

# **OTHER OPERATING FUNDS**



### **Precinct 1 Satellite Offices**

Several assessments of the County's population, service delivery and functions have resulted in the determination that both the public and County Can benefit from having precinct-based satellite offices where the public can easily access them. Precinct 1 will be the first to get such a facility. An old Winn's Department Store on Pleasanton Road will be converted into offices for the Tax Assessor-Collector; Justice of the Peace Precinct 1, Place 3; Constable Precinct 1 and a community resource center for Commissioner Sergio "Chico" Rodriguez. The offices are expected to be finished in spring 2012.

**Bexar County, Texas**  
**Justice of the Peace Security Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Undesignated Funds             | \$118,622        | \$176,985        | \$219,168        |
| <b>Total Beginning Balance</b> | <b>\$118,622</b> | <b>\$176,985</b> | <b>\$219,168</b> |

**Revenue**

|                            |                 |                 |                 |
|----------------------------|-----------------|-----------------|-----------------|
| Court Costs and Fines      | \$69,994        | \$67,008        | \$63,000        |
| Revenue From Use of Assets | 266             | 175             | 100             |
| <b>Total Revenues</b>      | <b>\$70,260</b> | <b>\$67,183</b> | <b>\$63,100</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$188,882</b> | <b>\$244,168</b> | <b>\$282,268</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|
| Judicial        | \$11,897        | \$25,000        | \$50,000        |
| <b>Subtotal</b> | <b>\$11,897</b> | <b>\$25,000</b> | <b>\$50,000</b> |

|                                       |                 |                 |                 |
|---------------------------------------|-----------------|-----------------|-----------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$11,897</b> | <b>\$25,000</b> | <b>\$50,000</b> |
|---------------------------------------|-----------------|-----------------|-----------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$176,985</b> | <b>\$219,168</b> | <b>\$232,268</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$188,882</b> | <b>\$244,168</b> | <b>\$282,268</b> |
|-----------------------------|------------------|------------------|------------------|

# JUSTICE OF THE PEACE SECURITY FUND

COMPANY: 112

The Justice of the Peace Security Fund was created as a result of legislation passed by the 79<sup>th</sup> Texas Legislature. Effective September 1, 2005, a fee of \$4 is assessed to defendants convicted of misdemeanor cases in Justice of the Peace Courts. Of the money collected, \$3 is deposited in the Courthouse Security Fund, and \$1 is deposited in the Justice of the Peace Security Fund. This fee may only be used to provide funds for specific security enhancements for justice courts including: metal detectors, identification cards and systems, electronic locking and surveillance equipment, court security personnel, signage, confiscated weapons inventory, locks or other security devices, bulletproof glass, and education for court security personnel. This fund is budgeted by approval of the Commissioners Court in accordance with Chapter 102 of the Texas Code of Criminal Procedure.

## Appropriations:

|                        | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|------------------------|----------------------|------------------------|----------------------|
| Operational Costs      | \$4,450              | \$0                    | \$0                  |
| Supplies and Materials | 7,447                | 25,000                 | 50,000               |
| Capital Expenditures   | 0                    | 0                      | 0                    |
| <i>Total</i>           | <i>\$11,897</i>      | <i>\$25,000</i>        | <i>\$50,000</i>      |

## Program Justification and Analysis:

- The FY 2011-12 Adopted Budget funds \$10,000 for each Justice of the Peace Office for the purchase of security upgrades as requirements are identified.

**Bexar County, Texas**  
**Family Protection Account**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance**

|                                |            |            |                |
|--------------------------------|------------|------------|----------------|
| Undesignated Funds             | \$0        | \$0        | \$3,070        |
| <b>Total Beginning Balance</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,070</b> |

