5333%	5333%	11571%	11571%
of actual contacts	333370	333370	113/170	1137170
Horticulture				
% of targeted population vs total number	29412%	29412%	4792%	4792%
of actual contacts	2341270	2941270	+17270	+17470

2007 Target

# AGRICULTURAL CO-OP EXTENSION



FINANCIAL TRENDS					
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change	
Personnel	\$192,288	\$209,238	\$209,238		
Operating Capital	108,521	131,720	57,690	-56.20%	
Total	\$300,809	\$340,958	\$266,928	-21.71%	

2006 Actuals

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

2005 Actuals

Operating changes include a reduction in funding for rent and utilities, due to this
department's move to the Mission Valley Annex, completed by the County in
October of 2006.

	STAFFING T	RENDS			
	F	iscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees Part-time employees	10	10	10		
Totals	10	10	10		

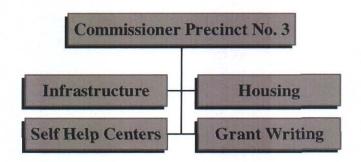
#### **AUTHORIZED POSITION DETAIL**

Administrative Assistant	2	County/State Extension	
Horticulture Agent	1	Agent-Env. & NR	1
CEA 4-H Program Coordinator	1	County Extension Agent-Adm.	1
CEA Agriculture Agent	1	Home Economist	1
CEA Marketing & Public Info	1	Secretary I	1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# PLANNING & DEVELOPMENT Functional Organizational Chart



#### 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 neighborhoods, and expand employment and economic development opportunities.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

To develop 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.

# **GOAL AND OBJECTIVES**

Goal 1: To improve the quality of life in the rural areas of the County at minimal cost, to provide decent essential infrastructure and housing services by 3% mainly through grant funded programs.

Objective 1: To provide assistance to low-moderate income colonia residents through consultation and training workshops, so that in the future they can become self-sufficient and have a better and healthier living environment.

Objective 2: To provide first-time potable public water facilities improvement to low-moderate income households through contracted services and local participation.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	vailable	

# PLANNING AND DEVELOPMENT

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$209,443	\$346,173	\$348,575	0.69%			
Operating Capital	14,531	46,234	43,832	-5.20%			
Totals	\$223,974	\$392,407	\$392,407				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes are attributable to fringe benefit rate changes for fiscal year 2007. Operating reductions are based on the actual trend of expenditures in previous years.

	STAFFING	TRENDS		
		iscal Year		Percent
Authorized Positions	2005	2006	2007	Change
Full-time employees	6	6	6	
Part-time employees				
Totals	6	6	6	

AUTHORI	AUTHORIZED POSITION DETAIL					
Community Development		Housing Coordinator		1		
Construction Specialist	1	Community Development		•		
Contract Manager	2	Program Coordinator		2		

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.





# CULTURE AND RECREATION FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENTS

Page		2005	2006	2007	Percent
No.	<b>Department</b>	Actuals	Budget	Budget	Change _
314	Agua Dulce Community Center	\$4,188	\$5,027	\$5,027	
315	Ascarate Golf Course	657,806	956,673	970,694	1.47%
319	Ascarate Regional County Park	748,607	915,504	905,504	-1.09%
322	Fabens Community Center	4,895	6,000	6,000	
323	Gallegos Pool	4,449	35,000		-100.00%
324	Library	150,346	54,152		-100.00%
327	Montana Vista Community Center	12,176			
328	Rural Parks	127,401	201,828	223,187	10.58%
330	San Elizario Center-Maintenance	16,573	21,084	21,101	0.08%
332	Sparks Community Center	10,618	13,605	9,508	-30.11%
333	Swimming Pools	196,137	263,718	264,559	0.32%
	Totals	\$1,933,196	\$2,472,591	\$2,405,580	-2.71%

# OPERATING BUDGET SUMMARY BY CHARACTER

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$1,220,867	\$1,262,964	\$1,248,743	-1.13%
Operating	712,329	1,195,027	1,142,237	-4.42%
Capital		14,600	14,600	-100.00%
Totals	\$1,933,196	\$2,472,591	\$2,405,580	-2.71%

# STAFFING TRENDS SUMMARY BY CLASSIFICATION

STAFFING TRENDS					
	]	Fiscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	38	38	34	-10.53%	
Part-time employees	1		2	100.00%	
Total positions	39	38	36	-5.26%	

# AGUA DULCE COMMUNITY CENTER

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index is used to account for expenditures, mainly utilities, for the operation of the Agua Dulce Community Center. This community center is used to improve the quality of life in the rural areas of the County, primarily for persons of low and moderate income and is mainly funded through grants.

	Fiscal Year				
	2005	2006	2006	2007	
Department Activity	Actuals	Target	Actuals	Target	
		Not A	pplicable		

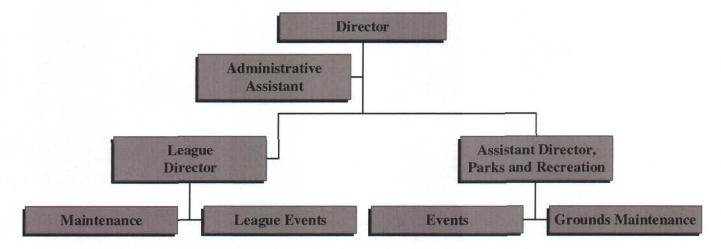
FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$4,188	\$5,027	\$5,027			
Totals	\$4,188	\$5,027	\$5,027	•		

	STAFFING	TRENDS_		
Authorized Positions	2005	Fiscal Year	r 2007	Percent Change
Full-time employees Part-time employees	1	Not Applicat	ole	_
Totals				=

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# PARKS AND RECREATION Functional Organizational Chart



#### ASCARATE GOLF COURSE

#### MISSION STATEMENT

The County of El Paso, Park, Golf and Aquatics Department mission is to provide a safe, healthy and enjoyable recreational environment for all citizens of El Paso County and their visitors.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Ascarate 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 62 golf carts is currently available for daily and tournament play, but up to eighty carts can be accommodated. A new \$2.1 million golf course sprinkler system has been installed to replace a manual system with a state of the art system. The Ascarate Park Golf Course is a division of the park administration that provides the citizens of El Paso County an affordable recreational outlet.

# **GOAL AND OBJECTIVE**

Goal: To increase overall community participation throughout the year.

Objective: To increase the number of memberships sold, number of rounds played and number of tournaments by 5%, over the prior year, through strategic alliances.

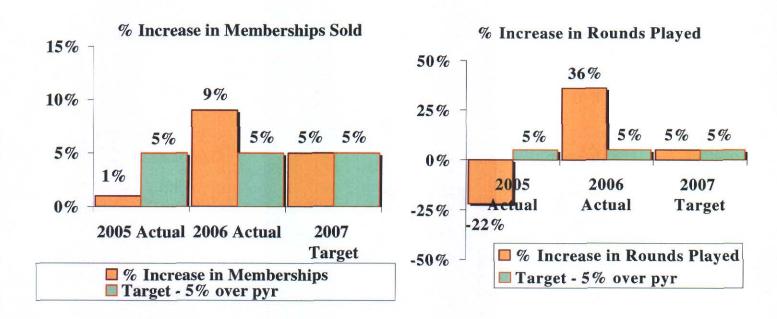
# ASCARATE GOLF COURSE

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

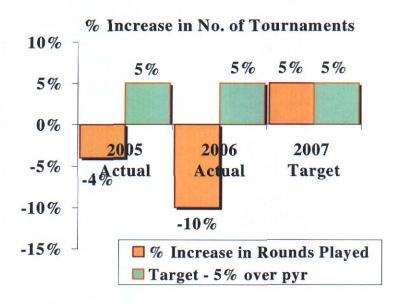
 A new cashiering system (Rec Ware) was installed to better facilitate the cash handling process at the point of sale, making it also more convenient to the customer.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Outputs:				
Number of memberships sold	625	656	681	715
Number of rounds played	53,100	55,755	72,300	75,915
Number of adult tournaments	65	68	61*	64
Number of youth tournaments	12	13	8*	8
Outcomes:				
% increase in memberships sold	1%	5%	9%	5%
% increase in number of rounds played % increase/decrease in number of	-22%	5%	36%	5%
tournaments	-4%	5%	-10%	5%

<sup>\*</sup> The decrease in number of tournaments was, in large part, due to the inordinate amount of rainfall this year.



# ASCARATE GOLF COURSE



FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$387,067	\$484,513	\$498,534	2.89%			
Operating Capital	270,739	472,160	472,160				
Totals	\$657,806	\$956,673	\$970,694	1.47%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include a reduction in funding for a change in the number of temporary employees, as requested by the department that was allocated to the Golf Course, based on need.

	STAFFING T	RENDS		
	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	14	12	12	
Part-time employees			2	100.00%
Totals	14	12	14	16.67%

# ASCARATE GOLF COURSE

AUTHORIZE	ED POSIT	TION DETAIL	
Golf Course		Park Maintenance	
Superintendent	1	Worker	7
Golf Pro Shop Supervisor	1	Park Maintenance	
Office Specialist	1	Worker, Intermediate	2
Office Specialist - part time	2		

See personnel changes for this department in Appendix A.

Commissioners' Court approved the reclassification of 2 part-time Cashier/Clerk positions from temporary to regular after it was determined that they were necessary to supplement staffing for the Pro Shop to maintain customer service levels. The remaining title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

#### ASCARATE REGIONAL COUNTY PARK

#### MISSION STATEMENT

The County of El Paso, Park, Golf and Aquatics Department mission is to provide a safe, healthy and enjoyable recreational environment for all citizens of El Paso County and their visitors.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Ascarate Park staff is responsible for the maintenance and operation of the park, which spans 376 acres, including a 48-acre surface layer lake, which is open to the public all year round. Other features at the park include a lakeside boardwalk, aquatic center, playgrounds, picnic facilities, a walking and jogging trail, as well as sites for basketball, tennis, soccer and sand volleyball. Two handball courts are located at the east end of the park. Ascarate Park also has nine softball/baseball fields available for open use or league play.

#### GOAL AND OBJECTIVE

Goal: To increase overall community participation throughout the year.

Objective: To increase participation in all programs by the public by 5 % over the prior fiscal

year.

#### FISCAL YEAR 2006 ACCOMPLISHMENTS:

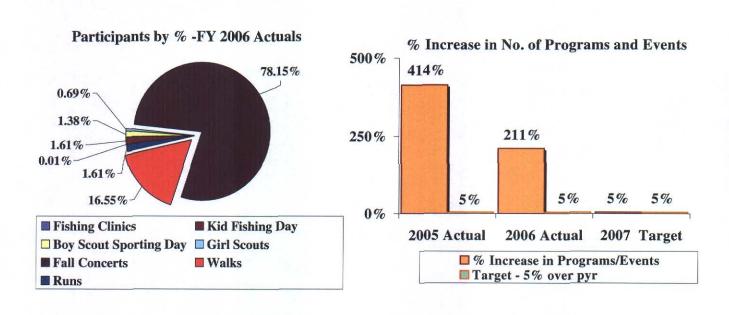
• Thanks in large part to alliances with several local organizations, Ascarate Park was able to see an increase in community participation. Some of the partnerships include: the Diabetes Association, the Red Ribbon Walk (EPISD), the Arc Del Paso, Crime Victims Memorial Walk, Cathedral High School, Early Childhood Intervention, the El Paso Festival Association, the Ascarate Park Fishing Club and the El Paso County Juvenile Probation Department.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
Youth Educational Programs				
Participants:				
Fishing clinics	2	2	2	2
Kid fishing day	140	147	350	368
Special Events Participants				
Boy Scouts annual sporting day	350	368	300	315
Girl Scouts Aloha Day	Not Applicable	Not Applicable	60	63
Girl Scouts Day Camp	Not Applicable	Not Applicable	90	95
4th of July festivities	9,270	9,734	N/A*	9,734
County sports day	450	473	N/A*	473

<sup>\*</sup>The reduction in numbers for the 4<sup>th</sup> of July festivities and County Sports Day was due to the absence of an annual fireworks display at the park, and coordination of the annual County Sports Day held in the past, due to shifting efforts to other areas of more significance.

# ASCARATE REGIONAL COUNTY PARK

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	<b>Target</b>
Outputs:				
Special Events Participants				
Fall concerts	3,000	3,150	17,000	17,850
Walks	Not Applicable	Not Applicable	3,600	3,780
Competitive Runs	Not Applicable	Not Applicable	350	368
Spring Clean-up Day	Not Applicable	Not Applicable	150	158
Outcomes:				
% increase in youth education				
programs	250%	5%	148%	5%
% increase in special events participants	164%	5%	63%	5%



FINANCIAL TRENDS					
Character	2005 Actuals	2001 Actual	2006 Budget	2007 Budget	Percent Change
Personnel	\$482,235		\$472,506	\$462,506	-2.12%
Operating	266,372		428,398	428,398	
Capital			14,600	14,600	
Totals	\$748,607		\$915,504	\$905,504	-1.09%

# ASCARATE REGIONAL COUNTY PARK

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel changes include a reduction in funding for a change in the number of temporary employees, as requested by the department that was allocated to the Golf Course, based on need.

STAFFING TRENDS						
	F	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	14	13	13			
Part-time employees						
Totals	14	13	13			

AUTHORIZED POSITION DETAIL					
Administrative Assistant	1	Maintenance Mechanic			
Assistant Director Parks		Senior	1		
& Recreation	1	Park Maintenance			
Mechanic, Senior	1	Worker, Intermediate	1		
Collection Specialist	1	Park Maintenance			
El Paso County Park & Rec. Dir.	1	Worker	1		
Park Maintenance					
Worker, Senior	5				

See personnel changes for this department in Appendix A.

During the course of fiscal year 2006, management at Ascarate Regional County Park approached Commissioners' Court to request that a vacant Maintenance/Welder position be converted to a Utility Worker III position. The Court approved this change to give the department more opportunities to crosstrain all employees with increased scheduling flexibility as a long-term foal. The remaining title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# **FABENS COMMUNITY CENTER**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILTIES

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.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not Avail	able	

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel Operating Capital	\$4,895	\$6,000	\$6,000					
Totals	\$4,895	\$6,000	\$6,000					

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees Totals	2005	Fiscal Year 2006 Not Applicabl	<b>2007</b>	Percent Change		

# **AUTHORIZED POSITION DETAIL**

Not Applicable

#### **GALLEGOS POOL**

#### **MISSION STATEMENT**

The County of El Paso, Park, Golf and Aquatics Department mission is to provide a safe, healthy and enjoyable recreational environment for all citizens of El Paso County and their visitors.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Please see "Swimming Pools" for Department Description, Responsibilities, Goals and Objectives.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$4,449	\$6,042		-100.00%		
Operating		28,958		-100.00%		
Capital						
Totals	\$4,449	\$35,000		-100.00%		

# FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This overall reduction in funding is based on the fact that these funds have been unexpended for the 2006 fiscal year, as employees and operations have been charged to the swimming pool index.

STAFFING TRENDS					
Authorized Positi		Fiscal Year 2006	2007	Percent Change	
Part-time employe Totals		Not Applicable		- =	

AUTHORIZED POSITION DETAIL

Not Applicable

# COUNTY LIBRARY Functional Organizational Chart



#### 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.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County of El Paso maintained a library, which served the community of Fabens. The library made a voluminous collection of educational, informational, and recreational materials available to every County resident. Duties included helping patrons locate library materials, answering reference questions, circulating materials, and other clerical duties such as typing, copying and archiving. The major services of the library included 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 provided a valuable resource for information and learning to the community it served. This function was no longer a County funded program and was terminated in December of 2005.

# **LIBRARY**

# **GOAL AND OBJECTIVE**

Goal: Promote library usage by parents and children in order to provide

recreational, instructional, educational and professional guidance to both age

groups.

Objective: To increase library usage and participation in programs offered by 10% through a

variety of library resources that will be made available to the public.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
Outputs:				
Library Usage				
Reference transactions	3,223	N/A	N/A	N/A
Computer, CO-ROM in house use	11,637	N/A	N/A	N/A
Number of internet users	20,697	N/A	N/A	N/A
Fax machine and typrewriters use	669	N/A	N/A	N/A
Programs offered				
Story hour program attendees	814	N/A	N/A	N/A
Head Start attendees	998	N/A	N/A	N/A
Summer reading program participants	1,989	N/A	N/A	N/A
Classes: computer, CED, other	179	N/A	N/A	N/A
Income tax forms distributed	3,472	N/A	N/A	N/A
Library Resources				
Library materials available to the public	27,066	N/A	N/A	N/A
Library materiasl circulated	36,816	N/A	N/A	N/A
Automation of Work Stations				
Automated work stations for the public	7	N/A	N/A	N/A
Laptops for public use	8	N/A	N/A	N/A
Outcomes:				
% increase in library usage	39%	N/A	N/A	N/A
% increase in participation in programs				
offered	34%	N/A	N/A	N/A
% change in library resources	-11%	N/A	N/A	N/A

<sup>\*</sup> The Library was closed on December 31, 2005. It will continue functioning under the patronage of a different institution, thus no data is available for fiscal year 2006 or 2007.

#### **LIBRARY**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$130,064	\$33,576		-100.00%		
Operating Capital	20,282	20,576		-100.00%		
Totals	\$150,346	\$54,152		-100.00%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS

• Personnel and operating changes are a result of the operations for the County Library being phased out after the 1<sup>st</sup> quarter of the fiscal year, and turned over to the Fabens School District to operate.

STAFFING TRENDS						
And and all Design		iscal Year	2005	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	3	5		-100.00%		
Part-time employees	2					
Totals	5	5		-100.00%		

#### **AUTHORIZED POSITION DETAIL**

Not Applicable.

See personnel changes for this department in Appendix A.

Positions previously authorized for this department were deleted as was decided by Commissioners' Court during budget hearings for fiscal year 2006. Effective January 1, 2006, the County of El Paso turned operations of the Fabens Library over to the Clint Independent School District.

#### 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. Beginning in fiscal year 2006, this service was contracted out, as part of the effort for the Commissioners to de-fund all Non-Mandated programs by finding other more appropriate agencies to cover costs.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
		Not A	pplicable	

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 As a result of Commissioners' Court action, funding for this program was eliminated for fiscal year 2006 and 2007, consistent with their policy to reduce funding for all "Non-Mandated" programs in the County.

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$12,176					
Totals	\$12,176			=		

	STAFFING	IKENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees		Not Applicabl	e	_
Totals				=

STAFFING TOFNOS

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

#### **RURAL PARKS**

#### 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, Sparks and Gallegos park areas. Maintenance to these areas includes repairs, park cleanups, and improvements.

#### **GOALS AND OBJECTIVES**

Goal: To provide a safe and properly maintained park system to support the ever

growing needs of the citizens of El Paso County.

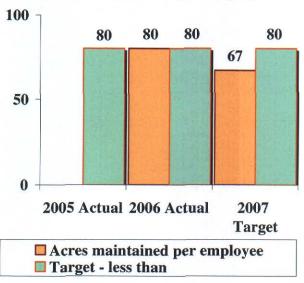
Objective: To have adequate staff to carry out necessary repair work and clean up of parks

and purchase equipment that will increase the efficiency of workers; maintain a

staff to acreage ratio of a maximum of 80 acres maintained per person.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Total no. of parks maintained	Not Available	7	Q	8
Total avg. acres maintained per	Not	,	0	0
employee	Available	80	80	67
Total no. of employees	4	5	5	6

#### Acres Maintained per Employee



# **RURAL PARKS**

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$103,329	\$146,634	\$167,993	14.57%
Operating	24,072	55,194	55,194	
Capital				
Totals	\$127,401	\$201,828	\$223,187	10.58%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS

 Personnel increases are a result of a new position approved for this department for 2007.

STA	AFFING TR	ENDS		
	_	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	4	5	6	20.00%
Part-time employees				
Totals	4	5	6	20.00%

AUTHORIZED POSITION DETAIL						
Maintenance Mechanic	1	Truck Driver	4			
Park Maintenance Worker	1	Truck Bilver	-			

A LITTLE DESCRIPTION DETAIL

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, a new Park Maintenance Worker position was approved by Commissioners' Court for this department to assist existing personnel with park maintenance. The remaining title changes were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# SAN ELIZARIO CENTER-MAINTENANCE

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This account is a branch of the Facilities Management department, which is responsible for the maintenance, operations, and housekeeping duties of the San Elizario Center.

# **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.

2005	2006	2006	2007
Actuals	<b>Target</b>	Actuals	Target
	Not A	pplicable	
		Actuals Target	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$16,573	\$20,584	\$20,601	0.08%		
Operating		500	500			
Capital						
Totals	\$16,573	\$21,084	\$21,101	0.08%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes include fringe benefit rate changes for fiscal year 2007.

STAFFING TRENDS					
<b>Authorized Positions</b>	F 2005	iscal Year 2006	2007	Percent Change	
Full-time employees	1	1	1		
Part-time employees					
Totals	1	1	1		

# SAN ELIZARIO CENTER-MAINTENANCE

#### **AUTHORIZED POSITION DETAIL**

Park Maintenance Worker

1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# **SPARKS COMMUNITY CENTER**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This is a multi-use community resource center built on County land with funds appropriated to Texas A&M University by the State Legislature. This facility provides a variety of services to help improve the self-sufficiency, health and well being of those residents in the area known as Sparks. This facility is managed by a not for profit agency via a services agreement with the County.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not App	licable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$10,618	\$13,605	\$9,508	-30.11%			
Totals	\$10,618	\$13,605	\$9,508	-30.11%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS

• Operating changes are a result of the Commissioners' Court decision to decrease appropriations for "Non- Mandated" functions in the County.

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees Totals  AUTHOR	2005	Percent Change				
	IZED POSIT	TION DET	AIL			

Not Applicable

# **SWIMMING POOLS**

#### MISSION STATEMENT

The County of El Paso, Park, Golf and Aquatics Department mission is to provide a safe, healthy and enjoyable recreational environment for all citizens of El Paso County and their visitors.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County operates three public swimming pools. The Ascarate Aquatic Center is a 50-meter Olympic size outdoor competition pool. It has a small children's pool, a large slide and four children's slides. The Aquatic Center has an enclosed picnic area with grills shaded by tents and two regulation-sized sand volleyball courts. The area is available to the public as well as for private rentals. These are 25-meter pools and are operated from Memorial Day to early August. The main responsibility of the department is to maintain these facilities and meet the needs of the public.

#### **GOAL AND OBJECTIVE**

Goal: To attract children and adults to join all the activities offered in the

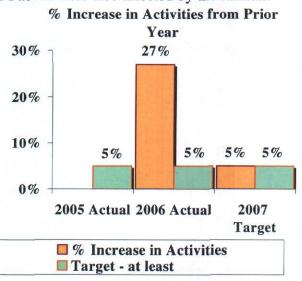
swimming pools, thus increasing revenues in future years.

Objective: To increase participation in swimming, scuba and water rescue lessons and other

services to the public by 5% over the prior fiscal year.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
Outputs				
Miscellaneous Activities				
Water rescue training	N/A	N/A	3	3
Pool rentals	44	46	29*	30
Outcomes				
% increase/decrease in activities	N/A	N/A	-27%	5%
from prior fiscal year				

<sup>\*</sup> Rentals were affected/cancelled by the inordinate amount of rainfall this year. The pools in Canutillo and Fabens were also affected by the rainfall.



# **SWIMMING POOLS**

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$97,150	\$99,109	\$99,109			
Operating Capital	98,987	164,609	165,450	0.51%		
Totals	\$196,137	\$263,718	\$264,559	0.32%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

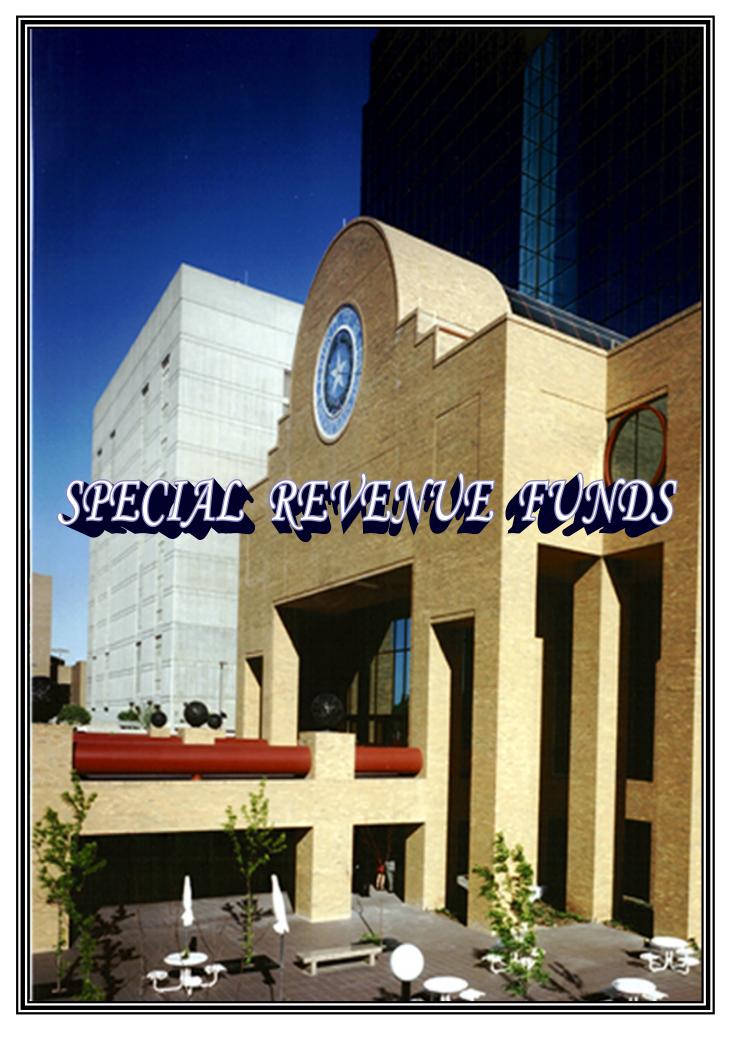
• Operating changes include increased funding for utility expenses for fiscal year 2007, based on current trends.

STAFFING TRENDS					
	F	iscal Year	cal Year		
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	2	2	2		
Part-time employees					
Totals	2	2	2		

AUTHORIZED POSITION DETAIL			
Aquatics Manager	1	Pool Maintenance Technician, temp	1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.



# SPECIAL REVENUE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

#### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

#### TAX REVENUES

This revenue source is set at \$200,000 higher for fiscal year 2007 for a projected increase in hotel motel revenues, based on historical trends.

#### INTERGOVERNMENTAL REVENUES

This revenue source experienced a \$17,882 decrease mainly to reflect actual revenues projected to be received in fiscal year 2007 for the District Attorney Food Stamp Fraud account and reimbursements from the state for elections.

#### **CHARGES FOR SERVICES**

The main contributor to the increase in Charges for Services is based on projections for additional revenues anticipated for the Road and Bridge account for extra auto registration income, auto sales tax and new income budgeted for drug enforcement for the Sheriff's department.

	EV 2005	OPERATING BUDGETS		CHANGES	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):					
Taxes	\$2,285,353	\$2,400,000	\$2,600,000	\$200,000	8.33%
Intergovernmental	770,365	774,767	756,885	(17,882)	-2.31%
Charges for Services	13,456,863	12,121,055	13,235,698	1,114,643	9.20%
Fines and Forfeits	581,767	407,000	399,934	(7,066)	-1.74%
Interest	659,955	485,000	1,193,960	708,960	146.18%
Miscellaneous Revenues	5,400,660	100,700	53,900	(46,800)	-46.47%
Other Financing Sources	10,801,254	10,650,953	\$10,805,565	154,612	1.45%
<b>Total Revenues and Other</b>					
<b>Financing Sources</b>	33,956,217	26,939,475	29,045,942	2,106,467	7.82%
Beginning Fund Balances	15,307,730	21,824,025	27,114,548	5,290,523	24.24%
<b>Total Available Resources</b>	\$49,263,947	\$48,763,500	\$56,160,490	\$7,396,990	15.17%

	FY 2005	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):					
Fines and Forfeits	\$581,767	\$407,000	\$399,934	(\$7,066)	-1.74%
Interest	\$659,955	\$485,000	\$1,193,960	\$708,960	146.18%
Miscellaneous Revenues	\$5,400,660	\$100,700	\$53,900	(\$46,800)	-46.47%
Other Financing Sources	\$10,801,254	\$10,650,953	\$10,805,565	\$154,612	1.45%

#### **FINES AND FORFEITS**

The line item for Fines and Forfeits decreased by a little over \$7,000 based on historical trends for the Special DA account for their percentage share of all forfeited seizures, which is offset by the creation of a new Justice Court Manager Fund, established by the Commissioners Court for the purpose of managing truancy cases in Justice of the Peace Precinct No. 7.

#### INTEREST

The line item for Interest was increased based on increases of the interest rates over prior years' rates.

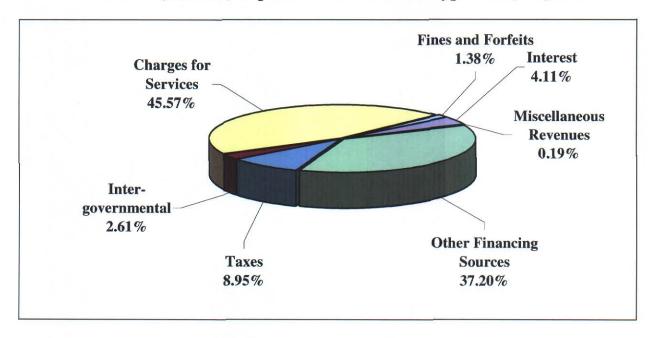
#### MISCELLANEOUS REVENUES AND OTHER FINANCING SOURCES

Lastly, Miscellaneous Revenues and Other Financing Sources were budgeted at a decrease of \$46,800 and an increase of \$154,612, respectively. The decrease in Miscellaneous revenues is mainly attributable to a decrease in projected revenues for the Juvenile Probation Supervision fund. The increase in Other Financing Sources is due to the increase in transfer in of funds from the Coliseum Special Revenue Fund into the County Tourist Promotion Fund for distribution as approved by Commissioners Court for such programs such as the Rodeo, Mission Trails, and Historical Commission operations that have been supported in the past. These allocations are set up during the fiscal year via budgetary amendments into specific sub objects in the County Tourist Promotion Fund at the time that these programs are approved in contract form by the Commissioners' Court.

# SPECIAL REVENUE FUND TYPE OPERATING BUDGET FY 2007

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 2007 Budget Revenues (Sources) –Special Revenue Fund Type - \$29,045,942



### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

#### GENERAL GOVERNMENT

	FY 2005	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expenditures (Uses):					
General Government	\$2,990,145	\$4,000,619	\$4,247,746	\$247,127	6.18%

The increase in appropriations for fiscal year 2007, for the General Government program can be explained as follows: Personnel and operating increases are a result of excess fund balances from the prior fiscal year in the County Clerk Records Management fund that are budgeted for expenditure in 2007, for projected increases in fees for the County Clerk's records vital statistics fund, for new positions approved for the District Clerk's Department for records management, for impacts of no gap and cost of living salary impacts approved by the Court for fiscal year 2007, and for the impacts of personnel changes for the Tax Office Discretionary fund.

	FY 2005	OPERATING	OPERATING BUDGETS		ES
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expen-					
ditures (Uses):					
General Government	\$2,990,145	\$4,000,619	\$4,247,746	\$247,127	6.18%
Administration of Justice	1,112,556	2,096,687	2,050,642	(46,045)	-2.20%
Resource Development	2,776	50,000	52,000	2,000	4.00%
Culture and Recreation	2,991,251	3,507,459	3,894,892	387,433	11.05%
Public Safety	10,394,373	11,043,440	11,310,949	267,509	2.42%
Public Works	4,319,757	11,068,983	11,373,647	304,664	2.75%
Health and Welfare	210,335	346,000	315,900	(30,100)	-8.70%
Capital Outlays	1,019,347	3,208,909	2,582,990	(625,919)	-19.51%
Other Financing Uses	4,399,382	1,995,918	1,931,293	(\$64,625)	-3.24%
<b>Total Appropriations,</b>				-	
<b>Expenditures and Other</b>					
Financing Uses	27,439,922	37,318,015	37,760,059	442,044	1.18%
Encumbrances		1,761,494	3,447,406	1,685,912	95.71%
<b>Ending Fund Balances</b>	21,824,025	9,683,991	14,953,025	5,269,034	54.41%
Total					
Appropriations/Expen-					
ditures, Other Financing					
<b>Uses and Fund Balances</b>	\$49,263,947	\$48,763,500	\$56,160,490	\$7,396,990	15.17%

#### ADMINISTRATION OF JUSTICE

The main reason for the decrease of \$46,045 under Administration of Justice is for funds left undesignated for the County Attorney Commissions account at the request of the department. This decrease is offset by increases for a new Juvenile Court Manager fund set up for the purpose of enforcing truancies and for additional funds available for operations of the Justice Court Technology fund based on revenue estimates from fines collected by each Justice of the Peace. Personnel increases have also been appropriated for additional funds available for operation of the Probate Judiciary account for payment of 1<sup>st</sup> quarter salaries for two new incoming judges.

#### RESOURCE DEVELOPMENT

The Resource Development program was budgeted at a minimal increase of \$2,000 for fiscal year 2007, based on the trend of application fees assessed from participants for the El Paso Housing Fund set up for the purpose of conducting operations of the Housing Finance Corporation.

#### **CULTURE AND RECREATION**

The increase in the Culture and Recreation program is attributable mainly to the increase in funds from the Coliseum Special Revenue Fund into the County Tourist Promotion Fund for distribution as approved by Commissioners Court for such programs such as the Rodeo, Mission Trails, and Historical Commission operations that have been supported in the past. Increases are projected for some funds such as the Law Library Fund and San Elizario Placita fund based on available resources remaining from last fiscal year.

	FY 2005	OPERATING	G BUDGETS	CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expendi-					
tures (Uses):					
Culture and Recreation	\$2,991,251	\$3,507,459	\$3,894,892	\$387,433	11.05%
Public Safety	\$10,394,373	\$11,043,440	\$11,310,949	\$267,509	2.42%
Public Works	\$4,319,757	\$11,068,983	\$11,373,647	\$304,664	2.75%
Health and Welfare	\$210,335	\$346,000	\$315,900	(\$30,100)	-8.70%

#### PUBLIC SAFETY

The large increase in appropriations for Public Safety is mainly due to remaining funds from prior fiscal years to be used in 2007 for new personnel approved for the Commissary Inmate Profit Fund.

#### **PUBLIC WORKS**

The Public Works program increased overall by \$304,664 mainly for appropriations that are reserved for Road and Bridge department to cover the projected impacts of a cost of living and no gap salary catch up for employees in this program.

#### **HEALTH AND WELFARE**

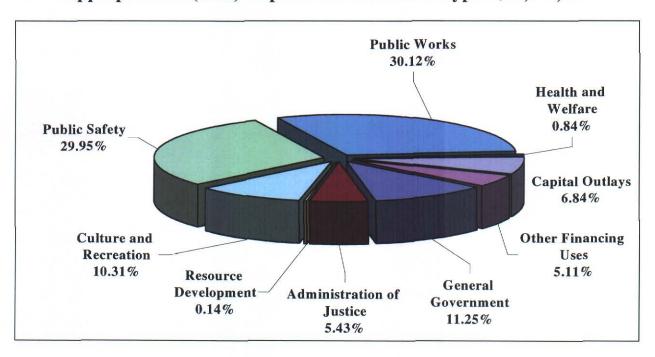
Appropriations for the Health and Welfare program were mainly set lower based on revenue estimates for the Family Protection fund to be used for various agencies, which are awarded funds, and for the Project Care Electric, Gas and Water accounts set up to help those families in need of utility payment assistance.

	EW 2005	OPERATING	G BUDGETS	CHANGES	
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	Amount	%
Appropriations/Expenditures (Uses):					
Capital Outlays	\$1,019,347	\$3,208,909	\$2,582,990	(\$625,919)	-19.51%
Other Financing Uses	\$4,399,382	\$1,995,918	\$1,931,293	(\$64,625)	-3.24%

#### CAPITAL OUTLAYS AND OTHER FINANCING USES

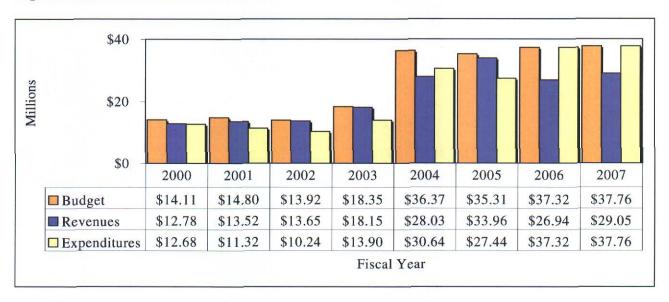
Lastly, the decrease in Capital Outlays for fiscal year 2007 is mainly attributable to no new appropriations for the Commissary Inmate Profit Fund, as requested by the department. Other Financing Uses also decreased by over \$64 thousand based on the decrease of the transfer out from the Juvenile Board State Aid account to meet grant match requirements.

Fiscal Year 2007 Budget Appropriations (Uses) – Special Revenue Fund Type - \$37,760,059



### Special Revenue Fund Type - Budget, Revenue, and Expenditure Trends

The following table provides information regarding the Special Revenue Fund Type overall budget, and revenue/expenditures since 2000. **Details can be found in the revenue and expenditure sections of this document.** 

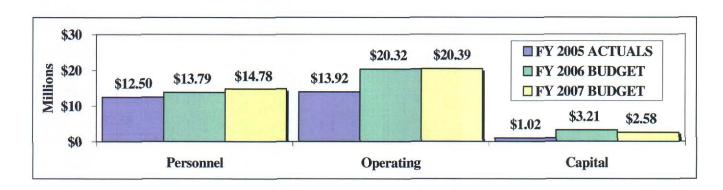


<sup>\*</sup>Fiscal Year 2006 and 2007 are budgets, 2000-2005 are actual expenditures.

#### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

	FY 2005	OPERATING	BUDGETS	Changes	
	Actuals	FY 2006	FY 2007	Amount	%
Character					
Personnel	\$12,503,431	\$13,794,079	\$14,783,215	\$989,136	7.17%
Operating	13,917,144	20,315,027	20,393,854	78,827	0.39%
Capital	1,019,347	3,208,909	2,582,990	(625,919)	-19.51%
<b>Total Budgets</b>					
and Actuals	\$27,439,922	\$37,318,015	\$37,760,059	\$442,044	1.18%

# SPECIAL REVENUE FUND TYPE SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER



# Special Revenue Fund Balances

<b>经现代的复数解释的</b> 有数据表现	FY 2006 Beginning Fund F Balance (FY 2005	Y 2007 Beginning Fund Balance (FY 2006
Department	Ending)	Ending)
243rd District Drug Court, County Criminal	Eliulig)	Lituing)
Court 2 DWI, District Attorney 10% Forfeiture	\$55,271	\$24,753
Alternative Dispute Resolution Center	\$55,271	20,398
Ascarate Park Improvements	227,465	145,013
Child Welfare Juror Donations	13,180	16,050
Coliseum Tourist Promotion	144,399	209,157
Commissary Inmate Profit Fund	1,112,745	1,487,907
County Attorney Bad Check Fund	162,109	242,320
County Attorney Commissions Fund	188,395	142,248
County Attorney Labor Disputes	710	19
County Attorney Supplement Fund	95,850	124,140
County Clerk Records Archives	347,265	426,963
County Clerk Records Management and	317,203	120,703
Preservation	388,702	433,072
County Clerk Vital Statistics	119,140	141,995
County Graffiti Eradication	906	1,027
County Law Library	326,459	374,233
County Tourist Promotion	593,625	490,154
Court Reporter Service Fund	20,721	27,784
Courthouse Security Fund	49,760	82,887
District Attorney Apportionment	13,700	02,007
Supplement		-4,319
District Attorney Food Stamp Fraud	65,725	95,302
District Attorney Special Account	847,062	791,627
District Clerk Records Management and	0.7,002	
Preservation Fund	13,447	58,373
Drug Enforcement Match	756,943	2,259,898
Election Contract Service	376,520	376,789
El Paso Housing Finance Corporation	52,624	52,624
Fabens Airport	16,313	6,539
Family Protection Fund	30,955	33,216
Juror Donations JPD	2,428	2,104
Justice Court Technology Fund	125,772	73,660
Juvenile Probation Challenge, Detention and		2023
Special Revenue Fund	236,598	454,435
Juvenile Probation Federal Prisoner Fund		9,159
Juvenile Probation Interest Fund	11,204	58,223
Juvenile Probation National School Fund	65,348	153,784
Juvenile Probation Supervision	166,610	78,926
Probate Judiciary Support	232,194	252,907

# Special Revenue Fund Balances

	FY 2006 Beginning Fund F Balance (FY 2005	Y 2007 Beginning Fund Balance (FY 2006
Department	Ending)	Ending)
Probate Travel Account	3,311	1,900
Project Care Gas, Electric & Water	5,212,230	5,227,386
Records Management and Preservation	76,907	68,905
Road and Bridge	9,360,415	12,150,898
San Elizario Placita	1,730	1,809
Sheriff Leose	85,186	56,740
Sportspark Special Revenue Account	13,415	113,195
Tax Office Discretionary Fund	220,373	345,012
Teen Court	3,365	4,472
Therapeutic Drug Court	648	864
Totals	21,824,025	27,114,548

# SPECIAL REVENUE FUND FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2005	2006	2007	Percent
No.	Department	Actuals	Budget	Budget	Change
347	243rd District Drug Court	\$16,692	\$25,556	\$10,190	-60.13%
350	Alternative Dispute Resolution Center	132,224	200,000	200,000	
353	Ascarate Park Improvements	730,711	180,000		-100.00%
356	Child Welfare Juror Donations		14,000	18,400	31.43%
358	Coliseum Tourist Promotion	2,625,899	2,550,000	2,810,000	10.20%
361	Commissary Inmate Profit Fund	368,571	1,278,842	827,932	-35.26%
364	County Attorney Bad Check Fund	169,503			
366	County Attorney Commissions Fund	89,320	252,070	75,400	-70.09%
369	County Attorney Labor Disputes	1,143	707	250	-64.64%
372	County Attorney Supplement Fund		114,125	140,000	22.67%
374	County Clerk Records Archives	575,528	650,000	650,000	
376	County Clerk Records Management and				
	Preservation	659,371	723,319	821,775	13.61%
379	County Clerk Vital Statistics	73,329	80,000	100,000	25.00%
381	County Criminal Court 2 DWI	40,731	40,218	30,810	-23.39%
384	County Graffiti Eradication		1,000	1,150	15.00%
386	County Law Library	374,498	479,034	562,543	17.43%
390	County Tourist Promotion	270,807	501,641	674,465	34.45%
392	Court Reporter Service Fund	157,000	167,000	186,000	11.38%
394	Courthouse Security Fund	327,537	296,000	348,000	17.57%
396	District Attorney 10% Drug Forfeitures	15,614	10,226		-100.00%
398	District Attorney Apportionment				
	Supplement	43,067	39,885	39,885	
400	District Attorney Food Stamp Fraud	65,808	96,000	94,904	-1.14%
402	District Attorney Special Account	462,703	900,000	917,171	1.91%
405	District Clerk Records Management and				
	Preservation Fund	54,184	59,405	98,200	65.31%
408	Drug Enforcement Match		754,598	754,598	
410	Election Contract Service	293,078	478,000	438,500	-8.26%
413	El Paso Housing Finance Corporation	2,776	50,000	52,000	4.00%
415	Fabens Airport	1,278	18,300	9,750	-46.72%
418	Family Protection Fund	28,764	77,000	47,000	-38.96%
420	Juror Donations JPD	2,252	2,500	2,700	8.00%
422	Justice Court Security		25,000	25,000	
424	Justice Court Technology Fund	56,703	187,500	233,500	24.53%
426	Juvenile Case Manager Fund			34,934	100.00%
429	Juvenile Probation Challenge		2,091,270	2,453,964	17.34%
433	Juvenile Probation Detention		2,714,947	3,081,742	13.51%
435	Juvenile Probation Federal Prisoner Fund	6,332	5,000	9,120	82.40%
437	Juvenile Probation Interest Fund	16,923	29,000	59,000	103.45%
439	Juvenile Probation National School Fund	\$68,513	\$165,000	\$159,602	-3.27%

# SPECIAL REVENUE FUND FISCAL YEAR 2007 OPERATING BUDGET SUMMARY WITH COMPARATIVE BUDGETS BY DEPARTMENT

Page		2004	2005	2006	Percent
No.	Department	Actuals	Budget	Budget	Change
441	Juvenile Probation Special Revenue Fund	\$9,844,442	\$5,083,394	\$4,353,905	-14.35%
447	Juvenile Probation Supervision	258,160	317,500	265,000	-16.54%
449	Probate Judiciary Support	31,228	242,000	260,000	7.44%
452	Probate Travel Account	11,000	10,000	7,900	-21.00%
454	Project Care Gas, Electric & Water	187,249	255,000	250,500	-1.76%
456	Records Management and Preservation	186,034	250,000	250,000	
459	Road and Bridge Administration	3,712,788	1,761,132	1,867,917	6.06%
463	Road and Bridge	4,849,924	13,309,511	13,753,625	3.34%
465	San Elizario Placita		1,724	1,860	7.89%
468	Sheriff Communication Improvement	11,895	29,049	19,000	-34.59%
470	Sheriff Leose	51,409	130,000	118,000	-9.23%
473	Sportspark Special Revenue Account	521,072	571,701	527,489	-7.73%
476	Tax Office Discretionary Fund	41,297	95,061	110,680	16.43%
479	Teen Court	2,565	4,000	4,650	16.25%
482	Therapeutic Drug Court		800_	1,048	31.00%
	Totals	\$27,439,922	\$37,318,015	\$37,760,059	1.18%

#### OPERATING BUDGET SUMMARY BY CHARACTER

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$12,503,431	\$13,794,079	\$14,783,215	7.17%
Operating	13,917,144	20,315,027	20,393,854	0.39%
Capital	1,019,347	3,208,909	2,582,990	-19.51%
Totals	\$27,439,922	\$37,318,015	\$37,760,059	1.18%

### STAFFING TRENDS SUMMARY BY CLASSIFICATION

STAFFING TRENDS

<b>Authorized Positions</b>	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees	291.0	291.0	297.0	2.06%
Part-time employees	37.0	20.5	22.5	9.76%
Supplement	4.0	19.0	24.0	26.32%
<b>Total Positions</b>	332.0	330.5	343.5	3.93%

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY CRIMINAL COURT 2 DWI, DISTRICT ATTORNEY 10% DRUG FORFEITURE AND 243<sup>rd</sup> DISTRICT DRUG COURT WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for funds obtained through criminal asset forfeitures. 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 the Commissioners' Court. As of fiscal year 2006 two programs are funded through these revenues, a 243<sup>rd</sup> District Drug Court and a County Criminal Court No. 2 DWI Court, to process cases that qualify under the above purpose.

	Actual Sources and Uses	Operating	Budgets	Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$96,928	\$55,271	\$24,753	-55.22%
Designated for subsequent years' expenditures		45,500	25,500	-43.96%
Reserved for encumbrances		585	787	34.53%
Revenue:				
Fines and forfeitures	28,242	30,000	15,000	-50.00%
Miscellaneous revenue	430			
Interest revenue	2,708	500	500	
Total revenue	31,380	30,500	15,500	-49.18%
Other financing sources: Transfers in				
Total revenue and other sources	31,380	30,500	15,500	-49.18%
Expenditures:	7,303	76,000	41,000	-46.05%
Other financing uses: Transfer out				
Total expenditures and other uses	73,037	76,000	41,000	-46.05%
Encumbrances		585	787	34.53%
Ending fund balance	\$55,271	\$55,271	\$24,753	-55.22%

# 243<sup>RD</sup> DISTRICT DRUG COURT

#### MISSION STATEMENT

To provide a non-adversarial approach with substance addicted offenders in need of an alternative to incarceration, while reducing recidivism and crime, improving the community-at-large, educating the offender about quality of life issues, and providing case closure for all interested parties.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The 243<sup>rd</sup> Judicial District Drug Court Treatment Program is a partnership between private, non-profit, and public entities united to address the exasperating problem of handling drug-abusing offenders who are often placed on lengthy waiting lists for treatment or are released back to the community without receiving treatment at all. Consequently these individuals revert back to criminal behavior because their needs are not expediently identified or met in a traditional court setting. The 243<sup>rd</sup> Drug Court emerged as a response to this problem by providing a non-adversarial approach to assisting the offender in abstaining from drugs and crime and ultimately reducing the recidivism rate among those served through the program.

#### GOAL AND OBJECTIVES

Goal:

Use a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program client.

Objectives:

Integrate alcohol and other drug treatment services in the processing of cases in the judicial system; promote ongoing judicial interaction with program clients; foster a coordinated strategy to govern program responses to clients' compliance; strengthen efforts to obtain funding and facilitate development of coordinated long-range plans for financing the 243<sup>rd</sup> Drug Court program operation.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Dopar union (1et)	11000015	0	vailable	Tunget

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percentage Change in Budget		
Personnel						
Operating	\$7,177	\$25,556	\$10,190	-60.13%		
Capital	9,515					
Totals	\$16,692	\$25,556	\$10,190	-60.13%		

# 243<sup>RD</sup> DISTRICT DRUG COURT

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Decreases in operating appropriations for 2007 are a result of diminishing fund balances from prior years being appropriated in 2007.

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2005 2006 2007  Not Applicable		Percent Change		
Totals	IZED POS	ITION DE	TAIL	=		

Not Applicable

# FISCAL YEAR 2007 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			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	(\$375)		\$20,398	100.00%
Designated for subsequent years' expenditures				
Reserved for encumbrances			34,334	100.00%
Revenue:				
Administration of justice Charges for services Fines and forfeitures	132,224	\$200,000	200,000	
Miscellaneous revenue				
Interest revenue	375			
Total revenue	132,599	200,000	200,000	
Other financing sources: Transfers in				
Total revenue and other				
sources	132,599	200,000	200,000	
Expenditures:	132,224	200,000	200,000	
•				
Other financing uses: Transfer out				
Total expenditures and other uses	\$132,224	\$200,000	200,000	
Encumbrances			34,334	100.00%
Ending fund balance			\$20,398	100.00%

#### ALTERNATIVE DISPUTE RESOLUTION CENTER

#### MISSION STATEMENT

To provide timely alternative dispute resolution services ordered in Civil Court-ordered and Neighborhood Justice cases to include Family, 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 (EPCDRC) was established in May of 1988 when El Paso County entered into an agreement with the Rio Grande Council of Governments to provide Alternative Dispute Resolution services to the County of El Paso. Resolution Center operates a Court-annexed office and a Neighborhood Justice office, to resolve court ordered cases as well as cases not in litigation, that have been referred by the Sheriff's Office, the Police Department, City Prosecutor, Justice of the Peace Courts, Office of the Attorney General; Child Support Division and other agencies. The voluntary process facilitates an agreement designated by the parties. The EPCDRC is supported through the collection of a statutory filing fee of \$15.00 for each civil and Probate case filed in El Paso County. The Rio Grande Council of Governments provides funding for one full-time employee and one part time employee. Pro Bono Mediators are recruited and trained to provide the Mediation Services. Mediators receive 40 Hours of training in basic skills, 32 Hours of training in Family Dynamics, with an additional requirement of the 4 hours of Children Cope with Divorce training to mediate Family cases, as per the El Paso County Local Rules.

#### GOAL AND OBJECTIVES

Goal: To continue to provide timely, professional mediation services to clients as a cost-saving measure to the County of El Paso.

Objectives: To increase citizens assisted by 400 every year; to increase the number of mediators trained by 25 every year; to educate the public by increasing basic,

family and advanced family trainings by one every year.

Department Activity Outputs	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
Outputs		Not A	Available	

# ALTERNATIVE DISPUTE RESOLUTION CENTER

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$132,224	\$200,000	\$200,000			
Totals	\$132,224	\$200,000	\$200,000			

#### STAFFING TRENDS

	Fiscal Year			Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees		Not Applicable				
Part-time employees	IN	Not Applicable				
Totals				_		

### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 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 parkland. The fund had been expanded to include all collections within the park to be used solely for the improvement of Ascarate Park and its facilities, but beginning in fiscal year 2005, the revenues generated were and continue to be accounted for in the General Fund.

	<b>Actual Sources</b>			Percentage
	and Uses	Operating	g Budgets	Change in
	FY 2005	FY 2006	FY 2007	Budget
Beginning balance	\$938,709	\$227,465	\$145,013	-36.25%
Designated for subsequent				
years' expenditures		180,000		-100.00%
Reserved for encumbrances				
Revenue:				
Charges for services				
Interest revenue	19,467			
Miscellaneous revenue				
Total revenue	19,467			
Other financing sources:				
Transfers in				
Total revenue and other sources	19,467			
Expenditures:	46,751			
Other financing uses:				
Transfer out	683,960	180,000		-100.00%
Total expenditures and other				
uses	730,711	180,000		-100.00%
Encumbrances				
Ending fund balance	\$227,465	\$227,465	\$145,013	-36.25%
				*

#### 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 their 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 Commissioner's Court during the fiscal year 1998 budget hearings. All fees collected by the Golf Course, Swimming Pool and park tollbooth fees were previously accounted for in this index, and were used to make much needed improvements to Ascarate Park.

#### **GOAL**

Goal:

To improve the image of the Park through the implementation of various projects.

Department Activity	2005 Actuals	2006 Target Not A	2006 Actuals pplicable	2007 Target

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$5,802					
Operating	652,342	\$180,000		-100.00%		
Capital	72,567					
Totals	\$730,711	\$180,000		-100.00%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The reduction in appropriations for fiscal year 2007 is a direct result of the decision by Commissioners' Court to shift all revenues back to the General Fund.

# ASCARATE PARK IMPROVEMENTS

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	N	ot Applicabl	le	_	
Totals				=	

### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE CHILD WELFARE JUROR DONATIONS WITH COMPARATIVE ACTUALS AND BUDGEGET

This fund is used to account for donations received from jurors for child welfare activities.

	Actual Sources and Uses	Operating		Percentage Change
D	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$10,753	\$13,180	\$16,050	21.78%
Designated for subsequent years' expenditures		12,000	15,800	31.67%
Reserved for encumbrances				
Revenue:				
Miscellaneous revenue	2,089	2,000	2,000	
Interest revenue	338		600	100.00%
Total revenue	2,427	2,000	2,600	30.00%
Other financing sources Transfers in Total revenue and other sources	2,427	2,000	2,600	30.00%
Total revenue and other sources	2,721	2,000	2,000	30.00 %
Expenditures		14,000	18,400	31.43%
Other financing uses: Transfers out				
Total expenditures and other uses		14,000	18,400	31.43%
Encumbrances				
<b>Ending fund balance</b>	\$13,180	\$13,180	\$16,050	21.78%

### 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.

Department Activity	2005	2005	2006	2007
	Actuals	Target	Actuals	Target
· ·		Not A	pplicable	S

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital		\$14,000	\$18,400	31.43%			
Сарпаі		\$14,000	\$18,400	31.43%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Appropriations for this fund are set higher for fiscal year 2007 based on remaining fund balance from prior years.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees		Not Applicable		_		
Totals				=		

Not Applicable

**AUTHORIZED POSITION DETAIL** 

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COLISEUM TOURIST PROMOTION WITH COMPARATIVE ACTUALS AND BUDGET

This fund is used to account for the disbursements relating to tourist promotion at the County Coliseum and is funded from Hotel/Motel occupancy tax.

	Actual Sources and Uses FY 2005	Operating	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$467,255	\$144,399	\$209,157	44.85%
Degining valance	φ+07,233	ψ144,577	\$207,137	TT.03 /c
Designated for subsequent years'				
expenditures		140,000	200,000	42.86%
-				
Reserved for encumbrances				
_				
Revenue:	2 205 252	2 400 000	2 (00 000	0.224
Tax revenues	2,285,353	2,400,000	2,600,000	8.33%
Interest revenue	17,527	10,000	10,000	
Miscellaneous revenue	163	2 110 000	2 (10 000	0.000
Total revenue	2,303,043	2,410,000	2,610,000	8.30%
Other financing sources				
Transfers in	(619,409)			
Total revenue and other sources	1,683,634	2,410,000	2,610,000	8.30%
Total revenue and other sources	1,065,054	2,410,000	2,010,000	8.30%
Expenditures	2,006,490	2,048,359	2,140,535	4.50%
Diponultures -	2,000,170	2,0.0,000	2,110,000	
Other financing uses				
Transfers out	619,409	501,641	669,465	33.46%
Total expenditures and other uses	2,625,899	2,550,000	2,810,000	10.20%
		_,		
Encumbrances				
Ending fund balance	\$144,399	\$144,399	\$209,157	44.85%

#### **COLISEUM TOURIST PROMOTION**

#### MISSION STATEMENT

To provide a venue for the general public that will 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, public skating, and minor-league hockey. The County Coliseum is now privately managed and operated.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		No	ot Applicable	

FINANCIAL TRENDS						
2005 Actuals	2006 Budget	2007 Budget	Percent Change			
	J		C			
\$2,485,099	\$2,550,000	\$2,810,000	10.20%			
140,800						
\$2,625,899	\$2,550,000	\$2,810,000	10.20%			
	2005 Actuals \$2,485,099 140,800	2005 2006 Actuals Budget \$2,485,099 \$2,550,000 140,800	2005         2006         2007           Actuals         Budget         Budget           \$2,485,099         \$2,550,000         \$2,810,000           140,800         \$2,550,000         \$2,810,000			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department's operating budget was increased based on fund balance and revenue projections for fiscal year 2007.

STAFFING TRENDS						
Authorized Positions	2005	iscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	No	t Applicable	;			
Totals				_		

# **COLISEUM TOURIST PROMOTION**

### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 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			Percentage
	Uses	<b>Operating</b>	Rudgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$831,211	\$1,112,745	\$1,487,907	33.72%
Designated for subsequent years'				
expenditures		658,842	172,932	-73.75%
Reserve for encumbrances		14,859	166,001	1017.17%
Revenue:				
Charges for services	621,909	600,000	600,000	
Miscellaneous revenue	574		20,000	100.00%
Interest revenue	27,622	20,000	35,000	75.00%
Total revenue	650,105	620,000	655,000	5.65%
Other financing sources				
Transfers in				
Total revenue and other sources	650,105	620,000	655,000	5.65%
Expenditures	368,571	1,278,842	827,932	-35.26%
Other finencing was				
Other financing uses Transfers out				
Total expenditures and other uses	368,571	1,278,842	827,932	-35.26%
		1,270,012	32.,,32	55.25%
Encumbrances		14,859	166,001	1017.17%
		***************************************		
Ending fund balance	\$ <u>1,112,745</u>	\$1,112,745	\$1,487,907	33.72%

#### **COMMISSARY INMATE PROFIT FUND**

#### 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.

	2005	2006	2006	2007
Department Activity	<b>Actuals</b>	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel		\$78,842	\$277,932	252.52%				
Operating	\$302,316	600,000	500,000	-16.67%				
Capital	66,255	600,000	50,000	-91.67%				
	\$368,571	\$1,278,842	\$827,932	-35.26%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This department's personnel budget was increased due to appropriating additional funds for new personnel as approved during budget hearings. In addition, both operating and capital budget balance decreases are due a lower request from the Sheriff's department.

	]	Fiscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees		1	3	200%
Part-time employees				
Totals		1	3	200%

**STAFFING TRENDS** 

AUTHORIZED POSITION DETAIL	
----------------------------	--

Patrolman 1 Detention Officer 2

See personnel changes for this department in Appendix A.

During budget hearings for fiscal year 2007, the Commissioners' Court authorized the addition of two Detention Officer positions to the department's

## **COMMISSARY INMATE PROFIT FUND**

staffing table. One of the positions will be used to staff the leisure library and the other position will be used to staff the law library.

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY ATTORNEY BAD CHECK FUND WITH COMPARATIVE ACTUALS AND BUDGET

This program is established for the collection of insufficient funds checks and the reimbursement of disbursement funds to the victims.

	Actual Sources and Uses FY 2005	Operating	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$69,633	\$162,109	\$242,320	49.48%
Reserved for encumbrances		2,248	4,064	80.78%
Revenue:				
Charges for services	256,379			
Miscellaneous revenue	5,600			
Total revenue	261,979			
Other financing sources Transfers in Total revenue and other sources	261,979			
Expenditures:	169,503			
Other financing uses: Transfer out				
Total expenditures and other uses	169,503			
Encumbrances		2,248	4,064	80.78%
Ending fund balance	\$162,109	\$162,109	\$242,320	49.48%

The County Attorney Bad Operations Fund is not included in the final adopted budget because this Special Revenue Fund is subject to a legal non-appropriated budget.

#### COUNTY ATTORNEY BAD CHECK OPERATIONS FUND

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This program is established for the collection of insufficient funds checks and the reimbursement of disbursement funds to the victims. This program is designed to reduce bad check problems and to prosecute repeat offenders.

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
		Not A	pplicable	

	_			
CI.	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$85,198			
Operating	84,305			
Capital				
Totals	\$169,503			_
				=

		Fiscal Year	r	Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	N	ot Applicat	ole	
Totals		_		=

STAFFING TRENDS

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY ATTORNEY COMMISSIONS FUND WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for fees earned by the County Attorney's office, as provided by law, from the collection of judgments in favor of the County. The fees earned are a percentage of the amount collected, based upon a rate that decreases as the amount of the judgment increases. The Commissioners Court approves all expenditures paid out of this fund and funds not expended in the current year roll over into the following year.

	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$156,607	\$188,395	\$142,248	-24.49%
Designated for subsequent years'				
expenditures		175,070	8,400	-95.20%
Reserved for encumbrances		13,325	7,345	-44.88%
Revenue:				
Charges for services	115,731	75,000	65,000	-13.33%
Interest revenue	5,059	2,000	2,000	
Miscellaneous revenue	318			
Total revenue	121,108	77,000	67,000	-12.99%
Other financing sources Transfers in				
Total revenue and other sources	121,108	77,000	67,000	-12.99%
Expenditures:	89,320	252,070	75,400	-70.09%
Other financing uses: Transfer out				
Total expenditures and other uses	89,320	252,070	75,400	-70.09%
Encumbrances		13,325	7,345	-44.88%
Ending fund balance	\$188,395	\$188,395	\$142,248	-24.49%

#### COUNTY ATTORNEY COMMISSIONS FUND

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index is used to account for fess earned by the County Attorney's office, as provided by law, which are generated from the collection of judgments in favor of the County.

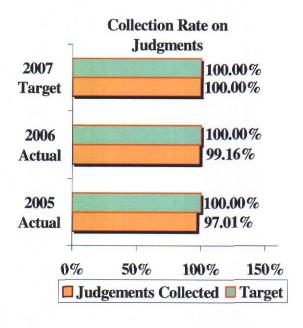
#### **GOAL AND OBJECTIVE**

Goal: To provide high quality, cost effective legal services to our clients in all legal

matters, in an ethical, professional, and competent manner.

Objective: To maximize recovery from monetary judgments in favor of the County.

2005	2006	2006	2007
Actuals	Target	Actuals	Target
\$1,758,857	\$1,500,000	\$1,573,145	\$1,300,000
\$1,706,274	\$1,000,000	\$1,559,882	\$1,300,000
\$11,925	\$14,000	\$21,875	\$22,000
\$7,075	\$7,419	\$5,426	\$9,000
\$121,108	\$80,000	\$81,833	\$65,000
97.01%	66.67%	99.16%	100.00%
59.33%	52.99%	24.80%	40.91%
4.86%	4.86%	-19.58%	33.39%
	\$1,758,857 \$1,706,274 \$11,925 \$7,075 \$121,108 97.01% 59.33%	\$1,758,857 \$1,500,000 \$1,706,274 \$1,000,000 \$11,925 \$14,000 \$7,075 \$7,419 \$121,108 \$80,000 97.01% 66.67% 59.33% 52.99%	Actuals         Target         Actuals           \$1,758,857         \$1,500,000         \$1,573,145           \$1,706,274         \$1,000,000         \$1,559,882           \$11,925         \$14,000         \$21,875           \$7,075         \$7,419         \$5,426           \$121,108         \$80,000         \$81,833           97.01%         66.67%         99.16%           59.33%         52.99%         24.80%



### **COUNTY ATTORNEY COMMISSIONS FUND**

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$22,867	\$69,360	Ö	-100.00%			
Operating	66,453	182,710	\$75,400	-58.73%			
Capital							
Totals	\$89,320	\$252,070	\$75,400	-70.09%			

#### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

• The operating increases are mainly due to the request from the County Attorney's Office based on projected increases in general operating expenditures in 2007.

S	STAFFING T	RENDS		
<b>Authorized Positions</b>	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees Totals	N	ot Applicab	le	_
Totals				=

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY ATTORNEY LABOR DISPUTES WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to segregate funds received in settlement of labor law cases on behalf of the County and may be spent only for labor law dispute related activities.

	Actual Sources and Uses	Operating		Percentage Change
Beginning balance	FY 2005 \$1,816	<b>FY 2006</b> \$710	<b>FY 2007</b> \$19	in Budget -97.32%
beginning barance	Ψ1,010	Ψ/10	ΨΙ	71.3270
Designated for subsequent years' expenditures		707	250	-64.64%
Reserved for encumbrances				
Revenue: Charges for services				
Interest revenue	37			
Fines and Forfeitures revenue				
Miscellaneous revenue				
Total revenue	37			
Other financing sources Transfers in				
Total revenue and other sources	37			
Expenditures:	1,143	707	250	-64.64%
Other financing uses: Transfer out				
Total expenditures and other uses	1,143	707	250	-64.64%
Encumbrances				
Ending fund balance	\$710	\$710	\$19	-97.32%

#### **COUNTY ATTORNEY LABOR DISPUTES**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to segregate funds received in settlement of labor law cases on behalf of the County and may be spent only for labor law dispute related activities.

#### **GOAL AND OBJECTIVE**

Goal: Provide legal representation to the County, Commissioners Court, and

County officials and employees.

Objective: Represent the County in civil lawsuits and monitor cases in which the County is

represented by outside counsel.

	2005	2006	2006	2007
Department Activity	<b>Actuals</b>	Target	Actuals	Target
Outputs		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$1,143	\$707	\$250	-64.64%			
Totals	\$1,143	\$707	\$250	-64.64%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department's operating budget was decreased based on fund balance and revenue projections for fiscal year 2007.

STAFFING TRENDS				
Authorized Positions	<b>2005</b>	Fiscal Year 2006	r 2007	Percent Change
Full-time employees Part-time employees	Not Applicable			_
Totals				

# **COUNTY ATTORNEY LABOR DISPUTES**

## **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 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 Texas Government Code § 46.001. These funds are used for operating costs of the County Attorney's office.

	Actual Sources			Percentage
	and Uses	Operating	g Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$76,690	\$95,850	\$124,140	29.51%
Designated for subsequent years' expenditures		92,292	115,000	24.60%
Reserved for encumbrances				
Revenue:				
Intergovernmental revenue	16,950	20,833	20,000	-4.00%
Interest revenue	2,210	1,000	5,000	400.00%
Total revenue	19,160	21,833	25,000	12.67%
Other financing sources:				
Transfers in				
Total revenue and other sources	19,160	21,833	25,000	14.51%
Expenditures:		114,125	140,000	22.67%
Other financing uses: Transfer out				
Total expenditures and other uses		114,125	140,000	22.67%
Encumbrances				
Ending fund balance	\$95,850	\$95,850	\$124,140	29.51%

### **COUNTY ATTORNEY SUPPLEMENT FUND**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This index is used to account for supplemental funding reserved from the State pursuant to Texas Government Code §46.001. These funds are used for operating costs of the County Attorney's office.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		0	pplicable	8

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating		\$114,125	\$140,000	22.67%		
Capital Totals		\$114,125	\$140,000	22.67%		

### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

• Increases in operating appropriations for 2007 are a result of remaining fund balances from prior years being appropriated in 2007.

S	TAFFING TR	ENDS		
Authorized Positions	<b>2005</b>	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees Totals	N	ot Applicable		_
Totals				=

Not Applicable

**AUTHORIZED POSITION DETAIL** 

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY CLERK RECORDS ARCHIVES WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipts and disbursements related to the County Clerk Records Archives Program.

			7	
	Actual Sources and Uses	Operating		Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$265,345	\$347,265	\$426,963	22.95%
Designated for subsequent years' expenditures		50,000	37,000	-26.00%
Reserved for encumbrances				
Revenue:				
Charges for services	649,706	600,000	600,000	
Interest	7,742		13,000	100.00%
Total revenue	657,448	600,000	613,000	2.17%
Other financing sources Transfers in				
Total revenue and other sources	657,448	600,000	613,000	2.17%
Expenditures:	575,528	650,000	650,000	
Other financing uses: Transfer out				
Total expenditures and other uses	575,528	650,000	650,000	
Encumbrances		87,812		-100.00%
Ending fund balance	\$347,265	\$347,265	\$426,963	22.95%

### **COUNTY CLERK RECORDS ARCHIVES**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipts and disbursements related to the County Clerk records archives program. Revenues in this account result from an assessment made for certain types of documents filed within the County Clerk Department. Proceeds will be used to scan and archive prior years' documents within the County Clerk Department.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
- span and a second		0	ot Applicable	g.

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel						
Operating	\$535,379	\$650,000	\$650,000			
Capital	40,149					
Totals	\$575,528	\$650,000	\$650,000			

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	N	_				
Totals				=		

### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 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         Percentage Change in Budgets           Beginning balance         \$390,789         \$388,702         \$433,072         \$11.41%           Designated for subsequent year's expenditures         67,319         \$130,775         94.26%           Reserved for encumbrances         4,222         10,406         \$146.47%           Revenue:         Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         16,000         166.67%           Miscellaneous revenue         1,059         5.34%           Other financing sources:         Transfers in         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%           Ending fund balance         \$388,702         \$388,702         \$433,072         11.41%					
FY 2005         FY 2006         FY 2007         Budget           Beginning balance         \$390,789         \$388,702         \$433,072         \$11.41%           Designated for subsequent year's expenditures         67,319         \$130,775         94.26%           Reserved for encumbrances         4,222         \$10,406         \$146.47%           Revenue:         Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         \$16,000         \$166.67%           Miscellaneous revenue         1,059         5.34%           Other financing sources:         Transfers in         5.34%           Total Revenue and other sources         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%		1	0 4		
Beginning balance         \$390,789         \$388,702         \$433,072         11.41%           Designated for subsequent year's expenditures         67,319         130,775         94.26%           Reserved for encumbrances         4,222         10,406         146.47%           Revenue:         Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         16,000         166.67%           Miscellaneous revenue         1,059         70tal revenue         657,284         656,000         691,000         5.34%           Other financing sources:         Transfers in         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Other financing uses:         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%					I
Designated for subsequent year's expenditures   67,319   130,775   94.26%					
expenditures         67,319         130,775         94.26%           Reserved for encumbrances         4,222         10,406         146.47%           Revenue:         Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         16,000         166.67%           Miscellaneous revenue         1,059         70.00         5.34%           Other financing sources:         557,284         656,000         691,000         5.34%           Expenditures         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Beginning balance	\$390,789	\$388,702	\$433,072	11.41%
expenditures         67,319         130,775         94.26%           Reserved for encumbrances         4,222         10,406         146.47%           Revenue:         Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         16,000         166.67%           Miscellaneous revenue         1,059         70.00         5.34%           Other financing sources:         557,284         656,000         691,000         5.34%           Expenditures         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Designated for subsequent year's				
Revenue:         Charges for services       646,782       650,000       675,000       3.85%         Interest revenue       9,443       6,000       16,000       166.67%         Miscellaneous revenue       1,059       700       5.34%         Other financing sources:         Transfers in         Total Revenue and other sources       657,284       656,000       691,000       5.34%         Expenditures       659,371       723,319       821,775       13.61%         Other financing uses:         Transfers out       659,371       723,319       821,775       13.61%         Encumbrances       4,222       10,406       146.47%	•		67,319	130,775	94.26%
Revenue:         Charges for services       646,782       650,000       675,000       3.85%         Interest revenue       9,443       6,000       16,000       166.67%         Miscellaneous revenue       1,059       700       5.34%         Other financing sources:         Transfers in         Total Revenue and other sources       657,284       656,000       691,000       5.34%         Expenditures       659,371       723,319       821,775       13.61%         Other financing uses:         Transfers out       659,371       723,319       821,775       13.61%         Encumbrances       4,222       10,406       146.47%			4.000	10.406	1.46.488
Charges for services         646,782         650,000         675,000         3.85%           Interest revenue         9,443         6,000         16,000         166.67%           Miscellaneous revenue         1,059         5.34%           Total revenue         657,284         656,000         691,000         5.34%           Other financing sources:           Transfers in         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:           Transfers out         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Reserved for encumbrances		4,222	10,406	146.47%
Interest revenue       9,443       6,000       16,000       166.67%         Miscellaneous revenue       1,059       657,284       656,000       691,000       5.34%         Other financing sources:         Transfers in       657,284       656,000       691,000       5.34%         Expenditures       659,371       723,319       821,775       13.61%         Other financing uses:         Transfers out       659,371       723,319       821,775       13.61%         Encumbrances       4,222       10,406       146.47%	Revenue:				
Miscellaneous revenue         1,059           Total revenue         657,284         656,000         691,000         5.34%           Other financing sources:           Transfers in         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Charges for services	646,782	650,000	675,000	3.85%
Total revenue         657,284         656,000         691,000         5.34%           Other financing sources:           Transfers in         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Interest revenue	9,443	6,000	16,000	166.67%
Other financing sources:           Transfers in         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Miscellaneous revenue	1,059			
Transfers in         Total Revenue and other sources         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Total revenue	657,284	656,000	691,000	5.34%
Transfers in         Total Revenue and other sources         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Other financing sources				
Total Revenue and other sources         657,284         656,000         691,000         5.34%           Expenditures         659,371         723,319         821,775         13.61%           Other financing uses:         Transfers out           Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	9				
Other financing uses:           Transfers out         Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%		657,284	656,000	691,000	5.34%
Other financing uses:           Transfers out         Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%					
Transfers out           Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	Expenditures	659,371	723,319	821,775	13.61%
Transfers out           Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%					
Total expenditures and other uses         659,371         723,319         821,775         13.61%           Encumbrances         4,222         10,406         146.47%	9				
Encumbrances 4,222 10,406 146.47%					
	Total expenditures and other uses	659,371	723,319	821,775	13.61%
	Encumbrances		4.222	10,406	146.47%
<b>Ending fund balance</b> \$388,702 \$388,702 \$433,072 11.41%			1,222	10,100	110.1770
	Ending fund balance	\$388,702	\$388,702	\$433,072	11.41%

### COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION Functional Organizational Chart



### 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 most of the 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 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 applicable laws.

### **GOAL AND OBJECTIVES**

Goal: To provide assistance to departments in the administration of an efficient

and effective records management program.

Objectives: To increase training, reduce storage, and continue to update track net on a regular

basis; 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.

### COUNTY CLERK RECORDS MANAGEMENT AND PRESERVATION

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	Available	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$556,291	\$622,045	\$674,229	8.39%			
Operating	103,080	101,274	106,546	5.21%			
Capital			41,000	100.00%			
	\$659,371	\$723,319	\$821,775	13.61%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

Personnel appropriations increased for the change in fringe benefit rates for 2007, and to cover for the no gap catch-up of the County step plan and cost of living allowance for fiscal year 2007. Operating and capital appropriations have increased based on the request of the County Clerk.

	F	iscal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees	20	20	20		
Part-time employees					
Totals	20	20	20		

STAFFING TRENDS

AUTHORIZED POSITION DETAIL						
Office Specialist, Intermediate	15	Records Management				
Office Specialist, Senior	3	Administrator	1			
Office Supervisor	1					

A LITHODIZED DOCUTION DETAIL

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY CLERK VITAL STATISTICS WITH COMPARATIVE ACTUALS AND BUDGET

This fund was established to account for receipts and disbursements related to the County Clerk Vital Statistics program.

	Actual Sources and Uses FY 2005	Operating FY 2006	Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$90,812	\$119,140	\$141,995	19.18%
Designated for subsequent years' expenditures	\$70,012	Ψ112,110	4111,770	1711070
Reserved for encumbrances		23,214		-100.00%
Revenue:				
Charges for services	98,676	80,000	95,000	18.75%
Interest	2,981	00,000	5,000	100.00%
Miscellaneous revenue			,	
Total revenue	101,657	80,000	100,000	25.00%
Other financing sources: Transfers in				
Total revenue and other sources	101,657	80,000	100,000	25.00%
Expenditures:	73,329	80,000	100,000	25.00%
Other financing uses: Transfer out				
Total expenditures and other uses	73,329	80,000	100,000	25.00%
Encumbrances		23,214		-100.00%
<b>Ending fund balance</b>	\$119,140	\$119,140	\$141,995	19.18%

### **COUNTY CLERK VITAL STATISTICS**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was established to account for receipts and disbursements related to the County Clerk Vital Statistics Program. Revenue in the account result from fees assessed for certain documents filed within the County Clerk's office. Proceeds will be utilized to conduct the operations within the Vital Statistics Program.

2005	2006	2006	2007
Actuals	Target	Actuals	Target
	Not A	pplicable	
		Actuals Target	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel						
Operating	\$66,221	\$27,000	\$100,000	270.37%		
Capital	7,108	53,000		-100.00%		
Totals	\$73,329	\$80,000	\$100,000	25.00%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This index was increased based on the request of the County Clerk for next fiscal year.

STAFFING TRENDS					
Authorized Positions	F 2005	iscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees Totals	No	t Applicable		_	

### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY CRIMINAL COURT 2 DWI, DISTRICT ATTORNEY 10% DRUG FORFEITURE AND 243<sup>rd</sup> DISTRICT DRUG COURT WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for proceeds obtained through criminal asset forfeitures. 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 the Commissioners' Court. As of fiscal year 2006 two programs are funded through these revenues, a 243<sup>rd</sup> District Drug Court and a County Criminal Court No. 2 DWI Court, to prosecute cases that qualify under

the above purpose.

	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$96,928	\$55,271	\$24,753	-55.22%
Designated for subsequent				
years' expenditures		45,500	25,500	-43.96%
Reserved for encumbrances		585	787	34.53%
Revenue:				
Fines and forfeitures	28,242	30,000	15,000	-50.00%
Miscellaneous revenue	430			
Interest revenue	2,708	500	500	
Total revenue	31,380	30,500	15,500	-49.18%
Other financing sources: Transfers in				
Total revenue and other				
sources	31,380	30,500	15,500	-49.18%
Expenditures:	7,303	76,000	41,000	-46.05%
Other financing uses: Transfer out				
Total expenditures and other uses	73,037	76,000	41,000	-46.05%
Encumbrances		585	787	34.53%
Ending fund balance	\$55,271	\$55,271	\$24,753	-55.22%

### **COUNTY CRIMINAL COURT 2 DWI**

FY07 Operating Budget

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The County Criminal Court No. 2 DWI Court is the first dedicated specialized Court in the region to handle adults convicted of misdemeanor DWI offenses. The program applies the principles of the traditional Drug Court Program to alcohol dependent adults. This program is a comprehensive twelve (12) month, four phase program aimed at keeping the offender drug free and reducing recidivism.

### **GOAL AND OBJECTIVE**

Goal: To make adults accountable for their actions, bringing about a behavioral

change that ends DWI recidivism, stops abuse of alcohol, and protects the

public.

Objective: To reduce the recidivism rate for those completing the program by 50%.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	vailable	

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel	\$32,772	\$35,618	\$26,210	-26.41%
Operating	7,959	4,600	4,600	
Capital				
Totals	\$40,731	\$40,218	\$30,810	-23.39%

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Personnel changes are a result of the Commissioners' Court decision to fund this program for up to 8 months until grant funding is received in 2007.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	1	1	1			
Totals	1	1	1			

### **COUNTY CRIMINAL COURT 2 DWI**

### **AUTHORIZED POSITION DETAIL**

Case Manager

1

There were no additions, deletions, or changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

## FISCAL YEAR 2007 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 Court assessments for the purpose of removal of graffiti from neighborhood homes and businesses.

	Actual Sources and Uses	Operating		Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$756	\$906	\$1,027	13.36%
Designated for subsequent years' expenditures		850	1,000	17.65%
Reserved for encumbrances				
Revenue:				
Charges for services	127	150	100	-33.33%
Interest revenue	23		50	100.00%
Total revenue	150	150	150	
Other financing sources				
Transfers in				
Total revenue and other sources	150	150	150	
Expenditures		1,000	1,150	15.00%
Other financing uses Transfers out				
Total expenditures and other uses		1,000	1,150	15.00%
Encumbrances				
Ending fund balance	\$906	\$906	\$1,027	13.36%

### **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.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not Ap	plicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating		\$1,000	\$1,150	15.00%		
Capital		\$1,000	\$1,150	15.00%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This department was increased due to appropriating additional fund balance carried over from prior years.

STAFFING TRENDS					
	F	iscal Year		Percent	
Authorized Positions	2005	2006	2007	Change	
Full-time employees Part-time employees	Not Applicable				
Totals		-		-	

### **AUTHORIZED POSITION DETAIL**

Not Applicable

## FISCAL YEAR 2007 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			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$217,801	\$326,459	\$374,233	14.63%
Designated for subsequent years'				
expenditures		17,034	64,543	278.91%
Reserved for encumbrances		872	4,347	398.51%
Revenue:				
Charges for services	462,370	450,000	470,000	4.44%
Interest revenue	8,403	2,000	15,000	650.00%
Miscellaneous revenue	12,383	10,000	13,000	30.00%
Total Revenue	483,156	462,000	498,000	7.79%
Other financing sources				
Transfers in				
Total revenue and other sources	483,156	462,000	498,000	7.79%
Expenditures	374,498	479,034	562,543	17.43%
041 (*				
Other financing uses Transfer out				
Total expenditures and transfers	374,498	479,034	562,543	17.43%
Total experiments and transfers		477,034	302,343	17.4370
Encumbrances		872	4,347	398.51%
Ending fund balance	\$326,459	\$326,459	\$374,233	14.63%

# COUNTY LAW LIBRARY Functional Organizational Chart



### 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: To refine the library collection and services to best meet the needs of the

entire community.

Objective: To continue the implementation of the self-help section to aid the pro se litigant,

provide library tours and make available computer stations for research.

### **COUNTY LAW LIBRARY**

Goal: To upgrade the computer network to meet the increasing demand for

dependable computer-assisted legal research.

Objective: To continue the project of the system upgrade over the next five 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.

**Goal:** To increase revenue.

Objective: To 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.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not Available		Luigo

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$68,996	\$174,359	\$198,093	13.61%			
Operating	305,502	304,675	352,450	15.68%			
Capital			12,000	100.00%			
_	\$374,498	\$479,034	\$562,543	17.43%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The personnel budget increase is due to fringe benefit rate changes for fiscal year 2007. Operating and capital increases are funded based on the request of the department.

STAFFING TRENDS					
Authorized Positions	2005	iscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	4	4	4		
Totals	4	4	4		

### **COUNTY LAW LIBRARY**

### **AUTHORIZED POSITION DETAIL**

Assistant Law Library Manager	1	Law Library Manager	1
Law Library Assistant	1	Law Library Technician	1

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### FISCAL YEAR 2007 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	Owanatina	Dudosta	Percentage
	FY 2005	Operating FY 2006	FY 2007	Change in Budget
Beginning balance	\$240,242	\$593,625	\$490,154	-17.43%
Designated for subsequent years' expenditures				
Reserved for encumbrances		391,930	243,604	-37.85%
Revenue: Tax revenues Miscellaneous revenue				
Interest	4,781		5,000	100.00%
Total revenue	4,781		5,000	100.00%
Other financing sources				
Transfers in	619,409	501,641	669,465	33.46%
Total revenue and other sources	624,190	501,641	674,465	34.45%
Expenditures	255,807	416,641	674,465	61.88%
Other financing uses: Transfers out	15,000	85,000		-100.00%
Total expenditures and other uses	270,807	501,641	674,465	34.45%
Encumbrances		391,930	243,604	-37.85%
Ending fund balance	\$593,625	\$593,625	\$490,154	-17.43%
-				

### 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. The San Elizario Genealogy/Historical Society and The El Paso County Historical Commission are a few of the organizations that the County has entered into a contract with to help provide tourism services.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel		_				
Operating	\$270,807	\$491,641	\$674,465	37.19%		
Capital		10,000		-100.00%		
	\$270,807	\$501,641	\$674,465	34.45%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This index was increased based on allocations that were approved during the budget process for various entities, such as the Rodeo, Concordia Cemetery, and Mission Trails. Once a contract has been set up with the County, these funds will be authorized to be expended in the new fiscal year.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees Totals	N	ot Applicab	le	_	
Totals				=	

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 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 FY 2005	Operating	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$17,000	\$20,721	\$27,784	34.09%
Designated for subsequent years' expenditures		17,000	9,500	-44.12%
Reserved for encumbrances				
D				
Revenue: Charges for services	160,316	150,000	175,000	16.67%
Interest	405	130,000	1,500	100.00%
Total revenue	160,721	150,000	176,500	17.67%
Other financing sources Transfers in				
Total revenue and other sources		150,000	176,500	17.67%
Expenditures				
Other financing uses:				
Transfers out	157,000	167,000	186,000	11.38%
Total expenditures and transfers	157,000	167,000	186,000	11.38%
Encumbrances				
Ending fund balance	\$20,721	\$20,721	\$27,784	34.09%

### **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.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating	\$157,000	\$167,000	\$186,000	11.38%			
Capital	\$157,000	\$167,000	\$186,000	11.38%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department was increased due to projected increases in revenues available to be transferred to the General Fund in the new fiscal year.

STAFFING TRENDS						
	J	Fiscal Year	r	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	No	ot Applicat	ole	_		
Totals				=		

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 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 FY 2005	Operating FY 2006	g Budgets	Percentage Change
Beginning balance	\$67,846	\$49,760	\$82,887	in Budget 66.57%
Deginning bulance	Ψ07,010	ψ1,700	Ψ02,007	00.5770
Designated for subsequent years' expenditures			41,000	100.00%
Reserve for encumbrances				
Revenue:				
Charges for services	308,456	295,000	305,000	3.39%
Interest revenue	995	1,000	2,000	100.00%
Total revenue	309,451	296,000	307,000	3.72%
Other financing sources Transfers in				
Total revenue and other sources	309,451	296,000_	307,000	3.72%
Expenditures				
Other fire with a second				
Other financing uses: Transfer out	327,537	296,000	348,000	17.57%
Total expenditures and transfers	327,537	296,000	348,000	17.57%
Encumbrances				
Ending fund balance	\$49,760	\$49,760	\$82,887	66.57%

### **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.

2005	2006	2006	2007
Actuals	Target	Actuals	Target
	Not A	pplicable	
		Actuals Target	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percentage Change in Budget		
Personnel	Actuals	Duuget	Duuget	Duuget		
Operating Capital	\$327,537	\$296,000	\$348,000	17.57%		
•	\$327,537	\$296,000	\$348,000	17.57%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department was increased due to projected increases in revenues available to be transferred to the General Fund in the new fiscal year.

ST	AFFING TRE	ENDS		
	I	Fiscal Year	r	Percent
Authorized Positions	2005	2006	2007	Change
Full-time employees Part-time employees	Not Applicable		_	
Totals				

Not Applicable

**AUTHORIZED POSITION DETAIL** 

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE COUNTY CRIMINAL COURT 2 DWI, DISTRICT ATTORNEY 10% DRUG FORFEITURE AND 243<sup>rd</sup> DISTRICT DRUG COURT WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for funds obtained through criminal asset forfeitures. 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 the Commissioners Court. As of fiscal year 2006 two programs are funded through these revenues, a 243<sup>rd</sup> District Drug Court and a County Criminal Court No. 2 DWI Court, to process cases that qualify under the above purpose.

	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$96,928	\$55,271	\$24,753	-55.22%
Designated for subsequent years' expenditures		45,500	25,500	-43.96%
Reserved for encumbrances		585	787	34.53%
Revenue:				
Fines and forfeitures	28,242	30,000	15,000	-50.00%
Miscellaneous revenue	430			
Interest revenue	2,708	500	500	
Total revenue	31,380	30,500	15,500	-49.18%
Other financing sources: Transfers in				
Total revenue and other				
sources	31,380	30,500	15,500	-49.18%
Expenditures:	7,303	76,000	41,000	-46.05%
Other financing uses: Transfer out				
Total expenditures and other uses	73,037	76,000	41,000	-46.05%
Encumbrances		585	787	34.53%
Ending fund balance	\$55,271	\$55,271	\$24,753	-55.22%

### **DISTRICT ATTORNEY 10% DRUG FORFEITURES**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

Funds deposited in this account are obtained through criminal asset forfeitures. 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. All allocations from this fund are approved for funding by the Commissioners Court.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel				_		
Operating	\$181	\$10,226		-100.00%		
Capital	15,433					
	\$15,614	\$10,226		-100.00%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This fund was decreased due to full allocation of all projected available revenues to the 243<sup>rd</sup> Drug Court and DWI Court for fiscal year 2007.

S	TAFFING T	RENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees	N	ot Applicabl	e	_
Totals				=

### **AUTHORIZED POSITION DETAIL**

Not Applicable

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE DA APPORTIONMENT SUPPLEMENT WITH COMPARATIVE ACTUALS AND BUDGET

This fund is used to account for receipts and disbursements relating to the District Attorney's apportionment supplement program.

	Actual Sources and Uses FY 2005	Operating FY 2006	Budgets FY 2007	Percentage Change in Budget
Beginning balance			(\$4,319)	
Reserved for encumbrances				
Revenue:				
Intergovernmental revenue	\$43,067	\$39,885	39,885	
Total revenue	43,067	39,885	39,885	
Other financing sources: Transfers in Total revenue and other sources	43,067	39,885	39,885	
Expenditures:	43,067	39,885	39,885	
Other financing uses: Transfer out Total expenditures and other uses	\$43,067	\$39,885	39,885	
Encumbrances				
Ending fund balance			(\$4,319)	

The General Fund will cover deficits in the event that subsequent revenues are not sufficient for payment of all obligations.

### DA APPORTIONMENT SUPPLEMENT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is used to account for receipts and disbursements relating to the District Attorney's apportionment supplement program. These State funds are reverted and utilized to supplement the pay of Assistant District Attorneys.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Department Activity	Actuals	O	plicable	rarget

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$43,067	\$39,885	\$39,885	J			
Totals	\$43,067	\$39,885	\$39,885				

STAFFING TRENDS					
	Fis	scal Year		Percent	
<b>Authorized Positions</b>	2005	2006	2007	Change	
Full-time employees Part-time employees Totals	Not	Applicable			

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE DA FOOD STAMP FRAUD WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for receipts and disbursements related to the food stamp fraud program.

	Actual Sources and Uses FY 2005	Operating	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$88,988	\$65,725	\$95,302	45.00%
Designated for subsequent years' expenditures		50,000	58,904	17.81%
Reserved for encumbrances				
Revenue: Interest revenue	2,222	1,000	1,000	
Intergovernmental revenue	40,323	45,000	35,000	-22,22%
Total revenue	42,545	46,000	36,000	-21.74%
Other financing sources Transfers in Total revenue and other sources	42,545	46,000	36,000	-21.74%
Expenditures:	65,808	96,000	94,904	-1.14%
Other financing uses: Transfer out Total expenditures and other uses	65,808	96,000	94,904	-1.14%
Encumbrances				
Ending fund balance	\$65,725	\$65,725	\$95,302	45.00%

### DA FOOD STAMP FRAUD

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for receipts and disbursements related to the food stamp fraud program. Revenues in this account are received from the State and are used to pay salaries and expenses related to the District Attorney's Office.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	<b>Target</b>
		No	ot Applicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$65,808	\$96,000	\$47,452	-50.57%			
Operating			47,452	100.00%			
Capital							
Totals	\$65,808	\$96,000	\$94,904	-1.14%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Overall, this department was decreased based on revenue estimates for next fiscal year.

STAFFING TRENDS					
<b>Authorized Positions</b>	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	N	Not Applicable		_	
Totals				=	
		1			

Not Applicable

**AUTHORIZED POSITION DETAIL** 

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE DA SPECIAL ACCOUNT WITH COMPARATIVE ACTUALS AND BUDGET

This fund was established to account for receipts and disbursements related to the District Attorney's discretionary account.