**Revenue**

|                            |            |                  |                  |
|----------------------------|------------|------------------|------------------|
| Other Fees                 | \$0        | \$123,314        | \$120,000        |
| Revenue From Use of Assets | 0          | 5                | 10               |
| <b>Subtotal</b>            | <b>\$0</b> | <b>\$123,319</b> | <b>\$120,010</b> |

|                       |            |                  |                  |
|-----------------------|------------|------------------|------------------|
| <b>Total Revenues</b> | <b>\$0</b> | <b>\$123,319</b> | <b>\$120,010</b> |
|-----------------------|------------|------------------|------------------|

|                              |            |                  |                  |
|------------------------------|------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$0</b> | <b>\$123,319</b> | <b>\$121,728</b> |
|------------------------------|------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                 |            |                  |                  |
|-----------------|------------|------------------|------------------|
| Judicial        | \$0        | \$121,601        | \$121,601        |
| <b>Subtotal</b> | <b>\$0</b> | <b>\$121,601</b> | <b>\$121,601</b> |

|                                       |            |                  |                  |
|---------------------------------------|------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$0</b> | <b>\$121,601</b> | <b>\$121,601</b> |
|---------------------------------------|------------|------------------|------------------|

|                                  |            |                |              |
|----------------------------------|------------|----------------|--------------|
| <b>Appropriated Fund Balance</b> | <b>\$0</b> | <b>\$1,718</b> | <b>\$127</b> |
|----------------------------------|------------|----------------|--------------|

|                             |            |                  |                  |
|-----------------------------|------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$0</b> | <b>\$123,319</b> | <b>\$121,728</b> |
|-----------------------------|------------|------------------|------------------|

# FAMILY PROTECTION ACCOUNT

COMPANY: 121

**Program Description:** Section 51.961 of the Texas Government Code provides for the mandatory collection of a \$15.00 fee by the district or county clerk when a petition for divorce is filed. The statute provides that the monies collected through this fee are to be deposited into a special revenue account called the family protection account. Commissioners Court is then charged with determining how the funds are to be used by designating the funds to be used by a service provider that prevent family violence or child abuse.

## **Appropriations:**

|                     | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate  | FY 2011-12<br>Budget    |
|---------------------|----------------------|----------------------|-------------------------|-------------------------|
| Operational         | \$0                  | \$0                  | \$121,601               | \$121,601               |
| <b><i>Total</i></b> | <b><i>\$0</i></b>    | <b><i>\$0</i></b>    | <b><i>\$121,601</i></b> | <b><i>\$121,601</i></b> |

## **Program Justification and Analysis:**

- Funding was provided in the Operations group FY 2011-12 Budget for the rent, telephone, and cell phone expenses of the Family Justice Center. On August 10, 2010, Commissioners Court approved the use of the Family Protection Fee for these expenses. Due to the limited amount of revenue, the difference of these costs will continue to be funded in a discretionary fund the District Attorney's Office manages. The Family Protection Fee was previously collected in the General Fund; therefore, revenue in the amount of \$121,600 was transferred from the General Fund beginning FY 2010-11.

Bexar County, Texas  
 County Clerk Records Management Company 200  
 Fiscal Year Ending September 30, 2012

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                    |                     |                     |
|--------------------------------|--------------------|---------------------|---------------------|
| Undesignated Funds             | \$8,894,104        | \$10,574,018        | \$10,667,571        |
| Designated for Encumbrances    | 4,016              |                     |                     |
| <b>Total Beginning Balance</b> | <b>\$8,898,120</b> | <b>\$10,574,018</b> | <b>\$10,667,571</b> |

**Revenue**

|                                  |                    |                    |                    |
|----------------------------------|--------------------|--------------------|--------------------|
| Court Costs and Fines            | \$1,444            | \$75,831           | \$63,306           |
| Other Fees                       | 2,491,004          | 2,404,113          | 2,342,195          |
| Revenue From Use of Assets       | 18,117             | 12,774             | 16,559             |
| Sales, Refunds and Miscellaneous | 0                  | 4,560              | 0                  |
| <b>Subtotal</b>                  | <b>2,510,564</b>   | <b>2,497,278</b>   | <b>2,422,060</b>   |
| <b>Total Revenues</b>            | <b>\$2,510,564</b> | <b>\$2,497,278</b> | <b>\$2,422,060</b> |