	Actual Sources and Uses FY 2005	Operating	Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$731,517	\$847,062	\$791,627	-6.54%
Designated for subsequent years' expenditures	<b>, ,</b>	523,000	534,171	2.14%
Reserved for encumbrances				
Revenue: Charges for services	552 525	277.000	250,000	7.160
Fines and forfeits	553,525	377,000	350,000	-7.16%
Intergovernmental revenues Interest revenue	24,723		33,000	100.00%
Miscellaneous revenue	27,723		33,000	100.00%
Total revenue	578,248	377,000	383,000	1.59%
Other financing sources: Transfers in				
Total revenue and other sources	578,248	377,000	383,000	1.59%
Expenditures:	462,703	900,000	917,171	1.91%
Other financing uses: Transfer out				
Total expenditures and other uses	462,703	900,000	917,171	1.91%
Encumbrances				
Ending fund balance	\$847,062	\$847,062	\$791,627	-6.54%

### DA SPECIAL ACCOUNT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was established to account for receipts and disbursements related to the District Attorney's discretionary account. Revenue from the account is a result of judgments awarding distribution of seizures from drug cases to multiple agencies. These funds are used at the discretion of the District Attorney to conduct operations of the office.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$133,776	\$191,000	\$208,171	8.99%			
Operating	328,927	682,600	709,000	3.87%			
Capital		26,400		-100.00%			
Totals	\$462,703	\$900,000	\$917,171	1.91%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Overall, this department was increased due to appropriating additional fund balance carried over from prior years.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007		Percent Change	
Full-time employees						
Part-time employees						
Supplements		13	1	17	31%	
Totals		13	1	17	31%	

### DA SPECIAL ACCOUNT

### **AUTHORIZED POSITION DETAIL**

Chief Investigator	1	Legal Secretary, Intermediate	1
Deputy Chief Investigator	1	Office Admin/Support	
Division/Unit Chief	5	Manager	1
Executive Assistant	1	Project Administrator	1
First Assistant	1	Program Manager	1
Intern	1	Trial Team Chief	2
Legal Secretary	1		

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court authorized the addition of a Legal Secretary I to the department's staffing table which resulted in a bi-weekly supplement for the employee. During budget hearings for fiscal year 2007, the Court approved a pool of money that will be used to pay the salaries of an unspecified number of interns. Also during budget hearings, the addition of an Executive Assistant and a Legal Secretary, Intermediate to the department's staffing table was approved by Commissioners' Court. The addition of these positions was done at the discretion of the District Attorney and ratified by the Court.

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE DISTRICT 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 District Clerk's records management and preservation program.

		***************************************		
	Actual Sources			PercentageC
	and Uses	Operating	Budgets	hange
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	(\$1,541)	\$13,447	\$58,373	334.10%
Designated for subsequent year's expenditures			27,000	100.00%
expenditures			27,000	100.00%
Reserved for encumbrances		123	23,733	19195.12%
Revenue:				
Charges for services	69,042	59,405	70,000	17.84%
Interest revenue	130		1,200	100.00%
Miscellaneous revenue		:		_
Total revenue	69,172	59,405	71,200	19.86%
Other financing sources: Transfers in				-
Total revenue and other sources	69,172	59,405	71,200	19.86%
Expenditures	54,184	59,405	98,200	65.31%
Other financing uses: Transfers out				
Total expenditures and other uses	54,184	59,405	98,200	65.31%
Encumbrances		123	23,733	19195.12%
Ending fund balance	\$13,447	\$13,447	\$58,373	334.10%

### DISTRICT CLERK RECORDS MANAGEMENT AND PRESERVATION

### **MISSION STATEMENT**

The District Clerk is dedicated to providing efficient and effective administrative support necessary to ensure the effective administration of justice within the County of El Paso. In conjunction with this mission, the District Clerk's Office maintains financial, information and document management systems to establish, maintain and retrieve official case records, to oversee information processing during sessions of the Court, and to respond to orders of the Court.

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The District Clerk Records Management Fund was created as a result of legislation passed by the Texas Legislature in the 2003 session to account for revenues generated by a \$5 fee for each document filed in the records office of the District Clerk. The \$5.00 fee is to be deposited to the District Clerk Records Management and Preservation Fund for records management and preservation services performed by the District Clerk after a document is filed in the records office of the District Clerk. The fee may only be used to provide funds for specific records management and preservation activities, including automation purposes, with approval by the Commissioners Court of a budget in accordance with Chapter 111 of the Texas Local Government Code.

### **GOAL AND OBJECTIVES**

Goal: To improve efficiency and productivity in serving the Court, attorneys and

the public.

Objectives: Achieve an electronic inventory of all (100%) records at the District Clerk's

Office within 3 years.

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	Target	Actuals	Target
Outputs:				
No. of additional records that were identified and inventoried into the records management				
system.	390,643	260,429	53,000	159,000
Outcomes:				
<b>Electronic Inventory</b>				
% of records that have been electronically				
inventoried	60%	100%	70%	100%

### DISTRICT CLERK RECORDS MANAGEMENT AND PRESERVATION

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$25,893	\$15,769	\$55,938	254.73%		
Operating	23,038	31,838	31,838			
Capital	5,253	11,798	10,424	-11.65%		
	\$54,184	\$59,405	\$98,200	65.31%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• The personnel budget increase is the result of the addition of two employees to this department in fiscal year 2007. Capital appropriations were decreased based on the department's request.

STAFFING TRENDS							
	F	Fiscal Year Percent					
<b>Authorized Positions</b>	2005	2006	2007	Change			
Full-time employees							
Part-time employees			2	100.00%			
Supplement	3	2	3	50.00%			
Totals	3	2	5	150.00%			

AUTHORIZED POSITION DETAIL					
Computer Systems Specialist	1	Evidence Specialist	1		
Deputy Chief	1	Office Specialist, part time	2		

See Personnel Changes for this department in Appendix A.

During budget hearings for fiscal year 2007, the Commissioners' Court authorized the creation of two part-time Office Specialist positions to provide clerical support to this section of the District Clerk's office. Likewise, the Court approved the payment of a salary supplement to the Chief Deputy since his job duties increased during the course of fiscal year 2006.

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE DRUG ENFORCEMENT MATCH WITH COMPARATIVE ACTUALS AND BUDGEGET

This fund is to account for generated program income from the drug task force, which has been awarded to the County of El Paso to administer usage of drug enforcement funds at the local level.

	Actual Sources			Percentage
	and Uses	Operating	g Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	-	\$756,943	\$2,259,898	198.56%
Designated for subsequent years'				
expenditures		754,598		-100.00%
Reserved for encumbrances			22,466	100.00%
Revenue:				
Charges for services	\$753,528			
Miscellaneous revenue			694,598	100.00%
Interest revenue	3,415		60,000	100.00%
Total revenue	756,943		754,598	100.00%
Other financing sources				
Transfers in				
Total revenue and other sources	756,943		754,598	100.00%
Expenditures		261,294	258,227	-1.17%
Other financing uses:				
Transfers out		493,304	496,371	0.62%
Total expenditures and other uses		754,598	754,598	
Encumbrances			22,466	100.00%
<b>Ending fund balance</b>	\$756,943	\$756,943	\$2,259,898	198.56%

#### DRUG ENFORCEMENT MATCH

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is to account for generated program income from the drug task force, which has been awarded to the County of El Paso to administer usage of drug enforcement funds at the local level.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel		\$23,635	\$23,635			
Operating		573,080	576,147	0.54%		
Capital	<u> </u>	157,883	154,816	-1.94%		
		\$754,598	\$754,598			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Overall the appropriations set for this fund for 2007 are the same as 2006; funds have only been shifted between operating and capital based on the request of the Sheriff's Department.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	Not Applicable		e	-	
Totals				=	

#### **AUTHORIZED POSITION DETAIL**

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE ELECTION CONTRACT SERVICE WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt of funds generated from billings made to other governmental agencies for conducting their elections.

		-		
	Actual Sources and Uses	Operating	; Budgets	Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$289,916	\$376,520	\$376,789	0.07%
Designated for subsequent years'				
expenditures		103,000	73,500	-28.64%
Reserved for encumbrances		55	674	1125.45%
Revenue: Miscellaneous revenue				
	0.706		15,000	100.000
Interest revenue	8,786		15,000	100.00%
Intergovernmental revenue	370,896	375,000	350,000	-6.67%
Total revenue	379,682	375,000	365,000	-2.67%
Other financing sources Transfers in				
Total revenues and other sources	379,682	375,000	365,000	-2.67%
Expenditures	293,078	478,000	438,500	-8.26%
Other financing uses Transfers out				
Total expenditures and other uses	293,078	478,000	438,500	-8.26%
Encumbrances		55	674	1125.45%
Ending fund balance	\$376,520	\$376,520	\$376,789	0.07%

#### **ELECTION CONTRACT SERVICE**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt of funds generated from billings made to other governmental agencies for conducting their elections. The proceeds from these billings are utilized to cover the costs of conducting these elections.

#### **GOAL AND OBJECTIVES**

Goal:

To provide high quality service to voters.

Objectives:

To ensure timely, accurate and honest elections; to provide well trained and law knowledgeable clerks to serve the voters.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	pplicable	J

FINANCIAL TRENDS							
	2005	2006	2007	Percent			
Character	Actuals	Budget	Budget	Change			
Personnel	\$26,160	\$39,332		-100.00%			
Operating	266,918	438,668	\$438,500	-0.04%			
Capital							
	\$293,078	\$478,000	\$438,500	-8.26%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel and operating appropriations for 2007 have been set based on projected reimbursements from various agencies.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees	1	Not Applicable			
Totals				_	

#### **ELECTION CONTRACT SERVICE**

#### **AUTHORIZED POSITION DETAIL**

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE EL PASO HOUSING FINANCE CORPORATION WITH COMPARATIVE ACTUALS AND BUDGET

This fund was set up to account for receipts and disbursements related to operations of the El Paso Housing Finance Corporation.

	<b>Actual Sources</b>			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$48,035	\$52,624	\$52,624	
Designated for subsequent years' expenditures		50,000	52,000	4.00%
Reserved for encumbrances				
Revenue:				
Miscellaneous revenues	7,365			
Intergovernmental revenues				
Total revenue	7,365			
Other financing sources:				
Transfers in				
Total Revenue and other sources	7,365			
Expenditures:	2,776	50,000	52,000	4.00%
Other financing uses:				
Transfer out				
Total expenditures and other uses	2,776	50,000	52,000	4.00%
Encumbrances				
Ending fund balance	\$52,624	\$52,624	\$52,624	

#### EL PASO HOUSING FINANCE CORPORATION

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was set up to account for receipts and disbursements related to operations of the El Paso Housing Finance Corporation. These funds result from application fees assessed to participants in this program. Proceeds are utilized to conduct operations of the El Paso Housing Finance Corporation.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$2,776	\$50,000	\$52,000	4.00%		
Totals	\$2,776	\$50,000	\$52,000	4.00%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Operating appropriations for 2007 have been set based on additional fund balance allocated from prior years.

STAFFING TRENDS						
Authorized Positions	2005	iscal Year 2006	2007	Percent Change		
Authorized Fositions	2005	2000	2007	Change		
Full-time employees Part-time employees	No	t Applicab	le			
Totals				=		

#### **AUTHORIZED POSITION DETAIL**

## FISCAL YEAR 2007 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			Percentage
	and Uses	Operating		Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$13,918	\$16,313	\$6,539	-59.92%
Designated for subsequent years		15,300	6,250	-59.15%
Reserve for encumbrances				
Revenue:				
Charges for Services				
Interest revenue	396		500	100.00%
Miscellaneous revenue	3,277	3,000	3,000	
Other financing sources				
Unclassified				
Total revenue	3,673	3,000	3,500	16.67%
Other financing sources:				
Transfers in				
Total revenue and other sources	3,673	3,000	3,500	16.67%
Expenditures:	1,278	7,200	9,750	35.42%
Expenditures:	1,270	7,200	9,730	33.42%
Other financing uses:				
Transfer out		11,100		-100.00%
Total expenditures and other uses	1,278	18,300	9,750	-46.72%
- -				
Encumbrances				
Ending fund balance	\$16,313	\$16,313	\$6,539	-59.92%

#### **FABENS AIRPORT**

#### 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 owned facility subcontracts the operation of the airport. The area of Fabens airport covers 304 acres. The operation costs are for: operating the runway lights, and runway maintenance. The Road and Bridge Department provides the ground maintenance.

#### **GOAL AND OBJECTIVES**

Goal:

To maintain the facility and the surface of the runway to continue accommodating the aviation needs of the surrounding community.

Objectives:

To work closely with the Texas Department of Transportation in order to implement an Aviation Capital Improvement Program; to provide a portion of the finances required constructing entrance road and improving parking aprons.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	vailable	

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel Operating Capital	\$1,278	\$18,300	\$9,750	-46.72%
Totals	\$1,278	\$18,300	\$9,750	-46.72%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Operating changes are a result of no grant match requirements for fiscal year 2007.

#### **FABENS AIRPORT**

STAFFING TRENDS					
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006  Not Applicable	2007	Percent Change	
Totals				=	

#### AUTHORIZED POSITION DETAIL

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE FAMILY PROTECTION FUND WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for receipts and disbursements related to the Family Protection Fund.

	Actual Sources			Percentage
	and Uses	Operating		Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$9,461	\$30,955	\$33,216	7.30%
Designated for subsequent years		32,000	1,000	-96.88%
Reserve for encumbrances			10,674	100.00%
Revenue:				
Charges for Services	49,399	45,000	45,000	
Interest revenue	859		1,000	100.00%
Total revenue	50,258	45,000	46,000	2.22%
Other financing sources: Transfers in				
Total revenue and other sources	50,258	45,000	46,000	2.22%
Expenditures:	23,086	77,000	47,000	-38.96%
Other financing uses:				
Transfer out	5,678			
Total expenditures and other uses	28,764	77,000	47,000	-38.96%
Encumbrances			10,674	100.00%
Ending fund balance	\$30,955	\$30,955	\$33,216	7.30%

#### **FAMILY PROTECTION FUND**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund accounts for receipts and disbursements related to the Family Protection Fund. Revenues in this account come from Court costs assessed for certain cases. Proceeds from this account will be utilized to fund eligible organizations.

	2005	2006	2006	2007
Department Activity	Actuals	Target Not A	Actuals pplicable	Target

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating	\$28,764	\$77,000	\$47,000	-38.96%			
Capital							
Totals	\$28,764	\$77,000	\$47,000	-38.96%			

#### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

 Operating appropriations for 2007 have been set based on lower funds available from prior year fund balances.

STAFFING TRENDS						
2005	Fiscal Year 2006	2007	Percent Change			
N	ot Applicabl	e	-			
	2005	Fiscal Year 2005 2006	Fiscal Year			

#### **AUTHORIZED POSITION DETAIL**

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUROR DONATIONS JPD WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt and expenditure of funds received from Juror donations.

	Actual Sources and Uses FY 2005	Operating FY 2006	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$3,943	\$2,428	\$2,104	-13.34%
Designated for subsequent years' expenditures		2,000	2,000	
Reserved for encumbrances				
Revenue: Interest revenue	95			
Miscellaneous revenue	642	500	700	40.00%
Total revenue	737	500	700	40.00%
Total Tevenue			700	40.00 %
Other financing sources Transfers in				
Total revenue and other sources	737	500	700	40.00%
Expenditures	2,252	2,500	2,700	8.00%
Other financing uses Trasnfers out				
Total revenue and other sources		2,500_	2,700	8.00%
Encumbrances				
Ending fund balance	\$2,428	\$2,428	\$2,104	-13.34%

#### JUROR DONATIONS JPD

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt and expenditure of funds received from Juror donations. This is only one of various funds that jurors can donate their jury pay to. The funds in this account will be utilized to offset costs of juvenile care and services provided at the County's juvenile detention center.

#### **GOAL**

**Goal:** To offset cost of juvenile services by soliciting juror pay donations.

	2005	2006	2006	2007
<b>Department Activity</b>	Actuals	<b>Target</b>	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$2,252	\$2,500	\$2,700	8.00%			
Capitai	\$2,252	\$2,500	\$2,700	8.00%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department's increase is based on appropriating funds from prior year fund balance that is available.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	N	ot Applicab	ole	_		
Totals				=		

AUTHORIZED POSITION DETAIL

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUSTICE COURT SECURITY FUND WITH COMPARATIVE ACTUALS AND BUDGET

The Justice Court Security fund is used to account for revenues related to Court costs. Funds are used to cover costs of justice court security.

	Actual Sources			Percentage
	and Uses	Operating		Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance				
Designated for subsequent years' expenditures			\$5,000	100.00%
Reserved for encumbrances				
Revenue:				
Charges for services		\$25,000	20,000	-20.00%
Total revenue		25,000	20,000	-20.00%
Other financing sources				
Transfers in				
Total revenue and other sources		25,000	20,000	-20.00%
Expenditures:		25,000	25,000	
Other financing uses:				
Transfer out		Φ <u>α</u> ξ 000	\$25,000	
Total expenditures and other uses		\$25,000	\$25,000	
Encumbrances				
<b>Ending fund balance</b>				

#### JUSTICE COURT SECURITY FUND

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Justice Court Security fund is used to account for revenues related to Court costs. Funds are used to cover costs of justice court security.

2005 Actuals	2006 Target	2006 Actuals	2007 Target	
Not Applicable				
		Actuals Target	Actuals Target Actuals	

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel		8	S	
Operating		\$25,000	\$25,000	
Capital		_		
Totals		\$25,000	\$25,000	

STAFFING TRENDS				
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees Totals		Not Applicable		_
Totals				=

#### **AUTHORIZED POSITION DETAIL**

#### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUSTICE COURT TECHNOLOGY FUND WITH COMPARATIVE ACTUALS AND BUDGET

The Justice Court Technology fund is used to account for the receipts and disbursements of funds directly related to this program.

	Actual Sources and Uses	Operating Budgets		Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$75,385	\$125,772	\$73,660	-41.43%
Designated for subsequent years' expenditures		90,000	115,000	27.78%
Reserved for encumbrances				
Revenue:				
Charges for services	104,528	97,500	118,500	21.54%
Interest revenue	2,562	•		
Miscellaneous revenue				
Total revenue	107,090	97,500	118,500	21.54%
Other financing sources Transfers in				
Total revenue and other sources	107,090	97,500	118,500	21.54%
Expenditures:	56,703	187,500	233,500	24.53%
Other financing uses: Transfer out				
Total expenditures and other uses	56,703	187,500	233,500	24.53%
Encumbrances				
Ending fund balance	\$125,772	\$125,772	\$73,660	-41.43%

#### JUSTICE COURT TECHNOLOGY FUND

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Justice Court Technology fund is used to account for the receipts and disbursements of funds directly related to this program. Revenues in this account are as a result of Court costs for applicable cases. Proceeds will be used for the purchase of technology equipment that will be utilized in the Justice Courts.

2007	2006	2006	2005	
Target	Actuals	Target	Actuals	Department Activity
	plicable	Not Ap		
	plicable	Not Ap		

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel			-			
Operating	\$55,906	\$187,500	\$233,500	24.53%		
Capital	797					
Totals	\$56,703	\$187,500	\$233,500	24.53%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Overall, this department was increased due to appropriating additional fund balance carried over from prior years and additional revenue projected in the new fiscal year.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees Part-time employees Totals		Not Applicable	le	_	
	ORIZED PO	OSITION DET	TAIL	=	

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE CASE MANAGER FUND WITH COMPARATIVE ACTUALS AND BUDGET

This fund is used to account for the receipts and disbursements of funds directly related to this program. Revenues result from court costs in certain juvenile justice court cases. Proceeds will be used to cover the cost of a Juvenile Case Manager position, whose responsibilities will be to track and monitor juvenile case flow to ensure effective and efficient disposition of these cases.

	Actual Sources and Uses FY 2005	Operating FY 2006	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	F1 2003	F1 2000	F1 2007	In Dudget
Designated for subsequent years' expenditures				
Reserved for encumbrances				
Revenue: Charges for services Fines and forfeits			\$34,934	100.00%
Interest revenue Miscellaneous revenue			\$34,934	100.00%
Total revenue			34,934	100.00%
Other financing sources Transfers in				
Total revenue and other sources			34,934	100.00%
Expenditures:			34,934	100.00%
Other financing uses: Transfer out				
Total expenditures and other uses			\$34,934	100.00%
Encumbrances				
Ending fund balance				

#### JUVENILE CASE MANAGER FUND

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is used to account for the receipts and disbursements of funds directly related to this program. Revenues result from court costs in certain juvenile justice court cases. Proceeds will be used to cover the cost of a Juvenile Case Manager position, whose responsibilities will be to track and monitor juvenile case flow to ensure effective and efficient disposition of these cases.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not Ap	plicable	

	FINAN	CIAL TREND	S	
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel			\$34,559	100.00%
Operating			375	100.00%
Capital				
Totals			\$34,934	100.00%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

This fund was created during fiscal year 2007 budget hearings for the purpose
of hiring a case manager position whose responsibilities will be to track and
monitor juvenile case flow to ensure effective and efficient disposition of these
cases.

STAFFING TRENDS					
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006	2007	1	Percent Change 100.00%
Totals				1	100.00%

#### **AUTHORIZED POSITION DETAIL**

Juvenile Case Manager

1

See personnel changes for this department in Appendix A.

#### JUVENILE CASE MANAGER FUND

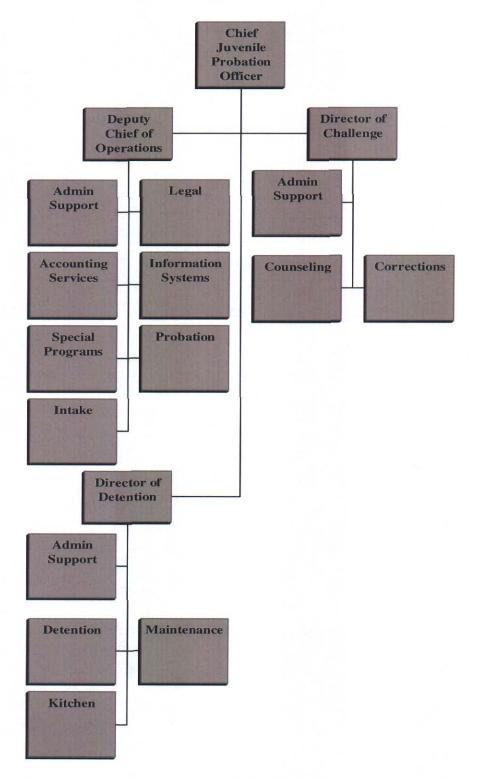
During budget hearings for fiscal year 2007, the Commissioners' Court approved the creation of a Juvenile Case Manager meant to work with truancy cases in Precinct Number 7. The employee who fills this position will follow up on all cases brought to the court to ensure that all sentences handed down by the presiding judge are carried out by the juveniles involved.

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION CHALLENGE PROGRAM, JUVENILE PROBATION DETENTION AND JUVENILE PROBATION SPECIAL REVENUE WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the all appropriations designated for the Juvenile Probation Department.

	Actual Sources and Uses	Operating	Budgets	Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$393,258	\$416,840	\$593,688	42.43%
Designated for subsequent years' expenditures				
Reserved for encumbrances		174,753	262,595	50.27%
Revenue:				
Intergovernmental revenues	7,654			
Charges for services	166,324			
Miscellaneous revenues	60,376			
Interest	35,492			
Total revenue	269,846			
Other financing sources				
Transfers in	9,881,845	9,889,611	9,889,611	
Total revenue and other sources	10,151,691	9,889,611	9,889,611	
Expenditures	10,037,311	9,685,738	9,858,154	1.78%
Other financning uses				
Transfers out	90,798	203,873	31,457	-84.57%
Total expenditures and other uses	10,128,109	9,889,611	9,889,611	
Encumbrances		174,753	262,595	50.27%
Ending fund balance	\$416,840	\$416,840	\$593,688	42.43%

### JUVENILE PROBATION DEPARTMENT Functional Organizational Chart



#### JUVENILE PROBATION CHALLENGE

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the all appropriations designated for the Juvenile Probation Department Challenge Boot Camp program.

Goals and Objectives for this program are reported under the Juvenile Probation Special Revenue Account.

	2005	2006	2006	2007	
Department Activity	Actuals	Target	Actuals	Target	
	Reported	under the Ju	venile Probat	ion Special	
1	Revenue Account				

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital		\$2,091,270	\$2,453,964	17.34%		
-		\$2,091,270	\$2,453,964	17.34%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Personnel appropriations for 2007 have been set based on the request of the Juvenile Board.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees		57	57			
Part-time employees		5	5			
Totals		62	62			

CTAPEING TRENDS

#### JUVENILE PROBATION CHALLENGE

AUTHORIZED POSITION DETAIL					
Clinical Supervisor	1	Probation Officer,			
Counselor (JP)	3	Challenge	2		
Director of Challenge	1	Secretary, Challenge	1		
Juvenile Corrections		Sr. Corrections Officer, JP	1		
Officer, full time	43	Team Leader, JPD	5		
Juvenile Corrections					
Officer, part time	5				

There were no additions, deletions, changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

#### JUVENILE PROBATION DETENTION

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund will be used to account for all appropriations designated for all the personnel and operating expenditures for the detention, maintenance, and kitchen sections of the Juvenile Probation Department.

	2005	2006	2006	2007
<b>Department Activity</b>	<b>Actuals</b>	<b>Target</b>	Actuals	Target
	Reported	under the Ju	venile Probat	ion Special
		Revenu	e Account	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel		\$2,425,806	\$2,831,829	16.74%			
Operating		259,039	249,913	-3.52%			
Capital		30,102		-100.00%			
		\$2,714,947	\$3,081,742	13.51%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Appropriations for 2007 have been set based on the request of the Juvenile Board.

STAFFING TRENDS					
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees		54	54		
Part-time employees		28	28		
Totals		82	82		

#### JUVENILE PROBATION DETENTION

#### **AUTHORIZED POSITION DETAIL** Juvenile Detention Officer, **Building Engineer** 1 Cook I JPD, full time 30 4 full time Cook I JPD, part time 4 Juvenile Detention Officer, Cook II J. P. 24 1 part time Juvenile Detention Team Cook III J. P. 1 5 Detention Admin. Assist. JP Leader 1 7 Dir. Detention & Support Maintenance Assistant Maintenance Tech JPD 1 1 Services (JP) Intake Tech/Trans. Officer 1 Sr. Juvenile Detention Officer 1

There were no additions, deletions, changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION FEDERAL PRISONER REVENUE ACCOUNT WITH COMPARATIVE ACTUALS AND BUDGET

This account will be used to account for reimbursement received as a result of the detention of federal prisoners and will be used for emergencies/unexpected purchases.

	Actual Sources and Uses FY 2005	Operating	Budgets FY 2007	Percentage Change in Budget
Beginning balance	11 2003	11 2000	\$9,159	100.00%
Designated for subsequent years' expenditures			1,120	100.00%
Reserve for encumbrances			2,516	100.00%
Revenue: Charges for services Interest	\$6,318 14	\$5,000	8,000	60.00%
Total revenue	6,332	5,000	9,120	82.40%
Other financing sources Transfers in				
Total revenue and other sources	6,332	5,000	9,120	82.40%
Expenditures	6,332	5,000	9,120	82.40%
Other financning uses Transfers out				
Total expenditures and other uses	\$6,332	\$5,000	9,120	82.40%
Encumbrances			2,516	100.00%
Ending fund balance			\$9,159	100.00%

#### JUVENILE PROBATION FEDERAL PRISONER REVENUE ACCOUNT

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for reimbursements received as a result of the detention of federal prisoners and will be used for emergencies/unexpected purchases.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	pplicable	

<b>FINANCIAL</b>	<b>TRENDS</b>
------------------	---------------

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change
Personnel Operating	\$6,332	\$5,000		-100.00%
Capital			\$9,120	100.00%
	\$6,332	\$5,000	\$9,120	82.40%

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Funds that are requested and approved by the Juvenile Board are appropriated to this fund.

<b>STAFFIN</b>	3 T	REN	DS
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Authorized Positions
Pull-time employees
Part-time employees
Totals
Piscal Year
2005 2006 2007 Change
Not Applicable

#### **AUTHORIZED POSITION DETAIL**

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION INTEREST REVENUE WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the interest revenue generated from the Juvenile Probation Special Revenue Fund and will be used for emergencies/unexpected purchases.

	Actual Sources and Uses FY 2005	Operating FY 2006	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	11 2005	\$11,204	\$58,223	419.66%
Designated for subsequent years' expenditures		9,000	12,000	33.33%
Reserved for encumbrances				
Revenue:				
Interest revenue	\$28,127	20,000	47,000	135.00%
Total revenue	28,127	29,000	47,000	62.07%
Other financing sources Transfers in Total revenue and other sources	28,127	29,000	47,000	62.07%
Expenditures	16,923	29,000	59,000	103.45%
Other financning uses Transfers out				
Total expenditures and other uses	16,923	29,000	59,000	103.45%
Encumbrances				
Ending fund balance	\$11,204	\$11,204	\$58,223	419.66%

#### JUVENILE PROBATION INTEREST REVENUE ACCOUNT

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the interest revenue generated from the Juvenile Probation Special Revenue Fund and will be used for emergencies/unexpected purchases.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
	No	ot Applicable	e	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel						
Operating	\$16,923	\$29,000		-100.00%		
Capital			\$59,000	100.00%		
_	\$16,923	\$29,000	\$59,000	103.45%		

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Funds that are requested and approved by the Juvenile Board are appropriated to this fund.

STAFFING TRENDS						
<b>Authorized Positions</b>	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees Totals	N	Not Applicabl	le	-		

#### AUTHORIZED POSITION DETAIL

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION NATIONAL SCHOOL PROGRAM WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the funds that are reimbursed through the National School Lunch Program and will be used by the Juvenile Probation Department to purchase meals for the juveniles residing in the Detention and Challenge Boot Camp Program.

	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance		\$65,348	\$153,784	135.33%
Designated for subsequent years'				
expenditures		40,000	9,602	-76.00%
Reserved for encumbrances			14,566	100.00%
Revenue:				
Intergovernmental revenues				
Charges for services	\$132,989	125,000	150,000	20.00%
Interest revenue	872			
Total revenue	133,861	125,000	150,000	20.00%
Other financing sources				
Transfers in				
Total revenue and other sources	133,861	125,000	150,000	20.00%
Expenditures	68,513	165,000	159,602	-3.27%
0.4 8 1				
Other financning uses				
Transfers out			1.50 (0.5	
Total expenditures and other uses	68,513	165,000	159,602	-3.27%
Encumbrances			14,566	100.00%
Ending fund balance	\$65,348	\$65,348	\$153,784	135.33%

#### JUVENILE PROBATION NATIONAL SCHOOL PROGRAM

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the funds that are reimbursed through the National School Lunch Program and will be used by the Juvenile Probation Department to purchase meals for the juveniles residing in the Detention and Challenge Boot Camp Program.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	applicable	

FINANCIAL TRENDS								
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel Operating	\$68,513	\$165,000	\$159,602	-3.27%				
Capital	\$68,513	\$165,000	\$159,602	-3.27%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Decreases represent funds that are requested and approved by the Juvenile Board and appropriated for use by the Juvenile Probation Department.

Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees	N	_		
Totals	RIZED POSI	TION DET	A II	=

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION CHALLENGE PROGRAM, JUVENILE PROBATION DETENTION AND JUVENILE PROBATION SPECIAL REVENUE WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the all appropriations designated for the Juvenile Probation Department.

Actual Sources and		n
		Percentage
Uses Operating B	udgets	Change
FY 2005 FY 2006	FY 2007	in Budget
<b>Beginning balance</b> \$393,258 \$416,840	\$593,688	42.43%
Designated for subsequent years' expenditures		
Reserved for encumbrances 174,753	262,595	50.27%
Revenue:		
Intergovernmental revenues 7,654		
Charges for services 166,324		
Miscellaneous revenues 60,376		
Interest 35,492		
Total revenue 269,846		
Other financing sources		
Transfers in 9,881,845 9,889,611	9,889,611	
<b>Total revenue and other sources</b> 10,151,691 9,889,611	9,889,611	
<b>Expenditures</b> 10,037,311 9,685,738	9,858,154	1.78%
	7,000,101	1.,0%
Other financning uses		
Transfers out 90,798 203,873	31,457	-84.57%
Total expenditures and other uses 10,128,109 9,889,611	9,889,611	
Encumbrances 174,753	262,595	50.27%
<b>Ending fund balance</b> \$416,840 \$416,840	\$593,688	42.43%

#### JUVENILE PROBATION SPECIAL REVENUE FUND

#### **MISSION STATEMENT**

The Juvenile Probation Department assists young people in avoiding delinquent behavior, to grow into mature adults and to do so without endangering the community.

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is a newly created fund beginning in fiscal year 2004 as requested by the Juvenile Board for the operations of the Juvenile Probation Department. The Juvenile Probation Department is governed by the El Paso County Juvenile Board. The Department is under the supervision of the Chief Juvenile Probation Officer. The Juvenile Probation Department continually strives to prioritize public safety and afford juveniles of this community due process afforded to them under the law while holding them responsible and accountable for their 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 and violating the penal law of this state, parolees from the Texas Youth Commission and juveniles violating federal laws are also detained. The mission of the detention unit is care, custody, and control while at the same time providing medical, dental and psychological services to all detainees. This department also conducts intake and court investigations whereby intake officers receive, review, and process all referrals to the department by law enforcement agencies 24 hours a day. It also operates the Challenge Program through which its highly regimented secure program provides an alternative to institutionalization of the most habitual and violent adjudicated juveniles. The Juvenile Probation Department provides field services to monitor juveniles placed on probation. Aftercare is the final component that this department provides to juvenile offenders. Aftercare officers assist in the re-integration of the juveniles back into the community through case planning and the development of a treatment plan. The Juvenile Probation Department also provides diversionary programs such as the First Time Offender Program and the Juvenile Court Conference Committees.

#### GOALS AND OBJECTIVES

#### CHALLENGE BOOT CAMP PROGRAM

Goal:

To provide graduates of the Juvenile Probation programs with the basic skills and knowledge necessary for a successful transition into the community with the use of the Challenge Aftercare Program which is committed to helping these individuals in the reintegration process.

Objectives:

To increase the short-term and long-term completions by 12%; to increase the number of people in family counseling by 15%; to increase the number of Aftercare participants by 10%; to increase the number of individuals who participate in the educational services provided by the Juvenile Probation program (Delta Academy) by 5%.

#### JUVENILE PROBATION SPECIAL REVENUE FUND

#### GOALS AND OBJECTIVES CONT'D

#### DETENTION

Goal: To provide under the condition of confinement, a secure safe and caring

environment for each individual requiring temporary care, custody and

protection by the juvenile court.

Objectives: To reduce the number of days the facility is over the rated capacity to 10 days; to

reduce the number of serious incidents (escapes, attempted escapes, abuse and

neglect, suicide, suicide attempts, assaults on staff or juveniles) to 20 a year.

#### JUVENILE PROBATION-INTAKE

Goal: To process juvenile referrals in accordance to Title III of the Texas Family

Code. Intake provides alternatives to confinement and services to juveniles who are referred to the El Paso Juvenile Probation Department. Intake will

also monitor juveniles on home detention ordered by the court.

Objective: To increase the total number of referrals by 10% every year.

#### FIELD SERVICES-JUVENILE PROBATION/SPECIAL PROGRAM

Goal: To develop a continuum of services to address the varying severity of needs

demonstrated by the juvenile and their families.

Objectives: To achieve a 90% non-recidivism rate for juveniles after completion of Title IV-E

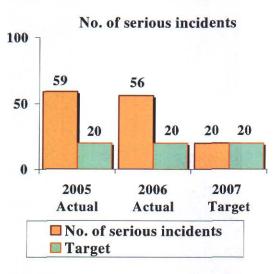
Family Preservation In-home services; to ensure that 80% of juveniles that successfully complete placement will not recidivate; to ensure that 95% of all juveniles on probation will not be committed to the Texas Youth Commission; to ensure that 95% of juveniles in the Serious Habitual Offender Comprehensive

Action Program (SHOCAP) will not commit a serious or violent offense.

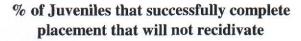
	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	<b>Estimated</b>	Target
Outputs/Outcomes:				
Challenge Boot Camp Program				
No. in short-term completions	93	104	90	101
No. in long-term completions	91	102	70	78
No. in family counseling	77	89	70	81
No. in Aftercare Program (Project EXITO)	73	80	70	77
No. of juveniles in the educational program				
(Delta Academy)	170	179	160	196

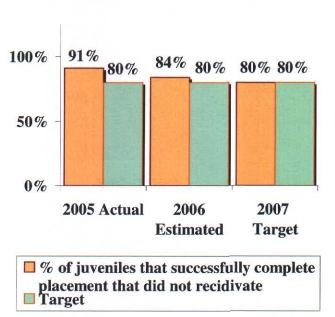
### JUVENILE PROBATION SPECIAL REVENUE FUND

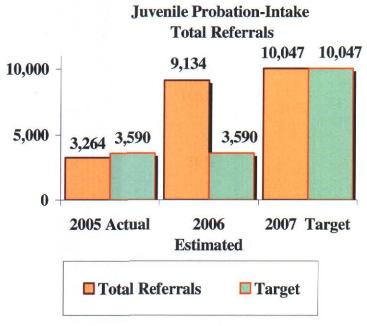
	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Estimated	<b>Target</b>
Outputs/Outcomes:				
<b>Detention:</b>				
Number of days over the rated				
capacity of 62	19	10	24	10
Number of serious incidents (escapes,				
attempted escapes, abuse and neglect,				
suicide, suicide attempts, assaults on				
staff or juveniles)	59	20	56	20
Juvenile Probation-Intake				
Total Referrals (Physical & Paper)	3,264	3,590	9,134	10,047
Field Services-Juvenile Probation				
Special Program				
Title IV-E Family Preservation success rate	82%	90%	84%	90%
% of juveniles that successfully complete				
placement that did not recidivate	91%	80%	84%	80%
% of juveniles on probation that will not				
be committed to TYC	98%	95%	99%	95%
% of juveniles in SHOCAP that will not				
commit a serious, violent offense.	100%	95%	99%	95%
% increase in short term and long term				
completions	Not Available	12%	-13%	12%
% increase in family counseling	Not Available	15%	-9%	15%
% increase in participants in Aftercare				
Program	Not Available	10%	-4%	10%
% increase in participants in Delta Academy	Not Available	5%	-6%	5%
% increase in total referrals (Physical &				
Paper)	Not Available	10%	180%	10%



### JUVENILE PROBATION SPECIAL REVENUE FUND







FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$8,117,507	\$3,987,476	\$3,658,669	-8.25%		
Operating	1,649,864	1,015,055	695,236	-31.51%		
Capital	77,071	80,863		-100.00%		
	\$9,844,442	\$5,083,394	\$4,353,905	-14.35%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Appropriations for 2007 have been set based on the request of the Juvenile Board.

### JUVENILE PROBATION SPECIAL REVENUE FUND

STAFFING TRENDS						
	Fis	scal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees	180	68	69	1.47%		
Part-time employees	31					
Totals	211	68	69	1.47%		

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AUTHORIZED POSITION DETAIL				
Accountant I	1 Field Comp. Officer	9		
Accounting Clerk I	4 General Counsel	1		
Admin Assistant	2 Probation Officer Aftercare	3		
Assistant Director, Probation Svcs	1 Probation Officer	15		
Chief Juv. Probation Officer	1 Probation Officer Shocap	2		
Court Coordinator	1 Probation Officer Technician	1		
Data Entry Clerk	1 Secretary	11		
Deputy Chief of Operations	1 Sr. Probation Officer Field/Court	3		
Director of Intake/Court Services	1 Sr. Probation Officer Intake	2		
Information Systems Administrator	Title IV Case Manager	1		
Director of Financial Services	1 Title IV-E Coordinator	1		
Director of Probation Services	1 Training/Research Coordinator	2		
Special Programs Coordinator	1 Assistant Director, Probation Svcs.	1		
Drug/Model Court Coordinator	1			

See Personnel Changes for this department in Appendix A.

During fiscal year 2006, the Director of Employee Operations and the Director of Special Programs (JPD) positions listed above were vacated when the employees who held them retired. The department took that opportunity to evaluate each position and the duties assigned to each one. Based on the duties assigned to these positions by the department, a change in title was necessary. The Title IV Case Manager Assistant position, though not vacant, was re-titled to fit the current and future job duties of the employee who fills it. The Court Coordinator position was deemed necessary for the successful operation of the department and its addition to the staffing table was approved by the Board.

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE JUVENILE PROBATION SUPERVISION WITH COMPARATIVE ACTUALS AND BUDGET

This fund accounts for funding approved by the Commissioner's Court to conduct the operations of the Juvenile Probation Department.

	Actual Sources and Uses	Operating	Budgets FY 2007	Percentage Change
Designation halomas	FY 2005	FY 2006		in Budget -52.63%
Beginning balance	\$197,954	\$166,610	\$78,926	-52.63%
Designated for subsequent years' expenditures		100,000	80,000	-20.00%
Reserved for encumbrances				
Revenue:				
Charges for services	166,324	90,000	90,000	
Interest	5,208	2,500	35,000	1300.00%
Miscellaneous revenue	55,284	125,000	60,000	-52.00%
Total revenue	226,816	217,500	185,000	-14.94%
Other financing sources Transfers in				
Total revenue and other sources	226,816	217,500	185,000	-14.94%
_				
Expenditures:	228,160	317,500	265,000	-16.54%
Other financing uses:				
Transfer out	30,000			
Total expenditures and other uses	258,160	317,500	265,000	-16.54%
Encumbrances				
Ending fund balance	\$166,610	\$166,610	\$78,926	-52.63%

### JUVENILE PROBATION SUPERVISION

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund accounts for funding approved by the Commissioners' Court to conduct the operations of the Juvenile Probation department. Revenue in this account is to be utilized to conduct more operations of the Juvenile Probation department.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target
Department Activity	Actuals	8	pplicable	Target

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating	\$258,160	\$317,500	\$265,000	-16.54%			
Capital							
Totals	\$258,160	\$317,500	\$265,000	-16.54%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Appropriations for 2007 have been set based on the request of the Juvenile Board.

ST	AFFING TRI	ENDS		
	I	iscal Year	•	Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees Part-time employees	No	ot Applicab	le	
Totals				_
1 otais				=

**AUTHORIZED POSITION DETAIL** 

Not Applicable

### FISCAL YEAR 2007 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 for court-related purposes for the support of the judiciary.

	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$209,891	\$232,194	\$252,907	8.92%
Designated for subsequent years' expenditures		200,000	212,000	6.00%
Reserved for encumbrances				
Revenue:				
Interest revenue	6,533	2,000	8,000	300.00%
Intergovernmental revenue	46,998	40,000	40,000	
Total revenue	53,531	42,000	48,000	14.29%
Other financing sources				
Transfers in	50.501	12 000	40.000	11.000
Total revenue and other sources	53,531	42,000	48,000	14.29%
Expenditures	31,228	220,000	242,000	10.00%
Other financing uses: Transfers out				
Total expenditures and other uses	31,228	242,000	260,000	7.44%
Encumbrances				
Ending fund balance	\$232,194	\$232,194	\$252,907	8.92%

### 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 for court-related purposes for the support of the judiciary.

2005	2006	2006	2007
Actuals	Target	Actuals	Target
	Not A	pplicable	
		Actuals Target	

FINANCIAL TRENDS						
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel	\$20,950	\$55,407	\$87,504	57.93%		
Operating Capital	10,278	186,593	172,496	-7.55%		
-	\$31,228	\$242,000	\$260,000	7.44%		

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Overall, this department was increased due to appropriating additional fund balance carried over from prior years to be used for payment of two new Probate Court Judges hired on a temporary basis to train with the current Probate Court Judge who will retire in December.

ST	TAFFING TREN	IDS		
	Fi	scal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees		2	2	
Part-time employees				
Supplements	3	3	3	
Totals	3	5	5	

### PROBATE JUDICIARY SUPPORT

### **AUTHORIZED POSITION DETAIL**

Associate Judge	2	Probate Administrator/	
Court Visitor Coordinator	1	Auditor	1
Probate Court Investigator	1		

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court authorized the creation of two Associate Judge positions to be filled by the two newly-elected Probate Judges. Although their terms officially begin on January 1, 2007, adding them to the staffing table ahead of that date would allow them to begin training under the incumbent judge prior to his retirement. The Court appropriated funds for these positions only for the first quarter of fiscal year 2007. Effective January 1, each position will be transferred to its respective general fund index.

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE PROBATE TRAVEL ACCOUNT WITH COMPARATIVE ACTUALS AND BUDGET

The Probate Court has primary jurisdiction in mental illness. This Court 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. This fund was set up for the travel and training of the probate judge.

Beginning balance \$5,434 \$3,311 \$1,900 -42.629  Designated for subsequent years' expenditures 2,500 300 -88.009  Reserved for encumbrances		Actual Sources and Uses FY 2005	Operating FY 2006	g Budgets FY 2007	Percentage Change in Budget
expenditures 2,500 300 -88.009  Reserved for encumbrances	Beginning balance		\$3,311	\$1,900	-42.62%
			2,500	300	-88.00%
Revenue:	Reserved for encumbrances				
	Revenue:				
Charges for services 8,020 7,500 7,500	Charges for services	8,020	7,500	7,500	
Interest revenue 58 100 100.009	Interest revenue	58		100	100.00%
Miscellaneous 799					
<b>Total revenue</b> 8,877 7,500 7,600 1.339	Total revenue	8,877	7,500	7,600	1.33%
Other financing sources Transfers in	Transfers in				
<b>Total revenue and other sources</b> 8,877 7,500 7,600 1.339	Total revenue and other sources	8,877	7,500	7,600	1.33%
<b>Expenditures</b> 11,000 10,000 7,900 -21.00%	Expenditures	11,000	10,000	7,900	-21.00%
Other financing uses:  Transfers out	9				
<b>Total expenditures and other uses</b> 11,000 10,000 7,900 -21.00%	Total expenditures and other uses	11,000	10,000	7,900	-21.00%
Encumbrances	Encumbrances				
<b>Ending fund balance</b> \$3,311 \$3,311 \$1,900 -42.62%	Ending fund balance	\$3,311	\$3,311	\$1,900	-42.62%

### PROBATE TRAVEL ACCOUNT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Probate Court has primary jurisdiction in mental illness. This Court 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. This fund was set up for the travel and training of the probate judge.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$11,000	\$10,000	\$7,900	-21.00%			
Cupiui	\$11,000	\$10,000	\$7,900	-21.00%			

### **FISCAL YEAR 2007 BUDGET HIGHLIGHTS:**

 Overall, this department was decreased based on less fund balance available for appropriation.

STAFFING TRENDS						
Authorized Positions Full-time employees Part-time employees	2005	Fiscal Year 2006 Not Applicable	<b>2007</b>	Percent Change		
Totals		OSITION DET		=		

Not Applicable

## FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE PROJECT CARE GAS, ELECTRIC & WATER WITH COMPARATIVE ACTUALS AND BUDGET

This fund was set up to account for receipts and disbursements related to the Project Care Gas Water and Electric program.

	Actual Sources			Percentage
	and Uses	Operating	Rudgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$9,387	\$5,212,230	\$5,227,386	0.29%
Degining balance	Ψ2,507	\$5,212,250	Ψ5,227,500	0.27 %
Designated for subsequent years' expenditures			500	100.00%
Reserved for encumbrances				
Revenue:				
Interest revenue	129,351	225,000	250,000	11.11%
Miscellaneous revenue	5,260,741	30,000		-100.00%
Total revenue	5,390,092	255,000	250,000	-1.96%
Other financing sources: Transfers in				
Total revenue and other sources	5,390,092	255,000	250,000	-1.96%
			· · · · · · · · · · · · · · · · · · ·	
Expenditures:	187,249	255,000	250,500	-1.76%
Other financing uses: Transfer out				
Total expenditures and other uses	187,249	255,000	250,500	-1.76%
Encumbrances				
Ending fund balance	\$5,212,230	\$5,212,230	\$5,227,386	0.29%

### PROJECT CARE GAS, ELECTRIC & WATER

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was set up to account for receipts and disbursements related to the Project Care Gas, Electric, and Water programs. Revenues in this account are received from contributions and donations from the general public. Proceeds are utilized to cover utility costs for eligible clients.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	<b>Target</b>
		Not Ap	plicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating	\$187,249	\$255,000	\$250,500	-1.76%			
Capital Totals	\$187,249	\$255,000	\$250,500	-1.76%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This department was decreased based on the request of the General Assistance department, based on projected expenditures in this area.

	STAFFING	TRENDS		
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change
Full-time employees Part-time employees Totals	N	lot Applicable	le	

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 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 or District Clerk.

	T			
	Actual Sources			Percentage
	and Uses	Operating	Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$66,535	\$76,907	\$68,905	-10.40%
Designated for subsequent years' expenditures		49,000	47,700	-2.65%
Reserved for encumbrances			4,198	100.00%
Revenue:				
Charges for services	195,135	200,000	200,000	
Interest revenue	1,271	1,000	2,300	130.00%
Total revenue	196,406	201,000	202,300	0.65%
Other financing sources:				
Transfers in				
Total revenue and other sources	196,406	201,000	202,300	0.65%
Expenditures:	186,034	250,000	250,000	
Other financing uses: Transfer out				
Total expenditures and other uses	186,034	250,000	250,000	
Encumbrances			4,198	100.00%
Ending fund balance	\$76,907	\$76,907	\$68,905	-10.40%

### RECORDS MANAGEMENT AND PRESERVATION FUND

### 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 or District 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 requires specific Commissioners' Court approval.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$91,904	\$128,681	\$153,997	19.67%			
Operating	61,282	121,319	96,003	-20.87%			
Capital	32,848			-100.00%			
	\$186,034	\$250,000	\$250,000				

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This personnel budget was increased based on fringe benefit rate changes for fiscal year 2007. Operating and Capital appropriations were decreased based on funds available for use in fiscal year 2007. Overall this budget remains the same for next year.

STAFFING TRENDS						
Fiscal Year Percent						
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees						
Part-time employees	6	8	8			
Supplement						
Totals	6	8	8			

### RECORDS MANAGEMENT AND PRESERVATION FUND

### **AUTHORIZED POSITION DETAIL**

Office Specialist, Intermediate

Office Specialist (part time)

4

(part time)

4

See personnel changes for this department in Appendix A.

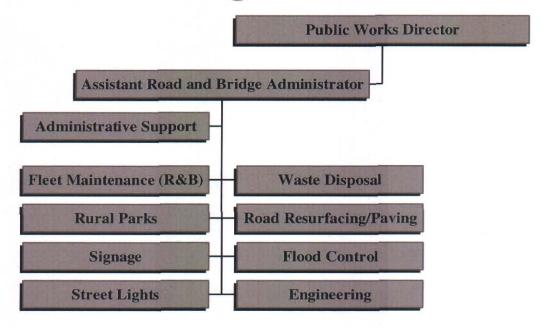
Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE ROAD AND BRIDGE & ROAD AND BRIDGE ADMINISTRATION 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			Percentage
	and Uses	<b>Operating</b>	g Budgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$9,218,584	\$9,360,415	\$12,150,898	29.81%
Designated for subsequent years'				
expenditures		6,787,643	6,529,042	-3.81%
Reserved for encumbrances		1,108,631	2,625,877	136.86%
Revenue:				
Intergovernmental revenue	34,358	30,000	30,000	
Charges for services	8,396,679	8,110,000	8,460,000	4.32%
Fines and forfeitures		3,000	2,500	-16.67%
Interest revenue	259,735	140,000	600,000	328.57%
Miscellaneous revenue	13,771			
Total revenue	8,704,543	8,283,000	9,092,500	9.77%
Other financing sources				
Transfers in				
Total revenue and other sources	8,704,543	8,283,000	9,092,500	9.77%
Expenditures	6,062,712	15,012,643	15,421,542	2.72%
Other financing uses:				
Transfers out	2,500,000	58,000	200,000	244.83%
Total expenditures and transfers	8,562,712	15,070,643	15,621,542	3.66%
Encumbrances		1,108,631	2,625,877	136.86%
Ending fund balance	\$9,360,415	\$9,360,415	\$12,150,898	29.81%

### ROAD AND BRIDGE Functional Organizational Chart



### ROAD AND BRIDGE ADMINISTRATION

### MISSION STATEMENT

To provide guidance, planning and direction to the road and bridge 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 remain in compliance with property requirements.

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The administration division of Road and Bridge 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, coordinating all public works projects with architects, contractors and Commissioners Court, and administering and providing support to the County's East Montana Water system.

### GOAL AND OBJECTIVES

Goal: To organize and administer projects as deemed appropriate.

Objectives: To reassign specialized jobs to a particular warehouse, such as equipment maintenance, street painting, sign installation, and road paving based on the needs of the surrounding area; to reassign personnel and assign new work responsibilities to the personnel based on their qualifications and changing demands of the Road and Bridges Department.

### ROAD AND BRIDGE ADMINISTRATION

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
		Not A	vailable	C

### FINANCIAL TRENDS

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel	\$767,845	\$861,809	\$945,692	9.73%
Operating	2,924,837	867,823	884,323	1.90%
Capital	20,106	31,500	37,902	20.32%
	\$3,712,788	\$1,761,132	\$1,867,917	6.06%

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

Appropriations for personnel were increased based on new fringe benefit rate
calculations for fiscal year 2007 and based on step catch ups anticipated
during the fiscal year. Capital appropriations have increased based on the
request of the department for more equipment.

### STAFFING TRENDS

	F	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	12	13	13	
Part-time employees			2	100.00%
Supplement	1	1	1	
Totals	13	14	16	14.29%

### **AUTHORIZED POSITION DETAIL**

Admin Assistant, Intermediate	1	Inventory Control Clerk, Senior	1
Admin Assistant, Senior	1	Office Specialist (part time)	2
Asst. Road & Bridge Admin.	1	Public Works Director/R&B. Admin.	1
Civil Engineer	1	Subdivision Coordinator	1
Civil Engineer, Senior	1	Special Projects Administrator	1
Engineer Technician	1	Sr. Trial Attorney	1
GIS Manager	1	Zoning/Compliance Inspector	1
GIS Specialist	1		

See personnel changes for this department in Appendix A.

During fiscal year 2006, Commissioners' Court authorized the creation of two part-time Clerk I positions to assist in the department's transition to a

### **ROAD AND BRIDGE ADMINISTRATION**

database to manage all certificates of compliance issued by the department. These positions were approved for a six-month period.

### **ROAD AND BRIDGE**

### **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. 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.

### **GOAL AND OBJECTIVES**

Goal: To analyze and identify areas needing infrastructure improvements.

Objectives:

To have paved roads where at least 60 percent of a subdivision have dwellings; to improve the roadway standards and provide better drainage in the completely developed subdivisions.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not Av	ailable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$2,215,231	\$2,624,032	\$2,799,296	6.68%			
Operating	2,103,248	8,495,751	8,764,601	3.16%			
Capital	531,445	2,189,728	2,189,728				
	\$4,849,924	\$13,309,511	\$13,753,625	3.34%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 Appropriations for personnel were increased based on new fringe benefit rate calculations for fiscal year 2007 and based on step catch ups anticipated during the fiscal year. Operating appropriations have increased mainly due to additional grant match requirements.

### ROAD AND BRIDGE

### STAFFING TRENDS

	]	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	69	69	69	
Part-time employees				
Totals	69	69	69	

### **AUTHORIZED POSITION DETAIL** Admin Assistant 1 Mechanic 4 Construction Foreman 1 Mechanic, Senior 3 Road Superintendent Construction Inspector, Senior 1 Heavy Equipment Operator Traffic Operations Specialist 1 Truck Driver 16 Heavy Equipment Operator, Intermediate Truck Driver, Intermediate 15 Heavy Equipment Operator, Truck Driver, Senior 7 Senior Road Construction Inspector 1 Maintenance Foreman 3 Welder 1

1

See personnel changes for this department in Appendix A.

Mechanic Foreman

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE SAN ELIZARIO PLACITA FUND WITH COMPARATIVE ACTUALS AND BUDGET

The San Elizario Placita Fund was set up to account for donations and expenditures to enhance the San Elizario area and its Mission.

	Actual Sources and Uses FY 2005	Operating FY 2006	g Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$1,682	\$1,730	\$1,809	4.57%
beginning balance	\$1,062	φ1,730	\$1,009	4.5770
Designated for subsequent years' expenditures		1,724	1,800	4.41%
Reserved for encumbrances				
Revenue:				
Miscellaneous revenue				
Interest revenue	48		60	100.00%
Total revenue	48		60	100.00%
Other financing sources Transfers in				
<b>Total revenue and other sources</b>	48		60	100.00%
Expenditures		1,724	1,860	7.89%
Other financing uses Transfers out				
Total expenditures and other uses		1,724	1,860	7.89%
Encumbrances				
Ending fund balance	\$1,730	\$1,730	\$1,809	4.57%

### 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 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.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS

	2005	2006	2007	Percent
Character	Actuals	Budget	Budget	Change
Personnel				
Operating		\$1,724	\$1,860	7.89%
Capital				_

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department's total budget consists of fund balances carried over from prior years.

\$1,724

\$1,860

7.89%

STAFFING TRENDS						
	F	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	No	t Applicab	le			
Totals				_		

### SAN ELIZARIO PLACITA

### AUTHORIZED POSITION DETAIL

Not Applicable

### FISCAL YEAR 2006 OPERATING BUDGET SUMMARY SPECIAL REVENUE SHERIFF COMMUNICATION IMPROVEMENT WITH COMPARATIVE ACTUALS AND BUDGET

This fund was established to account for the receipts and disbursements related to the County Sheriff Communication Improvement Program.

	Actual Sources and Uses FY 2005	Operating FY 2006	Budgets FY 2007	Percentage Change in Budget
Beginning balance			•	
Designated for subsequent years				
Reserve for encumbrances				
Revenue: Intergovernmental revenue Total revenue	\$11,895 11,895	\$29,049 29,049	\$19,000 19,000	-34.59% -34.59%
Other financing sources: Transfers in				
Total revenue and other sources	11,895	29,049	19,000	-34.59%
Expenditures:	11,895			
Other financing uses: Transfer out				
Total expenditures and other uses	\$11,895	\$29,049	\$19,000	-34.59%
Encumbrances				
Ending fund balance				

### SHERIFF COMMUNICATION IMPROVEMENT

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund was established to account for the receipts and disbursements related to the County Sheriff Communication Improvement program. The revenue in this account results from contributions from the 911 Emergency Service program. Proceeds are utilized to make upgrades to the sheriff's 911-dispatch unit, and for mobile units located in the vehicles.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
, v		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel							
Operating	\$11,895	\$11,414		-100.00%			
Capital		17,635	\$19,000	7.74%			
Totals	\$11,895	\$29,049	\$19,000	-34.59%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 This department's budget was set based on reimbursements projected for fiscal year 2007.

STAFFING TRENDS						
Authorized Positions	2005	Fiscal Year 2006	2007	Percent Change		
Full-time employees Part-time employees	N	lot Applicable		_		
Totals				=		

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE SHERIFF LEOSE WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt of funds obtained from auction proceeds of abandoned and confiscated property within the County.

	Actual Sources and Uses FY 2005	Operating FY 2006	Budgets FY 2007	Percentage Change in Budget
Beginning balance	\$69,011	\$85,186	\$56,740	-33.39%
Designated for subsequent years' expenditures		64,000	50,000	-21.88%
Reserved for encumbrances				
Revenue:				
Intergovernmental revenue	65,235	65,000	65,000	
Interest revenue	2,349	1,000	3,000	200.00%
Miscellaneous revenue	•		,	
Total revenue	67,584	66,000	68,000	3.03%
Other financing sources Transfers in	(7.504	(( 000	(0.000	2.02%
Total revenue and other sources	67,584	66,000	68,000	3.03%
Expenditures	51,409	130,000	118,000	-9.23%
Other financing uses Transfers in				
Total expenditures and other uses	51,409	130,000	118,000	-9.23%
Encumbrances				
Ending fund balance	\$85,186	\$85,186	\$56,740	-33.39%

### **SHERIFF LEOSE**

### 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.

	2005	2006	2006	2007
Department Activity	Actuals	<b>Target</b>	Actuals	Target
		Not A	pplicable	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$51,409	\$130,000	\$118,000	-9.23%			
Cupitui	\$51,409	\$130,000	\$118,000	-9.23%			

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department was decreased due to appropriating lower fund balance carried over from prior years. The department's funds are all allocated to fund expenses related to the continuing education.

STAFFING TRENDS						
	F	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	No	ot Applicable		_		
Totals	- '					

### **SHERIFF LEOSE**

### **AUTHORIZED POSITION DETAIL**

Not Applicable

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE SPORTSPARK SPECIAL REVENUE ACCOUNT WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt and expenditure of funds received from player registration, food and beverage concessions and baseball and softball tournament fees.

	Actual Sources			Percentage
	and Uses	Operating	Rudgets	Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	(\$26,268)	\$13,415	\$113,195	743.79%
Reserved for encumbrances			9,219	100.00%
Revenue:				
Charges for services	259,582	312,000	280,000	-10.26%
Interest	422		1,000	100.00%
Miscellaneous revenues	751			
Total revenue	260,755	312,000	281,000	-9.94%
Other financing sources				
Transfers in	300,000	259,701	246,489	-5.09%
Total revenue and other sources	560,755	571,701	527,489	-7.73%
Expenditures	521,072	571,701	527,489	-7.73%
Other financning uses				
Transfers out				
Total expenditures and other uses	521,072	571,701	527,489	-7.73%
Encumbrances			9,219	100.00%
Ending fund balance	\$13,415	\$13,415	\$113,195	743.79%

# SPORTSPARK Functional Organizational Chart



### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt and expenditure of funds received from player registration, food and beverage concessions and baseball and softball tournament fees. The recently purchased Sportspark had its first full year of operations under County management during fiscal year 2003. This facility is home to four T-ball fields, six baseball fields and five volleyball courts.

Department Activity	2005	2006	2006	2007
	Actuals	Target	Actuals	Target
-		Not A	Available	

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel	\$222,878	\$201,342	\$219,130	8.83%			
Operating Capital	298,194	370,359	308,359	-16.74%			
	\$521,072	\$571,701	\$527,489	-7.73%			

### SPORTSPARK SPECIAL REVENUE ACCOUNT

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The budget was reduced given that appropriations were based on revenue projections.

		Fiscal Year	•	Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	5	3	3	

STAFFING TRENDS

1

### **AUTHORIZED POSITION DETAIL**

League Coordinator

Park Maintenance Worker

2

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE TAX OFFICE DISCRETIONARY FUND WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt of funds generated from the interest earned from the Tax Assessors' vehicle inventory escrow account.

	Actual Sources and Uses	Operating Budgets		Percentage Change
	FY 2005	FY 2006	FY 2007	in Budget
Beginning balance	\$160,543	\$220,373	\$345,012	56.56%
Designated for subsequent years' expenditures		45,061	70,680	56.85%
Reserved for encumbrances				
Revenue:				
State agency revenues				
Miscellaneous revenues	30,273		15,000	100.00%
Interest revenue	70,854	50,000	25,000	-50.00%
Other	, , , , , , , , , , , , , , , , , , , ,	,	,	
Total revenue	101,127	50,000	40,000	-20.00%
Other financing sources				
Transfers in				
Total revenues and other sources	101,127	50,000	40,000	-20.00%
Expenditures	41,297	95,061	110,680	16.43%
Other financing uses				
Transfers out				
Total expenditures and other uses	41,297	95,061	110,680	16.43%
Encumbrances				
Ending fund balance	\$220,373	\$220,373	\$345,012	56.56%

### TAX OFFICE DISCRETIONARY FUND

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt of funds generated from the interest earned from the Tax Assessors' vehicle inventory escrow account. The proceeds are used to conduct operations of the vehicle inventory tax division of the Tax Assessor Collectors office.

### **GOAL**

Goal:

To cover the personnel and operating costs of the vehicle inventory division of the Tax Assessor Collectors office.

	2005	2006	2006	2007
Department Activity	Actuals	Target	Actuals	Target
_	Not Available			

FINANCIAL TRENDS					
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change	
Personnel	\$486	\$32,411	\$47,030	45.11%	
Operating Capital	40,811	62,650	63,650	1.60%	
-	\$41,297	\$95,061	\$110,680	16.43%	

### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• Overall, this department was increased based on the request of the department, as approved by the Commissioner's Court.

STAFFING TRENDS					
<b>Authorized Positions</b>	2005	Fiscal Year 2006	2007	Percent Change	
Full-time employees		1	1		
Part-time employees					
Totals		11	1		

### TAX OFFICE DISCRETIONARY FUND

### **AUTHORIZED POSITION DETAIL**

Investigator

1

There were no additions, deletions, changes in title or position reclassifications in this department during fiscal year 2006 or as a result of fiscal year 2007 budget hearings.

### FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE TEEN COURT WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt of funds from filing fees for teen court cases and for donations from area businesses for teen court projects. Funds not expended in the current year roll over into the following year.

Actual Sources   Pero	centage
and Uses   Operating Budgets   Cl	hange
FY 2005 FY 2006 FY 2007 in F	Budget
<b>Beginning balance</b> \$3,798 \$3,365 \$4,472	32.90%
Designated for subsequent years' expenditures 2,500 2,000	-20.00%
Reserved for encumbrances	
Revenue:	
Intergovernmental revenues	
Charges for services 1,950 1,500 2,500	66.67%
Interest revenue 124 150	100.00%
Miscellaneous 58	
<b>Total revenue</b> 2,132 1,500 2,650	76.67%
Other financing sources	
Transfers in	
Total revenue and other sources 2,132 1,500 2,650	76.67%
<b>Expenditures</b> 2,565 4,000 4,650	16.25%
Other financing uses Transfers out	
Total expenditures and other uses 2,565 4,000 4,650	16.25%
Encumbrances	
<b>Ending fund balance</b> \$3,365 \$3,365 \$4,472	32.90%

#### **TEEN COURT**

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt of funds from filing fees for Teen Court cases and for donations from area businesses for teen court projects. The proceeds are used to cover some operating costs of the Teen Court program and to provide scholarships for selected graduating seniors involved in this program.

#### **GOAL AND OBJECTIVE**

Goal:

To participate in community activities in order to promote the general welfare of the community and increase public awareness and education with respect to laws.

Objective:

To implement alternate adjudication strategies for teens convicted of Class C Misdemeanors in order to assist students to develop good citizenship and a respect for courts and law enforcement.

	2005	2006	2006	2007			
Department Activity	Actuals	Target	Actuals	Target			
	Not Applicable						

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$2,565	\$4,000	\$4,650	16.25%			
	\$2,565	\$4,000	\$4,650	16.25%			

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

 The operating budget was increased based on projected reimbursement for this program from the Socorro Independent School District.

STAFFING TRENDS						
	$\mathbf{F}$	iscal Year		Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	No	t Applicable		_		
Totals				_		

#### **TEEN COURT**

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

# FISCAL YEAR 2007 OPERATING BUDGET SUMMARY SPECIAL REVENUE THERAPEUTIC DRUG COURT WITH COMPARATIVE ACTUALS AND BUDGET

This fund is utilized to account for the receipt and expenditure of funds received from Juror donations.

	<b>Actual Sources</b>			Percentage
	and Uses	Operating	Rudgete	Change
	FY 2005	FY 2006	FY 2007	in Budget
D				
Beginning balance	\$378	\$648	\$864	33.33%
D 16 1				
Designated for subsequent years'			0.40	
expenditures		600	848	41.33%
Reserved for encumbrances				
Revenue:				
Interest	12			
Miscellaneous revenue	258	200	200	
Total revenue	270	200	200	
Total revenue		200	200	
Other financing sources				
Transfers in				
Total revenue and other sources	270	200	200	
Expenditures		800	1,048	31.00%
041 6*				
Other financing uses				
Transfers out				
Total revenue and other uses		800	1,048	31.00%
Encumbrances				
Ending fund balance	\$648	\$648	\$864	33.33%
Ending fund varalice	ΨU <del>1</del> 0	ΦU48	J0U4	33.33%

#### THERAPEUTIC DRUG COURT PROGRAM

#### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

This fund is utilized to account for the receipt and expenditure of funds received from Juror donations. This is only one of various funds that jurors can donate their jury pay to. The funds in this account will be utilized to offset costs of the Therapeutic Drug Court program.

#### **GOAL AND OBJECTIVE**

Goal:

To utilize juror donations received to offset the costs of the Therapeutic Drug

court program.

Objective:

To effectively monitor and counsel clients who are processed through the drug court program.

Department Activity	2005 Actuals	2006 Target	2006 Actuals	2007 Target	
		Not Applicable			

FINANCIAL TRENDS

Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change				
Personnel Operations Capital		\$800	\$1,048	31.00%				
		\$800	\$1,048	31.00%				

#### FISCAL YEAR 2007 BUDGET HIGHLIGHTS:

• This department's increase is based on estimates for next year's revenues.

STAFFING TRENDS						
		Fiscal Yea	ır	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees Part-time employees	Not Applicable		_			
Totals				_		
				_		

#### **AUTHORIZED POSITION DETAIL**

Not Applicable





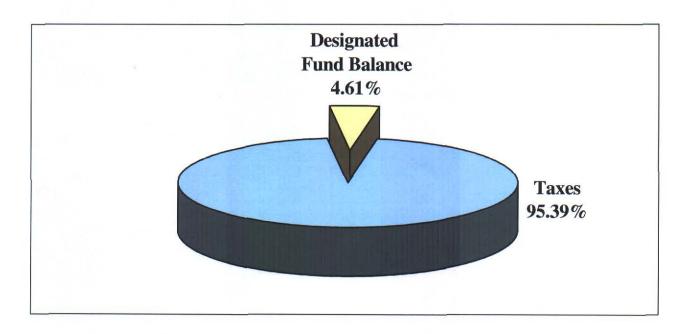
# DEBT SERVICE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS TAXES

Under the Debt Service Fund Type, the reason for the decrease in the amount budgeted for Taxes is due to debt payment requirement changes, as shown in the amortization schedules.

	EV 2005	OPER/	OPERATING BUDGETS			GES
	FY 2005 ACTUALS	Adopted Budget FY 2006	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):						
Taxes	\$15,904,848	\$15,381,074	\$15,381,074	\$15,242,435	(\$138,639)	-0.90%
Interest	98,896					
Miscellaneous						
Other Financing Sources	593,068					
Total Revenues and						
<b>Other Financing Sources</b>	16,596,812	15,381,074	15,381,074	15,242,435	(138,639)	-0.90%
Beginning Fund Balances	964,559	1,309,318	1,309,318	784,649	(524,669)	-40.07%
Total Available Resources	\$17,561,371	\$16,690,392	\$16,690,392	\$16,027,084	(\$663,308)	-3.97%

#### Fiscal Year 2007 Budget Revenue (Sources) – Debt Service Fund Type - \$15,242,435



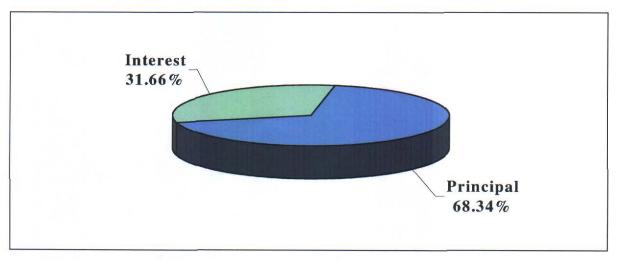
# DEBT SERVICE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

## CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS PRINCIPAL, INTEREST AND OTHER DEBT RELATED COSTS

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.

	7 15 150	OPER	OPERATING BUDGETS			GES
	FY 2005 Actuals	Adopted Budget FY 2006	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Appropriations/Expenditures (Uses):						
Principal	\$10,265,000	\$10,570,000	\$10,570,000	\$10,920,000	\$350,000	3.31%
Interest	5,979,027	5,518,699	5,518,699	5,059,856	(458,843)	-8.31%
Other Financing Uses	8,026					
Total Appropriations/Expenditures and Other Financing						
Uses	16,252,053	16,088,699	16,088,699	15,979,856	(108,843)	-0.68%
Ending Fund Balances Total Appropriations,	1,309,318	601,693	601,693	47,228	(554,465)	-92.15%
Expenditures, Other Financing Uses and Fund						
Balances	\$17,561,371	\$16,690,392	\$16,690,392	\$16,027,084	(\$663,308)	-3.97%

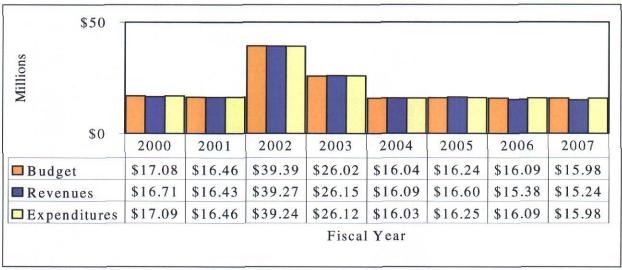
#### Fiscal Year 2007 Budget Appropriations (Uses) – Debt Service Fund Type - \$15,979,856



# DEBT SERVICE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

The following table provides information regarding the Debt Service Fund Type overall budget, and actuals for revenues/expenditures since 2000. **Details can be found in the revenue and expenditure sections of this document.** 

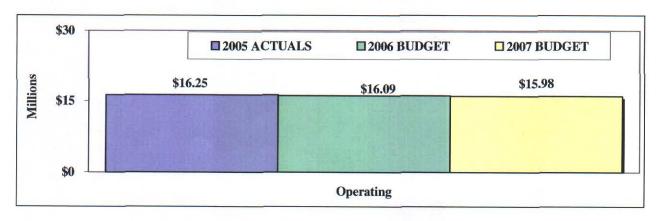
#### Debt Service Fund Type -Budget, Revenue, and Expenditure Trends



<sup>\*</sup> FY 2006 and 2007 are budgets, 2000-2005 are actual expenditures.

#### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

	FY 2005	OPERATING	BUDGETS	Changes	
	Actuals	FY 2006	FY 2007	Amount	%
Character					
Operating	\$16,252,053	\$16,088,699	\$15,979,856	(\$108,843)	-0.68%
<b>Total Budgets and</b>					
Actuals	\$16,252,053	\$16,088,699	\$15,979,856	(\$108,843)	-0.68%



#### **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 any other related issuance costs.

FINANCIAL TRENDS							
Character	2005 Actuals	2006 Budget	2007 Budget	Percent Change			
Personnel Operating Capital	\$16,252,053	\$16,088,699	\$15,979,856	-0.68%			
	\$16,252,053	\$16,088,699	\$15,979,856	-0.68%			

#### **WORK PROGRAM TRENDS**

Department Activity
Not Applicable

2005 2006 2007
Actuals Actuals Projected
Not Applicable

STAFFING TRENDS						
		Fiscal Year	•	Percent		
<b>Authorized Positions</b>	2005	2006	2007	Change		
Full-time employees						
Part-time employees						
Totals				-		

#### **AUTHORIZED POSITION DETAIL**

Not Applicable

#### SCHEDULE OF OUTSTANDING BONDED INDEBTEDNESS AS OF OCTOBER 1, 2006

#### **Limited Tax Bonds**

Certificates of Obligation	Interest Rate:	Outstanding Debt:
Certificate of Obligation Series 1997	4.75-7.75%	\$6,480,000
Certificate of Obligation Series 1998	4.20-5.25%	8,210,000
Certificate of Obligation Series 2001	4.00-5.50%	29,880,000
Certificate of Obligation Series 2002	3.50-4.00%	29,495,000
	-	74,065,000
<b>General Obligation Bonds</b>	•	
General Obligation Refunding Series 1998	3.75-5.00%	21,205,000
General Obligation Refunding Bonds, Series 2001	4.00-5.00%	7,965,000
General Obligation Refunding Bonds, Series 2002	3.00-5.25%	1,330,000
General Obligation Refunding Bonds, Series 2002A	3.00-4.50%	6,365,000
	-	36,865,000
<b>Total Limited Tax Bonds</b>	-	\$110,930,000

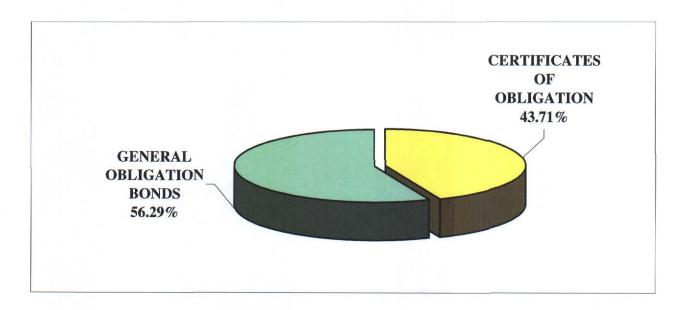
The County issues general and certificate of obligation bonds to provide the resources for the acquisition and construction of capital assets. At October 1, 2006, the County had \$110,930,000 in principal outstanding debt issues, as shown above.

The general and certificate of obligation bonds are direct obligations of the County, payable from the levy and collection of a direct and continuing ad valorem tax, within the limits prescribed by law, on all taxable property within the County in an amount sufficient to provide payment of principal and interest. All general and certificate of obligation bonds have principal maturities on February 15<sup>th</sup>, with interest payable semi-annually on February and August 15<sup>th</sup>.

Both Moody's Investors Service and Standards & Poors reaffirmed bond ratings as a stable outlook in El Paso on the bonds mentioned above with ratings of A1 and AA-, respectively. Overall, both ratings reflect the County's current stable credit position that depends upon adequate operating margins and fund balance reserves. With regards to the County's bond ratings, ratings may be changed, suspended or withdrawn as a result of changes in, or unavailability of information.

#### DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR 2007

Certificates of Obligation	Fiscal Year 2007 Budget
Certificate of Obligation Series 1997	\$737,350
Certificate of Obligation Series 1998	1,883,260
Certificate of Obligation Series 2001	2,741,514
Certificate of Obligation Series 2002	1,622,192
	6,984,316
General Obligation Bonds	
General Obligation Refunding Bonds, Series 1998	3,861,970
General Obligation Refunding Bonds, Series 2001	3,697,794
General Obligation Refunding Bonds, Series 2002	49,963
General Obligation Refunding Bonds, Series 2002A	1,385,813
	8,995,540
TOTAL DEBT SERVICE REQUIREMENTS	\$15,979,856

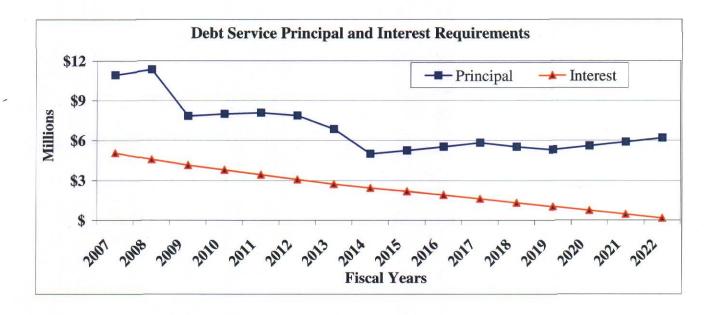


The Debt Service requirements for fiscal year 2007 total \$15,979,856. Of this amount, \$10,920,000 represents principal and \$5,059,856 interest. The debt to be repaid in 2007 is for payments on the original bonds issued for projects such as park improvement, to construct the Jail Annex, for courthouse expansion and parking, Fabens Port of Entry and the purchase of election equipment. For fiscal year 2007, the County Commissioners have not expressed their intent to issue debt to finance any new construction or equipment.

#### DEBT SERVICE PRINCIPAL AND INTEREST REQUIREMENTS FOR FISCAL YEARS 2007-2023

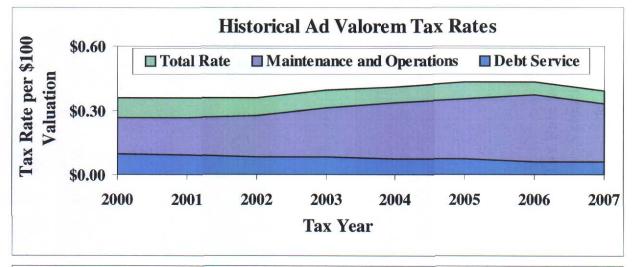
The following table and chart show the debt service outstanding as of 2006 to be paid beginning in fiscal year 2007 through fiscal year 2023. As a matter of information, the 2006 debt requirements were as follows: \$10,570,000 for principal and \$5,518,696 for interest.

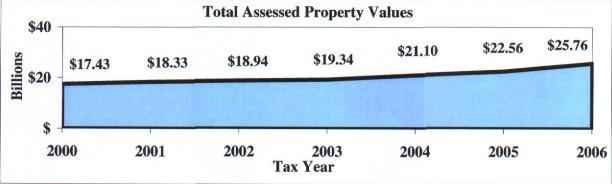
FISCAL	TOTAL B	ONDS	HARA TO THE COL
YEAR	PRINCIPAL	INTEREST	TOTAL
2007	\$10,920,000	\$5,059,853	\$15,979,853
2008	11,335,000	4,572,746	15,907,746
2009	7,830,000	4,144,980	11,974,980
2010	7,985,000	3,796,654	11,781,654
2011	8,080,000	3,435,314	11,515,314
2012	7,855,000	3,070,584	10,925,584
2013	6,845,000	2,722,405	9,567,405
2014	4,995,000	2,433,369	7,428,369
2015	5,245,000	2,184,584	7,429,584
2016	5,525,000	1,911,513	7,436,513
2017	5,825,000	1,615,048	7,440,048
2018	5,525,000	1,316,563	6,841,563
2019	5,310,000	1,031,651	6,341,651
2020	5,590,000	748,476	6,338,476
2021	5,880,000	456,250	6,336,250
2022	6,185,000	154,625	6,339,625
	\$142,569,638	\$38,654,615	\$149,584,615



### SCHEDULE OF TOTAL ASSESSED PROPERTY VALUES AND PROPERTY TAX RATES EXPRESSED IN THOUSANDS

	Total Assessed	Tax Rates per \$100/Valuation				
Tax	Property	Maintenance and				
Year	Values	Operations	Debt Service	<b>Total Rate</b>		
2000	\$17,426,643	\$0.265855	\$0.095579	\$0.361434		
2001	\$18,332,711	\$0.268593	\$0.092841	\$0.361434		
2002	\$18,937,117	\$0.278269	\$0.083165	\$0.361434		
2003	\$19,344,634	\$0.314349	\$0.082261	\$0.396610		
2004	\$21,099,400	\$0.335034	\$0.075783	\$0.410817		
2005	\$22,559,257	\$0.356476	\$0.075783	\$0.432259		
2006	\$25,764,526	\$0.373099	\$0.059160	\$0.432259		
2007	Not Available	\$0.332230	\$0.059160	\$0.391390		



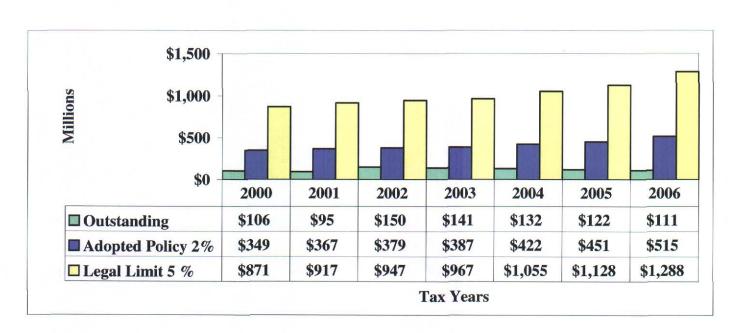


Since fiscal year 2000, the County's total assessed property values have increased by over \$8.34 billion dollars, or 48%. Unfortunately, property value growth alone has not been able to sustain the growth in services and expenditures over the years. Accordingly, property tax rate increases when necessary. The growth in property tax rates increased from 2000 to 2006 by over 7 cents, or by 19.59%, but for 2007 the growth in taxes has decreased by a little over 2 cents, or by 8.3%, due to the Commissioners' Court decision to adopt the Effective Tax Rate for 2007.

### SCHEDULE OF DEBT LIMITS AND BUDGETS EXPRESSED IN THOUSANDS

		Debt Lin Net Prop		
	Total Assessed Property		Adopted Policy	Actual Gross Bonded Debt as
Tax Year	Values	Legal- 5%	2%	of 9/30
2000	\$17,426,643	\$871,332	\$348,533	\$105,858
2001	\$18,332,711	\$916,636	\$366,654	\$94,693
2002	\$18,937,117	\$946,856	\$378,742	\$150,085
2003	\$19,344,634	\$967,232	\$386,893	\$141,310
2004	\$21,099,400	\$1,054,970	\$421,988	\$131,765
2005	\$22,559,257	\$1,127,963	\$451,185	\$121,500
2006	\$25,764,526	\$1,288,226	\$515,291	\$110,930
2007	Not Available			

#### DEBT LIMITS BASED ON ASSESSED PROPERTY VALUES

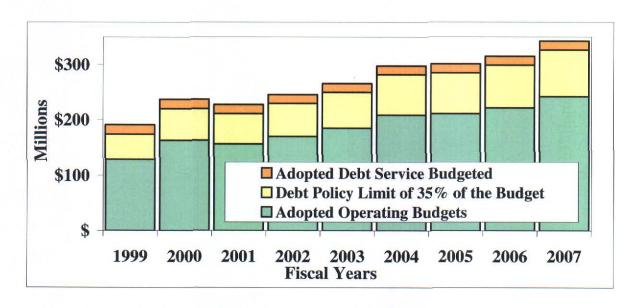


As of September 30, 2006 the County had an estimated **net bonded debt** amounting to \$108,860,000, an assessed value ratio of .42 percent and a debt per capita ratio of \$152.61. Under current State statute, County total general bond obligation issuances are subject to a limitation of five percent of the total assessed value of real and personal property. As of September 30, 2006, the County's net general obligation bonded debt of \$108,860,000 was well below the legal limit of \$1,288,226,000.

### SCHEDULE OF DEBT LIMITS AND BUDGETS EXPRESSED IN THOUSANDS

Fiscal Years	Adopted Operating Budgets	Debt Policy Limit of 35% of the Budget	Adopted Debt Service Budgeted	Debt Service as a % of the Budget
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%
2003	\$184,798	\$64,679	\$15,857	8.58%
2004	\$208,411	\$72,944	\$16,037	7.69%
2005	\$210,926	\$73,824	\$16,244	7.70%
2006	\$221,289	\$77,451	\$16,089	7.27%
2007	\$241,863	\$84,652	\$15,980	6.61%

#### COMPARISON OF BUDGETED DEBT TO POLICY LIMITS



As can be seen in the graph and table above, the County has consistently met its financial debt limit policy to "not exceed 35 percent of the total budget, in any fiscal year pursuant to Article VIII, Section 9, of the Texas Constitution." In fact, Debt Service as a percentage of the budget has decreased since 2000.

### Description of Indebtness October 1, 2006

#### Certificates 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.

#### Certificates 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.

#### Certificates of Obligation, Series 2001

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations to be incurred for courthouse expansion, courthouse parking, park improvements, courthouse capital needs, an eastside regional park, rural parks, animal shelter, Fabens Port of Entry, coliseum, purchase of land and election equipment, and other County facility renovations.

#### **Certificates of Obligation, Series 2002**

This fund is used for the payment of principal and interest on bonds issued to pay contractual obligations to be incurred for courthouse expansion and courthouse parking, courthouse capital needs and improvements of the County's water infrastructure.

#### **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.

#### General Obligation Refunding Bonds, Series 2001

This fund is used for the payment of principal and interest on bonds issued to refund portions of General Obligation Refunding Bonds Series 1992, Certificate of Obligation Series 1992-A, and General Obligation Refunding Bonds Series 1992-B.

### Description of Indebtness October 1, 2006

#### **General Obligation Refunding Bonds, Series 2002**

This fund is used for the payment of principal and interest on bonds issued to refund portions of Certificates of Obligation, series 1998.

#### General Obligation Refunding Bonds, Series 2002A

This fund is used for the payment of principal and interest on bonds issued to refund portions of General Obligation Refunding 1993B And 1993C.



#### CAPITAL PROJECTS FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

	OPERATING BUDGETS		CHANGES		
	FY 2005 Actuals	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):					
Interest	\$953,074	\$746,556	\$1,072,000	\$325,444	43.59%
Miscellaneous Revenues	1				
Other Financing Sources	47,404	(500,000)		500,000	-100.00%
<b>Total Revenues and Other</b>					
Financing Sources	1,000,479	246,556	1,072,000	825,444	334.79%
Beginning Carryover	41,345,601	30,723,498	27,351,631	(3,371,867)	-10.97%
<b>Total Available Resources</b>	\$42,346,080	\$30,970,054	\$28,423,631	(\$2,546,423)	-8.22%

#### INTEREST, MISCELLANEOUS AND OTHER FINANCING SOURCES

Interest is budgeted with over a \$300,000 increase for fiscal year 2007, mostly due to interest accrued during fiscal year 2006, and appropriated in 2007, for Capital Outlays pertaining to the 2001 fiscal year bond issuances. Other Financing Sources is budgeted at \$500,000 less for a one-time transfer in from one capital project to another for the purpose of setting up appropriations for the Ascarate Golf Course Sprinkler system.

Total revenues for fiscal year 2007 are not depicted graphically as in other sections of this budget due to the fact that 100% of the revenue budgeted is all interest.

CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

	FY 2005	EV 2005 OPERATING BUDGETS CHA		CHANG	CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%	
Appropriations/Expenditures (Uses):	•					
Capital Outlays Other Financing Uses	\$11,603,484 \$19,098	\$721,117	\$3,597,029	\$2,875,912	398.81%	
Total Appropriations/Expen-						
ditures Encumbrances	11,622,582	721,117	3,597,029	2,875,912	398.81%	
Ending Carryover Total Appropriations/Expen-	30,723,498	30,248,937	24,826,602	(5,422,335)	-17.93%	
ditures and Carryover	\$42,346,080	\$30,970,054	\$28,423,631	(\$2,546,423)	-8.22%	

#### CAPITAL PROJECTS FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

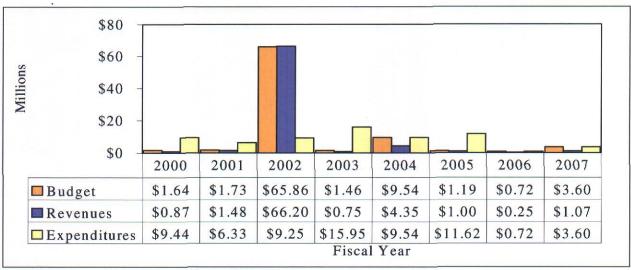
#### **CAPITAL OUTLAYS**

Under the Capital Projects Fund Type, appropriations for fiscal year 2007 increased due to the projected transfers in from the General Fund for the purpose of funding capital needs of departments in 2007.

Total appropriations for fiscal year 2007 are not depicted graphically as in other sections of this budget due to the fact that 100% of the appropriations budgeted is all capital outlays.

The following table provides information regarding the Capital Project Fund Type overall budgets and revenue/expenditure actuals since fiscal year 2000. **Details can be found in the revenue and expenditure sections of this document.** 

#### Capital Projects Fund Type – Budget, Revenue, and Expenditure Trends

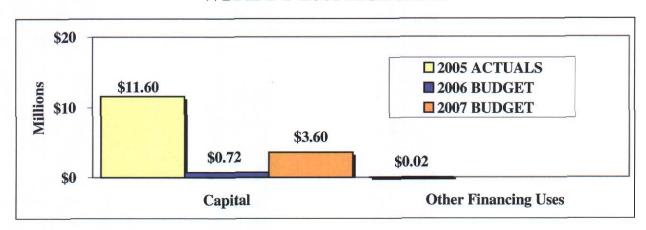


<sup>\*</sup>FY 2006 and 2007 are budgets, 2000-2005 are actual expenditures.

#### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

	FY 2005	OPERATING BUDGETS		Chang	es
	Actuals	FY 2006	FY 2007	Amount	%
Character					
Capital	\$11,603,484	\$721,117	\$3,597,029	\$2,875,912	398.81%
Other Financing Uses	19,098				
<b>Total Budgets and</b>	-				
Actuals	\$11,622,582	\$721,117	\$3,597,029	\$2,875,912	398.81%

#### CAPITAL PROJECTS FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS



#### **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	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel		<u> </u>				
Operating	\$19,098					
Capital	11,603,484	\$721,117	\$3,597,029	398.81%		
	\$11,622,582	\$721,117	\$3,597,029	398.81%		

#### **WORK PROGRAM TRENDS**

Department Activity

Actuals

Actuals

Not Applicable

STAFFING TRENDS				
Authorized Positions Full-time employees Part-time employees Totals	2005	Fiscal Year 2006 Not Applicable	2007	Percent Change

OF A PEINO PRENIDO

#### **AUTHORIZED POSITION DETAIL**

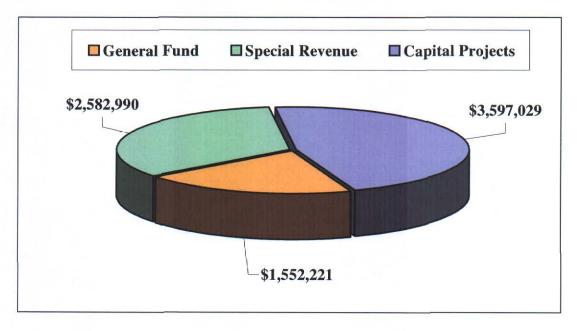
Not Applicable

#### CAPITAL PROJECT PLANNING

#### **OVERVIEW**

The County of El Paso adopted its fiscal year 2007 operating budget, which includes only minimal capital outlay appropriations at the departmental level. In the past, the Commissioners Court has issued Certificates of Obligation to cover for Capital equipment and improvements for various County departments and projects to be repaid from ad valorem property taxes. In more recent 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 countywide equipment and vehicle requests. Additional projects resulting from this issue included \$9,244,217 for a Countywide 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, (funding for the Agricultural Co-op building was subsequently allocated for other purposes). Currently, Capital Projects are budgeted on a project basis in the year of funding or when bond proceeds are received. On October 1, 2006 approximately \$24.0 million of appropriations carried forward with regards to Capital Projects in progress, a major portion of this is for the projects, which were appropriated in fiscal year 2002. Of the County's total fiscal year 2007 budget, \$7,732,240 represents new Capital Project budgets by the County as reflected in the pie chart below. Capital expenditures projected for fiscal year 2007 are categorized as shown in the next page by fund and program. Carryover Capital Project appropriations follow.