|                              |                     |                     |                     |
|------------------------------|---------------------|---------------------|---------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$11,408,684</b> | <b>\$13,071,296</b> | <b>\$13,089,631</b> |
|------------------------------|---------------------|---------------------|---------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                      |                  |                    |                    |
|----------------------|------------------|--------------------|--------------------|
| General Government   | \$777,238        | \$2,341,694        | \$6,942,068        |
| Capital Expenditures | 7,897            | 12,500             | 25,000             |
| <b>Subtotal</b>      | <b>\$785,135</b> | <b>\$2,354,194</b> | <b>\$6,967,068</b> |
| Interfund Transfers  | 49,531           | 49,531             | 49,531             |

|                                       |                  |                    |                    |
|---------------------------------------|------------------|--------------------|--------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$834,666</b> | <b>\$2,403,725</b> | <b>\$7,016,599</b> |
|---------------------------------------|------------------|--------------------|--------------------|

|                                  |                     |                     |                    |
|----------------------------------|---------------------|---------------------|--------------------|
| <b>Appropriated Fund Balance</b> | <b>\$10,574,018</b> | <b>\$10,667,571</b> | <b>\$6,073,032</b> |
|----------------------------------|---------------------|---------------------|--------------------|

|                             |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$11,408,684</b> | <b>\$13,071,296</b> | <b>\$13,089,631</b> |
|-----------------------------|---------------------|---------------------|---------------------|

# RECORDS MANAGEMENT – COUNTY CLERK FUND

COMPANY: 200

**Program Description:** The main purpose of the Records Management - County Clerk Fund is to provide funding to maintain and preserve the essential public records of the County. The County Clerk uses these funds to preserve the history and the heritage of Bexar County by providing records management and preservation services after filing and recording documents in the records of the Office of the County Clerk. The County Clerk is responsible for maintaining historical records filed from the year 1699 to present. Activities include records preservation, storage and retrieval as well as disaster preparedness. The main functions funded in the Records Management-County Clerk Fund include storage costs and the imaging contract costs for the County Clerk’s Office.

## **Performance Indicators:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| <b>Workload/Output Measures:</b>                 |                      |                        |                      |
| Number of files pulled                           | 7,188                | 9,588                  | 9,588                |
| Number of files returned/re-filed                | 65,242               | 65,242                 | 65,242               |
| Number of Perma Boxes Handled                    | 8,640                | 8,640                  | 8,640                |
| <b>Efficiency Measures:</b>                      |                      |                        |                      |
| Number of files pulled per FTE                   | 1,438                | 1,918                  | 1,918                |
| Number of files returned/re-filed per FTE        | 13,048               | 13,048                 | 13,048               |
| Number of Perma Boxes Handled                    | 1,728                | 1,728                  | 1,728                |
| <b>Effectiveness Measures:</b>                   |                      |                        |                      |
| Average daily response time (pulled & delivered) | 2 hours              | 2 hours                | 2 hours              |
| Average time needed to pick-up and re-file       | 2 hours              | 3.5 hours              | 3.5 hours            |
| Average Time Needed to Handle Perma Boxes        | N/A                  | 1.5 hours              | 1.5 hours            |



**Appropriations:**

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| Travel and Remunerations | \$801                | \$2,000              | \$2,000                | \$2,000              |
| Operational Costs        | 736,711              | 4,535,595            | 2,294,733              | 6,942,068            |
| Supplies and Materials   | 39,726               | 90,000               | 44,961                 | 90,000               |
| Capital Expenditures     | 7,897                | 25,000               | 12,500                 | 25,000               |
| Interfund Transfers      | 49,531               | 49,531               | 49,531                 | 49,531               |
| <i>Total</i>             | <b>\$834,666</b>     | <b>\$4,702,126</b>   | <b>\$2,403,725</b>     | <b>\$7,016,599</b>   |

**Program Justification and Analysis:**

- The FY 2011-12 Budget increases significantly when compared to FY 2010-11 estimates. This increase is primarily due to additional funding provided for document imaging in the Operational Costs group.
- Funding in the amount of \$2,000 is provided to fund travel directly related to Records Management and the Spanish Archive Center.
- The Operational Costs group increases significantly when compared to FY 2010-11 estimates. The County Clerk’s Office is re-evaluating the company that is used for the Office’s imaging project. Due to this evaluation, imaging in the Office has drastically decreased. Once the evaluation is complete imaging should return to the normal rate. It also includes funding for the County Clerk Archive Plan.
- The Supplies and Materials group increases significantly when compared to FY 2010-11 estimates due to an increase in the need for other supplies.
- The Capital Expenditures group provides \$25,000 for office and other equipment and technology associated with the management of County Clerk records.
- The Interfund Transfers Group remains the same when compared the FY 2010-11. The County Clerk’s portion of the Records Management Center is paid from this appropriation.