### 2007 CAPITAL BUDGET APPROPRIATIONS (Excluding Carryover)



#### CAPITAL PROJECTS BY PROGRAM OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

The following worksheet presents a three-year evaluation of changes in expenditures and budgets for Capital Projects; as undertakings are completed or modified and as new projects emerge in order to meet the needs of the community. The schedule identifies the individual projects with actual expenditures and/or budgets over \$100,000 in any of the three years under consideration. All other small projects have been grouped under one category "Other Capital Projects".

Fund / Program	2005 Actuals	2006 Budget	2007 Budget
Capital Projects			
Ascarate Golf Course Irrigation System	\$2,000,236		
County Capital Improvements 2004	495,603	\$174,754	\$83,819
County Capital Projects 2001	602,228	(112,949)	2,667,231
County Capital Projects 2002	5,340,726	(2,015,279)	822,320
Elections 2002	(1,111,976)		
MDR (Archives Building		515,000	
Mission Valley Annex		595,307	
Parking 2005	3,977,470		
Sheriff Office Admin Renovations		1,545,000	
Other Capital Projects	299,197	19,284	23,659
	11,603,484	721,117	3,597,029
Special Revenue			
Culture and Recreation	213,367	10,000	12,000
General Government	105,464	96,298	89,326
Public Safety	143,326	886,483	291,936
Public Works	531,445	2,189,728	2,189,728
Other Capital Projects	25,745	26,400	
_	\$1,019,347	\$3,208,909	\$2,582,990

#### Continued on next page.

The negative budgets for Capital Projects 2001, Capital Projects 2002 and Elections 2002 are due to reversing more budget in the 2005 and 2006 fiscal years than was appropriated for those fiscal years. Capital Projects are set up as carryover budgets, so overall if we look at all the years, these Capital Projects did have appropriations to transfer funds from.

#### CAPITAL PROJECTS BY PROGRAM OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

Fund / Program	2005 Actuals	2006 Budget	2007 Budget
General Fund			
General and Administrative Account	\$15,870	\$1,000,000	\$1,425,000
Other Capital Projects	118,853	127,221	127,221
	134,723	1,127,221	1,552,221
Grants			
Capital Outlays	7,936,281	5,345,865	
	7,936,281	5,345,865	
Grand Total	\$20,693,835	\$10,403,112	\$7,732,240

### CAPITAL PROJECTS CARRYOVER BUDGET AND NEW APPROPRIATIONS

The schedule below identifies the individual projects with carryover budgets over \$100,000. All other small projects have been grouped under one category: "Other Capital Projects".

Capital Projects Carryover Appropriations	Carryover Amount	Purpose	
<b>Carryover Appropriations</b>			
Capital Improvements 2004	\$1,415,275	Various equipment needs of County departments	
Capital Projects 2001	6,414,945	Construction of annex, parking garage, coliseum, rural parks, equipment, etc.	
Capital Projects 2002	5,210,541	Construction of Courthouse Annex, parking garage, and eastside water infrastructure	
Courthouse 1995	162,428	Renovations of County Courthouse	
Elections 2002	700,515	New Elections voting equipment	
Lower Valley Parks	977,991	Improvements to parks in the Lower Valley	
MDR (Archives) Building	418,373	Renovation of the Archives Building	
Mission Valley Annex	505,682	Renovation of the Mission Valley Annex Building	
North East Annex	300,268	Purchase of land for the North East Annex	
North East Annex CP-2002	1,605,418	Construction and furnishings for the Annex	
Parking 2005	3,406,777	Construction of parking garage	
River Park	383,087	Improvements to the park	
Sheriff Admin Bldg Renovations	1,437,033	Renovation of the Sheriff Admin Building	
Sportspark	372,795	Renovation of eastside Sportspark Facility	
Time and Attendance	110,899	Electronic time and attendance system	
Other Capital Projects	611,616	Various construction, renovations, equipment and vehicle needs of County departments	
Total Carryover Appropriation Projects	\$24,033,643		
New Appropriations for Fiscal Year 2007	\$7,732,240	*Breakdown on previous page	
Total County Capital Expenditures Budgeted	\$31,765,883		

#### CAPITAL PROJECT SOURCES OF FUNDING

The County of El Paso uses various sources of revenue to fund Capital Projects:

#### **General Fund:**

For fiscal year 2007 \$1,425,000 has been allocated from the General and Administrative equipment contingency account, for a total increase from fiscal year 2006 of \$425,000, based on the Commissioners' Court approval to reserve appropriations for possible capital needs of departments. In addition, \$127,221 is the only appropriation for "Other Capital Projects", allocated to various departments in the General Fund, as fiscal year 2007 was the first fiscal year that the Commissioners approved to roll over funds spent on one-time purchases in 2006 for any anticipated needs of departments in 2007.

#### Special Revenue and Grant Funds:

Some funds for Capital Projects are derived from Special Revenue Funds, which are funded directly by fees and charges for services provided to the community. Grant Funds are received from state, federal and local sources and are spent in accordance with grant requirements.

#### **Capital Project Funds:**

The Capital Projects Funds are used for the construction, renovation and improvement of public facilities, as well as for the purchase of major equipment to benefit all of the County departments, and are funded by various debt issuances or funds transferred in from the General Fund.

#### OPERATING IMPACTS/SAVINGS FROM CAPITAL PROJECTS FUND

#### 1. Ascarate Golf Course Irrigation System:

Cost to date: \$2,000,236

Fund: Capital Projects
Department: Parks and Recreation

**Project Description:** This fund was established to account for the costs of construction of an irrigation system for the Ascarate Golf Course.

**Funding Summary:** Proceeds from Certificates of Obligation 2001 were used to finance this project.



**Anticipated Savings or Revenues:** It is anticipated that this project will improve the quality of the playing surfaces of the Golf Course and ultimately have a positive impact on revenues. Every 10% increase in revenue can result in approximately \$84,000 annually.

#### 1. Ascarate Golf Course Irrigation System (cont'd):

#### **Operating Budget Impact:**

Maintenance, gas/oil, and water expenses have increased from \$137,179 in fiscal year 2005 to \$272,072 in fiscal year 2006 or approximately 98.33%. This total impact is not attributable in whole to installing the sprinkler system, as gas prices and water rates have also increased over the past several years and have also played a significant role in increased costs.

#### 2. County Capital Improvements 2004:

Cost to date:

\$1,297,479

Fund:

**Capital Projects Fund** 

**Department:** 

Various

#### **Project Description:**

This project relates to a variety of capital expenditures, most of which have been and will be spent for various types of equipment.

#### **Funding Summary:**

Proceeds from the sales of the Rodeo land will be used to finance this project.

#### **Anticipated Savings or Revenues:**

There are no direct savings or revenues derived from this investment, however the enhancement of infrastructure, equipment and vehicles will reflect on reduction of time spent on transactions and various other efficiencies while serving the community.

#### **Operating Budget Impact:**

None

#### 3. County Capital Projects 2001:

Cost to date:

\$3,451,523

**Fund:** 

Capital Projects Fund

Department:

Various

#### **Project Description:**

This fund was established in fiscal year 2002, to account for the purchase of land in the northeast for a County Annex. Remaining funds have been allocated for various County projects such as the Fabens Port of Entry, the purchase and expansion of the Sportspark, demolition of the Landmark



#### County Capital Projects 2001 (cont'd):

Building, purchase of Elections hardware, and various park improvements, all of which will be transferred to the appropriate indexes upon receipt of final cost information.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2001 were used to finance this project.

#### **Anticipated Savings or Revenues:**

The anticipated savings recognized through the use of 2001 County Capital Projects are described under each project.

#### **Operating Budget Impact:**

The impacts incurred in the maintenance and operations of the projects under the 2001 County Capital Projects are described under each project.

#### 4. County Capital Projects 2002:

Cost to date:

\$10,542,392

Fund:

**Capital Projects** 

Fund

Department:

Various

#### **Project Description:**

This fund was established in fiscal year 2002, to account for the construction of the new County Annex, parking garage, Courthouse capital needs and improvements to the County's water infrastructure.



#### **Funding Summary:**

Proceeds from Certificates of Obligation 2002 were used to finance this project.

#### **Anticipated Savings or Revenues:**

The anticipated savings recognized through the use of 2002 County Capital Projects are described under each project.

#### **Operating Budget Impact:**

The impacts incurred in the maintenance and operations of the projects under the 2002 County Capital Projects are described under each project.

#### 5. County Courthouse 1995:

Cost to date:

\$3,730,661

Fund:

**Capital Projects Fund** 

Department:

**Various** 

#### **Project Description:**

This relates to renovations to the existing County Courthouse for an estimated \$3.7 million. When the existing courthouse was constructed, the 7<sup>th</sup> and 11<sup>th</sup> floors were left unfinished for future expansion. 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.



#### **Funding Summary:**

Proceeds from Certificates of Obligation, Series 1995 were used to finance this project.

#### **Anticipated Savings or Revenues:**

There are no direct savings or revenues derived from this investment, however the enhancement of infrastructure is anticipated to result in efficiencies while serving the community.

#### **Operating Budget Impact:**

**Personnel:** \$943,002, and **Operating**: \$45,037 for 383<sup>rd</sup>, 384<sup>th</sup>, and Criminal Magistrate Courts.

#### 6. Elections Capital Projects 2002:

Cost to date:

\$2,322,506

**Fund:** 

**Capital Projects Fund** 

Department:

Elections

#### **Project Description:**

This fund was established in fiscal year 2002, to account for the purchase of new electronic voting equipment for the elections department.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2001 were used to finance this project.

#### 6. Elections Capital Projects 2002 (cont'd):

#### **Anticipated Savings or Revenues:**

With the passing of the Help Americans Vote Act (HAVA) a significant portion of this investment (\$1.9 million) has been reimbursed from the federal government.

#### **Operating Budget Impact:**

Yearly maintenance of hardware and software of \$64,966 for voting system.

#### 7. Lower Valley Parks:

Cost to date: \$117,000

Fund: Capital Projects Fund

**Department: Not Applicable** 

#### **Project Description:**

This fund is to be used to account for the improvements to the Lower Valley Park.

#### **Funding Summary:**

Proceeds from the Certificates of Obligation 2001 were used to finance this project.

#### **Anticipated Savings or Revenues:**

There are no direct savings or revenues derived from this investment; however this project provides healthy recreation to the residents of this community.

#### **Operating Budget Impact:**

None

#### 8. MDR (Archives) Building

**Cost to date: \$96,627** 

Fund: Capital Projects Fund

**Department: Various** 

#### **Project Description:**

This fund was established to account for the renovation costs related to the Archives building.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2002 were used to finance this project.

#### 8. MDR (Archives) Building (cont'd):

#### **Anticipated Savings or Revenues:**

No direct savings are anticipated from this investment; however improvements will allow for several departments to relocate from the existing County Courthouse into this facility in the next 24 months, to allow for more Courtroom and ancillary support space.

#### **Operating Budget Impact:**

None

#### 9. Mission Valley Annex

Cost to date: \$89,625

Fund: Capital Projects Fund

**Department: Various** 

#### **Project Description:**

This fund was established in fiscal year 2006 to account for the costs of renovating the recently purchased Mission Annex building, which will house the Justice of the Peace No. 6, Agricultural Co-Op, Constable 6, and a Juvenile Probation Satellite department.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2002 were used to finance this project.

#### **Anticipated Savings or Revenues:**

It is anticipated that this project will save over \$80,000 in annual lease payments that will no longer be needed in the near future.

#### **Operating Budget Impact:**

Yearly impact of \$55,750 in utilities, contracted services, maintenance and repair of building.

#### 10. North East Annex and North East Annex CP-2002

Cost to date: \$664,588

Fund: Capital Projects Fund

**Department: Various** 

#### **Project Description:**

This fund was used to account for the construction of the North East Courthouse Annex that is housing a Justice of the Peace, Constable, Tax Office, County Clerk, Veteran's Assistance and Adult Probation Department.

#### 10. North East Annex and North East Annex CP-2002 (cont'd)

#### **Funding Summary:**

Proceeds from the Certificates of Obligation 2001 were used to finance this project. Construction was completed in 2004.

#### **Anticipated Savings or Revenues:**

The North East Annex Project resulted in the termination of various leases saving the County approximately \$120,000 annually.

#### **Operating Budget Impact:**

Yearly operating impact of \$56,184 in utilities, contracted services, maintenance and repair of building.

#### 11. Parking 2005

Cost to date: \$6,571,979

Fund: Capital Projects Fund

**Department: Not Applicable** 

#### **Project Description:**

This fund was established in fiscal year 2005, to account for the costs of a new parking garage.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2002 were used to finance this project.

#### **Anticipated Savings or Revenues:**

This project was for the construction of a second parking garage, which generates approximately \$250,000 in new revenue a year.

#### **Operating Budget Impact:**

The operating budget impact for this project is minimal, as operations have been contracted out to a private entity in the County. Increase in utility costs (electric and water) for Facilities Management: \$33,000 and contracted services for elevator services \$5,400.

#### 12. River Park

**Cost to date: \$1,116** 

Fund: Capital Projects Fund

**Department: Not Applicable** 

#### 12. River Park (cont'd):

#### **Project Description:**

This fund was established to cover costs of a running and biking trail system that banks the Rio Grande River.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2001 will be used to finance this project.

#### **Anticipated Savings or Revenues:**

There are no direct savings or revenues derived from this investment; however this project provides healthy recreation to the residents of this community.

#### **Operating Budget Impact:**

None

#### 13. Sheriff Office Administration Building Renovation:

Cost to date: \$107,967

Fund: Capital Projects Fund

**Department: Sheriff's Department and Elections** 

#### **Project Description:**

This fund was established to account for renovation to the recently purchased Sheriff Office Administration building. This building will house several divisions of the Sheriff Office as well as a storage facility and Elections' warehouse.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2002 were used to fund this project.

#### **Anticipated Savings or Revenues:**

This has yet to be determined as the Sheriff's department will re-locate from the MDR Building, departments will be moved from the County Courthouse into the MDR Building, and additional Court space will be made available for use in the Courthouse.

#### **Operating Budget Impact:**

This has yet to be determined as the Sheriff's department will re-locate from the MDR Building, departments will be moved from the County Courthouse into the MDR Building, and additional Court space will be made available for use in the Courthouse.

#### 14. Sportspark Capital Projects:

Cost to date: \$3,277,714

Fund: Capital Projects Fund

**Department: Ascarate Park** 

#### **Project Description:**

This fund was established in fiscal year 2002, to account for the purchase of an eastside sport park facility that includes baseball, t-ball and volleyball fields. This facility also includes a number of concession stands to meet the needs of the public attending the various events.



#### **Funding Summary:**

Proceeds from Certificates of Obligation 2001 were used to finance this project.

#### **Anticipated Savings or Revenues:**

Improvements to this facility have allowed to County to retain the patrons of this facility.

#### **Operating Budget Impact:**

A yearly transfer of approximately \$300,000 from the General Fund is needed in order to maintain operations of this facility up to year end. Negotiations are currently under way for possible privatization of this facility.

#### 15. Time and Attendance:

Cost to date: \$739,101

Fund: Capital Projects Fund

**Department: Various** 

#### **Project Description:**

This fund was established in fiscal year 2002 to account for the costs of a new countywide electronic time and attendance system.

#### **Funding Summary:**

Proceeds from Certificates of Obligation 2001 were used to finance this project.

#### **Anticipated Savings or Revenues:**

This project automated the time sheet preparation by employees and subsequent approval by management, thus reducing the payroll preparation time.

#### **Operating Budget Impact:**

Operating: Yearly maintenance agreement costs of \$81,759.

### IMPACT/SAVINGS OF CAPITAL PROJECTS ON THE OPERATING BUDGET

### 16. Other Capital Projects:

Cost to date: \$114,392,229 Fund: Capital Projects

**Department: Various** 

### **Project Description:**

The funds of the Capital Projects in this category, were used for the improvement of Ascarate Park, the upgrade of the Data Processing Center, the construction of the Fabens Port of Entry and improvements and renovations of jail facilities and other County buildings and offices.



### **Funding Summary:**

The various projects under this category have been funded by contractual obligations, bonds proceeds, funds from the United States Marshal's service and from accrued interest.

### **Anticipated Savings or Revenues:**

The efficient modular design of the new jail facility allows it to operate with approximately 40% more inmates at only 87.3% of the cost than the older downtown facility. In addition the County of El Paso collects revenues from the housing of city



and federal prisoners based on capacity and current agency utilization.

### **Operating Budget Impact:**

The full financial impact of these projects is over \$29 million dollars annually based on current budgeted costs for the Jail Annex and Juvenile Probation Administration appropriations.

Personnel –404 positions – Salary and fringe impact -\$23,486,226 for fiscal year 2007.

**Operating** - \$6,310,857 for fiscal year 2007- various accounts such as office expenses, utilities, food purchases, professional services, travel, etc.

Capital- None for fiscal year 2007.

### SUMMARY OF IMPACT OF CAPITAL PROJECTS ON THE OPERATING BUDGET

Cost to date: \$150,032,752

Fund: Capital Projects Fund

**Department:** Various

**Operating Budget Impact:** 

Personnel: \$24,429,228\*
Operating: \$7,087,846\*\*
Capital: None

\* Personnel appropriations for fiscal year 2007: A budget of \$943,002 for fiscal year 2007 has been appropriated for personnel hired for the 383<sup>rd</sup>, 384<sup>th</sup> and the Criminal Law Magistrate Courts, as a direct result of operating the 11<sup>th</sup> floor of the Courthouse. A budget of \$19,827,557 corresponds to personnel operating the Jail Annex. In addition, \$3,658,669 is the total personnel costs for operation of the Juvenile Probation Administrative function.

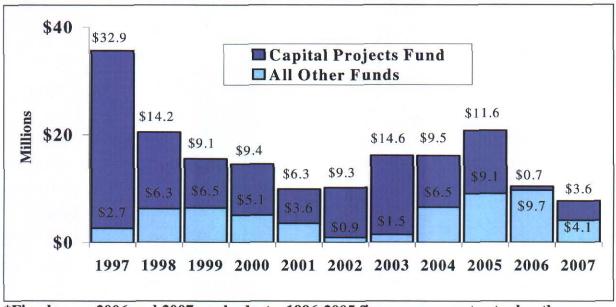
\*\*Operating appropriations for fiscal year 2007: A budget of \$45,037 for fiscal year 2007 has been appropriated for operations of the 383<sup>rd</sup>, 384<sup>th</sup> and the Criminal Law Magistrate Courts, as a direct result of operating the 11<sup>th</sup> floor of the Courthouse. A budget of \$64,966 has been allocated for maintenance of hardware and software for the Elections equipment. A budget of \$5,615,621 corresponds to the estimated 2007 costs of operating the Jail Annex, \$56,184 relates to operations for the Northeast Annex, \$55,750 relates to operations of the Mission Valley Annex, and \$134,893 is the increased cost for maintenance and utilities for operation of the Ascarate Irrigation System. In addition, \$695,236 is the total anticipated in operating costs for the Juvenile Probation Administrative function, \$300,000 is the General Fund contribution for continuing operations of the Sportspark on a yearly basis, \$81,759 is the 2007 maintenance cost for the County Time and Attendance System, and \$38,400 is the anticipated additional cost for maintenance of our newly constructed 2<sup>nd</sup> parking facility.

In 2001 and 2002 the County issued bonds to meet its major capital outlays needs. Capital expenditures at the departmental level within the County had been funded on an as needed basis from year to year as determined by the Commissioners' Court. For fiscal year 2007, \$1,425,000 was funded in Contingencies under the General Fund; these funds will be used to meet any departmental needs for capital expenditures. Most of the County's Capital Projects are funded from the Capital Projects Fund.

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.

### SUMMARY OF IMPACT OF CAPITAL PROJECTS ON THE OPERATING BUDGET

### 10 year Trend of County Capital Outlays



\*Fiscal years 2006 and 2007 are budgets; 1996-2005 figures represent actual outlays.

The main peak reflected for major capital projects on the graph above 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 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. Projects such as the Juvenile Administration Building and Post Adjudication Facility, initiated in fiscal year 1999, were completed in early fiscal year 2001. Projects, initiated in fiscal year 1998 include the Data Processing Upgrade, Capital Outlays 98, Courthouse 98, Agricultural Co-op Building and Coliseum Renovations.

One notable improvement the Commissioners' Court made toward forecasting future capital needs was the appointment of 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 bond issues every four to five years, which are generally funded by levying taxes.

### **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 through the purchase of equipment. Current year construction projects are estimated at \$1.5 million. Much of the heavy-duty roadwork equipment of this department was in need of replacement and has been replaced gradually since fiscal year 1996. For fiscal year 2007, the Road and Bridge department reflects \$650,000 for equipment purchases such as trucks and tractors, and \$1.9 million in paving projects.

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, 2006

### **Ascarate Golf Course Irrigation System**

This fund was established to account for the cost of construction of an irrigation system for the Ascarate Golf Course. Proceeds from Certificates of Obligation 2001 were used to finance this project.

### **County Capital Improvements 2004 Fund**

This project relates to a variety of capital expenditures, for most, if not all County departments in the form of equipment. Proceeds from the sales of Rodeo land was used to finance this project.

### **County Capital Projects 2001 Fund**

This fund was used to account for the purchase of land in the northeast for a County annex. Remaining funds have been allocated for various County projects and will be transferred to the appropriate indexes upon receipt of definitive cost and bid information. Proceeds from Certificates of Obligation 2001 are used to finance this project.

### **County Capital Projects 2002 Fund**

This fund is used to account for the construction of the new County annex, parking garage, courthouse capital needs and improvements to the County's water infrastructure. Proceeds from Certificates of Obligation 2002 are used to finance this project.

### **County Courthouse 1995 Fund**

This fund was established during 1995 for improvements and renovations to the existing County Courthouse.

### **Elections Capital Projects 2002 Fund**

This fund was used to account for the purchase of new electronic voting equipment for the elections department. Proceeds form Certificates of Obligation 2001 were used to finance this project.

### **Lower Valley Parks Fund**

This fund is used to account for improvements to the Lower Valley Park. Proceeds from Certificates of Obligation 2001 are used to finance this project.

# Description of Capital Projects October 1, 2006

### MDR (Archives) Building

This fund was established to account for the renovation costs related to the Archives Building. Proceeds from Certificates of Obligation 2002 were used to finance this project.

### **Mission Valley Annex**

This fund was established in fiscal year 2006 to account for the costs of renovating the recently purchased Mission Valley Annex, which will house the Justice of the Peace No. 6, the Agricultural Co-Op, and a Juvenile Probation Satellite department. Proceeds from Certificates of Obligation 2002 were used to finance this project.

#### **Northeast Annex**

This fund was used to account for the construction of the Northeast Courthouse Annex that houses a Justice of the Peace, Tax Office, County Clerk, Veteran's Assistance and Adult Probation department. Proceeds from the Certificates of Obligation 2001 were used to finance this project.

### Parking 2005

This fund was established in fiscal year 2005 to account for the costs of a new County parking garage.

#### **River Park Fund**

This fund was established to cover costs of a running and biking trail system that banks a portion of the Rio Grande River.

### **Sheriff Office Administration Building Renovation**

This fund was established to account for the renovation to the recently purchased Sheriff Office Administration Building. This building will house several divisions of the Sheriff office as well as a storage facility and Elections' warehouse.

### **Sportspark Capital Projects**

This fund was used to account for the purchase of an eastside sports park that includes baseball, t-ball and volleyball fields. Proceeds from Certificates of Obligation 2001 were used to finance this project.

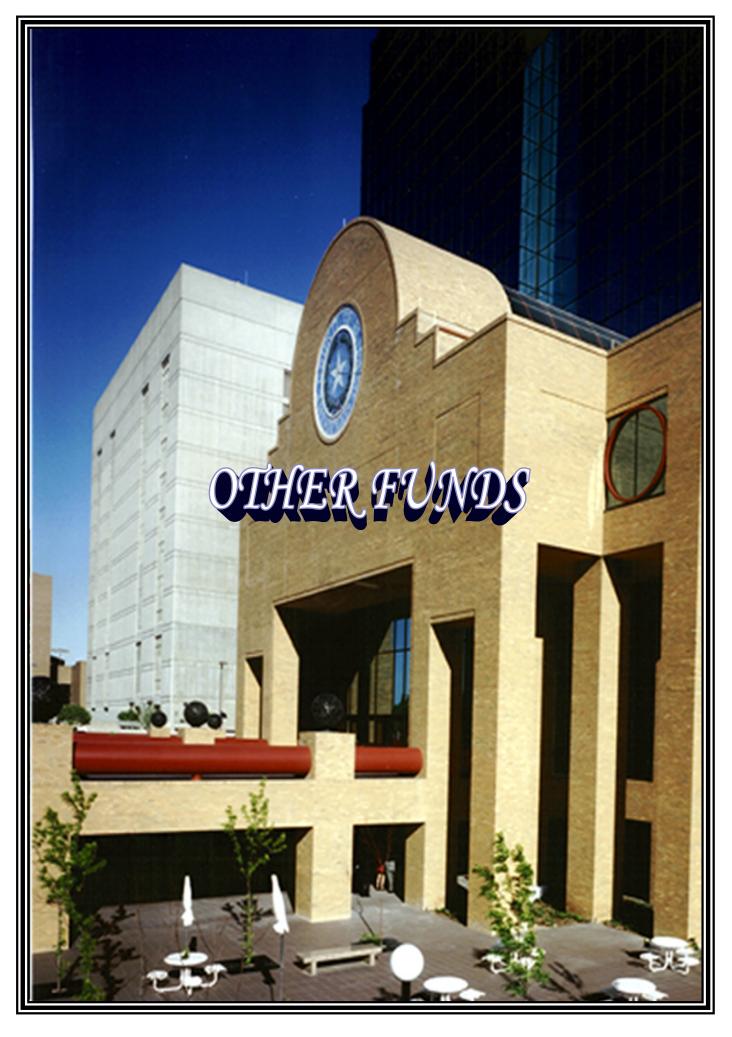
# Description of Capital Projects October 1, 2006

#### **Time and Attendance**

This fund was established in fiscal year 2002 to account for the costs of a county wide electronic time and attendance system.

### **Other Capital Projects**

Among the Capital Projects under this category, are the Jail Annex and the Jail Annex Module improvements, which were completed in 1997 and 1998 respectively and were built to alleviate the overcrowding conditions being experience at the downtown detention facility and to comply with State jail standards, in addition to the Juvenile Probation Administration Building.



# GRANT FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

### **CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS**

The reason for the large difference between the fiscal year 2006 and 2007 budgets for the Grants Fund Type is due to timing factors. At the beginning of the fiscal year, only one grant is budgeted, the Nutrition Program, whose main purpose is to meet nutritional needs of the elderly. As can be seen in the table below, the majority of grants are set up during the fiscal year (2006) when grants are awarded from various agencies.

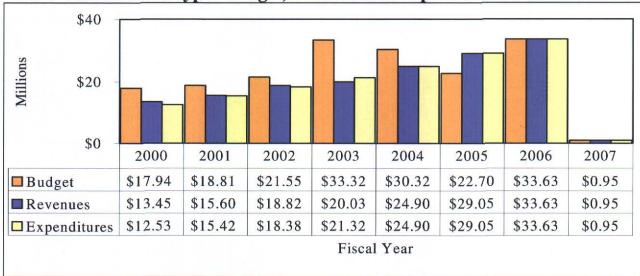
	No. of Child	OPERATING BUDGETS			CHANGES	
	FY 2005 Actuals	Adopted Budget FY 2006	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):						
Intergovernmental	\$24,984,715		\$24,190,033		(\$24,190,033)	-100.00%
Interest	93,130		10,976		(10,976)	-100.00%
Miscellaneous Revenues	1,643,005		1,414,398		(1,414,398)	-100.00%
Other Financing Sources	2,332,248	\$947,800	8,018,206	\$947,800	(7,070,406)	-88.18%
Total Revenues and Other						
Financing Sources	29,053,098	947,800	33,633,613	947,800	(32,685,813)	-97.18%
Beginning Deferrred Revenues						
<b>Total Available Resources</b>	\$29,053,098	\$947,800	\$33,633,613	\$947,800	(\$32,685,813)	-97.18%
Appropriations/Expen-ditures						
(Uses):						
General Government	\$6,003		\$10,000		(\$10,000)	-100.00%
Administration of Justice	5,327,783		2,888,507		(2,888,507)	-100.00%
Health and Welfare	5,450,555	947,800	4,066,079	\$947,800	(3,118,279)	-76.69%
Community Services	541,158		2,698,485		(2,698,485)	-100.00%
Culture and Recreation	125,888		(30,000)		30,000	-100.00%
Public Safety	9,269,630		17,310,234		(17,310,234)	-100.00%
Public Works	172,435		1,344,443		(1,344,443)	-100.00%
Capital Outlays	7,936,281		5,345,865		(5,345,865)	-100.00%
Other Financing Uses	223,365					
Total Appropriations/Expenditures and Other Financing						
Uses	29,053,098	947,800	33,633,613	947,800	(32,685,813)	-97.18%
Ending Deferred Revenues		-				
Total Appropriations/Expen-						
ditures, Other Financing Uses						
and Deferred Revenues	\$29,053,098	\$947,800	\$33,633,613	\$947,800	(\$32,685,813)	-97.18%

# GRANT FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

Total revenues for fiscal year 2007 are not depicted graphically as in other sections of this budget based on the fact that 100% of the revenue budgeted is all other financing sources. Total appropriations for fiscal year 2007 are not depicted graphically as in other sections of this budget based on the fact that 100% of the appropriations budgeted is all health and welfare.

The table below provides information regarding the Grant Fund Type budgets and revenue/expenditure actuals since 2000. **Details can be found in the revenue and expenditure sections of this document.** 

Grant Fund Type -Budget, Revenue and Expenditure Trends

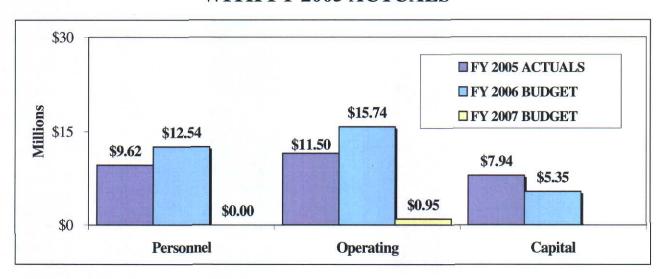


<sup>\*</sup>FY 2006 and 2007 are budgets, 2000-2005 are actual expenditures.

### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

			MILO I MIL			
	FY 2005	OPERATING BUDGETS		Changes		
	Actuals	FY 2006	FY 2007	Amount	Percentages	
Character						
Personnel	\$9,620,587	\$12,543,155		(\$12,543,155)	-100.00%	
Operating	11,496,230	15,744,593	\$947,800	(14,796,793)	-93.98%	
Capital	7,936,281	5,345,865		(5,345,865)	-100.00%	
Total						
<b>Budgets and</b>						
Actuals	\$29,053,098	\$33,633,613	\$947,800	(\$32,685,813)	-97.18%	

### GRANT FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS



### **GRANT FUNDS**

### DEPARTMENT DESCRIPTION AND RESPONSIBILITIES

The Grant 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 conditions in rural areas, battling drug trafficking and the prosecution of offenders.

FINANCIAL TRENDS						
				Percentage Change		
	2005	2006	2007	in		
Character	Actuals	Budget	Budget	<b>Budget</b>		
Personnel	\$9,620,587	\$12,543,155		-100.00%		
Operations	11,496,230	15,744,593	947,800	-93.98%		
Capital	7,936,281	5,345,865		-100.00%		
	\$29,053,098	\$33,633,613	\$947,800	-97.18%		

Department Activity

2005 Actuals 2006 Actuals

2007 Projected

Not Applicable

### STAFFING TRENDS

		Fiscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	162	171	160	-6%
Part-time employees	3	8	15	88%
Totals	165	179	175	-2%

### **GRANT FUNDS**

AUTHORIZED POSITION DETAIL						
Accountant	1	Intelligence Analyst	2			
Accountant I	1	Investigator	12			
Accounting Clerk	1	JJAEP Juvenile Prob. Officer	1			
Admin Assistant	7	Juvenile Drug Court Director	1			
Admin Secretary	1	Legal Secretary	5			
Assistant Office Manager	1	Lieutenant	2			
Assistant Director	1	Network Administrator	1			
Assistant Program Manager	1	Parent Liaison	1			
Attorney	7	Probation Officer	35			
Attorney, part time	1	Program Director	1			
Case Manager	1	Program Director, part time	1			
Center Coordinator	4	Project Director	1			
Center Coordinator, part time	2	Rural Transit Manager	1			
Clerk	4	Secretary	1			
Communication Manager	1	Secretary I	2			
Community Svcs. Tech	2	Senior Case Manager, part time	1			
Counselor	2	Senior Counselor	1			
CPS Paralegal	1	Senior Probation Officer	1			
CPS Unit Legal Secretary	2	Sergeant	4			
Data Entry Clerk II	1	Service Coordinator I	1			
Detectives	15	Service Coordinator II	1			
Director HIDTA	1	Service Coordinator Juvenile	1			
Director of Information & Records	1	Social Worker (Bachelor's)	1			
Division Chief/Special		Social Worker (Master's)	1			
Prosecutor, part time	1	Special Prosecutor	1			
Division/Unit Chief, part time	1	Special Prosecutor, part time	1			
Driver, part time	5	Supervisor	1			
Drug Court Case Manager	1	Supervisory Analyst	1			
Evidence Custodian	1	Team Leader, Challenge	1			
Executive Assistant	1	Title IV Case Mgr Assistant	2			
Field Compliance Officer	4	Technical Assistance Coordinator	1			
Fiscal Administrator	1	Tracker	1			
Grant Program Manager	1	Trial Attorney, part time	2			
Homebound Case Manager	1	Trial Chief Attorney	1			
Human Services Transportation		Victim Coordinator Liaison	2			
Plan Coordinator	2	Victim Services Resource Provider	. 1			
Instructor (civilian)	1	Youth Coordinator	1			
Instructor (range)	1					

See personnel changes for this department in Appendix A.

### **GRANT FUNDS**

During fiscal year 2006, Commissioners' Court authorized the County Judge to sign acceptance letters for new or renewed grants from federal, state and local agencies resulting in the creation of several positions. Some of these contracts required that some positions be re-titled to better align the job duties with the specific functions of each grant. Concurrently, several grants expired and funding was not renewed, resulting in either the elimination of positions or in the transfer of those positions to the County's general fund.

## ENTERPRISE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

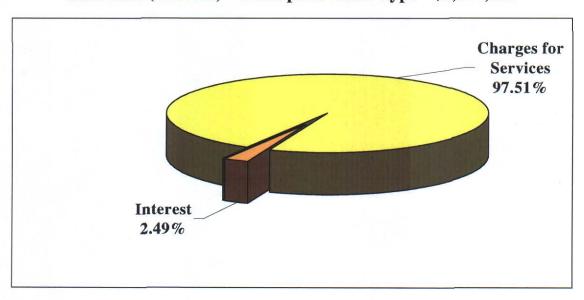
### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

### INTEREST REVENUE AND CHARGES FOR SERVICES

The overall decrease of \$345,520 in charges for services is due to tighter projections of water and garbage collection revenues for the East Montana Water Project, whereby the users pay a fee for services.

	FY 2005	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget FY 2006	Total Budget FY 2007	AMOUNT	%
Revenues (Sources):					
Interest	\$33,323	\$26,249	\$25,000		
Charges for Services	852,331	1,324,605	979,085	(\$345,520)	-26.08%
<b>Total Revenues</b>	885,654	1,350,854	1,004,085	(346,769)	-25.67%
Retained Earnings	12,386,320	12,186,814	11,950,063	(236,751)	-1.94%
<b>Total Revenues and</b>					
Retained Earnings	\$13,271,974	\$13,537,668	\$12,954,148	(\$583,520)	-4.31%

### Fiscal Year 2007 Budget Revenues (Sources) – Enterprise Fund Type - \$1,004,085



### ENTERPRISE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

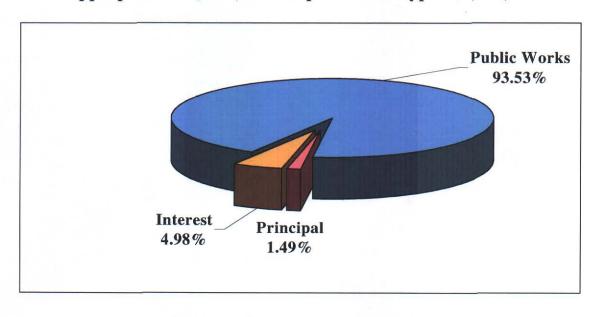
### CHANGES IN OPERATING BUDGETS BETWEEN FISCAL YEARS

### PUBLIC WORKS AND DEBT SERVICE REQUIREMENTS

The Enterprise Fund Type will decrease for fiscal year 2007 based on changes in the revenue stream for the East Montana Water Project.

	FY 2005	OPERATING BUDGETS		CHANGES	
	Actuals	Total Budget	Total Budget		2011
	Actuals	FY 2006	FY 2007	AMOUNT	%
Appropriations/Expenditures				-	
(Uses):					
Public Works	\$1,026,807	\$1,376,249	\$1,066,808	(\$309,441)	-22.48%
Principal		17,000	17,000		
Interest	58,353	57,605	56,747	(858)	-1.49%
Total Appropriations/Expendi-					
tures (Uses):	1,085,160	1,450,854	1,140,555	(310,299)	-21.39%
<b>Total Net Income and Retained</b>					
Earnings	12,186,814	12,086,814	11,813,593	(273,221)	-2.26%
Total Appropriations/Expendi-					
tures (Uses) and Retained					
Earnings:	\$13,271,974	\$13,537,668	\$12,954,148	(\$583,520)	-4.31%

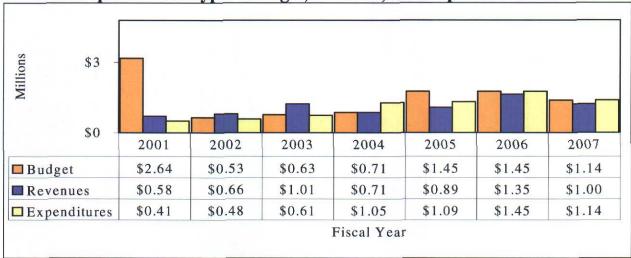
Fiscal Year 2007 Budget Appropriations (Uses) – Enterprise Fund Type - \$1,140,555



## ENTERPRISE FUND TYPE OPERATING BUDGET COMPARISON WITH FY 2005 ACTUALS

The following table provides information regarding the Enterprise Fund Type budgets, and actual revenues/expenditures since 2001. **Details can be found in the revenue and expenditure sections of this document.** 

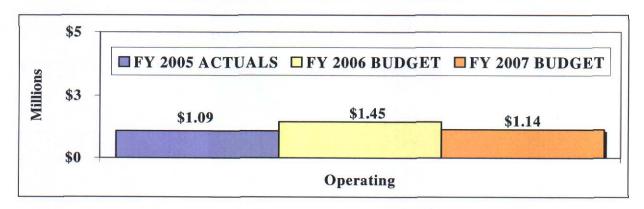
**Enterprise Fund Type – Budget, Revenue, and Expenditure Trends** 



<sup>\*</sup>FY 2006 and 2007 are budgets, 2001-2005 are actual expenditures.

### SUMMARY FOR FISCAL YEAR 2007 BY CHARACTER

	FY 2005	05 OPERATING BUDGETS		Changes	
	Actuals	FY 2006	FY 2007	Amount	%
Character					
Operating	\$1,085,160	\$1,450,854	\$1,140,555	(\$310,299)	-21.39%
<b>Total Budgets and</b>					
Actuals	\$1,085,160	\$1,450,854	\$1,140,555	(\$310,299)	-21.39%



### **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 has merged seven systems, upgraded them, and included 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	2005 Actuals	2006 Budget	2007 Budget	Percent Change		
Personnel Operating Capital	\$1,085,160	\$1,450,854	\$1,140,555	-21.39%		
Capitai	\$1,085,160	\$1,450,854	\$1,140,555	-21.39%		

WORK	PR	OGRAM	TRENDS	
------	----	-------	--------	--

Department Activity

Actuals

Actuals

Not Applicable

### **STAFFING TRENDS**

	F	iscal Year		Percent
<b>Authorized Positions</b>	2005	2006	2007	Change
Full-time employees	1	1	1	
Part-time employees		1	1	
Totals	1	2	2	

AUTHORIZEI	POSITIONS DETAIL	
Water Systems Operator	Water Systems Operator	

full time 1 part time

### **ENTERPRISE FUNDS**

See personnel changes for this department in Appendix A.

Title changes for this department were authorized by Commissioners' Court in an effort to streamline all job titles in the County and were based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.





### County of El Paso, Texas

### **APPENDIX A**

### **Authorized Listing**

### **Full-Time Equivalent Position**

This appendix reflects full-time equivalent positions summarized by department, and changes by department from the previous fiscal year.



Budgetary hearing policy is to avoid the creation of new positions whenever possible. On various occasions, however, Commissioners' Court approves proposed restructuring or reorganization of departments as presented below. When requested by Commissioners' Court, the Human Resources Department along with the County Auditor's Office review and provide recommendations for staffing changes before the Court takes action.

For fiscal year 2007, an effective date of "FLSA study" denotes that Commissioners' Court authorized title changes in an effort to streamline all job titles in the County based on the results of a Fair Labor Standards Act (FLSA) study conducted during fiscal year 2006.

Department	Position Title	Position Changes (FTE's)	Effective Date
Dopui minit		(= = = =)	211001102100
ENTERPRISE F	UND		
Public Works:	<u> </u>		
East Montana Water			
Project	Water System Operator (full time)	(1.0)	FLSA study
,	Water Systems Operator (full time)	1.0	FLSA study
	Water System Operator (part time)	(0.5)	FLSA study
	Water Systems Operator (part time)	0.5	FLSA study
	Total	0.0	•
TOTAL ENTER	PRISE FUND	0.0	_
<b>GENERAL FUN</b>	<u>D</u>		
Administration of J	ustice:		
65 <sup>th</sup> District Court	Admin Assistant, II	(1.0)	CCO 11/21/2005, #37
	Senior Clerk II	1.0	CCO 11/21/2005, #37
	Admin Assistant III	1.0	CCO 11/21/2005, #37
	Case Manager	(1.0)	CCO 11/21/2005, #37
	Admin Assistant, Senior	1.0	<b>Budget Hearings</b>
	Admin Assistant III	(1.0)	FLSA study
	Admin Assistant, Senior	1.0	FLSA study
	Legal Secretary III	(1.0)	FLSA study
	Legal Secretary, Senior	1.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Total	1.0	

During fiscal year 2006, Commissioners' Court approved the re-grade and retitle from Admin Assistant II to Senior Clerk II to appropriately classify the position based on the duties performed. Furthermore, and for the same reasons, the Court also approved the re-grade and re-title from one Case

				-
Department	Position Title		Position Changes (FTE's)	Effective Date
Department	Tosition Title		(IILs)	Effective Date
65 <sup>th</sup> District Court (cont'd)	Manager to an Admin Assista 2007, the Court approved the a that was previously grant-fun award.	addition	of an Admin A	Assistant, Senior position
171st District Court	Coordinator/Bailiff Bailiff/Panel Coordinator		(1.0) 1.0	FLSA study FLSA study
		Total	0.0	
243 <sup>rd</sup> District Court	Coordinator/Bailiff		(1.0)	FLSA study
	Bailiff/Panel Coordinator	Total	$\frac{1.0}{0.0}$	FLSA study
383 <sup>rd</sup> District Court	Case Manager (part time)	Total	<u>0.5</u> <u>0.5</u>	Budget Hearings
	During budget hearings for fise the addition of a part-time Case table to meet the growing dema	e Manag	ger position to t	he department's staffing
384 <sup>th</sup> District Court	Coordinator/Bailiff		(1.0)	FLSA study
	Bailiff/Panel Coordinator	Total	$\frac{1.0}{0.0}$	FLSA study
Associate CPS				
Court	Admin Assistant I Admin Assistant		(1.0) <u>1.0</u>	FLSA study FLSA study
		Total	0.0	
Associate Family				
Court 1	Data Entry Clerk II (part time) Office Specialist, Intermediate	(part	(0.5)	FLSA study
	time)	Total	<u>0.5</u> <u>0.0</u>	FLSA study
Council of Judges			N1-20 (1988)	
Administration	Interpreter Senior Court Interpreter		(1.0) 1.0	CCO 12/12/2005, #42 CCO 12/12/2005, #42
	Case Manager		1.0	Budget Hearings

Department	Position Title	Position Changes (FTE's)	Effective Date
Council of Judges			
Administration			
(cont'd)	Court Coordinator	1.0	Budget Hearings
	Jury Duty Bailiff	1.0	<b>Budget Hearings</b>
	Jury Hall Office Manager	1.0	<b>Budget Hearings</b>
	1 <sup>st</sup> Assistant, Council of Judges	(1.0)	FLSA study
	Admin Assistant	1.0	FLSA study
	Assistant Council of Judges		
	Administrative Support Manager	(1.0)	FLSA study
	Admin Assistant, Senior	1.0	FLSA study
	Assistant Council of Judges Admin	(1.0)	FLSA study
	Admin Assistant	1.0	FLSA study
	Assistant Panel/Bailiff Coordinator	(1.0)	FLSA study
	Assistant Jury Panel Coordinator	1.0	FLSA study
	Floating Court Reporter	(3.0)	FLSA study
	Court Reporter	3.0	FLSA study
	Interpreter I	(8.0)	FLSA study
	Interpreter	8.0	FLSA study
	Jury Panel Bailiff/Coordinator	(1.0)	FLSA study
	Bailiff/Panel Coordinator	1.0	FLSA study
	Senior Court Interpreter	(1.0)	FLSA study
	Interpreter, Senior	1.0	FLSA study
	Total	4.0	

During fiscal year 2006, Commissioners' Court approved the re-grade and retitle from Interpreter to Senior Court Interpreter in order to retain a federally certified employee. During budget hearings for fiscal year 2007, Commissioners' Court approved the addition of a Case Manager, a Jury Duty Bailiff, and a Jury Hall Office Manager to the department's staffing table to meet the growing needs of the department while saving money by reducing the department's dependency on contract labor. Also during budget hearings, Commissioners' Court decided to transfer a Court Coordinator position from the Tax Court, which was eliminated for fiscal year 2007, to the Council of Judges Administration which will assume its responsibilities.