**Bexar County, Texas**  
**County Records Management Company 201**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Undesignated Funds             | \$738,181        | \$678,575        | \$325,906        |
| <b>Total Beginning Balance</b> | <b>\$738,181</b> | <b>\$678,575</b> | <b>\$325,906</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Court Costs and Fines      | \$379,124        | \$395,457        | \$388,433        |
| Revenue From Use of Assets | 1,178            | 283              | 100              |
| <b>Total Revenues</b>      | <b>\$380,302</b> | <b>\$395,740</b> | <b>\$388,533</b> |

**TOTAL AVAILABLE FUNDS**

|                    |                    |                  |
|--------------------|--------------------|------------------|
| <b>\$1,118,483</b> | <b>\$1,074,315</b> | <b>\$714,439</b> |
|--------------------|--------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                    |                  |                  |                  |
|--------------------|------------------|------------------|------------------|
| General Government | \$439,908        | \$748,409        | \$631,583        |
| <b>Subtotal</b>    | <b>\$439,908</b> | <b>\$748,409</b> | <b>\$631,583</b> |

**TOTAL OPERATING APPROPRIATIONS**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$439,908</b> | <b>\$748,409</b> | <b>\$631,583</b> |
|------------------|------------------|------------------|

**Appropriated Fund Balance**

|                  |                  |                 |
|------------------|------------------|-----------------|
| <b>\$678,575</b> | <b>\$325,906</b> | <b>\$82,856</b> |
|------------------|------------------|-----------------|

**TOTAL APPROPRIATIONS**

|                    |                    |                  |
|--------------------|--------------------|------------------|
| <b>\$1,118,483</b> | <b>\$1,074,315</b> | <b>\$714,439</b> |
|--------------------|--------------------|------------------|

# RECORDS MANAGEMENT – COUNTY WIDE FUND

COMPANY: 201

**Program Description:** The Records Management – County Wide Fund was created to account for revenues generated by fees for defendants convicted of an offense in a County or District Court and the issuance of certain certificates. In 1999, the Legislature increased the fee from \$10 to \$20, effective September 1, 1999. This revenue may only be used for records management and preservation or automation purposes for any office or department in the County. Government Code Section 25.0171(b)(1999) mandates counties to create a separate fund for these revenues. These funds are generally used for microfilming of records, digital imaging of records, and costs related to record storage.

The mission and goal of the Countywide Records Management Fund is to provide funds and resources that can be used to microfilm/image records stored by County offices and departments in the Courthouse or at an off-site records facility in order to better utilize office space and preserve County records. Microfilming/imaging provides 97 percent savings in storage space. Over 70 percent of County offices and departments use this funding to facilitate the storage of their records at the County off-site storage facility. Currently, the Records Management Center is able to provide some microfilming services to County offices and departments; however, most microfilm work is outsourced to private service companies.

## **Performance Indicators:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
|--|----------------------|------------------------|----------------------|

### **Work Load Indicators:**

|                                    |        |        |        |
|------------------------------------|--------|--------|--------|
| Records Storage Space Recovered    | 4,900  | 400    | 1,800  |
| Records Storage Projects Completed | 7      | 4      | 5      |
| Building Square Feet Maintained    | 72,000 | 72,000 | 72,000 |

### **Efficiency Indicators:**

|   |        |        |        |
|---|--------|--------|--------|
| Number of Square Feet Utilized for Storage                          | 58,000 | 58,000 | 58,000 |
| Percent of Projects Completed                                       | 95%    | 90%    | 95%    |
| Number of County Offices Using Records Center                       | 40     | 40     | 40     |
| Number of County Offices Destroying Paper Records Expired or Imaged | 27     | 25     | 25     |