County Attorney	Division/Unit Chief	0.5	CCO 05/01/2006, #34
	Senior Trial Attorney	1.0	CCO 07/10/2006, #53
	Trial Attorney	(1.0)	CCO 07/10/2006, #53
	Collection Clerk	(6.0)	FLSA study
	Collection Specialist	6.0	FLSA study

Department	Position Title	Position Changes (FTE's)	Effective Date
County Attorney			
(cont'd)	Exec Secretary/Admin Assistant	(1.0)	FLSA study
And Marketin 1917	Executive Assistant	1.0	FLSA study
	LAN Support II	(1.0)	FLSA study
	LAN Support Specialist	1.0	FLSA study
	LAN Support III	(1.0)	FLSA study
	LAN Support Specialist, Senior	1.0	FLSA study
	Legal Secretary I	(8.0)	FLSA study
	Legal Secretary	8.0	FLSA study
	Legal Secretary II	(9.0)	FLSA study
	Legal Secretary, Intermediate	9.0	FLSA study
	Office Coordinator	(1.0)	FLSA study
	Administrative Assistant	1.0	FLSA study
	Receptionist	(2.0)	FLSA study
	Office Specialist, Intermediate	2.0	FLSA study
	Total	0.5	

During fiscal year 2006, a part time Division/Unit Chief was added to this department's staffing table as a requirement of the Child Protective Services grant contract signed by Commissioners' Court. Also during fiscal year 2006, Commissioners' Court approved the re-grade of a vacant position from Trial Attorney to Senior Trial Attorney as requested by the County Attorney. This would enable the department to hire an applicant who possessed experience of more than ten years and would be of great benefit to the department.

County Attorney Environmental GF

Legal Secretary, Intermediate		1.0	<b>Budget Hearings</b>
Trial Attorney		1.0	<b>Budget Hearings</b>
	Total	2.0	

During budget hearings for fiscal year 2007, Commissioners' Court approved the creation of a sub-department within the County Attorney's Office to handle environmental offenses. The two positions shown on the previous page were approved contingent on an inter-local agreement with the City of El Paso that will fully reimburse the County for all personnel expenditures incurred by those positions.

County Attorney RETGH Legal

Division/Unit Chief	1.0	Budget Hearings
Senior Trial Attorney	(1.0)	<b>Budget Hearings</b>
Legal Secretary II	(1.0)	FLSA study

			D :::	1 COLORVAN
			Position	
Donoutmont	Position Title		Changes (FTE's)	Effective Date
Department	Position Title		(FIE'S)	Effective Date
County Attorney				
RETGH Legal				
(cont'd)	Legal Secretary, Intermediate		1.0	FLSA study
		Total	0.0	
	During budget hearings for fise the re-grade of a Senior Tria Starting in fiscal year 2007, the will have increased job duties a	l Attorn	ney position to yee who will be	a Division/Unit Chief.
County Attorney				
Teen Court Coord.	Teen Court Assistant Manager		(1.0)	FLSA study
	Program Administrator		1.0	FLSA study
		Total	0.0	
County Court at				
Law Administration	Admin Assistant III		(1.0)	FLSA study
Zav I lammonation	Admin Assistant, Senior		1.0	FLSA study
	Data Entry Clerk II (full time)		(1.0)	FLSA study
	Office Specialist, Intermediate	(full	( )	<b>-</b>
	time)		1.0	FLSA study
	Data Entry Clerk II (part time)		(1.5)	FLSA study
	Office Specialist, Intermediate	(part		
	time)		1.5	FLSA study
	Docket Coordinator I		(1.0)	FLSA study
	Office Specialist, Intermediate		1.0	FLSA study
	Docket Coordinator II		(2.0)	FLSA study
	Office Specialist, Senior		2.0	FLSA study
	Legal Secretary I		(1.0)	FLSA study
	Admin Assistant		1.0	FLSA study
	Senior Caseworker		(1.0)	FLSA study
	Caseworker, Senior		1.0	FLSA study
		Total	0.0	
Criminal Law				
Magistrate I	Caseworker		1.0	<b>Budget Hearings</b>
	Court Admin Assistant		(1.0)	FLSA study
	Court Coordinator		1.0	FLSA study
	Senior Caseworker		(1.0)	FLSA study
	Caseworker, Senior		1.0	FLSA study
		Total	1.0	

		Position Changes	
Department	Position Title	(FTE's)	Effective Date
Criminal Law Magistrate I (cont'd)	During budget hearings for fiscal year this department to add one new Case help increase departmental efficiency with the increasing workload, this po- improve the department's morale.	worker position.  By assisting	n to its staffing table to g current staff members
District Attorney	Senior Trial Attorney Trial Attorney Victim Assistance Svc. Coordinator Office Specialist, Intermediate Computer Systems Specialist Trial Attorney Accounting Clerk III Accounting Clerk, Senior Assistant Program Coordinator Office Supervisor Clerk I Office Specialist Clerk II Office Specialist Clerk III Office Specialist, Intermediate Executive Secretary/Admin Assistant Executive Assistant Legal Secretary I Legal Secretary II Legal Secretary II Legal Secretary, Intermediate Program Director-Victim Services Program Manager Receptionist Office Specialist, Intermediate Service Coordinator I Victim Advocate Special Projects Director Project Administrator Supervisor (DA)	(1.0) 1.0 2.0 2.0 1.0 3.0 (2.0) 2.0 (1.0) 1.0 (4.0) 4.0 (5.0) 5.0 (5.0) 5.0 (1.0) 1.0 (8.0) 8.0 (4.0) 4.0 (1.0) 1.0 (2.0) 2.0 (7.0) 7.0 (1.0) 1.0 (4.0)	CCO 02/06/2006, #27 CCO 02/06/2006, #27 CCO 07/17/2006, #25 Budget Hearings Budget Hearings Budget Hearings FLSA study
	Office Supervisor Systems Technician Computer Systems Specialist Total	4.0 (1.0) <u>1.0</u> <u>8.0</u>	FLSA study FLSA study FLSA study

			ition	
			nges	
Department	Position Title	(FT	E's)	Effective Date
Department  District Attorney (cont'd)	During fiscal year 2006, Control Attorney's request to re-grade Trial Attorney to allow the dependency of the Assistance Service Coordinates because the new grant award During budget hearings for authorization from Commission staffing table: two Office Specto assist with clerical duties, subacklog; a Computer System additional technical support sint three Trial Attorney positions: handle either special or white	ommissioners' a vacant Sent artment to fill Court approve r positions to did not inclu fiscal year 2 oners' Court to cialist, Intermet the as archiving Specialist poet to come to handle I	Court for Trial the vaca ed the a the dep de fund to add sediate point and consistion resource P truance	approved the District Attorney position to a new at entry level. Also addition of two Victim partment's staffing table ing for these positions, are department received several positions to its positions were authorized opying and to eliminate was added to provide the estimate were inadequate; and the estimate was accordance to the control of the con
Impact Court	magistrate cases.  Floating Court Reporter Court Reporter	1	.0) . <u>0</u>	FLSA study FLSA study
Justice of the Peace				
Number 1	Admin Assistant II Admin Assistant, Intermediate Senior Clerk I Office Specialist, Intermediate Senior Clerk II Office Specialist, Senior	1 (1 1 (1 1	.0) .0 .0) .0 .0 .0 .0)	FLSA study FLSA study FLSA study FLSA study FLSA study FLSA study
Instina of the Deces				
Justice of the Peace Number 2	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate Senior Clerk I Office Specialist, Intermediate Senior Clerk II Office Specialist, Senior	(1 1 (3 3) (1 1	.0 .0) .0 .0) .0 .0) .0)	Budget Hearings FLSA study

During budget hearings for fiscal year 2007, Commissioners' Court authorized the creation of an Office Specialist, Intermediate position to reduce the work-

	-	Position	
D 4	D '4' (D'4)	Changes	Tree ( D
Department	Position Title	(FTE's)	Effective Date
Justice of the Peace	load of current employees. The job	_	_
Number 2 (cont'd)	previously performed by other staff m	embers who wil	ll now have more time to
	focus on their primary assignments.		
Justice of the Peace			
Number 3	Office Specialist, Intermediate	1.0	Budget Hearings
	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Senior Clerk I	(4.0)	FLSA study
	Office Specialist, Intermediate	4.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Total	1.0	
	Commissioners' Court authorized to Intermediate position to this department with a growing workload due to the this office. This request was made 2007.	nt's staffing tab increasing num	ele to assist existing staff ber of cases handled by
Justice of the Peace			
Number 4	Office Specialist (part time)	0.5	Budget Hearings
T (dilloci )	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Senior Clerk I	(4.0)	FLSA study
	Office Specialist, Intermediate	4.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Total	0.5	1 Doil Study
	During budget hearings for fiscal year the creation of a part-time Office Spe with data entry functions.	2007, Commiss	
Justice of the Peace			
Number 5	Office Specialist, Senior	1.0	Budget Hearings
	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Senior Clerk I (part time)	(0.5)	FLSA study
	Office Specialist, Intermediate (part		
	time)	0.5	FLSA study
	Senior Clerk II	(1.0)	FLSA study
			- The state of the

Department	Position Title		Position Changes (FTE's)	Effective Date
Justice of the Peace				
AND CONTROL OF THE PROPERTY OF THE PARTY.	Office Cresislist Comics		1.0	ELCA atudu
Number 5 (cont'd)	Office Specialist, Senior	otal	$\frac{1.0}{1.0}$	FLSA study
	from the Justice of the Peace, Nu fills this position will work almost			
Justice of the Peace	OCC		(1.0)	Delection in
Justice of the Peace Number 6	Office Specialist, Senior		(1.0)	Budget Hearings
	Office Specialist, Intermediate		(1.0)	<b>Budget Hearings</b>
	Office Specialist, Intermediate Admin Assistant II		(1.0) (1.0)	Budget Hearings FLSA study
	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate		(1.0) (1.0) 1.0	Budget Hearings FLSA study FLSA study
	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate Senior Clerk I		(1.0) (1.0) 1.0 (8.0)	Budget Hearings FLSA study FLSA study FLSA study
	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate Senior Clerk I Office Specialist, Intermediate		(1.0) (1.0) 1.0 (8.0) 8.0	Budget Hearings FLSA study FLSA study FLSA study FLSA study
	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate Senior Clerk I Office Specialist, Intermediate Senior Clerk II		(1.0) (1.0) 1.0 (8.0) 8.0 (1.0)	Budget Hearings FLSA study FLSA study FLSA study FLSA study FLSA study FLSA study
	Office Specialist, Intermediate Admin Assistant II Admin Assistant, Intermediate Senior Clerk I Office Specialist, Intermediate Senior Clerk II Office Specialist, Senior	otal	(1.0) (1.0) 1.0 (8.0) 8.0	Budget Hearings FLSA study FLSA study FLSA study FLSA study

During budget hearings for fiscal year 2007, Commissioners' Court authorized the transfer of two positions to the Justice of the Peace Precinct No. 5's staffing table: one Office Specialist, Senior and one Office Specialist, Intermediate. The transfer of these positions was necessary due to the fact that the workload for this department will decrease when the precinct will be supported by a second court starting on January 1, 2007.

Justice of the Peace Number 6, Place 2

Admin Assistant, Intermediate	1.0	<b>Budget Hearings</b>
Justice of the Peace	1.0	<b>Budget Hearings</b>
Office Specialist, Intermediate	2.0	<b>Budget Hearings</b>
Office Specialist, Senior	1.0	<b>Budget Hearings</b>
Total	5.0	

The positions listed above were approved by Commissioners' Court during budget hearings for fiscal year 2007, when Precinct Number 6 was provided with another court and support staff. This division is intended to better serve residents of far East El Paso, the fastest growing section of the County. This department will start operations on January 1, 2007.

	- c			A COLUCIO
		l	Position	
Donautment	Position Title		Changes (FTE's)	Effective Date
Department	Fosition Title		(FIE S)	Effective Date
Justice of the Peace				
Number 7	Admin Assistant II		(1.0)	FLSA study
	Admin Assistant, Intermediate		1.0	FLSA study
	Senior Clerk I		(5.0)	FLSA study
	Office Specialist, Intermediate		5.0	FLSA study
	Senior Clerk II		(1.0)	FLSA study
	Office Specialist, Senior		1.0	FLSA study
		Total	0.0	-
Juvenile Court				
Referee Number 2	Admin Assistant I		(1.0)	FLSA study
	Admin Assistant		<u>1.0</u>	FLSA study
	Total		0.0	
I 1 C				
Juvenile Court	Admin Assistant I		(1.0)	ELCA atuda
Referee	Admin Assistant I Admin Assistant		(1.0) 1.0	FLSA study
	Clerk I		(1.0)	FLSA study FLSA study
	Office Specialist		1.0	FLSA study
	Office Specialist	Total	$\frac{1.0}{0.0}$	1 Lon study
		Total	0.0	
Probate Court	Clerk I		(1.0)	FLSA study
	Office Specialist		1.0	FLSA study
		Total	0.0	
D 1 G A	G 15 16 P		1.0	Double III
Probate Court 2	Certified Court Reporter		1.0	Budget Hearings
	Office Specialist		1.0	Budget Hearings
	Court Coordinator Probate Administrator/Auditor		1.0 1.0	Budget Hearings
	Probate Assistant I		1.0	Budget Hearings Budget Hearings
	Probate Court Investigator		1.0	Budget Hearings  Budget Hearings
	Probate Judge		1.0	Budget Hearings  Budget Hearings
	1100ate Judge	Total	$\frac{1.0}{7.0}$	Dudget Hearings
		Total	7.0	
	Commissioners' Court authorized the creation of a second probate court so as			
	to be able to divide the case			
	backlog. The positions listed	above	were approv	ed by the Court during
	budget hearings for fiscal year		11	
	begin operations on January 1, 2	2007.		
D 111 D 2			22.00	
Public Defender	Senior Trial Attorney		(1.0)	CCO 01/30/2006, #44

Department	Position Title	Position Changes (FTE's)	Effective Date
Public Defender			
(cont'd)	Trial Attorney	1.0	CCO 01/30/2006, #44
	Legal Secretary, Senior	1.0	<b>Budget Hearings</b>
	Mitigation Specialist	1.0	<b>Budget Hearings</b>
	Sr. Trial Attorney	1.0	<b>Budget Hearings</b>
	Trial Attorney	1.0	<b>Budget Hearings</b>
	Sr. Trial Attorney	(1.0)	<b>Budget Hearings</b>
	Trial Team Chief	1.0	<b>Budget Hearings</b>
	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Caseworker	(2.0)	FLSA study
	Caseworker, Senior	2.0	FLSA study
	Data Entry I	(2.0)	FLSA study
	Office Specialist	2.0	FLSA study
	Executive Secretary/Admin Assistant	(1.0)	FLSA study
	Executive Secretary	1.0	FLSA study
	Legal Secretary I	(2.0)	FLSA study
	Legal Secretary	2.0	FLSA study
	Legal Secretary III	(1.0)	FLSA study
	Legal Secretary, Senior	1.0	FLSA study
	Receptionist	(2.0)	FLSA study
	Office Specialist, Intermediate	2.0	FLSA study
	Total	4.0	

During fiscal year 2006, Commissioners' Court approved the conversion of a Senior Trial Attorney position to a Trial Attorney position based on the experience of the most qualified applicant to fill this position. The Court also authorized the creation of four positions (one Legal Secretary, Senior, one Mitigation Specialist, one Senior Trial Attorney and one Trial Attorney) to start a capital murder unit. The Court further authorized that a Senior Trial Attorney be re-graded to a Trial Team Chief. The employee who will be regraded has taken on more duties and responsibilities which are more in accordance with the higher level title.

Tax Court Coordinator (1.0) Budget Hearings Total (1.0)

During budget hearings for fiscal year 2007, Commissioners' Court decided to eliminate the Tax Court and transferred its duties and the only position on its staffing table to the Council of Judges Administration.

FLSA study

FLSA study

FLSA study

FLSA study FLSA study

FLSA study

(1.0)

1.0

(1.0)

1.0

(1.0)

1.0

Listing of Changes in Authorized Positions

		Position	•
		Changes	
Department	<b>Position Title</b>	(FTE's)	<b>Effective Date</b>

Total Administrati	on of Justice:	33.5	_
Culture and Recrea	ation:		
Course	Cashier/Clerk (part time)	1.0	CCO 04/03/06, #37
	Cashier/Clerk (full time)	(1.0)	FLSA study
	Office Specialist (full time)	1.0	FLSA study
	Cashier/Clerk (part time)	(1.0)	FLSA study
	Office Specialist (part time)	1.0	FLSA study
	Senior Clerk I	(1.0)	FLSA study
	Golf Pro Shop Supervisor	1.0	FLSA study
	Utility Worker II (Ascarate)	(2.0)	FLSA study
	Park Maintenance Worker,		•
	Intermediate	2.0	FLSA study
	Utility Worker I	(1.0)	FLSA study
	Park Maintenance Worker	1.0	FLSA study
	Utility Worker I (GC) (full time)	(8.0)	FLSA study
	Park Maintenance Worker (full time)	8.0	FLSA study
	Utility Worker I (GC) (temporary)	(2.0)	FLSA study
	Park Maintenance Worker		
	(temporary)	2.0	FLSA study
	Total	1.0	·
	Commissioners' Court approved the Cashier/Clerk positions from temporary to they were necessary to supplement state customer service levels.	o regular a	fter it was determined that
Accorate Designal			
Ascarate Regional County Park	Maintenance/Welder	(1.0)	CCO 07/31/06, #41
County Fark	Utility Worker III	1.0	CCO 07/31/06, #41 CCO 07/31/06, #41
	Admin Assistant I	(1.0)	FLSA study
	Admin Assistant Admin Assistant	1.0	FLSA study
	Assistant Director, Parks, Golf &	1.0	1 Lon study

Aquatics

Recreation

Assistant Director Parks &

Auto Mechanic III (AP)

Mechanic, Senior

Collection Clerk

Collection Specialist

TIME O	1 CHMP 60 HI 1 TOIG	TATTER	1 COLUCIO	
		Position		
		Changes		
Department	Position Title	(FTE's)	Effective Date	
Ascarate Regional				
County Park	Current delicement	(1.0)	EI CA atudu	
(cont'd)	Groundskeeper	(1.0) 1.0	FLSA study	
	Park Maintenance Worker, Senior Maintenance Mechanic II (Park)	(1.0)	FLSA study FLSA study	
	Maintenance Mechanic, Senior	1.0	FLSA study	
	Utility Worker II (Ascarate)	(1.0)	FLSA study	
	Park Maint Worker, Intermediate	1.0	FLSA study	
	Utility Worker I	(1.0)	FLSA study	
	Park Maintenance Worker	1.0	FLSA study	
	Utility Worker III	(4.0)	FLSA study	
	Park Maintenance Worker, Senior	4.0	FLSA study	
	Total	$\frac{4.0}{0.0}$	1 Don't study	
	Total	<u>0.0</u>		
	County Park approached Commissi Maintenance/Welder position be con The Court approved this change to gi cross-train all employees with increase goal.	verted to a Uti ve the departme	lity Worker III position. ent more opportunities to	
Library	Clerk I	(1.0)	01/01/06	
Library	Clerk Part-Time	(1.0)	01/01/06	
	County Library Manager	(1.0)	01/01/06	
	Maintenance Worker I	(1.0)	01/01/06	
	Senior Clerk I	(1.0)	01/01/06	
	Total	(5.0)		
Rural Parks	The positions listed above were deleted as was decided by Commissioners' Court during budget hearings for fiscal year 2006. Effective January 1, 2006, the County of El Paso turned operations of the Fabens Library over to the Clint Independent School District.  Park Maintenance Worker  1.0 Budget Hearings Truck Driver I Rd & Bdge  (2.0) FLSA study			
	Truck Driver	2.0	FLSA study	
	Utility Worker I	(2.0)	FLSA study	
	Truck Driver	2.0	FLSA study	
	Utility Worker IV	(1.0)	FLSA study	
	Maintenance Mechanic Total	$\frac{1.0}{1.0}$	FLSA study	

			Position		
	1 2 232		Changes		
Department	Position Title		(FTE's)	Effective Date	
Rural Parks (cont'd)	During budget hearings for fiscal year 2007, a new Park Maintenance Worker position was approved by Commissioners' Court for this department to assist existing personnel with park maintenance.				
San Elizario Center					
Maintenance	Maintenance Worker I		(1.0)	FLSA study	
	Park Maintenance Worker		1.0	FLSA study	
		Total	0.0		
Swimming Pools	Pool Maintenance Operator		(1.0)	FLSA study	
	Pool Maintenance Technician		<u>1.0</u>	FLSA study	
		Total	0.0		
Total Culture and R	ecreation:		(3.0)	. 45.14	
General Governmen Commissioner	ıt:				
Precinct No. 2	Commissioners Court Coordinator Commissioners Court Admin Assistant, Senior Total	ator	(1.0)	FLSA study	
		Total	1.0 0.0	FLSA study	
Commissioner					
Precinct No. 4	Commissioners Court Coordinator Commissioners Court Admin	ator	(1.0)	FLSA study	
	Assistant, Senior		1.0	FLSA study	
		Total	0.0	•	
Commissioners' Court Services					
Office	Public Affairs Officer		(1.0)	FLSA study	
	Public Information Officer		1.0	FLSA study	
		Total	0.0		
Communications					
Center	Communications Tech Appren	tice	1.0	<b>Budget Hearings</b>	
	Admin Assistant I		(1.0)	FLSA study	
	Admin Assistant		1.0	FLSA study	
	Communications Director		(1.0)	FLSA study	
	Telecommunications Director		1.0	FLSA study	
	Communications Manager		(1.0)	FLSA study	

Position Title	Changes (FTE's)	Effective Date
Telecommunications Manager	1.0	FLSA study
Communications Tech II	(1.0)	FLSA study
Telecommunications Technician Switchboard Operator/Clerical	1.0	FLSA study
Assistant	(1.0)	FLSA study
Office Specialist, Intermediate	1.0	FLSA study
Total	1.0	•
	Telecommunications Manager Communications Tech II Telecommunications Technician Switchboard Operator/Clerical Assistant Office Specialist, Intermediate	Telecommunications Manager 1.0 Communications Tech II (1.0) Telecommunications Technician 1.0 Switchboard Operator/Clerical Assistant (1.0) Office Specialist, Intermediate 1.0

During budget hearings for fiscal year 2007, the Commissioners' Court authorized the addition of a Communications Tech Apprentice position to this department's staffing table based on the growing number of service calls handled due to the growth experienced by the County and to the increasing number of departments housed outside the Courthouse.

Consolidated	Data
Processing	

PC Maintenance Tech III	(1.0)	CCO 06/12/06, #28
Client/Server Programmer I	1.0	CCO 06/12/06, #28
PC Maintenance Tech III	(1.0)	<b>Budget Hearings</b>
Inventory Control Analyst	(1.0)	<b>Budget Hearings</b>
Data Control Clerk I	(1.0)	<b>Budget Hearings</b>
Network & Systems Specialist	3.0	<b>Budget Hearings</b>
Client/Server Programmer I	(1.0)	<b>Budget Hearings</b>
Client/Server Programmer, Senior	1.0	<b>Budget Hearings</b>
Admin Assistant II	(1.0)	FLSA study
Admin Assistant, Intermediate	1.0	FLSA study
Application Systems Analyst III	(1.0)	FLSA study
Application Systems Analyst, Senior	1.0	FLSA study
Application Systems Analyst I	(1.0)	FLSA study
Application Systems Analyst	1.0	FLSA study
Client/Server Programmer I	(1.0)	FLSA study
Client/Server Programmer	1.0	FLSA study
Client/Server Programmer II	(1.0)	FLSA study
Client/Server Programmer	1.0	FLSA study
Client/Server Programmer III	(2.0)	FLSA study
Client/Server Programmer, Senior	2.0	FLSA study
Computer Operations Supervisor	(1.0)	FLSA study
Computer Operations Technician,		
Lead	1.0	FLSA study
Computer Operator I	(1.0)	FLSA study
Computer Operations Technician	1.0	FLSA study

		Position	
		Changes	
Department	Position Title	(FTE's)	Effective Date
Consolidated Data			
Processing (cont'd)	Customer Service Manager	(1.0)	FLSA study
	IT Customer Service Manager	1.0	FLSA study
	Help Desk Support	(1.0)	FLSA study
	Haln Dack Support Technician	1.0	FLSA study
	Help Desk Support Technician		FLSA study
	Help Desk/Training Specialist	(1.0) 1.0	-
	Help Desk Support Technician		FLSA study
	LAN Support II	(1.0)	FLSA study
	LAN Support Specialist	1.0	FLSA study
	LAN Support III	(1.0)	FLSA study
	LAN Support Specialist, Senior	1.0	FLSA study
	Mainframe Programmer III	(1.0)	FLSA study
	Mainframe Programmer, Senior	1.0	FLSA study
	Mainframe Programmer II	(2.0)	FLSA study
	Mainframe Programmer	2.0	FLSA study
	PC Maintenance Technician III	(3.0)	FLSA study
	Network & Systems Specialist,	A Committee of the Comm	The second secon
	Senior	3.0	FLSA study
	PC Maintenance Technician II	(1.0)	FLSA study
	Network & Systems Specialist	1.0	FLSA study
	Project Leader/Business Systems		•
	Mgr	(1.0)	FLSA study
	Business Applications Project		
	Administrator	1.0	FLSA study
	Senior Help Desk Support	(1.0)	FLSA study
	Help Desk Supervisor	1.0	FLSA study
	Web Writer I	(2.0)	FLSA study
	Website Writer	2.0	FLSA study
	Total	0.0	*

During fiscal year 2006, a PC Maintenance Technician III position was vacated and the department approached Commissioners' Court to request that the position be re-titled to Client/Server Programmer I to more accurately reflect the duties and functions of the position. This change, with no fiscal impact, was approved by the Court. The Commissioners' Court also authorized the following changes in title as requested by the department in order to align the job duties and titles of the positions involved: one vacant PC Maintenance Technician III to a Network & Systems Specialist; one

	0		
		Position	
		Changes	
Department	Position Title	(FTE's)	Effective Date
G	G!! //G P	G1: ./G	р. с.
Consolidated Data	vacant Client/Server Programmer I to a		
Processing (cont'd)	one Inventory Control Analyst to a Net		
	Data Control Clerk I to a Network & S	ystems Special	1St.
County Auditor	Accounting Intern	0.5	Budget Hearings
	Accountant I	(9.0)	FLSA study
	Accountant	9.0	FLSA study
	Accountant I-CPA	(1.0)	FLSA study
	Accountant (CPA)	1.0	FLSA study
	Accountant II	(5.0)	FLSA study
	Accountant, Senior	5.0	FLSA study
	Accountant II-CPA	(1.0)	FLSA study
	Accountant, Senior (CPA)	1.0	FLSA study
	Accounting Clerk I	(2.0)	FLSA study
	Accounting Clerk	2.0	FLSA study
	Accounting Clerk II	(3.0)	FLSA study
	Accounting Clerk	3.0	FLSA study
	Accounting Clerk III	(4.0)	FLSA study
		4.0	FLSA study
	Accounting Clerk, Senior		
	Accts Payable & Inv Supervisor	(1.0)	FLSA study
	Accounting Supervisor	1.0	FLSA study
	Admin Assistant III/Web Writer I	(1.0)	FLSA study
	Admin Assistant, Senior/Website	1.0	TT CA1
	Writer	1.0	FLSA study
	Clerk I	(1.0)	FLSA study
	Office Specialist	1.0	FLSA study
	Clerk Part-time	(0.5)	FLSA study
	Office Specialist, (part time)	0.5	FLSA study
	Data Entry Clerk II	(2.0)	FLSA study
	Office Specialist, Intermediate	2.0	FLSA study
	Executive Secretary/Admin Assistant	(1.0)	FLSA study
	Executive Assistant	1.0	FLSA study
	Grant Supervisor	(1.0)	FLSA study
	Grant Accounting Supervisor	1.0	FLSA study
	Internal Auditor I	(6.0)	FLSA study
	Internal Auditor	6.0	FLSA study
	Internal Auditor II	(1.0)	FLSA study
	Internal Auditor, Senior	1.0	FLSA study
	Operations Manager	(1.0)	FLSA study
	Financial Operations Manager	1.0	FLSA study
	Payroll Accountant II	(1.0)	FLSA study

THE PARTY OF	T CHIMESON III LTI	MINITIAL	T ANTHAM
Department	Position Title	Position Changes (FTE's)	Effective Date
County Auditor			
(cont'd)	Accountant, Senior	1.0	FLSA study
	Payroll Analyst I	(1.0)	FLSA study
	Payroll Specialist	1.0	FLSA study
	Payroll Analyst II	(1.0)	FLSA study
	Payroll Specialist	Fotal $\frac{1.0}{0.5}$	FLSA study
	7	Fotal $0.5$	
	During budget hearings for fiscal the creation of a part time Acco the department's request since it it is intended to assist all areas giving a college student valual accounting.	ounting Intern positi will be beneficial to of the Office of the	on. The Court approved all parties involved since he County Auditor while
County Clerk	Accounting Supervisor	(1.0)	FLSA study
•	Accountant	1.0	FLSA study
	Accounting Clerk I	(1.0)	FLSA study
	Accounting Clerk	1.0	FLSA study
	Admin Assist/Comm Crt Recorde	$er \qquad (1.0)$	FLSA study
	Admin Assistant, Senior	1.0	FLSA study
	Clerk III, full time	(9.0)	FLSA study
	Office Specialist, Intermediate, fu		1 2011 0000
	time	9.0	FLSA study
	Clerk III, part time	(2.5)	FLSA study
	Office Specialist, Intermediate, pa	(1.4) (1.6)	1 Lori study
	time	2.5	FLSA study
	Receptionist	(1.0)	FLSA study
	Office Specialist, Intermediate	1.0	FLSA study
	Senior Clerk II	(10.0)	FLSA study
	Office Specialist, Senior	10.0	FLSA study
	Sr. Clerk/Assistant Comm Crt	10.0	1 Lori study
	Recorder	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Supervisor	(5.0)	FLSA study
	Office Supervisor	<u>5.0</u>	FLSA study
	•	Total $0.0$	1 Don't study
		0.0	
County Clerk			
Criminal Fee			
Collections	Clerk III	(2.0)	FLSA study

		Position	
		Changes	
Department	<b>Position Title</b>	(FTE's)	<b>Effective Date</b>
31			
County Clerk			
Criminal Fee			
Collections (cont'd)	Office Specialist, Intermediate	2.0	FLSA study
	Collection Clerk	(10.0)	FLSA study
	Collection Specialist	10.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Supervisor	(1.0)	FLSA study
	Office Supervisor	1.0	FLSA study
	Total	0.0	- 1
District Clerk	Office Specialist	1.0	<b>Budget Hearings</b>
	Collection Specialist	1.0	<b>Budget Hearings</b>
	Court Clerk	3.0	<b>Budget Hearings</b>
	Accountant	(1.0)	FLSA study
	Accounting Technician	1.0	FLSA study
	Accounting Clerk I	(2.0)	FLSA study
	Accounting Clerk	2.0	FLSA study
	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Assistant Supervisor	(1.0)	FLSA study
	Assistant Office Supervisor	1.0	FLSA study
	Clerk I	(5.0)	FLSA study
	Office Specialist	5.0	FLSA study
	Clerk IV (full time)	(17.0)	FLSA study
	Office Specialist, Intermediate (full		
	time)	17.0	FLSA study
	Clerk IV (part time)	(1.0)	FLSA study
	Office Specialist, Intermediate (part		
	time)	1.0	FLSA study
	Clerk Part-Time	(1.0)	FLSA study
	Office Specialist	1.0	FLSA study
	Data Entry I	(1.0)	FLSA study
	Office Specialist	1.0	FLSA study
	Evidence Clerk	(1.0)	FLSA study
	Evidence Specialist	1.0	FLSA study
	Expungement Clerk	(1.0)	FLSA study
	Expungement Specialist	1.0	FLSA study
	Grand Jury Coordinator	(1.0)	FLSA study
	Jury Coordinator	1.0	FLSA study
	Office Admin/Support Mgr	(1.0)	FLSA study

Tipon 6	I CHAILEON III LIAN	MATINA	T OPTIMOTIO
Department	Position Title	Position Changes (FTE's)	Effective Date
District Clerk			
(cont'd)	Office & Admin Support Manager	1.0	FLSA study
	Project Coordinator	(2.0)	FLSA study
	Computer Systems Specialist	2.0	FLSA study
	Receptionist	(1.0)	FLSA study
	Office Specialist, Intermediate	1.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Supervisor	(9.0)	FLSA study
	Office Supervisor	9.0	FLSA study
	Tota	al <u>5.0</u>	
	positions authorized are: one Office three Court Clerk positions. The department due to the caseload g criminal dockets.	Court Clerk posi	tions are needed by the
Domestic Relations	Clerk/Cashier DRO	(1.0)	Budget Hearings
	Office Specialist, Intermediate	1.0	Budget Hearings
	Accounting Clerk III	(1.0)	FLSA study
	Accounting Clerk, Senior	1.0	FLSA study
	Clerk/Cashier-DRO	(7.0)	FLSA study
	Office Specialist, Intermediate	7.0	FLSA study
	Probation Officer II (DRO)	(3.0)	FLSA study
	Probation Officer	3.0	FLSA study
	Receptionist	(1.0)	FLSA study
	Office Specialist, Intermediate	1.0	FLSA study
	Senior Clerk II	(1.0)	FLSA study
	Office Specialist, Senior	<u>1.0</u>	FLSA study
	Tota	0.0	
	During budget hearings for fisca department requested that one of its to an Office Specialist, Intermediat Commissioners' Court, was based of changed.	Clerk/Cashier-Dl e. The change,	RO position be re-graded which was approved by
Elections	Admin Assistant III	(1.0)	FLSA study
	Admin Assistant, Senior	1.0	FLSA study

			D '4'	
			Position	
D 4	D - 141 F141 -		Changes	Effective Date
Department	Position Title		(FTE's)	Effective Date
E1+: (+!-4)	Clark II		(2.0)	ELCA atudu
Elections (cont'd)	Clerk II		(2.0)	FLSA study
	Office Specialist, Intermediate		2.0	FLSA study
	Drafter II		(1.0)	FLSA study
	Drafting Technician		1.0	FLSA study
	Graphic Planning Tech		(1.0)	FLSA study
	GIS Specialist		1.0	FLSA study
	Senior Clerk I		(1.0)	FLSA study
	Office Specialist, Intermediate		1.0	FLSA study
	Senior Clerk II		(1.0)	FLSA study
	Office Specialist, Senior		1.0	FLSA study
	Voting Equipment Tech I		(1.0)	FLSA study
	Voting Equipment Service			
	Technician		1.0	FLSA study
	Voting Equipment Tech II		(1.0)	FLSA study
	Voting Equipment Service			
	Technician		1.0	FLSA study
		Total	0.0	
Facilities				
Management	Admin Assistant II		(1.0)	Budget Hearings
	Admin Assistant, Senior		1.0	Budget Hearings
	Maintenance Mechanic II		(3.0)	Budget Hearings
	Maintenance Mechanic, Senior		3.0	<b>Budget Hearings</b>
	Maintenance Mechanic I		(4.0)	Budget Hearings
	Maintenance Mechanic		4.0	<b>Budget Hearings</b>
	Assistant Facility Manager		(1.0)	FLSA study
	Assistant Facilities Manager		1.0	FLSA study
	Custodian I (full time)		(16.0)	FLSA study
	Custodian (full time)		16.0	FLSA study
	Custodian I (part time)		(0.5)	FLSA study
	Custodian (part time)		0.5	FLSA study
	Custodian Supervisor		(1.0)	FLSA study
	Custodian, Lead		1.0	FLSA study
	Maint. Supervisor		(1.0)	FLSA study
	Facility Maint. Supervisor		1.0	FLSA study
	,	Total	0.0	

The first six changes for this department were approved by Commissioners' Court during budget hearings for fiscal year 2007 to better match each title with the job duties and responsibilities assigned to each employee.

9	Position	
	7000000	
<b>Position Title</b>	(FTE's)	<b>Effective Date</b>
11.	1.0	D 1 . II .
		Budget Hearings
		Budget Hearings Budget Hearings
Total	$\frac{1.0}{1.0}$	Budget Hearings
the creation of one Administrator a position as well as the deletion of	nd one Intermone vacant Gr	nediate Office Specialist ant Writing Coordinator
Office Specialist	7.0	Budget Hearings
		Budget Hearings
Total		
	0.0	
During budget hearings for fiscal year the funding for seven Office Special Constable staffing tables as the need Also during budget hearings, the Cour Specialist position which will be need passport issuance; the funding for this since it has yet to be determined assigned to. Concurrently, the Court staff an Associate Family Court if the approves the request and is required to to Commissioners' Court for approve determined upon the creation of the contract	2007, Commist positions to for them is su tauthorized the cessary to coll s position was what departme approved the a Council of Jupresent its recoal. The exact	be added to individual betantiated to the Court. e creation of a Collection ect fees associated with placed in contingencies nt this position will be appropriation of funds to dges Administration also
the funding for seven Office Special Constable staffing tables as the need Also during budget hearings, the Cour Specialist position which will be need passport issuance; the funding for this since it has yet to be determined assigned to. Concurrently, the Court staff an Associate Family Court if the approves the request and is required to to Commissioners' Court for approve	2007, Commists positions to for them is su tauthorized the cessary to coll s position was what departme approved the a Council of Jupresent its recoal. The exact urt.	be added to individual betantiated to the Court. e creation of a Collection ect fees associated with placed in contingencies in this position will be appropriation of funds to dges Administration also emmendation for funding a staffing level is to be
the funding for seven Office Special Constable staffing tables as the need Also during budget hearings, the Cour Specialist position which will be nepassport issuance; the funding for this since it has yet to be determined assigned to. Concurrently, the Court staff an Associate Family Court if the approves the request and is required to to Commissioners' Court for approve determined upon the creation of the contraction.	2007, Commist positions to for them is su tauthorized the cessary to coll s position was what departme approved the a Council of Jupresent its recoal. The exact	be added to individual betantiated to the Court. e creation of a Collection ect fees associated with placed in contingencies nt this position will be appropriation of funds to dges Administration also emmendation for funding
	Administrator Grant Writing Coordinator Office Specialist, Intermediate  Total  During budget hearings for fiscal year the creation of one Administrator a position as well as the deletion of position in order to align job titles we department in the new fiscal year.	Administrator  Grant Writing Coordinator  Office Specialist, Intermediate  Total  Total  During budget hearings for fiscal year 2007, Commis the creation of one Administrator and one Interm position as well as the deletion of one vacant Graposition in order to align job titles with the duties department in the new fiscal year.  Office Specialist  7.0  Collection Specialist  1.0

1.0

(1.0)

1.0

(1.0)

1.0

FLSA study

FLSA study

FLSA study

FLSA study

FLSA study

Employment/Civil Service Specialist

Office Specialist, Intermediate

Workers Compensation Specialist

Insurance/Workers Comp

Clerk III

Coordinator

			- L CREATER
Department	Position Title	Position Changes (FTE's)	Effective Date
Department	I OSILION I INC	(1123)	Directive Date
<b>Human Resources</b>			
(cont'd)	Workers Comp Specialist	(1.0)	FLSA study
	Workers Compensation Specialist,		
	Senior	1.0	FLSA study
	Total	0.0	
Purchasing	Admin Assistant II	(1.0)	FLSA study
8	Admin Assistant, Intermediate	1.0	FLSA study
	Assistant Purchasing Agent	(1.0)	FLSA study
	Assistant County Purchasing Agent	1.0	FLSA study
	Bid Clerk/Buyer	(1.0)	FLSA study
	Inventory Bid Technician	1.0	FLSA study
	Buyer II	(1.0)	FLSA study
	Buyer Supervisor	1.0	FLSA study
	Central Supply Clerk	(2.0)	FLSA study
	Inventory Control Clerk	2.0	FLSA study
	Clerk I (part time)	(1.0)	FLSA study
	Office Specialist (part time)	1.0	FLSA study
	Inventory Control Analyst	(1.0)	FLSA study
	Inventory Control Supervisor	1.0	FLSA study
	Inventory Control Clerk	(3.0)	FLSA study
	Inventory Control Clerk, Senior	3.0	FLSA study
	Lead Warehouse Clerk	(1.0)	FLSA study
	Inventory Control Clerk, Senior	1.0	FLSA study
	Print/Mail Equipment Operator	(3.0)	FLSA study
	Mail/Copy Room Operator	3.0	FLSA study
	Secretary	(1.0)	FLSA study
	Office Specialist, Intermediate	1.0	FLSA study
	Total	0.0	- 1
Tax Office	Vehicle Title Examiner	1.0	Budget Hearings
	VIT Enforcement Director	(1.0)	Budget Hearings
	Enforcement Director	1.0	<b>Budget Hearings</b>
	Admin Assistant I	(1.0)	<b>Budget Hearings</b>
	Computer Systems Specialist	1.0	Budget Hearings
	Accounting Clerk I	(2.0)	FLSA study
	Accounting Clerk	2.0	FLSA study
	Accounting Clerk II	(2.0)	FLSA study
	Accounting Clerk	2.0	FLSA study
	Accounting Analyst I	(1.0)	FLSA study
	Financial Reports Analyst	1.0	FLSA study

		Position	
		Changes	
Department	<b>Position Title</b>	(FTE's)	Effective Date
Tax Office (cont'd)	Accounting Clerk III	(2.0)	FLSA study
	Accounting Clerk, Senior	2.0	FLSA study
	Admin Assistant I	(2.0)	FLSA Study
	Admin Assistant	2.0	FLSA study
	Admin Assistant II	(1.0)	FLSA study
	Admin Assistant, Intermediate	1.0	FLSA study
	Admin Assistant III	(1.0)	FLSA study
	Admin Assistant, Senior	1.0	FLSA study
	Auto Title Clerk I (full time)	(10.0)	FLSA study
	Vehicle Title Clerk (full time)	10.0	FLSA study
	Auto Title Clerk I (part time)	(3.0)	FLSA study
	Vehicle Title Clerk (part time)	3.0	FLSA study
	Auto Title Clerk II	(21.0)	FLSA study
	Vehicle Title Clerk, Intermediate	21.0	FLSA study
	Auto Title Clerk III	(5.0)	FLSA study
	Vehicle Title Clerk, Senior	5.0	FLSA study
	Auto Title Examiner	(3.0)	FLSA study
	Vehicle Title Examiner	3.0	FLSA study
	Chief Deputy	(1.0)	FLSA study
	Chief Deputy Tax Assessor-		
	Collector	1.0	FLSA study
	Inventory Control Clerk	(1.0)	FLSA study
	Inventory Control Clerk, Senior	1.0	FLSA study
	License Clerk	(1.0)	FLSA study
	Vehicle License Specialist	1.0	FLSA study
	Records Management Tech	(1.0)	FLSA study
	Office Specialist, Senior	1.0	FLSA study
	Supply/Inventory Clerk	(1.0)	FLSA study
	Inventory Control Clerk	1.0	FLSA study
	V. I. T. Manager (Tax)	(1.0)	FLSA study
	Vehicle Inventory Tax Manager	1.0	FLSA study
	VIT Enforcement Director	(1.0)	FLSA study
	Vehicle Inventory Tax Enforcemen	t	
	Director	<u>1.0</u>	FLSA study
	To	tal <u>1.0</u>	

During budget hearings for fiscal year 2007, Commissioners' Court authorized the Tax Office to make the changes listed on the prior pages to its staffing table. The Vehicle Title Examiner was requested by the department to assist with ensuring that all paperwork is legitimate and in compliance with Texas Department of Transportation rules and regulations. The other changes were

		Position	
		Changes	
Department	<b>Position Title</b>	(FTE's)	<b>Effective Date</b>

Tax Office (cont'd)

requested by the department to better align job titles with the duties performed by the employees affected by the re-grades.

Total General Government:		16.5	_
Health and Welfare	:		
General Assistance	Accounting Clerk I	(1.0)	FLSA study
	Accounting Clerk	1.0	FLSA study
	General Assistance Manager	(1.0)	FLSA study
	General Assistance Program		•
	Manager	1.0	FLSA study
	Senior Caseworker	(1.0)	FLSA study
	Caseworker, Senior	1.0	FLSA study
	Total	0.0	
Medical Examiner	Investigator (part time)	(0.5)	CCO 12/12/2005, #43
	Diener	1.0	CCO 12/12/2005, #43
	Supervisor	(1.0)	CCO 12/12/2005, #43
	Chief Medical/Legal Death		
	Investigator	1.0	CCO 12/12/2005, #43
	Receptionist	1.0	CCO 12/12/2005, #43
	Receptionist (part time)	(1.0)	CCO 12/12/2005, #43
	Medical Secretary/Transcriptionist	1.0	CCO 12/12/2005, #43
	Office Admin Support Manager	1.0	CCO 12/12/2005, #43
	Executive Assistant	(1.0)	CCO 12/12/2005, #43
	Forensic Photographer	1.0	CCO 12/12/2005, #43
	Investigator (full time)	2.0	<b>Budget Hearings</b>
	Diener	(1.0)	<b>Budget Hearings</b>
	Morgue Supervisor	1.0	<b>Budget Hearings</b>
	Chief Medical/Legal Death		
	Investigator	(1.0)	FLSA study
	Chief Investigator (ME)	1.0	FLSA study
	Receptionist	(1.0)	FLSA study
	Office Specialist, Intermediate	1.0	FLSA study
	Total	4.5	

During fiscal year 2006, the Office of the Medical Examiner underwent a reorganization initiated by the department's new administration. Commissioners' Court authorized the first ten changes listed for this department as requested to improve departmental efficiency. During budget

		Position	
		Changes	
Department	<b>Position Title</b>	(FTE's)	<b>Effective Date</b>

Medical Examiner (cont'd)

hearings for fiscal year 2007, Commissioners' Court authorized the creation of two full time Investigator positions to assist the current staff. The Court also authorized the re-grade of one position from Diener to Morgue Supervisor to reflect an increase in job duties and responsibilities assigned to the employee who fills the re-graded position.

<b>Total Health and Welfare:</b>	4.5

### **Public Safety:**

Constable 5

Deputy Constable

 $\frac{1.0}{1.0}$ 

**Budget Hearings** 

During budget hearings for fiscal year 2007, Commissioners' Court approved the creation of a Deputy Constable position to enable this department to begin enforcing warrants once the new administration takes office on January 1, 2007.

Total

Constable 6

Deputy Constable-Bailiff

1.0

**Budget Hearings** 

Total 1.0

During budget hearings for fiscal year 2007, Commissioners' Court authorized the addition of a Deputy Constable-Bailiff to assist the department with policing duties when Precinct 6 is divided starting on January 1, 2007. This position was deemed necessary since the second precinct office will be located on the opposite side of the highway and it would be physically impossible to service both offices adequately with existing staff.

County Sheriff, Detention Facility

Cashier, temporary

(1.0)

06/16/06

Total (1.0)

During the course of fiscal year 2006, a temporary Cashier position, which was authorized in March 2005, was deleted from the Detention Facility's staffing table when the authorization period expired and the position was no longer necessary.

### County Sheriff, Jail

Annex

Deputy Lieutenant	(1.0)	CCO 09/11/06, #41
Detention Lieutenant	1.0	CCO 09/11/06, #41
Human Resource Clerk	(1.0)	CCO 09/11/06, #41

	<b>Position Title</b>		Changes (FTE's)	Effective Date
Clerk			1.0	CCO 09/11/06, #41
CICIK		Total	$\frac{0.0}{0.0}$	000 0711100,1
	Clerk		Clerk	Position Title (FTE's)  Clerk 1.0

During fiscal year 2006, Commissioners' Court approved the conversion of a vacant Deputy Lieutenant position to that of a Detention Lieutenant as part of the Sheriff's 20-year conversion plan whereby all Deputy Lieutenants will be converted to Detention Lieutenants. Furthermore, the Court authorized the conversion of a vacant Human Resource Clerk to that of a Clerk to re-align job duties with job titles.

County Sheriff, La	W			Budget hearings for
Enforcement	Detective		(3.0)	FY 2006
				Budget hearings for
	Patrolman		3.0	FY 2006
	Patrolman		7.0	CCO 01/30/06, #38
		Total	7.0	

During the course of fiscal year 2006, three Detective positions were converted to three Patrolman positions when they became vacant as part of a conversion plan approved during budget hearings for fiscal year 2006. That conversion plan proposed by the Sheriff's Department allows for the eventual conversion of eight detective positions into eight patrolman positions. Also during fiscal year 2006, Commissioners' Court approved the addition of seven Patrolman positions to the staffing table as per conditions of the COPS in School grant which was to end on March 31, 2006. By signing the COPS in School grant acceptance letter, the County agreed to transfer any positions funded by the grant to its general fund staffing table and to keep them there for a minimum of one budget cycle.

Sheriff Academy Training GF

Clerk <u>1.0</u> CCO 11/07/05, #28 Total 1.0

During fiscal year 2006, Commissioners' Court signed a new inter-local agreement with the Rio Grande Council of Governments for the Region VIII Academy Training. As part of that agreement, the Court authorized the addition of a Clerk position to the department's staffing table. This position is necessary to assist the department in carrying out the functions of the Academy as stipulated by the inter-local agreement.

	0		
		Position	
		Changes	
Department	Position Title	(FTE's)	Effective Date
<b>Total Public Safety:</b>		9.0	
Resource Developme	ent:		
Agricultural Co-op			
Extension	Admin Assistant I	(2.0)	FLSA study
	Admin Assistant	2.0	FLSA study
	Total	0.0	
Planning and			
Development	Construction Specialist	(1.0)	FLSA study
	Community Development		
	Construction Specialist	1.0	FLSA study
	Program Coordinator	(2.0)	FLSA study
	Community Development Program		
	Coordinator	<u>2.0</u>	FLSA study
	Total	0.0	
	. 3	0.0	
<b>Total Resource Deve</b>	elopment:	0.0	
TOTAL CENED	A T THINKS	<b>60.5</b>	
TOTAL GENER	AL FUND:	60.5	
SPECIAL REVE			
Administration of Ju	stice:		
516 111		1.0	GGO 04/02/04 #20
DA Special Account	Legal Secretary I	1.0	CCO 04/03/06, #38
	Interns	1.0	Budget Hearings
	Executive Assistant	1.0	Budget Hearings
	Legal Secretary, Intermediate	1.0	Budget Hearings
	Legal Secretary I	(1.0)	FLSA study
	Legal Secretary	1.0	FLSA study
	Program Director-Victim Services	(1.0)	FLSA study
	Program Manager	1.0	FLSA study
	Special Projects Director	(1.0)	FLSA study
	Project Administrator  Total	$\frac{1.0}{4.0}$	FLSA study
	Total	4.0	

During fiscal year 2006, Commissioners' Court authorized the addition of a Legal Secretary I to the department's staffing table which resulted in a biweekly supplement for the employee. During budget hearings for fiscal year 2007, the Court approved a pool of money that will be used to pay the salaries

		Position Changes			
Department	Position Title	(FTE's)	Effective Date		
DA Special Account (cont'd)	of an unspecified number of interns. Also during budget hearings, the addition of an Executive Assistant and a Legal Secretary, Intermediate to the department's staffing table was approved by Commissioners' Court. The addition of these positions was done at the discretion of the District Attorney and ratified by the Court.				
Juvenile Case Manager Fund	Juvenile Case Manager Total	1.0 1.0	Budget Hearings		
	During budget hearings for fiscal y approved the creation of a Juvenile Ca cases in Precinct Number 7. The emp up on all cases brought to the court to by the presiding judge are carried out by	se Manager me loyee who fills ensure that all	ant to work with truancy this position will follow sentences handed down		

Probate Judiciary Support

Associate Judge		1.0	CCO 06/12/06, #27
Associate Judge		1.0	CCO 07/31/06, #40
	Total	2.0	

During fiscal year 2006, Commissioners' Court authorized the creation of two Associate Judge positions to be filled by the two newly-elected Probate Judges. Although their terms officially begin on January 1, 2007, adding them to the staffing table ahead of that date would allow them to begin training under the incumbent judge prior to his retirement. The Court appropriated funds for these positions only for the first quarter of fiscal year 2007. Effective January 1, each position will be transferred to its respective general fund index.

Total Administration of Justice:		7.0	_
Culture and Reco	reation:		
Law Library	Assistant Library Manager	(1.0)	FLSA study
	Assistant Law Library Manager	1.0	FLSA study
	Assistant Research Librarian	(1.0)	FLSA study
	Law Library Technician	1.0	FLSA study
	Director-Law Library	(1.0)	FLSA study
	Law Library Manager	1.0	FLSA study
	Total	0.0	

- Comment	1 01m2 00 11 1			, a vertere
			Position	
	D 111 T111		Changes	Tipe At D
Department	Position Title		(FTE's)	Effective Date
Sportspark SR	League Director		(1.0)	FLSA study
Sportspark SK	League Coordinator		1.0	FLSA study
	Maintenance Worker I		(2.0)	FLSA study
	Park Maintenance Worker		A company of the comp	FLSA study
	Fark Maintenance Worker	Total	$\frac{2.0}{0.0}$	TLSA study
		Total	0.0	
<b>Total Culture and</b>	Recreation:		0.0	_
General Governme	ent:			
County Clerk				
Records Mgmt &				
Preservation	Clerk III		(15.0)	FLSA study
	Office Specialist, Intermediate	2	15.0	FLSA study
	Records Mgmt Tech		(1.0)	FLSA study
	Office Specialist, Senior		1.0	FLSA study
	Senior Clerk II		(2.0)	FLSA study
	Office Specialist, Senior		2.0	FLSA study
	Supervisor		(1.0)	FLSA study
	Office Supervisor		1.0	FLSA study
		Total	0.0	
County Records				
Mgmt &				
Preservation	Clerk II (part time)		(2.0)	FLSA study
	Office Specialist (part time)		2.0	FLSA study
	Clerk III (part time)		(2.0)	FLSA study
	Office Specialist, Intermediate	(part		•
	time)		2.0	FLSA study
		Total	0.0	
District Clerk				
Records Mgmt &				
Preservation	Office Specialist (part time)		1.0	Budget Hearings
	Chief Deputy, supplement		1.0	Budget Hearings
	Evidence Clerk		(1.0)	FLSA study
	Evidence Specialist		1.0	FLSA study
	Project Coordinator		(1.0)	FLSA study
	Computer Systems Specialist		1.0	FLSA study
	- Superior Systems Specialist	Total	$\frac{1.0}{2.0}$	

During budget hearings for fiscal year 2007, Commissioners' Court authorized

		Position	
		Changes	
Department	<b>Position Title</b>	(FTE's)	Effective Date

District Clerk Records Mgmt & Preservation (cont'd) the creation of two part-time Office Specialist positions to provide clerical support to this section of the District Clerk's office. Likewise, the Court approved the payment of a salary supplement to the Chief Deputy since his job duties increased during the course of fiscal year 2006.

General and Administrative Road & Bridge

Clerk I (part time)	1.0	CCO 06/12/06, #29
Admin Assistant II	(1.0)	FLSA study
Admin Assistant, Intermediate	1.0	FLSA study
Assistant Bridge Administrator	(1.0)	FLSA study
Assistant Road & Bridge		
Administrator	1.0	FLSA study
Civil Engineer III	(1.0)	FLSA study
Civil Engineer	1.0	FLSA study
Engineering Tech III	(1.0)	FLSA study
Engineering Technician	1.0	FLSA study
Graphic Planning Tech	(1.0)	FLSA study
GIS Specialist	1.0	FLSA study
Inspector	(1.0)	FLSA study
Zoning/Compliance Inspector	1.0	FLSA study
Inventory Control Clerk	(1.0)	FLSA study
Inventory Control Clerk, Senior	1.0	FLSA study
Operations/Liaison Officer	(1.0)	FLSA study
Admin Assistant, Senior	1.0	FLSA study
Planning Manager	(1.0)	FLSA study
Special Projects Administrator	1.0	FLSA study
Sr. Civil Engineering Mgr	(1.0)	FLSA study
Civil Engineer, Senior	1.0	FLSA study
Clerk I (part time)	(1.0)	FLSA study
Office Specialist (part time)	<u>1.0</u>	FLSA study
Tota	1.0	

During fiscal year 2006, Commissioners' Court authorized the creation of 2 part-time Clerk I positions to assist in the department's transition to a database to manage all certificates of compliance issued by the department. These positions were approved for a six-month period.

Total	General	Government	
Lutai	General	Government	

3.0

**Public Safety:** 

	9-3-		
Department	Position Title	Position Changes (FTE's)	Effective Date
Department	Tosition Title	(FIL 5)	Elicetive Date
Commissary Inmate Profit	Detention Officer  Total	2.0 2.0	Budget Hearings
	During budget hearings for fiscal y authorized the addition of two Detentions staffing table. One of the positions wi the other position will be used to staff to	on Officer posite ll be used to sta	tions to the department's
Juvenile Probation			As determined by
Special Revenue	Director of Employee Operations	(1.0)	Juvenile Board As determined by
	Information Systems Administrator	1.0	Juvenile Board
			As determined by
	Director of Special Programs (JPD)	(1.0)	Juvenile Board
	Special Programs Coordinator	1.0	As determined by Juvenile Board As determined by
	Title IV Case Manager Assistant	(1.0)	Juvenile Board
	8		As determined by
	Title IV-E Coordinator	1.0	Juvenile Board
			As determined by
	Court Coordinator	$\frac{1.0}{1.0}$	Juvenile Board
	Total	1.0	

During fiscal year 2006, the Juvenile Board of El Paso County approved the staffing table changes listed above. The Director of Employee Operations and the Director of Special Programs (JPD) positions listed above were vacated when the employees who held them retired. The department took that opportunity to evaluate each position and the duties assigned to each one. Based on the duties assigned to these positions by the department, a change in title was necessary. The Title IV Case Manager Assistant position, though not vacant, was re-titled to fit the current and future job duties of the employee who fills it. The Court Coordinator position was deemed necessary for the successful operation of the department and its addition to the staffing table was approved by the Board.

Total Public Safety:		3.0	_
Public Works: Roads and Bridges	Admin Assistant I	(1.0)	FLSA study

	300	Position	2 COLOCULO
		Changes	
Department	Position Title	(FTE's)	Effective Date
Roads and Bridges	A 1 A	1.0	EI CA
(cont'd)	Admin Assistant	1.0	FLSA study
	Auto Mechanic I	(1.0)	FLSA study
	Mechanic	1.0	FLSA study
	Auto Mechanic II	(3.0)	FLSA study
	Mechanic	3.0	FLSA study
	Auto Mechanic III (RB)	(3.0)	FLSA study
	Mechanic, Senior	3.0	FLSA study
	Equipment Maintenance Foreman	(1.0)	FLSA study
	Mechanic Foreman	1.0	FLSA study
	Heavy Equipment Operator I	(3.0)	FLSA study
	Heavy Equipment Operator	3.0	FLSA study
	Heavy Equipment Operator II	(4.0)	FLSA study
	Heavy Equipment Operator,		
	Intermediate	4.0	FLSA study
	Heavy Equipment Operator III	(6.0)	FLSA study
	Heavy Equipment Operator, Senior	6.0	FLSA study
	Maintenance Welder (R&B)	(1.0)	FLSA study
	Welder	1.0	FLSA study
	Senior Construction Inspector	(1.0)	FLSA study
	Construction Inspector, Senior	1.0	FLSA study
	Traffic Sign & Tech Marking II	(1.0)	FLSA study
	Traffic Operations Specialist	1.0	FLSA study
	Truck Driver I Rd & Bdge	(16.0)	FLSA study
	Truck Driver	16.0	FLSA study
	Truck Driver II Rd & Bdge	(15.0)	FLSA study
	Truck Driver, Intermediate	15.0	FLSA study
	Truck Driver III Rd & Bdge	(7.0)	FLSA study
	Truck Driver, Senior	7.8622.1176.027	FLSA study
	Total	$\frac{7.0}{0.0}$	FLSA study
		5.5	
Total Public Work	S:	0.0	-
TOTAL SPECIAL REVENUE:		13.0	_
<b>GRANTS</b>			
Various Grants	Accountant	1.0	Grant Awarded
, will be civilled	Accountant I	1.0	Grant Awarded Grant Awarded
	Admin Assistant	2.0	Grant Awarded
	Autilii Assistant	2.0	Oralli Awalucu

Triboni 2	er committee militain	MITTER	T ANTMARM
		Position	
	" in the second of the second	Changes	
Department	Position Title	(FTE's)	<b>Effective Date</b>
Various Grants			
(cont'd)	Admin Secretary	1.0	Grant Awarded
	Assistant Commander	(1.0)	Grant Awarded
	Assistant Office Manager	1.0	Grant Awarded
	Assistant Director-Field Services	(1.0)	Grant Awarded
	Assistant Prog. Manager	1.0	Grant Awarded
	Attorney	(1.0)	Grant Awarded
	Case Manager	(1.0)	Grant Awarded
	Case Manager Assistant	(1.0)	Grant Awarded
	Center Coordinator	4.0	Grant Awarded
	Center Coordinator, part time	1.0	Grant Awarded
	Community Service Tech	2.0	Grant Awarded
	Commander	(1.0)	Grant Awarded
	Computer Analyst	(1.0)	Grant Awarded
	Coordinator, part time	(0.5)	Grant Awarded
	Counselor	2.0	Grant Awarded
	Data Clerk/Analyst	(1.0)	Grant Awarded
	Data Entry Clerk	1.0	Grant Awarded
	Data Entry Clerk II	1.0	Grant Awarded
	Deputy	(8.0)	Grant Awarded
	Detective	1.0	Grant Awarded
	Director-Field Services	(1.0)	Grant Awarded
	Director-Intake/Court Services	(1.0)	Grant Awarded
	Director	(1.0)	Grant Awarded
	Director-Info and Records	1.0	Grant Awarded
	Division Chief	(1.0)	Grant Awarded
	Division Chief, part time	0.5	Grant Awarded
	Division Chief/Special Prosecutor,		
	part time	0.5	Grant Awarded
	Driver, part time	2.5	Grant Awarded
	Drug Court Coordinator	(1.0)	Grant Awarded
	Family Facilitator, part time	(0.5)	Grant Awarded
	Field Compliance Officer	(3.0)	Grant Awarded
	Grant Program Manager	1.0	Grant Awarded
	Homebound Case Manager	1.0	Grant Awarded
	Hudspeth Investigator	(1.0)	Grant Awarded
	Human Services Transportation Plan	(=,=)	
	Coordinator	2.0	Grant Awarded
	Integrated Treatment Coordinator	(1.0)	Grant Awarded
	Intelligence Analyst	1.0	Grant Awarded
	Investigator	1.0	Grant Awarded Grant Awarded
		1.0	- a mare a a ff the Good

TIDOUTS O	T CHIME OF THE LEGIC	TATIFIED	T ANTOTATO
		Position	
		Changes	
Department	Position Title	(FTE's)	Effective Date
Various Grants			
(cont'd)	Juvenile Drug Court Director	1.0	Grant Awarded
	LCDC Counselor	(1.0)	Grant Awarded
	Legal Secretary	2.0	Grant Awarded
	Lieutenant	1.0	Grant Awarded
	Network Administrator	1.0	Grant Awarded
	Paralegal	(1.0)	Grant Awarded
	Prob. Officer	5.0	Grant Awarded
	Prob. Officer-Court	(11.0)	Grant Awarded
	Prob. Officer-Field	(18.0)	Grant Awarded
	Prob. Officer-Aftercare	(1.0)	Grant Awarded
	Prob. Officer-Deferred Prosecution	(2.0)	Grant Awarded
	Prob. Officer-Drug Court	(1.0)	Grant Awarded
	Prob. Officer-Intake	(6.0)	Grant Awarded
	Prob. Officer	23.0	Grant Awarded
	Prob. Officer II-Intake	(2.0)	Grant Awarded
	Program Director	1.0	Grant Awarded
	Program Director, part time	0.5	Grant Awarded
	Project Coordinator	(0.5)	Grant Awarded
	Rural Transit Coordinator	(1.0)	Grant Awarded
	Rural Transit Manager	1.0	Grant Awarded
	Secretary	(2.0)	Grant Awarded
	Secretary/Data Entry	(1.0)	Grant Awarded
	Senior Case Manager, part time	0.5	Grant Awarded
	Sergeant	2.0	Grant Awarded
	Social Worker (Bachelor's)	1.0	Grant Awarded
	Social Worker (Master's)	1.0	Grant Awarded
	Social Worker, part time	(0.5)	Grant Awarded
	Special Prosecutor	(1.0)	Grant Awarded
	Sr. Counselor	1.0	Grant Awarded
	Sr. Intel Analyst	(1.0)	Grant Awarded
	Sr. Probation Officer	(1.0)	Grant Awarded
	Sr. Probation Officer-Court	(1.0)	Grant Awarded
	Sr. Probation Officer II	(1.0)	Grant Awarded
	Sr. Probation Officer-Field	(1.0)	Grant Awarded
	Supervisor	1.0	Grant Awarded
	Supervisory Analyst	1.0	Grant Awarded
	Systems Manager	(1.0)	Grant Awarded
	Team Leader Challenge	1.0	Grant Awarded
	Title IV Case Mgr. Asst.	2.0	Grant Awarded
	Trial Attorney, part time	0.5	Grant Awarded
	√, E	LE MATO	

Department	Position Title	Position Changes (FTE's)	Effective Date
Various Grants			
cont'd)	Trial Chief Attorney	1.0	Grant Awarded
	Trial Chief, part time	(0.5)	Grant Awarded
	Victim Services Liaison	(1.0)	Grant Awarded
	Victim Services Resource Provider	1.0	Grant Awarded
	Youth Coordinator	1.0	Grant Awarded
	Total	(7.5)	

During fiscal year 2006, Commissioners' Court authorized the County Judge to sign acceptance letters for new or renewed grants from federal, state and local agencies resulting in the creation of several positions. Some of these contracts required that some positions be re-titled to better align the job duties with the specific functions of each grant. Concurrently, several grants expired and funding was not renewed, resulting in either the elimination of positions or in the transfer of those positions to the County's general fund.

**TOTAL GRANTS:** 

(7.5)

	FISCA	L YEAR FT	E'S
Department	2005	2006	2007
Enterprise Fund			
Public Works:			8.14
East Montana Water Project	0.0	1.5	1.5
Total Public Works:	0.0	1.5	1.5
<b>Total Enterprise Fund:</b>	0.0	1.5	1.5
General Fund			
Administration of Justice:	W. Area	9225 6422	-
8 <sup>th</sup> Court of Appeals	4.0	3.0	3.0
34 <sup>th</sup> District Court	3.0	3.0	3.0
41 <sup>st</sup> District Court	3.0	3.0	3.0
65 <sup>th</sup> District Court	6.0	6.0	7.0
120 <sup>th</sup> District Court	4.0	4.0	4.0
168 <sup>th</sup> District Court	3.0	3.0	3.0
171 <sup>st</sup> District Court	3.0	4.0	4.0
205 <sup>th</sup> District Court	3.0	3.0	3.0
210 <sup>th</sup> District Court	3.0	3.0	3.0
243 <sup>rd</sup> District Court	4.0	4.0	4.0
327 <sup>th</sup> District Court	3.0	3.0	3.0
346 <sup>th</sup> District Court	3.0	3.0	3.0
383 <sup>rd</sup> District Court	6.0	6.0	6.5
384 <sup>th</sup> District Court	4.0	4.0	4.0
388 <sup>th</sup> District Court	5.0	5.0	5.0
409 <sup>th</sup> District Court	3.0	3.0	3.0
Associate CPS Court	4.5	4.5	4.5
Associate Family Court 1	4.0	4.5	4.5
Associate Family Court 2	5.0	4.0	4.0
Associate Family Court 3	4.5	4.0	4.0
Council of Judges Administration	20.0	22.0	26.0
County Attorney	65.0	66.5	67.0
County Attorney Environmental GF	0.0	0.0	2.0
County Attorney RETGH Legal	7.0	6.0	6.0
County Attorney Teen Court			
Coordinator	1.0	1.0	1.0
County Court at Law Administration	17.0	16.5	16.5
County Court at Law No. 1	3.0	3.0	3.0
County Court at Law No. 2	3.0	3.0	3.0

	FISCAL YEAR FTE'S		E'S
Department	2005	2006	2007
<b>General Fund (continued)</b>			
Administration of Justice (continued):			
County Court at Law No. 3	3.0	3.0	3.0
County Court at Law No. 4	3.0	3.0	3.0
County Court at Law No. 5	3.0	3.0	3.0
County Court at Law No. 6	3.0	3.0	3.0
County Court at Law No. 7	3.0	3.0	3.0
County Court at Law Judges	7.0	7.0	7.0
County Criminal Court at Law No. 1	3.0	3.0	3.0
County Criminal Court at Law No. 2	3.0	3.0	3.0
County Criminal Magistrate Judges	2.0	2.0	2.0
County Probate Court	8.0	8.0	8.0
County Probate Court 2	0.0	0.0	7.0
Criminal Law Magistrate I	5.0	6.0	7.0
District Attorney	135.0	140.0	148.0
District Judges Salary Supplement	15.0	15.0	15.0
Impact Court	3.0	3.0	3.0
Justice of the Peace No. 1	4.0	4.0	4.0
Justice of the Peace No. 2	6.0	6.0	7.0
Justice of the Peace No. 3	7.0	7.0	8.0
Justice of the Peace No. 4	6.5	7.0	7.5
Justice of the Peace No. 5	3.5	3.5	4.5
Justice of the Peace No. 6	11.0	11.0	9.0
Justice of the Peace No. 6, Place 2	0.0	0.0	5.0
Justice of the Peace No. 7	8.0	8.0	8.0
Juvenile Court Referee	5.0	6.0	6.0
Juvenile Court Referee No. 2	0.0	5.0	5.0
Public Defender	43.0	44.0	48.0
Tax Court	1.0	1.0	0.0
<b>Total Administration of Justice:</b>	485.0	499.5	533.0
<b>Culture and Recreation:</b>			
Ascarate Golf Course	14.0	12.0	13.0
Ascarate Regional County Park	14.0	13.0	13.0
County Library	4.0	5.0	0.0
Rural Parks	4.0	5.0	6.0
San Elizario Center Maintenance	1.0	1.0	1.0
Swimming Pools	2.0	2.0	2.0
Total Culture and Recreation:	39.0	38.0	35.0
Toma Curent and Itel canon.	33.0	50.0	33.0

	FISCAL YEAR FTE'S		F'C
Department	2005	2006	2007
Depai tilient	2003	2000	2007
Conoral Fund (continued)			
General Fund (continued) General Government:			
Commissioner Precinct No. 1	2.0	3.0	3.0
Commissioner Precinct No. 2	2.0	2.0	2.0
Commissioner Precinct No. 2 Commissioner Precinct No. 3	3.0	3.0	3.0
Commissioner Precinct No. 4	2.0	2.0	2.0
Commissioners' Court Services Office	1.0	1.0	1.0
Communications Center	5.0	5.0	6.0
	51.5	51.5	52.0
County Clork	44.5	44.5	44.5
County Clerk	13.0	15.0	15.0
County Clerk Criminal Fee Collections		4.0	4.0
County Judge	4.0		79.0
District Clerk	74.0	74.0	
Domestic Relations Office	23.5	24.5	24.5
Elections	12.0	12.0	12.0
Facilities Management	29.5	29.5	29.5
Family and Community Services	2.0	2.0	3.0
General and Admin Account	0.0	0.0	8.0
Human Resources	11.0	11.0	11.0
Information Technology Department	38.0	38.0	38.0
Purchasing	22.5	22.5	22.5
Tax Office	73.0	73.0	74.0
<b>Total General Government:</b>	413.50	417.5	434.0
Health and Welfare:			
Child Welfare Board	1.0	1.0	1.0
General Assistance	10.0	11.0	11.0
Medical Examiner	11.0	11.5	16.0
Total Health and Welfare:	22.0	23.5	28.0
Public Safety:			
Constable Precinct No. 1	2.0	2.0	2.0
Constable Precinct No. 2	2.0	2.0	2.0
Constable Precinct No. 3	2.0	2.0	2.0
Constable Precinct No. 4	2.0	2.0	2.0
Constable Precinct No. 5	1.0	1.0	2.0
Constable Precinct No. 6	3.0	3.0	4.0
Constable Precinct No. 7	2.0	2.0	2.0
County Sheriff, Academy Training	0.0	3.0	4.0
County Sheriff, Courthouse Security	13.0	13.0	13.0

	FISCA	L YEAR FT	E'S
Department	2005	2006	2007
General Fund (continued)			
Public Safety (continued):		2000	
County Sheriff, Detention Facility	381.0	380.0	379.0
County Sheriff, Jail Annex	333.0	335.0	335.0
County Sheriff, Law Enforcement	280.0	279.0	286.0
Total Public Safety:	1,021.0	1,024.0	1,033.0
Resource Development:			
Agricultural Co-Op Extension	10.0	10.0	10.0
Planning & Development	6.0	6.0	6.0
<b>Total Resource Development:</b>	16.0	16.0	16.0
<b>Total General Fund:</b>	1,996.5	2,018.5	2,079.0
Special Revenue Fund			
Administration of Justice:			
County Criminal Court No. 2 DWI			
Court	1.0	1.0	1.0
DA Special Account	0.0	13.0	17.0
Juvenile Case Manager Fund	0.0	0.0	1.0
Probate Judiciary Support	0.0	3.0	5.0
Total Administration of Justice:	1.0	17.0	24.0
<b>Culture and Recreation:</b>			
County Law Library	4.0	4.0	4.0
Sportspark Special Revenue	5.0	3.0	3.0
Total Culture and Recreation:	9.0	7.0	7.0
General Government:			
County Clerk Records Mgmt &			
Preservation	20.0	20.0	20.0
County Records Mgmt & Preservation	4.0	4.0	4.0
District Clerk Records Mgmt &			
Preservation	3.0	2.0	4.0
General and Administrative R&B	12.0	14.0	15.0
Tax Office Discretionary Fund	0.0	1.0	1.0
<b>Total General Government:</b>	39.0	41.0	44.0
-	07.0	12.10	

	FISCAL YEAR FTE'S		
Department	2005	2006	2007
Special Revenue (continued)			
Public Safety:			
Commissary Inmate Profit	0.0	1.0	3.0
Juvenile Probation Special Revenue	195.5	68.0	69.0
Juvenile Probation, Challenge	0.0	59.5	59.5
Juvenile Probation, Detention	0.0	68.0	68.0
<b>Total Public Safety:</b>	195.5	196.5	199.5
Public Works:			
Roads and Bridges	69.0	69.0	69.0
<b>Total Public Works:</b>	69.0	69.0	69.0
<b>Total Special Revenue Fund:</b>	313.5	330.5	343.5
Grant Fund	163.50	175.0	167.5
Various Grants	103.30	1/3.0	107.5
<b>GRAND TOTAL-ALL FUNDS:</b>	2,473.5	2,525.5	2,591.5

**Totals by Fund Type by Classification** 

	FIS	CAL YEAR FI	TE'S
Enterprise Fund	2005	2006	2007
Full-Time Regular	0.0	1.0	1.0
Part-Time Regular	0.0	0.5	0.5
Supplemental Pay	0.0	0.0	0.0
Total Enterprise Fund	0.0	1.5	1.5

	FISC	AL YEAR FTI	E'S
General Fund	2005	2006	2007
Full-Time Regular	1,981.0	2,002.50	2,061.5
Part-Time Regular	15.5	16.0	17.5
Supplemental Pay	0.0	0.0	0.0
Total General Fund	1,996.50	2,018.50	2,079.0

	FISC	CAL YEAR FT	E'S
Special Revenue Fund	2005	2006	2007
Full-Time Regular	291.0	291.0	297.0
Part-Time Regular	18.5	20.5	22.5
Supplemental Pay	4.0	19.0	24.0
Total Special Revenue Fund	313.5	330.5	343.5

	FIS	CAL YEAR FT	E'S
Grant Fund	2005	2006	2007
Full-Time Regular	162.0	171.0	160.0
Part-Time Regular	1.5	4.0	7.5
Supplemental Pay	0.0	0.0	0.0
Total Grant Fund	163.5	175.0	167.5
Total Full Time Equivalencies (FTE's)	2,473.5	2,525.5	2,591.50

### **Totals by Program Type**

		$\mathbf{F}$	ISCAL YEAR	
Program Type		2005	2006	2007
Administration of Justice		486.0	516.5	557.0
Culture and Recreation		48.0	45.0	42.0
General Government		452.5	458.5	478.0
Health and Welfare		22.0	23.5	28.0
Public Safety		1,216.5	1,220.5	1,232.5
Public Works		69.0	70.5	70.5
Resource Development		16.0	16.0	16.0
Grants		163.5	175.0	167.5
•	Total	2,473.5	2,525.5	2,591.50

### Authorized Full-Time Equivalent Position Listing <u>Totals by Program Type by Classification</u>

	]	FISCAL YEAR	
FULL TIME by Program Type	2005	2006	2007
Administration of Justice	484.0	497.5	532.5
Culture and Recreation	47.0	45.0	41.0
General Government	436.0	442.0	458.0
Health & Welfare	19.0	20.0	26.0
Public Safety	1,201.0	1,204.0	1,216.0
Public Works	69.0	70.0	70.0
Resource Development	16.0	16.0	16.0
Grants	162.0	171.0	160.0
Total	2,434.0	2,465.5	2,519.5

		FISCAL YEAR	
PART TIME by Program Type	2005	2006	2007
Administration of Justice	2.0	3.0	4.5
Culture and Recreation	1.0	0.0	1.0
General Government	12.5	13.5	16.0
Health & Welfare	3.0	3.5	2.0
Public Safety	15.5	16.5	16.5
Public Works	0.0	0.5	0.5
Resource Development	0.0	0.0	0.0
Grants	1.5	4.0	7.5
Tota	35.5	41.0	48.0

	FISCAL YEAR		
SUPPLEMENTAL PAY by Program Type	2005	2006	2007
Administration of Justice	4.0	16.0	20.0
Culture and Recreation	0.0	0.0	0.0
General Government	0.0	3.0	4.0
Health & Welfare	0.0	0.0	0.0
Public Safety	0.0	0.0	0.0
Public Works	0.0	0.0	0.0
Resource Development	0.0	0.0	0.0
Grants	0.0	0.0	0.0
Total	4.0	19.0	24.0
TOTAL ALL PROGRAMS	2,473.5	2,525.5	2,591.5

### 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 2007 tax year, the Commissioners levied an overall rate of \$.391390 per \$100 valuation. Of this overall levy, a rate of \$.332230 per \$100 assessed valuation is for the maintenance and operations of the County and a rate of \$.059160 per \$100 assessed valuation is for the payment of principal, interest and costs on the County's bonded indebtedness.



## MONDAY, AUGUST 28, 2006 COMMISSIONERS COURT MET IN REGULAR MEETING AT 10:20 A.M. WITH THE FOLLOWING MEMBERS PRESENT

HON.DOLORES BRIONES, PRESIDING LARRY MEDINA, BETTI FLORES, MIGUEL A. TERAN, DANIEL R. HAGGERTY, COUNTY JUDGE COMMISSIONER, PCT. # 1 COMMISSIONER, PCT. # 2 COMMISSIONER, PCT. # 3 COMMISSIONER, PCT. # 4

PATRICIA PIETZYK, DEPUTY CLERK CELESTE VARELA, DEPUTY CLERK

# APPROVED – ADOPT COUNTY OF EL PASO TAX RATE OF \$0.391390 PER \$100 ASSESSED VALUATION FOR 2006 TAX YEAR AUGUST 28, 2006 MOTION # 13 (Item # 36)

On this day, on motion of County Judge Briones, seconded by Commissioner Teran, it is the order of the Court to adopt a property tax rate for the County of El Paso of \$0.391390 per \$100 assessed valuation for the 2006 tax year; a rate of \$0.332230 per \$100 assessed valuation is for the purpose of maintenance and operations, and a rate of \$0.059160 per \$100 assessed valuation is for the payment of principal and interest on the debt of the County. This tax rate will raise more taxes for maintenance and operations than last year's tax rate. Further, the County Tax Assessor Collector is authorized to assess and collect these taxes for the County of El Paso on October 1, 2006.

VOTE: YES - Judge Briones, Medina, Flores, Teran, Haggerty NO - None

THE STATE OF TEXAS )	
COUNTY OF EL PASO )	KNOW ALL MEN BY THESE PRESENTS:
	October 27, 2006

I hereby certify that the foregoing is a true and correct certified copy of an extract of the Minutes of the El Paso County Commissioners Court meeting held August 28, 2006.

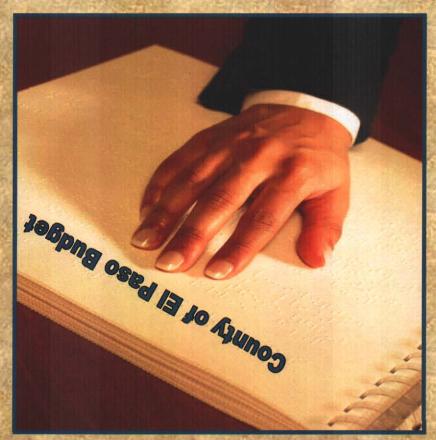
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WALDO ALARCON, COUNTY CLERK EL PASO COUNTY, TEXAS

### County of El Paso, Texas

### APPENDIX C



Commissioners Court Order Approving the Operating Budget for the Fiscal Year Beginning October 1, 2006.

# MONDAY, OCTOBER 9, 2006 COMMISSIONERS COURT MET IN REGULAR MEETING AT 10:26 A.M. WITH THE FOLLOWING MEMBERS PRESENT

HON. DOLORES BRIONES, PRESIDING LARRY MEDINA, BETTI FLORES, MIGUEL A. TERAN, DANIEL R. HAGGERTY, COUNTY JUDGE COMMISSIONER, PCT. # 1 COMMISSIONER, PCT. # 2 COMMISSIONER, PCT. # 3 COMMISSIONER, PCT. # 4

PATRICIA PIETZYK, DEPUTY CLERK CELESTE VARELA, DEPUTY CLERK

### ADOPTED - COUNTY OF EL PASO ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2006-2007, AS ADJUSTED

**OCTOBER 9, 2006** 

MOTION # 32 (Item # 29)

On this day, on motion of County Judge Briones, seconded by Commissioner Medina, 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, 2006 and ending September 30, 2007, including adjustments presented by the County Auditor and approved by Commissioners Court.

The total budget, with adjustments, is \$241,863,824. The General Fund budget is \$182,438,525.

VOTE: YES - Judge Briones, Medina, Flores, Teran

NO - Haggerty

THE STATE OF TEXAS )	
COUNTY OF EL PASO )	KNOW ALL MEN BY THESE PRESENTS:
	October 27, 2006

I hereby certify that the foregoing is a true and correct official copy of the Minutes of the El Paso County Commissioners Court meeting held October 9, 2006.



WALDO ALARCON, COUNTY CLERK EL PASO COUNTY, TEXAS

Talucu Tulyk Patricia Pietzyk, Deputyyjeri

# 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 Grade 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 fled what is now known as New Mexico. The Ysleta Mission is one of the three missions that are hallmarks in El Paso's History.







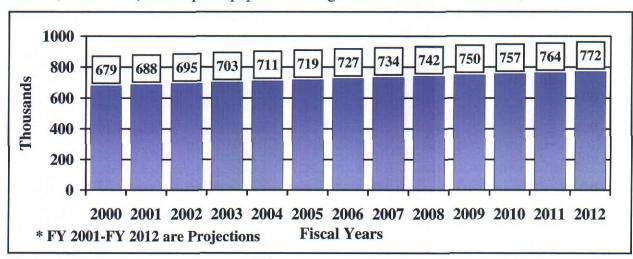
Soccorro Mission



Ysleta Mission

### **POPULATION**

El Paso's population is estimated to grow from 679,622 in 2000 (U.S. Census) to well over 772,000 in 2012, (City of El Paso Economic Development Department), with much of that growth projected to occur in the suburbs and outlying areas. Within the City limits, the population increased about 9.3 percent during the decade of the 1990's, but outside the city limits including such communities as San Elizario, Vinton, Fabens, and Horizon City, the population increased approximately 48.4 percent (estimates provided by the City of El Paso). It is important to note that although this is only a 13.62% increase in 12 years, (679,622 in 2000, vs. 772,000 in 2012) the Hispanic population has grown from 69.57% to 78.2%, or 8.63% when



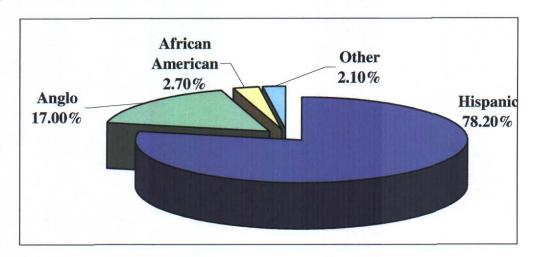
### **DEMOGRAPHICS AND OTHER STATISTICS**

### POPULATION, CONT'D

comparing the 1990 and 2000 Census. In addition, 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.

#### COMPOSITION OF POPULATION

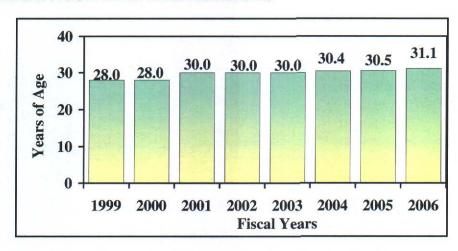
According to the U.S. Census 2000, 78.2% of the population is of Hispanic or Latino origin, while Anglos comprise 17.0%, Black or African Americans comprise 2.7% and 2.1% of the population is of other descent.



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.

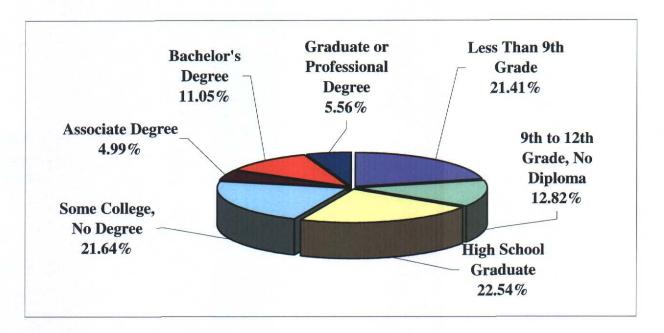
#### MEDIAN AGE AND BIRTH RATES

As shown on the graph to the right, median age of El Pasoans is between 28 and 31.1 years With its young of age. population, border our region has grown much faster than the rest of Texas. In 2003 total births in El Paso County were 14,201, compared to 377,374 in Texas as a whole, or 3.7%, for virtually no change from 2002.



#### EDUCATION LEVELS IN YEARS OF FORMAL SCHOOLING

As can be seen in the graph below, based on the 2000 Census, only 65,026 of those 25 and over (391,540), or 16.61 percent, had graduated from college, while 257,532 of persons 25 years and over had attained a high school degree or higher. According to the University of Texas at El Paso, the one-year retention rate for those attending college is 67%, while the six-year graduation rate is only 27%. According to the U.S. Department of Education, UTEP ranks second in the nation for the total number of bachelor's degrees awarded to Hispanics. It is interesting to note that out of the 19,268 students enrolled in the University of Texas at El Paso, in 2006, 54% were females and 46% were males. In addition, the average age of undergraduates is 24 and 34 for graduates.



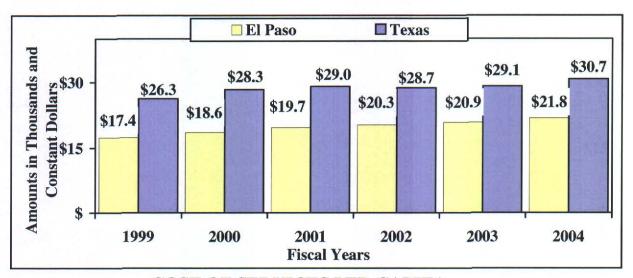
#### GEOGRAPHY AND CLIMATIC CONDITIONS

El Paso, with approximately 1,058 square miles of land area is located in the far west portion of the State of Texas, bordered on the west by the Rio Grande River and on the north by the State of New Mexico. The altitude in the County is approximately 4,000 feet, with the highest mountain peak at 7,200 feet, with the mean high/low temperatures at 76.8/50.6 degrees Fahrenheit, respectively. In addition, El Paso enjoys about 202 days per year with clear skies, and 108 with partly cloudy skies. Rainfall in El Paso averages about 9 inches a year.

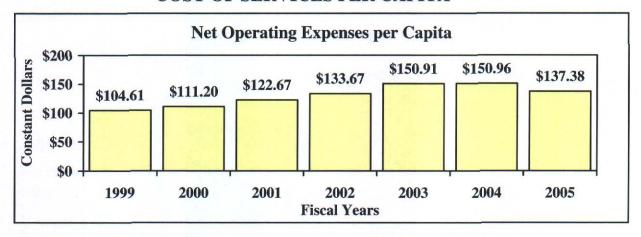


#### PER CAPITA INCOME

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 2004 has increased steadily since 1999. Personal income per capita, in El Paso County, after considering inflationary impacts, is low, especially when compared to Texas as a whole. Based on data obtained from the Regional Economic Information System, Bureau of Economic Analysis, per capita income has grown from 17,000 in 1999 to 21,829 in 2004. The reasoning for this can be explained by economic stimulus in the region, which is further confirmed by employment gains and an unemployment rate that reflects a greater decline locally in comparison to the rest of Texas.

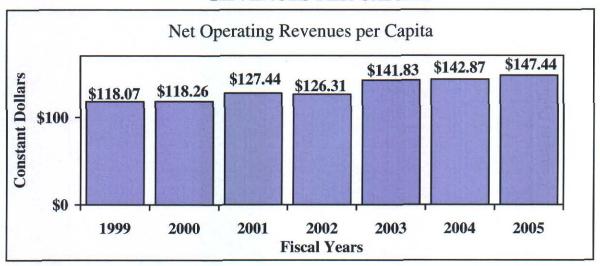


#### COST OF SERVICES PER CAPITA



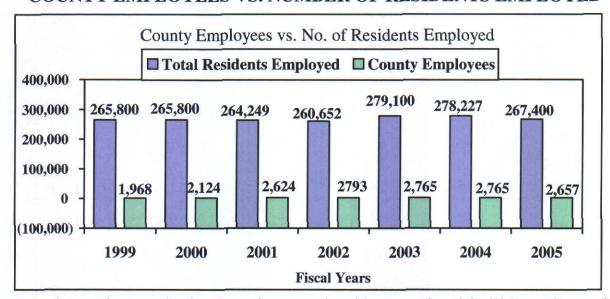
As can be seen in the chart above, net operating expenses per capita have increased since fiscal year 1999 and less so when comparing 2004 and 2005. This is a direct result of the Commissioner's Court decision and due to the cooperation of many departments in the County, to maintain level funding in operations and only increase items that were uncontrollable in nature. In addition, during fiscal year 2005, many County employees were still one year behind in their step plan, due to fiscal restraints implemented in fiscal year 2004.

#### REVENUES PER CAPITA



In previous years, revenues per capita increased in 2001 and in 2003 and are mainly attributable to greater property tax and charge for service revenues. Revenues per capita have decreased when comparing fiscal year 2001 and 2002, due to the projected increases in population of 3% as compared to net operating revenue only increasing approximately 2%. When comparing revenues per capita in 2004 vs. 2005, there is a significant increase, due to additional revenue received from taxes and intergovernmental revenues.

#### COUNTY EMPLOYEES VS. NUMBER OF RESIDENTS EMPLOYED



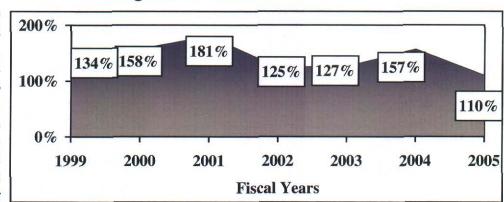
As can be seen in the chart above, total residents employed in El Paso County has increased from fiscal year 1999 through 2005, by .60%, while employment within the County has changed from 1,968 to 2,657 employees over the same time, or 35%. Some departments who have experienced the greatest increases in employees, are the District Attorney's Office, County Attorney's Office, Public Defender's Office, Sheriff's department, Juvenile Probation

#### COUNTY EMPLOYEES VS. NO. OF RESIDENTS EMPLOYED, CONT'D

department, and Courts to name a few. According to the City of El Paso Office of Economic Development, the County of El Paso is ranked 10<sup>th</sup> of the top 10 El Paso principal employers in the County, with the El Paso Independent School District and Ysleta Independent School Districts ranking 1st and 2<sup>nd</sup>.

#### LIQUIDITY RATIO

A reliable measure of a local government's short-run financial condition is its position. cash Cash position, which includes cash on hand and in the bank, as well other as



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 that El Paso County's liquidity ratio is at an acceptable level.