### **Effectiveness Indicators:**

|   |     |     |     |
|---|-----|-----|-----|
| Ratio of stored space used to reused space                    | 98% | 95% | 98% |
| Percent of offices using Records Center                       | 80% | 85% | 85% |
| Percent of Projects Completed                                 | 95% | 90% | 85% |
| Percent of Offices Destroying Paper Records Expired or Imaged | 80% | 80% | 85% |

**Appropriations:**

|                   | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|-------------------|----------------------|----------------------|------------------------|----------------------|
| Operational Costs | \$439,908            | \$748,409            | \$748,409              | \$631,583            |
| <i>Total</i>      | <i>\$439,908</i>     | <i>\$748,409</i>     | <i>\$748,409</i>       | <i>\$631,583</i>     |

**Program Justification and Analysis:**

- The FY 2011-12 Budget decreases slightly when compared to FY 2010-11 estimates. This decrease is due to the Operations Appropriation as described below.
- Funding in the amount of \$356,583 is provided to contribute to the Records Management Center. This will fund the operations and a portion of the new shelving at the Center. FY 2010-11 Operational Costs were higher due to the one time funding to install the Air Conditioning at the Records Warehouses.
- The Operational Costs group also includes funding in the amount of \$275,000 for other imaging projects countywide. The Records Committee meets to decide how these funds will be appropriated to various offices and departments requesting funding to image documents specifically stored in the Records Center. The following is a breakout of that funding:

|                   |          |
|-------------------|----------|
| District Clerk    | \$50,000 |
| District Attorney | \$50,000 |
| Sheriff Office    | \$50,000 |
| Auditor           | \$48,500 |
| JP 3              | \$41,500 |
| Medical Examiner  | \$35,000 |

Bexar County, Texas  
 District Clerk Records Management Company 202  
 Fiscal Year Ending September 30, 2012

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                 |                 |                  |
|--------------------------------|-----------------|-----------------|------------------|
| Undesignated Funds             | \$62,480        | \$88,098        | \$118,883        |
| <b>Total Beginning Balance</b> | <b>\$62,480</b> | <b>\$88,098</b> | <b>\$118,883</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Court Costs and Fines      | \$79,119         | \$104,442        | \$94,520         |
| Other Fees                 | 127,358          | 130,655          | 125,000          |
| Revenue From Use of Assets | 84               | 79               | 50               |
| <b>Total Revenues</b>      | <b>\$206,560</b> | <b>\$235,176</b> | <b>\$219,570</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$269,040</b> | <b>\$323,274</b> | <b>\$338,453</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|          |           |           |           |
|----------|-----------|-----------|-----------|
| Judicial | \$180,943 | \$204,391 | \$300,000 |
|----------|-----------|-----------|-----------|

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$180,943</b> | <b>\$204,391</b> | <b>\$300,000</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                 |                  |                 |
|----------------------------------|-----------------|------------------|-----------------|
| <b>Appropriated Fund Balance</b> | <b>\$88,098</b> | <b>\$118,883</b> | <b>\$38,453</b> |
|----------------------------------|-----------------|------------------|-----------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$269,040</b> | <b>\$323,274</b> | <b>\$338,453</b> |
|-----------------------------|------------------|------------------|------------------|

# RECORDS MANAGEMENT DISTRICT CLERK FUND

COMPANY: 202

**Program Description:** The District Clerk Records Management Fund was created as a result of legislation passed by the Texas Legislature during the 78<sup>th</sup> legislative session to account for revenues generated by a \$5 fee for each document filed in the records office of the District Clerk. House Bill 1905 authorizes the District Clerk to collect a \$5 fee for records management and preservation. The fee is to be deposited into the District Clerk Records Management and Preservation Fund for records management and preservation services performed by the District Clerk after a document is filed. The fee may only be used with approval of a budget submitted by the District Clerk to Commissioners Court in accordance with Chapter 111 of the Texas Local Government Code.