#### **MAJOR INDUSTRIES**

**Hotel-Motel:** According to the City of El Paso's 2005 Annual Report, the State Comptroller's Office ranked El Paso first among Texas' 10 populated cities in hotel occupancy for the first, second and third quarters of 2004. Total receipts for El Paso County area hotels increased from \$93.12 million in 2000 to \$114.4 million in 2005 as evinced in the chart below. This may be attributable to the fact that there have been many improvements to the Downtown area to include the Placita and Civic Center.

HOTEL-MOTEL DATA FOR EL PASO, ANTHONY AND CLINT COMBINED

	Room Nights			
	Available	Revenue	% Occupancy	<b>Room Nights Sold</b>
2000	2,767,600	\$93,124,000	61.8%	1,711,500
2001	2,687,700	\$90,233,000	61.6%	1,655,000
2002	2,714,000	\$93,425,000	61.8%	1,677,300
2003	2,769,300	\$95,179,000	61.4%	1,700,600
2004	2,792,600	\$108,835,000	67.5%	1,885,400
2005	2,820,800	\$114,443,000	66.4%	1,873,700

<sup>\*</sup>Source: Texas Tourism Regional Hotel Reports

#### MAJOR INDUSTRIES, CONT'D

Hotel-Motel - Cont'd: When comparing performance by Metro Area El Paso's occupancy rate is higher than some larger cities in Texas, as well as the state average, as can be seen below.

City/State	Occupancy Rate
Dallas	57.3%
El Paso	66.4%
Houston	49.0%
Lubbock	61.9%
Travis	62.5%
Texas	60.1%

**Health Care**: The County of El Paso's health facilities include eight private hospitals, one public hospital, and William Beaumont Army Medical Center. The County Hospital, Thomason, is the largest public hospital located on the U.S.-Mexico border, and was recognized as one of the nation's top performing hospitals in 1996 and 1997 in a study conducted by Mercer Health Care Consulting of New York and HCIA, Inc., according to the Economic Development Division in the City of El Paso. El Paso is commonly known as a regional healthcare and education center, featuring the Texas Tech University School of Medicine campus, a full-time teaching facility for 3<sup>rd</sup> and 4<sup>th</sup> year medical students. Continuing education programs are also available at William Beaumont Army Medical Center and Providence Memorial Hospital.

#### EL PASO'S HEALTH CARE FACILITIES

Medical Facility	Ownership	Admissions	Beds
Del Sol Medical Center	Private	12,558	354
Del Sol Rehabilitation	Deixyata	N/A	40
Hospital Las Palmas Medical	Private		40
Center Center	Private	8,849	254
Horizon Specialty Hospital	Private	288	32
Thomason General Hospital	Public	14,213	327
Rio Vista Rehabilitation Hospital	Private	1,533	48
Providence Memorial Hospital	Private	16,285	486
Sierra Medical Center	Private	12,250	354
Southwestern General Hospital	Private	1,941	120
Wm. Beaumont Army Medical Center	Federal	N/A	209
Totals	No of the latest the second	67,917	2,224

<sup>\*</sup> Information provided above from The Greater El Paso Chamber of Commerce Website.

#### MAJOR INDUSTRIES, CONT'D

Manufacturing: The City of El Paso Economic Development Department projects that El Paso will experience a continued decline in the apparel and textile industry over the next few years, offset by growth in the maquiladora industry (Mexican assembly processing operations). Most are located on the U.S./Mexican borders and their products include rubber and plastics, electronic equipment and transportation equipment. Cuidad Juarez is the prime maquiladora location in Mexico, providing about one fifth of the nation's overall maquila employment. As of 2004, there were approximately 352 maquiladora plants and 249,562 maquila workers in the Ciudad Juarez region.

#### TOP TEN TAXPAYERS IN EL PASO COUNTY

It is interesting to note, that the top ten taxpayers comprise only 4.12% of the total 22.5 billion of the total 2005 assessed value of property in El Paso County, as reflected in the table below, due to residential property values far outweighing commercial values.

Taxpayer	Type of Business	2005 Assessed Valuation	Percentage of Total Assessed Valuation
El Paso Electric			
Company	Electric Utility	\$169,437,000	.75%
Western Refinery			
Holding Co.	Oil Refinery	\$152,765,000	.68%
Southwestern Bell	Telephone		
Telephone	Communications	\$147,875,000	.66%
Simon Property Group	Real Estate		
	Development	\$91,353,000	.40%
River Oaks Properties,	Real Estate		
LTD	Management	\$82,570,000	.37%
Tenet Hospitals			
Limited	Health Care	\$65,000,000	.29%
Phelps-Dodge Refining			
Corp.	Copper Refinery	\$64,227,000	.28%
Hoover Co.	Cleaning Appliances	\$63,914,000	.28%
Texas & Kansas City			
Cable PTNRS	Cable Company	\$50,171,000	.22%
Texas Gas Service	Natural Gas Utility	\$43,733,000	.19%
	Totals	\$931,045,000	4.12%

#### AGRICULTURAL PRODUCTS IN THE EL PASO VALLEY

El Paso is Texas's highest producer of Pima Cotton with an estimated total acreage of 17,500 in 2004, according to the Agriculture Statistics Database available on the web. The next largest crops harvested in El Paso County are corn, pecans, and cattle. Issues currently facing El Paso include population growth, land use issues, competing interests and water resources.

#### CRIME RATE COMPARISON

The Greater El Paso Chamber of Commerce reports that El Paso's crime rate is much lower than those of similar size in the region. In addition, as evinced in the chart below, El Paso County has a very low crime rate as compared to other large Counties in Texas, according to the Uniform Crime Reporting Section in the Department of Public Safety.

County	Reported Crimes per 100,000 people
Dallas County	114,157
<b>Travis County</b>	69,305
Harris County	98,317
El Paso County	12,413

#### TRANSPORTATION METHODS

El Paso has only one citywide mass transit system, Sun Metro. Bus passes, maps and schedule books are available for purchase at the Downtown Plaza, and are also available to persons through the mail. The regular bus fare is \$2.00 with children 5 and under riding free. The El Paso Juarez Trolley Company or "The Border Jumper" provides transportation hourly from the El Paso Convention Center for trips to Juarez, and may also be rented. There are also various privately owned Taxi Cab providers in El Paso.

Sun Metro	(915) 533-1220	Sun City Cab	(915) 544-2211
El Paso Juarez Trolley Co.	(915) 544-0062	Border Taxi Cab	(915) 533-4282
Checker Cab	(915) 532-9999	El Paso Shuttle Express	s (915) 930-3054
Yellow Cab	(915) 532-2626	United Independent	
El Paso Shadow Express	(915) 542-0600	Cab Co.	(915) 590-8294

#### RETIREMENT AND ASSISTED LIVING COMMUNITIES IN EL PASO

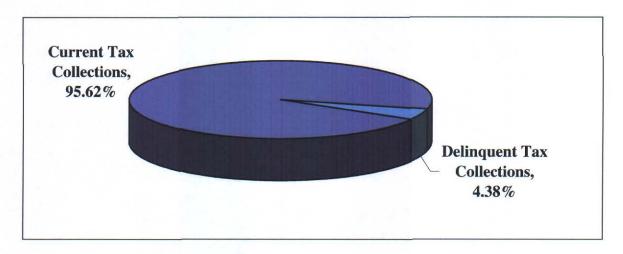
Facility	Number of Units
Cambria, Eastside	77
The Montevista, Westside	123
The Palisades, West Central	156
Regency Retirement Center, Westside	60
Rio Norte Retirement, Eastside	119
Royal Estates, Westside	142
White Acres Good Samaritan Retirement Village, Westside	185

With El Paso's warm climate and attractive cost of living, El Paso is well known as an outstanding location for retirement living, and offers nine retirement communities meeting various needs for its patrons.

### PROPERTY TAX LEVIES AND COLLECTIONS- LAST 5 FISCAL YEARS Amounts Expressed in Thousands

Fiscal Year	Total Tax Levy	Current Tax Collections	% Current Taxes Collected	Collections in Subsequent Years	Total Tax Collections	Outstanding Delinquent Taxes	% of Outstanding Delinquent Taxes to Total Tax Levy
2001	\$62,970	\$59,949	95.20%	\$2,137	\$62,086	\$884	1.40%
2002	\$66,263	\$63,217	95.40%	\$2,048	\$65,265	\$998	1.51%
2003	\$75,101	\$71,164	94.76%	\$2,117	\$73,281	\$1,820	2.42%
2004	\$79,471	\$76,113	95.77%	\$2,191	\$78,304	\$1,167	1.47%
2005	\$91,198	\$87,435	95.87%	\$1,774	\$89,209	\$1,989	2.18%
2006	\$97,536	\$93,985	96.36%	N/A	\$93,985	\$3,551	3.64%
Totals	\$472,539	\$451,863	95.62%	\$10,267	\$462,130	\$10,409	2.20%

Current vs. Delinquent Tax Collections 2001-2006

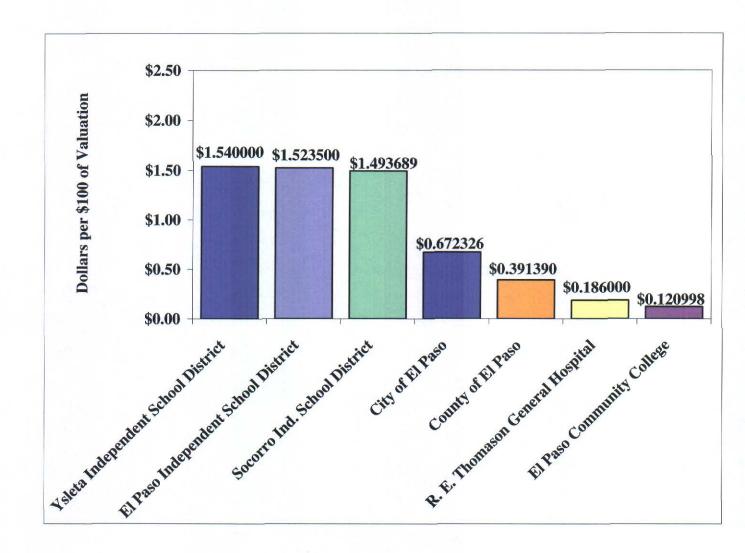


As can be seen on the chart above, on average, 95.62% of the total tax levy for the County of El Paso is collected within the deadline to pay property tax bills, while 4.38% represents those tax bills not paid within the deadline (for current and prior years). While 4.38% seems like a minimal amount, this represents \$10.4 million that has not been collected, but assessed a fee for delinquency. Outstanding delinquent taxes represent 2.20% on average of the total tax levy, or \$10 million as of fiscal year 2006.

### COMPARISON OF EL PASO COUNTY TAX RATES TO OTHER TAXING GOVERNMENTS

As can be seen on the chart and table below, the County of El Paso, when compared to other taxing entities in the County is ranked fifth out of the seven major taxing entities, in terms of the property tax rates adopted for fiscal year 2007.

Name of Government	Dollars per \$100 of Valuation
Ysleta Independent School District	\$1.540000
El Paso Independent School District	\$1.523500
Socorro Independent School District	\$1.493689
City of El Paso	\$0.672326
County of El Paso	\$0.391390
R.E. Thomason Hospital	\$0.186000
El Paso Community College	\$0.120998



#### **MISCELLANEOUS FEES**

As a matter of information, we have provided a listing below of some of the commonly requested fees in El Paso County.

#### **Vital Statistic Fees**

#### **County Clerk:**

Birth certificates \$23.00

Death certificates \$21.00 first copy, \$4.00 each addl

Marriage license copy \$7.00

#### **District Clerk:**

Marriage annulment \$243.00 Family Cases all other \$227.00 Other civil suits (District or County Court) \$217.00

Process Services (Citations, Subpoena, Notices,

Precepts, Summons) \$108.00 Adoptions (District or County Court- One child only) \$229.00

#### Parks and Recreation:





#### Park:

#### **Features:**

Picnic Shelters with grill 67
Tables and grills 33
Children's Playgrounds 2

Hours:

Summer: 6:00 a.m. -11:00 p.m. Winter: 6:00 a.m. - 9:00 p.m.

Fees:

Monday-Thursday: No Charge

Friday-Sunday:-\$1.00 per vehicle to enter the park

### DEMOGRAPHICS AND OTHER STATISTICS MISCELLANEOUS FEES, CONT'D

#### **Fishing Station**

Fishing season

Three day temporary sports fishing license Fourteen days in a row temp fishing license

Tourteen days in a row

Trout stamp

Non-Resident five-day temporary license

Children 16 and younger

\$19.00 (Texas Resident) \$10.00 (Texas Resident) \$12.00 (Texas Resident) \$7.00

\$7.00

Free (Residents and Non-Residents)

#### **Golf Course**

Green Fees

Daily	\$13.00	Tue - Fri
Weekend	\$16.00	Sat-Sun
Twilight	\$10.00	1:00 p.m.
Super-twilight	\$7.00	3:00 p.m.

\$8.00

Delta

Membership Fees: Annual \$625.00

Quarterly

Individual \$175.00 Family \$300.00 Monthly Individual \$60.00 Senior monthly \$45.00



#### **Aquatic Center**

Features:

50-meter Olympic-size competition pool

Children's Pool

5 Water Slides

2 Sand Volleyball Courts

Picnic Area with Grills

#### Fees:

Entrance fee per person, per day - \$1.50 Group parties of 20 or more - \$1.00 per person

#### Hours:

Monday-Friday 1:00 p.m.- 4:30 p.m.

Monday-Thursday 7:00 p.m. - 9:30 p.m. (Family Nights)

Saturday & Sunday 12:00 p.m. - 5:00 p.m.



#### Ascarate Lake Boating

**Pontoon Tours- Fees:** 

Adults: \$5.00

Children 12 and under: \$3.00

Hours:

Friday- 3:00 p.m.- 8:30 p.m.

Saturday & Sunday 9:00 a.m. - 8:30 p.m.

#### MISCELLANEOUS FEES, CONT'D

#### **Canoes/Pedal Boats:**

\$10.00 per hour

Concessions available include snacks, bags of ice, charcoal briquettes, 3-liter sodas and more.

#### **Tax Office:**

Motor	Vehicle and	Auto	Registration	Fees:
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For a 2004-2006 car full year registration	\$60.80
For a 2001-2003 car full year registration	\$52.80
For a 2000 or older full year registration	\$42.80
Registration transfer to new owner	\$2.50
New title	\$33.00

#### **Alcoholic Beverages Tax and Licenses Fees**

Beverage cartage permit	\$10.00
Bonded warehouse permit	\$75.00
Brew pub license	\$250.00
Brewers permit	\$750.00
Caterers permit	\$250.00
Distillers and rectifiers permit	\$750.00
General class B wholesaler's permit	\$150.00
Local class B wholesaler's permit	\$37.50
Mixed beverage permit	\$375.00
Wholesaler's permit	\$937.50
Winery permit	\$37.50

#### **Occupational Permit Fees**

Coin operated services	\$15.00
Replacements	\$ 5.00

#### OTHER MISCELLANEOUS STATISTICS

Maintained Roads and Highways

1,214 miles, 820 of which are paved.

Recreation

The County Coliseum provides space and facilities for shows, concerts, circuses, rodeos and ice hockey. The El Paso Sportspark facility offers 6 regular sized Baseball Fields and 4 T-ball Fields. There are 148 parks, 17 swimming pools and 4 private and 3 public golf courses located within the County.

#### OTHER MISCELLANEOUS STATISTICS, CONT'D

Educational Facilities 2006 - University of Texas at El Paso enrollment-

19,268 students

2006 El Paso Community College enrollment-

19,953 students

Total of 31 high schools, 49 middle schools, 137 intermediate and elementary schools, 124 private schools -preschool, kindergarten elementary and high schools, 25 business and vocational schools,

and 19 alternative schools

Employees As of 9/06-County - 2,728 full-time and 92 part-

time employees.

Finance Federal and state chartered banks-16 with 77 branch

locations

Credit unions- 16 with 37 branch locations

Retail Sales 2000 - \$5.891 Billion

2001 - \$5.927 Billion 2002 - \$6.208 Billion 2003 - \$6.400 Billion 2004 - \$6.664 Billion 2005 - \$7.169 Billion

Cultural Churches-382

Major newspapers-1 Radio stations-35

Local television stations-6

Cost of Living Index – 1st Quarter 2005 - El Paso – 91.5% of National Average

Median Household Income\$31,051Persons below poverty level23.8%Home Ownership Rate63.6%Minority Owned Firms56.6%Persons Per Household3.18

Mean Travel Time To Work 22.7 Minutes

Foreign Born Persons 27.4%
Time Zone Mountain

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, Greater El Paso Chamber of Commerce.

### County of El Paso, Texas

**APPENDIX E** 



**Synopsis of Budgeted Funds** 

**243<sup>rd</sup> District Drug Court Fund** - This fund is utilized to account for the disbursements related to the 243<sup>rd</sup> Judicial District Drug Court Treatment Program to address the exasperating problem of drug- abusing offenders in El Paso County.

**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 was used to account for receipts generated through Ascarate Park and Golf Course and used for disbursements related to park improvements. As of fiscal year 2005 the revenues previously accounted for in this account are now accounted for in the General Fund.

**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 disbursements relating to tourist promotion at the County Coliseum and is funded from Hotel/Motel taxes.

**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 Attorney Bad Check Fund -** This fund is used to account for receipts and disbursements relating to the operations of the County Attorney Hot Check Program.

**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 Labor Disputes Fund - This fund is utilized to segregate funds received in settlement of labor law cases on behalf of the County and may be spent for labor law dispute activities.

**County Attorney Supplement Fund -** This fund has been set up as a special revenue fund for the supplement received form the State Comptroller for operating expenses as per HB 804.

County Clerk Records Archives Fund - This fund is utilized to account for the receipts and disbursements related to a new County Clerk records archives program. Revenues in this account result from an assessment made for certain types of documents filed within the County Clerk's Department. Proceeds will be used to scan and archive prior years' documents within the County Clerk's Department.

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 Clerk Vital Statistics Fund - This fund was established to account for receipts and disbursements related to the County Clerk Vital Statistics Program. Revenue in the account results from fees assessed for certain documents filed within the County Clerk's office. Proceeds will be utilized to conduct the operations within the Vital Statistics Program.

County Criminal Court No. 2 DWI Fund - This fund is the first dedicated specialized court in the region to handle adults convicted of misdemeanor DWI offenses. The Program applies the principles of the traditional Drug Court Program to alcohol dependent adults. The funds for this program are obtained from the District Attorney 10% Drug Forfeiture Fund, which is allocated with approval of Commissioners Court.

**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.

**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 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.

**Court Reporter Service Fund -** This fund is used to account for fees collected relating to civil cases filed in the District and County Clerk's 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. There are two new courts funded under this program, the County Criminal Court No. 2 DWI Court and the 243<sup>rd</sup> District Drug Court. All allocations from this fund are approved for funding by the Commissioners Court.

**District Attorney Apportionment Fund** - This fund is used to account for receipts and disbursements relating to the District Attorney's apportionment supplement program. These State funds are reverted and utilized to supplement the pay of various District Attorney's staff.

**District Attorney Food Stamp Fraud Account Fund -** This fund is utilized to account for receipts and disbursements related to the food stamp fraud program. Revenues in this account are received from the State and are used to pay salaries and expenses related to the District Attorney's Office.

**District Attorney Special Account Fund -** This fund was established to account for receipts and disbursements related to the District Attorney's discretionary account. Revenue from the account is a result of judgments awarding distribution of seizures from drug cases to multiple agencies. These funds are used at the discretion of the District Attorney to conduct operations of the office.

**District Clerk Records Management and Preservation Fund -** This fund is utilized to account for the receipts and the disbursements relating to the District Clerk's records management and preservation program. Financing is received from fees assessed for recording documents in the District Clerk's office.

**Drug Enforcement Match -** This fund is to account for generated program income from the drug task force, which has been awarded to the County of El Paso to administer usage of drug enforcement funds at the local level.

**Election Contract Services Fund -** This fund is utilized to account for the receipt of funds generated from billings made to other governmental agencies for conducting their elections. The proceeds from these billings are utilized to cover the costs of conducting these elections.

**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 and a newly created County Solid Waste Enterprise Fund that will be used to account for the operations of the privatized solid waste services to County residents.

**El Paso Housing Finance Corporation Fund -** This fund was set up to account for receipts and disbursements related to operations of the El Paso Housing Finance Corporation. These funds result from application fees assessed to participants in this program. Proceeds are utilized to conduct operations of the El Paso Housing Finance Corporation.

**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.

**Family Protection Fund -** This fund accounts for receipts and disbursements related to the Family Protection Fund. Revenues in this account come from court costs for certain cases. Proceeds from this account will be utilized to fund programs that support family protection function.

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

**Justice Court Security Fund** –The Justice Court Security Fund is used to account for the receipts and disbursements that are related to this fund. Revenues in the account are a result of court costs from certain cases.

**Justice Court Technology Fund -** The Justice Court Technology fund is used to account for the receipts and disbursements of funds directly related to this program. Revenues in this account are a result of court costs for applicable cases. Proceeds will be used for the purchase of technology equipment that will be utilized in the Justice Courts.

**Juvenile Case Manager Fund** – This fund is used to account for the receipts and disbursements of funds directly related to this program. Revenues result from court costs in certain juvenile justice court cases. Proceeds will be used to cover the cost of a Juvenile Case Manager position, whose responsibilities will be to track and monitor juvenile case flow to ensure effective and efficient disposition of these cases.

**Juvenile Probation Challenge -** The Juvenile Probation Special Revenue account is broken down into three different accounts, the Juvenile Probation Special Revenue, the Juvenile Probation Detention and the Juvenile Probation Challenge accounts. The breakdown of the original Special Revenue account was requested in order to clearly identify the expenditures of each major section of the department. This fund will be used to account for all appropriations designated for the Challenge Boot Camp program.

**Juvenile Probation Detention -** The Juvenile Probation Special Revenue account is broken down into three different accounts, the Juvenile Probation Special Revenue, the Juvenile Probation Detention and the Juvenile Probation Challenge accounts. The breakdown of the original Special Revenue account was requested in order to clearly identify the expenditures of each major section of the department. This fund will be used to account for all appropriations designated for all the personnel and operating expenditures for the Detention, Maintenance, and Kitchen sections of the Juvenile Probation Department.

**Juvenile Probation Federal Prisoner Fund -** This account will be used to account for reimbursement received as a result of the detention of juvenile federal prisoners and will be used for emergencies/anticipated needs of the department.

**Juvenile Probation Juror Donation Fund -** This fund is utilized to account for the receipt and expenditure of funds received from juror donations. This is only one of various funds that jurors can donate their jury pay to. The funds in this account will be utilized to offset costs of juvenile care and services provided at the County's juvenile detention center.

**Juvenile Probation Special Revenue Fund -** This fund is was created in the beginning of the 2004 fiscal year as requested by the Juvenile Board for the operations of the Juvenile Probation Department. The Juvenile Probation Special Revenue account was broken down into three different accounts, the Juvenile Probation Special Revenue, the Juvenile Probation Detention and the Juvenile Probation Challenge accounts in the beginning of the 2006 fiscal year. The breakdown of the original Special Revenue account was requested in order to clearly identify the expenditures of each major section of the department. This fund will be used to account for all appropriations designated for all the personnel and operating expenditures for the Administration, Clerical, Accounting, Probation Services, Training and Information Systems sections of the Juvenile Probation Department.

**Juvenile Probation Supervision Fund** - This fund is utilized to account for the receipt and expenditure of funds received from juvenile probation supervision fees assessed to families who utilize these programs. The funds in this account will be utilized to offset costs of juvenile care and services provided at the County's juvenile detention center.

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

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

**Project Care Gas, Electric and Water Fund -** This fund was set up to account for receipts and disbursements related to the Project Care Gas and Electric Program. Revenues in this account are received from contributions and donations from the general public. Proceeds are utilized to cover utility costs for eligible clients.

**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 Road and Bridge General and Administration Fund - 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 derives its revenue from donations received from private individuals. The disbursements are related to the purchase of seating and lighting for the Placita.

**Sheriff Communication Improvement Fund -** This fund was established to account for the receipts and disbursements related to the County Sheriff Communication Improvement program. The revenue in this account results from contributions from the 911 Emergency Service program. Proceeds are utilized to make upgrades to the Sheriff's 911-dispatch unit, and for mobile units located in the vehicles.

**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.

**Sportspark Fund -** This fund is utilized to account for the receipt and expenditure of funds received from player registration, food and beverage concessions and baseball and softball tournament fees. The recently purchased Sports Park had its first full year of operations under County management during fiscal year 2003. This facility is home to four T-ball fields, six baseball fields and five volleyball courts.

**Tax Office Discretionary Fund -** This fund is utilized to account for the receipt of funds generated from the interest earned from the Tax Assessors vehicle inventory escrow account. The proceeds are used to conduct operations of the vehicle inventory tax division of the Tax Assessor Collectors office.

**Teen Court Fund** - This fund is utilized to account for the receipt of funds obtained from filing fees and donations from area businesses. The proceeds are thereby used to cover some operating costs of the teen court program and to provide limited scholarships for individuals in this program.

**Therapeutic Drug Court Fund** - This fund is utilized to account for the receipt and expenditure of funds received from Juror donations. This is only one of various funds that jurors can donate their jury pay to. The funds in this account will be utilized to offset costs of the Therapeutic Drug Court program.





### 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.

**Accounting Period** 

A period of time at the end of which, and for which, financial statements are prepared.

**Accounting Procedure** 

The arrangement of all processes, which discover, record and summarize financial information to produce financial statements and reports and to provide internal control.

**Accounting System** 

The total structure of records and procedures which discover, record, classify and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups and organizational components.

**Accrual Basis** 

The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received notwithstanding that the receipt of cash or the payment of cash may take place, in whole or in part, in another accounting period.

**Adopted Budget** 

The operating budget for departments as approved by Commissioner's Court to include all funds in the County detailed by personnel, operating and capital appropriations and the estimated revenues to support these appropriations.

Ad Valorem

In proportion to value. A basis for levying of taxes upon property.

**ADPICS** 

An acronym for Advanced Purchasing Inventory Control System.

Allocation

A part of a lump-sum appropriation which is designated for expenditure by specific organizational units and/or special purposes, activities or objects.

Annualize

Taking changes that occurred for only part of a year and projecting their costs for a full year for budgetary purposes.

Appropriation

An authorization granted by a legislative body to incur liabilities for purposes specified in the appropriation act. An appropriation is usually limited in amount and as to the time when it may be expended.

**Appropriation Budget** 

The operating budget incorporating the legislatively granted expenditure authority, along with the estimates of revenues. 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 adopting the budget.

Assessed Valuation A valuation set upon real estate or other property by a government as

a basis for levying taxes.

Assets Financial representations of economic resources owned by an

organization or individual. Probable future economic benefits obtained or controlled by a particular entity as a result of past

transactions or events.

**Attrition** The savings in salary as a result of employee turnover over a period

of time.

**Authorized Positions** The positions approved by Commissioners Court to delivery public

services.

BARS An acronym for the Barcode Asset Reporting System.

Balanced Budget A fiscal year budget in which appropriations are equal to the

estimated revenues plus designated fund balance used. By law a local

governmental entity cannot operate on a deficit.

Balance Sheet A type of financial statement that shows the financial condition of a

particular fund at the end of a period. It consists of three elements:

assets, liabilities, and equity or fund balance.

Base Budget Costs associated with continuing the existing level of services in the

current budget year.

**Basis of Accounting** The determination of when transactions and events are recognized.

**Basis of Budgeting** A base used to budget under the modified accrual accounting

principle where revenues are recognized in the period they become

measurable and available to finance expenditures.

**Bond** A written promise to pay a specified sum of money, called the face

value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. *Note*. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater

legal formality.

Bonded Debt That portion of indebtedness represented by outstanding bonds.

**Bond Rating** A score given by investment companies on the debt and cash position

or financial stability of a governmental or other agency.

**Bond Refinancing** 

This occurs when bonds are redeemed and reissued to obtain more favorable interest rates and/or terms.

**Bright Idea Program** 

A program implemented by Commissioners Court to encourage County employees to propose ideas that will result in reductions to operating expenses and enhancements in revenues.

**Budget** 

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**Budget Amendment** 

A change in the authorized level of funding for a department or line item sub-object. Budget amendments are made at the department's request and must be approved by Commissioners Court.

**Budgetary Accounting** 

The integration of the budget and accounting system.

**Budget Calendar** 

A schedule of target dates for preparing and adopting the County's budget.

**Budget Document** 

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to 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.

**Budget Message** 

A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**Budget Policy** 

A statement or plan that describes how certain aspects of the budget are formulated and the rules to be followed as the budget is put into operation after adoption.

Budgetary Accounts Those accounts that reflect budgetary operations and conditions, such

as estimated revenues, appropriations, and encumbrances, as

distinguished from proprietary accounts.

Budgetary Control The control or management of a governmental unit or enterprise in

accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and

available revenues.

**Budgetary Planning** 

**Process** 

The process of requesting, compiling, analyzing, proposing,

discussing and approval of appropriations during the budget cycle.

**Budgetary Reductions** The decreases to the prior year or current year budget proposed by

department or ordered by the Commissioners Court.

CAD This refers to the El Paso Central Appraisal District, which sets

property values for the El Paso County area.

**CAFR** This is an acronym for the Comprehensive Annual Financial Report.

Capital Budget A plan of proposed capital outlays and the means of financing them

for the current fiscal period. It is usually a part of the current budget. A Capital Program is sometimes referred to as a Capital Budget.

Capital Expenditure An expenditure or expense for the acquisition of long term

depreciable assets, sometimes referred to as capital outlays.

**Capital Improvement** 

Plan

A plan for capital outlays to meet the County's long-term capital needs.

**Capital Outlays** Expenditures from general or special revenue funds, which result in

the acquisition of or addition to fixed assets.

Capital Projects Fund A fund created to account 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.

**Carry-forward** Funds carried from one fiscal year to the next to pay for outstanding

obligations of the entity.

**Certificates of Obligation** The direct obligations of a governmental entity that are issued for the

purpose of constructing and/or improving a public work and are secured by a pledge and lien of surplus revenues and an additional pledge of ad valorem taxes sufficient to pay for the principal and

interest of the obligations.

Continuing Appropriations

An appropriation which, once established, is automatically renewed without further legislative action, period after period, until altered or revoked.

**Contingency Reserves** 

Budgeted appropriations established by Commissioners Court to absorb the costs of unexpected and unforeseen events.

**Commissioners Court** 

The Governing Body of a County, consisting of a County Judge and County Commissioners.

Cost-of-Living Adjustments (COLA) An increase of wages and salaries to offset all or part of inflationary impacts.

Cost Recoverable

The ability of an expenditure generating activity, or delivery of a service to fully absorb its costs by the fee charged for the activity or service provided.

**County Budget Officer** 

As defined in Counties with a population of more than \$225,000 the County Auditor serves as budget officer. As budget officer, the Auditor prepares the operating budget for the County.

Current

A term which, applied to budgetary and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

**Current Assets** 

Cash and other assets that are expected to be converted into cash, sold, or consumed either in one year or in the operating cycle, whichever is longer.

**Current Impacts** 

The current possible and known costs that would affect the adopted operating budget or future budgets.

**Current Liabilities** 

The obligations that are reasonably expected to be liquidated either through the use of current assets or the creation of other current liabilities.

**Current Budget** 

The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.

Current Financial Resources

Expendable financial resources such as cash, and other items that can be expected to be converted to cash in the normal cause of operations.

**Debt** An obligation resulting from the borrowing of money or from the

purchase of goods and services. Debts of governmental units include

bonds, time warrants, notes, and floating debt.

Debt Limit The maximum amount of gross or net debt, which is legally

permitted.

Debt Service Fund A fund established to account for the resources set aside for the

payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments, revenues of proprietary funds, or revenues of fiduciary

funds. A debt service fund was formerly called a sinking fund.

Debt Service Fund Requirements The amounts of revenue needed for a debt service fund so that all principal and interest payments can be made in full on schedule.

**Deficiency** A general term indicating the amount by which anything falls short of

some requirement or expectation. The term should not be used

without qualification.

**Deficit** (1) The excess of liabilities and reserved equity of a fund over its

assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Internal Service Funds, the excess of expense over income during an accounting

period.

**Department** A group of individuals consisting of a department head (elected or

non elected) and employees tasked with a responsibility to fulfill in

the County.

**Department Goals** A broad statement that addresses a service or product to be provided

to the public or other interested party.

**Department Objectives** The means to accomplish a goal, usually a detailed statement that

addresses a future target and is quantifiable.

**Designated Fund Balance** The reserve portion of the fund balance that is designated for to

balance the budget of any given year.

**Direct Expenses** Those expenses which can be charged directly as a part of the cost of

a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or

operating units.

**Discretionary Department** A department for which funding of operations is not mandated by law

but rather at the discretion of the Commissioners Court.

**Devaluation** The decrease in value, or purchasing power, in the financial markets

when compared to the United States Dollar.

**Disbursements** Payments in cash.

**Discretionary Funding** An allocation of County resources to fund discretionary departments.

**Efficiencies** The degree and speed with which a service is delivered resulting in

cost savings.

Encumbrances Contingent liabilities in the form of purchase orders, contracts, or

salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual expense is recorded.

Enterprise Fund A fund used to account for operations that are financed and operated

in a manner similar to private business enterprises, where the costs of providing services to the general public will be financed or recovered

primarily through user charges on a continuing basis.

**Entry** The record of a financial transaction or event in its appropriate book

of accounts.

**Estimated Revenue** For reserve accounts kept on an accrual basis, this term designates the

amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis, estimated revenues include both

cash and accrual basis revenues.

**Expenditures** The term used to refer to expenses of a governmental entity.

Expenditures are recorded when liabilities are incurred pursuant to authority given in an appropriation. If the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes. Encumbrances are not

expenditures.

**Expenses** Charges incurred, whether paid or unpaid, for operation, maintenance,

interest, and other charges, which are presumed to benefit the current fiscal period. In governmental accounting expenses are often referred

to expenditures.

**FAACS** An acronym for the fixed asset accounting and control system.

Face Value As applied to securities, this term designates the amount of liability

stated in the security document.

FAMIS An acronym for Financial Accounting Management Information

System.

Fiduciary Funds

Used to account for assets held by a governmental unit in a trustee

capacity or as an agent for individuals, private organizations, other

governmental units, and/or other funds.

**Fiscal Period** A period of time as determined by the entity in which transactions or

events are recorded and measured. Any period at the end of which a governmental unit determines its financial position and the results of

its operations.

Fiscal Year (FY) A twelve-month period of time to which the annual budget applies

and at the end of which a governmental unit determines its financial position and the results of its operations. In El Paso County, each

fiscal year begins October 1 and ends September 30.

Full Time Equivalent A measurement equal to one full time staff person working a full time

work schedule for one year.

**Fund** A fiscal and accounting entity with a self-balancing set of accounts

recording cash and other financial resources, together with all related liabilities, and residual balances, and changes therein, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations and

for which financial statements can be prepared.

**Fund Accounts** All accounts necessary to set forth the financial operations and

financial position of a fund.

**Fund Balance** The excess of the assets of a fund over its liabilities and reserves

except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities,

reserves, and available appropriations for the period.

**Account Group** 

Accounting

### Glossary

**Future Impacts** The future expected and foreseen costs of an event or transaction.

GAAP This is an acronym for Generally Accepted Accounting Principals.

GASB This is an acronym for Governmental Accounting Standards Board.

This board addresses the state and local governmental reporting

issues.

General Fixed Assets Those fixed assets of a governmental unit, which are not accounted

for by a proprietary or fiduciary fund.

General Fixed Assets A self-balancing group of accounts set up to account for the general

fixed assets of a governmental unit.

General Fund A fund used to account for all transactions of a governmental unit,

which are not accounted for in another fund. The General Fund is used to account for the ordinary operations of a governmental unit,

which are financed from taxes and other general revenues.

**GFOA** This acronym stands for Government Finance Officers Association of

the United States and Canada.

Governmental The composite activity of analyzing, recording, summarizing,

reporting, and interpreting the financial transactions of governmental

units and agencies.

**Governmental Funds** Fund types used in governmental entities to account for transactions,

they include: the general fund, special revenue funds, capital projects funds, debt service funds, enterprise funds, internal service funds, and

fiduciary funds.

**Grant** A contribution by one governmental unit to another unit. The

contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general

purposes.

**Historical Cost** The amount paid, or liability incurred, by an accounting entity to

acquire an asset and make it ready to render the services for which it

was acquired.

**Infrastructure** Improvements other than buildings that add value to land.

**Interfund Transfers** 

Amounts transferred from one fund to another.

Intergovernmental

Revenues

Revenue from other governmental entities. Grants, shared revenues, and entitlements are types of intergovernmental revenues.

**Interim Statement** 

A financial statement prepared before the end of the current fiscal year and covering only financial transactions during the current year to date.

**Internal Control** 

A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.

Internal Service Fund

The fund used to account for business type activities in which the customers are other governmental entities, or departments.

Inventory

A detailed list showing quantities, descriptions, and values of property and frequently also units of measure and unit prices.

**Investments** 

Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

Levy

(Verb) To impose taxes, special assessments, or serve charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

Liability

Probable future sacrifices of economic benefits arising from the present obligations of a particular entity to transfer assets or provide services in the future as a result of past transactions or events. A legal responsibility of the County, such as a payable.

**Line Item Budget** 

A detailed expense or expenditure budget, generally classified by object within each organizational unit, and, often, classified within each object as to authorized number of employees at each salary level within each job classification, etcetera.

**Long-Term Debt** 

Debt with a maturity of more than one year after the date of issuance.

Maquiladora

An assembly plant in Mexico, especially one along the border between the United States and Mexico, to which foreign materials and parts are shipped and from which the finished product is returned to the original market.

**Mandated Functions** 

The functions of government as prescribed by law such as public safety, health and welfare, administration of justice, culture and recreation. These functions relate to the type of service that mandated programs deliver.

**Mandated Programs** 

The programs and departments whose purpose and required existence for service is set by local, state or federal law.

**Measurement Focus** 

The way in which an entity measures their assets and liabilities when reporting. It determines what is being reported upon which assets and liabilities will be given accounting recognition and reported on the balance sheet.

**Mission Statement** 

A statement that guides a department to perform a special task or duty.

Modified Accrual Basis A method of accounting which is recommended for use by governmental funds. Revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

Municipal

In its broadest sense, an adjective, which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or town as opposed to other units of local government.

**Net Bonded Debt** 

Gross bonded debt less any cash or other assets available and earmarked for its retirement.

**Net Current Assets** 

Residual value after all current liabilities are liquidated.

Object

As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies.

Object Classification A grouping of expenditures on the basis of goods or services

purchased; for example, personal services, materials, supplies, and

equipment.

Obligations Generally amounts which a governmental unit may be required

legally to meet out of its resources. They include not only actual

liabilities, but also un-liquidated encumbrances.

Ongoing Revenues The revenues expected to continue.

Ongoing Expenditures The expenditures expected to continue.

**Operating Budget** A budget, which applies to all outlays other than capital outlays.

Operating Capital The amount of cash available to meet obligations or expenditures as

they become due.

Operating Statement A financial statement used to present increase/decreases (revenues

and other financing sources) and decreases (expenditures and other

financing uses) in net current assets.

**Operational Efficiencies** The true costs of delivery of services, which can indicate increasing

effectiveness (lower cost of service) or conversely decreased

efficiencies (higher cost of service).

Order A formal legislative enactment by the governing body of certain local

governmental units, which has the full force and effect of law. For example, county governing bodies in some states pass "orders" rather

than laws or ordinances.

Outputs The level of activities in a department.

Outcomes The results generated from activities in a department.

**Performance Measures** Measures of a department that should support the overall goals and

objectives, and that may be quantified in terms of inputs, outputs, and

outcomes.

**Per Capita Income**Total personal income in an area divided by the number of people

in the area.

Perpetual Basis Ongoing into the future with expiration date.

Personnel Budget A budget that applies to all personnel items such as full time, part

time and fringe benefits of a department.

**Peso** Monetary unit used in the Mexican economy.

Program Budget A budget wherein inputs of resources and outputs of services are

identified by programs without regard to the number of organizational

units involved in performing various aspects of the program.

**Project** A plan of work, job, assignment, or task. Also used to refer to a job

or task.

**Property Tax** A tax on personal or private property in a municipality that is based

on Truth and Taxation Guidelines.

**Receipts** This term, unless otherwise qualified, means cash received.

**Reduction in Force** A reduction of the labor force or reduction of authorized positions.

**Refund** (Noun) An amount paid back or credit allowed because of over

collection or on account of the return of an object sold. (Verb) To pay back or allow credit for an amount because of an over collection or because of the return of an object sold. (Verb) To provide for the

payment of a loan through cash or credit secured by a new loan.

**Reimbursement** Cash or other assets received as a repayment of the cost of work or

services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or

corporation.

**Requisition** A written demand or request, usually from one department to the

purchasing officer or to another department, for specified articles or

services.

**Reserve** An account which records a portion of the fund equity which must be

segregated for some future use and which is, therefore, not available

for further appropriation or expenditure.

**Reserve for** A reserve representing the segregation of fund equity in the amount

**Encumbrances** of encumbrances outstanding.

Residual Equity Transfer Represents a non-recurring or non-routine transfer between

governmental entities funds, which generally occurs with the

liquidation or creation of a fund.

**Resolution** A special or temporary order of a legislative body that requires less

legal formality than an ordinance or statute.

**Retained Earnings** Equity for an Enterprise Fund.

**Revenue** For those revenues which are recorded on the accrual basis (q.v.), this

term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund equity in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis,

except that additions would be partially or entirely to cash.

**Revenue Bond** A type of bond in which payments to the holder are tied or derived

from a source of revenue.

**Rollback Election** A process whereby the voters may petition an election on a tax

increase that exceeds the calculated rollback tax rate.

Rollback Tax Rate The maximum calculated tax rate that the County may adopt without

being subject to the possibility of a rollback petition.

Securities Bonds, notes, mortgages, or other forms of negotiable or

nonnegotiable instruments.

**Short-Term Debt** Debt with maturity of one year or less after the date of issuance.

Short-term debt usually includes floating debt, bond anticipation

notes, tax anticipation notes, and interim warrants.

**Special Assessment** The charges for benefits and services assessed to those taxpayers

directly benefiting from the benefit or services.

Special Revenue Fund A fund used to account for revenues from specific taxes or other

earmarked revenues sources, which by law are designated to finance particular functions or activities of government. After the fund is established, it usually continues year after year until discontinued or revised by proper legislative authority. An example is a motor fuel

tax fund used to finance highway and road construction.

Statute A written law enacted by a duly organized and constituted legislative

body.

Sustainable Public Services A public service that can be maintained into the future.

Tax Rate The amount of tax stated in terms of a unit of the tax base. For

example, \$0.432259 per dollar of assessed valuation of taxable

property.

Tax Roll The official list showing the amount of taxes levied against each

taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Tax Year A year where there is a property tax approved by the Commissioner's

Court.

Taxes Compulsory charges levied by a governmental unit for the purpose of

financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer

service charges.

**TCDRS** This acronym stands for the Texas County and District Retirement

System.

**Transfers In**This refers to revenues usually set up within the Grants Fund to show

the cash match that is transferred in usually through the General

Fund.

**Transfers Out** This refers to appropriations that are set mostly at the beginning of a

fiscal year to meet grant cash match requirements, and are usually

funded through the General Fund.

Unbudgeted/Uncertified

Reimbursements

Reimbursements from a source that cannot be certified nor budgeted

in advance.

Unincorporated Area Community or area outside the jurisdictional boundaries of an

incorporated city.

Unit Cost The cost associated with producing a unit of service or specific

product.

User Charge A charge levied against users of a service or purchasers of a product

of an enterprise fund or an internal service fund.

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.

Vision Similar to a mission statement, or what end result that a department

would like to be produced, that is quantifiable.

Work Program A plan of work proposed to be done during a particular period by an

administrative agency in carrying out its assigned activities.

Working Capital The excess of total current assets over total current liabilities.

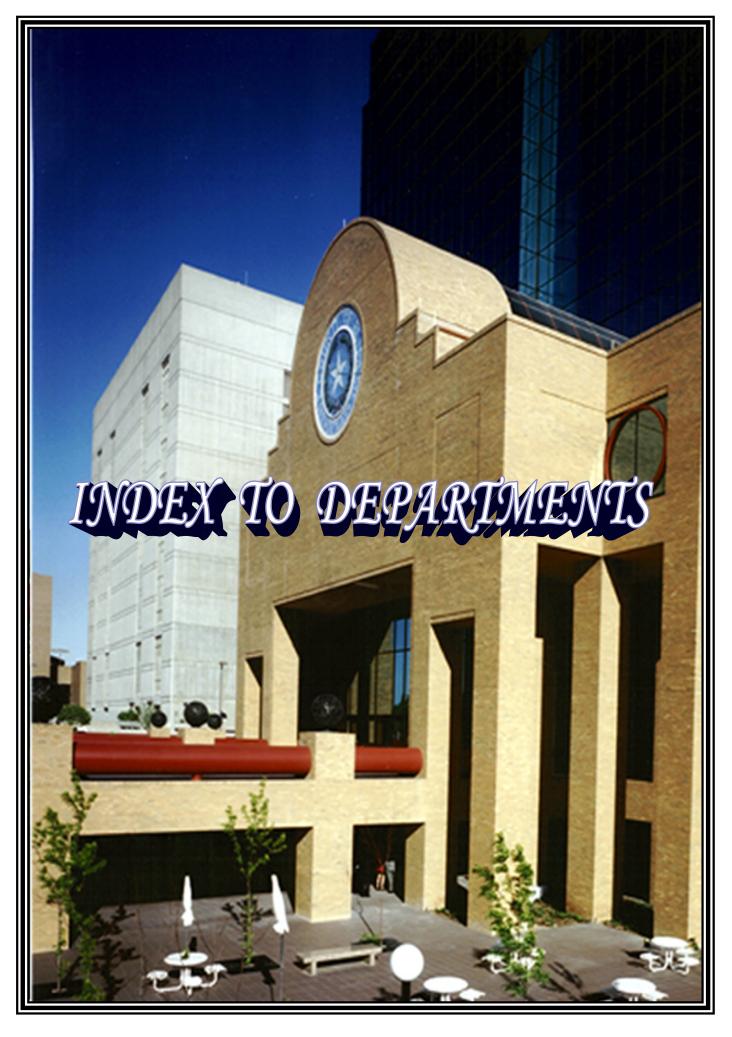
**Yield** The rate of interest earned on an investment or paid on a debt.

**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.





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