## Performance Indicators:

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

### **Work Load Indicators (Annual):**

|  |           |           |           |
|--|-----------|-----------|-----------|
| Number of Cases Filed                                  | 35,717    | 37,508    | 36,399    |
| Number of Imaged Documents processed by outside vendor | 5,073,956 | 3,477,969 | 4,716,418 |

### **Efficiency Indicators (Annual):**

|                                      |        |        |        |
|--------------------------------------|--------|--------|--------|
| Number of Cases Filed per FTE        | 4,375  | 6,688  | 4,550  |
| Number of Case Files Imaged per week | 97,576 | 66,884 | 90,700 |

### **Effectiveness Indicators (Time in Minutes):**

|  |   |   |   |
|--|---|---|---|
| Average Time to File a Case                          | 5 | 5 | 5 |
| Average Retrieval Time for a Court Request           | 5 | 5 | 5 |
| Average Retrieval and Copy Time for a Public Request | 5 | 5 | 5 |

## Appropriations:

|  | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|----------------------|------------------------|----------------------|
|--|----------------------|----------------------|------------------------|----------------------|

|                   |                  |                  |                  |                  |
|-------------------|------------------|------------------|------------------|------------------|
| Personnel         | \$77,299         | \$0              | \$0              | \$0              |
| Operational Costs | 103,643          | 204,391          | 204,391          | 300,000          |
| <b>Total</b>      | <b>\$180,942</b> | <b>\$204,391</b> | <b>\$204,391</b> | <b>\$300,000</b> |

**Program Justification and Analysis:**

- Funding is provided in the Operational Costs group to pay for imaging services for the District Clerk Records Division. Funding increases significantly when compared to the FY 2010-11 Estimates for imaging projects. This will allow for the office to purchase twenty new scanners and licensing for them in FY 2011-12.

The Bexar County District Clerk’s Office has developed a Ten Year Document Conversion Project that will result in the District Clerk’s Office being completely paperless no later than the end of FY 2015-16. The project is proposed to be funded from Capital Funds, the County-wide Records Management Fund, and the District Clerk Records Management Fund. The total ten year estimated project cost to the three funds is \$2,500,000. It is estimated that there will be a net savings to the General Fund (Fund 001) of approximately \$18,000 over the same period.

At existing funding levels of approximately \$200,000 per year, the number of new filings is approximately equal to the number of stored paper documents converted per year. This means that the District Clerk’s Office, without changing work processes and receiving additional funding, will always maintain ten years of paper records in the 9,740 square feet of space they currently occupy in the Records Management Center. FY 2011-12 is considered Year Six of the project.

**Authorized Positions:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| Analyst Programmer II                                   | 1                    | 0                      | 0                    |
| <b><i>Total – District Clerk Records Management</i></b> | <b><i>1</i></b>      | <b><i>0</i></b>        | <b><i>0</i></b>      |

**Bexar County, Texas  
 Court Security Company 203  
 Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10<br/>Actual</b> | <b>FY 2010-11<br/>Estimate</b> | <b>FY 2011-12<br/>Budget</b> |
|------------------------------|--------------------------------|------------------------------|
|------------------------------|--------------------------------|------------------------------|

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                 |                 |                |
|--------------------------------|-----------------|-----------------|----------------|
| Undesignated Funds             | \$18,221        | \$14,010        | \$7,415        |
| <b>Total Beginning Balance</b> | <b>\$18,221</b> | <b>\$14,010</b> | <b>\$7,415</b> |

**Revenue**

|                            |                    |                    |                    |
|----------------------------|--------------------|--------------------|--------------------|
| Court Costs and Fines      | \$412,847          | \$398,366          | \$394,516          |
| Other Fees                 | 285,293            | 282,101            | 281,089            |
| Revenue From Use of Assets | 301                | 247                | 100                |
| <b>Subtotal</b>            | <b>\$698,441</b>   | <b>\$680,714</b>   | <b>\$675,705</b>   |
| Interfund Transfers        | \$372,484          | \$429,578          | \$420,874          |
| <b>Total Revenues</b>      | <b>\$1,070,925</b> | <b>\$1,110,292</b> | <b>\$1,096,579</b> |

|                              |                    |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$1,089,146</b> | <b>\$1,124,302</b> | <b>\$1,103,995</b> |
|------------------------------|--------------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                 |                    |                    |                    |
|-----------------|--------------------|--------------------|--------------------|
| Public Safety   | \$1,075,136        | \$1,116,887        | \$1,103,995        |
| <b>Subtotal</b> | <b>\$1,075,136</b> | <b>\$1,116,887</b> | <b>\$1,103,995</b> |

|                                       |                    |                    |                    |
|---------------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$1,075,136</b> | <b>\$1,116,887</b> | <b>\$1,103,995</b> |
|---------------------------------------|--------------------|--------------------|--------------------|

|                                  |                 |                |            |
|----------------------------------|-----------------|----------------|------------|
| <b>Appropriated Fund Balance</b> | <b>\$14,010</b> | <b>\$7,415</b> | <b>\$0</b> |
|----------------------------------|-----------------|----------------|------------|

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$1,089,146</b> | <b>\$1,124,302</b> | <b>\$1,103,995</b> |
|-----------------------------|--------------------|--------------------|--------------------|



# COURTHOUSE SECURITY FUND

COMPANY: 203

**Program Description:** The Courthouse Security Fund was originally established to account for revenue generated by security fees created during the 1993 Texas Legislative Session and instituted in October 1993 by Commissioners Court. Justice of the Peace Court security fees were added by the Texas Legislature in 1997. A \$5 fee for security is collected at the time of filing of each civil case filed in District Courts or County Courts-at-Law. The County also collects \$5 from defendants convicted of a felony offense in a District Court and \$3 from those convicted of a misdemeanor offense in any court. In addition, the County receives \$1 for every document filed that is not subject to the \$5 security fee. The legislature created the fees to help fund security services in buildings housing Courts. The County uses the proceeds from these fees to help offset security costs for those County facilities that house the courts such as the Courthouse, the Justice Center, the Juvenile Justice Center and the Tejeda Justice Center. Funds generated help pay the cost of the communication and law enforcement services provided by the Bexar County Sheriff's Office.

In the past, Bexar County contracted with private vendors for the provision of security in buildings that house courts. In FY 2000-01, the Sheriff's Office took over this responsibility. Security Monitors and Law Enforcement Officers staff entrances to County buildings that house courts and the main Tax Office.

## Appropriations:

|                    | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services | \$1,075,136          | \$1,133,188          | \$1,116,887            | \$1,103,995          |
| <b>Total</b>       | <b>\$1,075,136</b>   | <b>\$1,133,188</b>   | <b>\$1,116,887</b>     | <b>\$1,103,995</b>   |

## Program Justification and Analysis:

- The FY 2011-12 Sheriff Courthouse Security Fund Budget reflects a 1.7 percent decrease compared to FY 2010-11 estimates. This decrease is detailed in the program changes below.
- The personnel appropriation decreases less than one percent and represents full funding of all current authorized positions and an increase in the employer's contribution rate for unemployment and retirement and the program change as described below.

One program change is adopted for FY 2011-12 resulting in an annual savings of \$37,016. It is adopted that one Security Monitor II (NE-03) position that is frozen and has been vacant since May 28, 2011 is deleted.

## Authorized Positions:

|                                  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------------------|----------------------|------------------------|----------------------|
| Deputy Sheriff - Law Enforcement | 5                    | 5                      | 5                    |
| Security Monitor                 | 14                   | 14                     | 14                   |
| Security Monitor II              | 9                    | 9                      | 8                    |
| <b>Total - Court Security</b>    | <b>28</b>            | <b>28</b>              | <b>27</b>            |

**Bexar County, Texas**  
**Courthouse Tech Fee**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |            |                  |                 |
|--------------------------------|------------|------------------|-----------------|
| Undesignated Funds             | \$0        | \$120,567        | \$92,703        |
| <b>Total Beginning Balance</b> | <b>\$0</b> | <b>\$120,567</b> | <b>\$92,703</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Court Costs and Fines      | \$120,470        | \$125,224        | \$123,000        |
| Revenue From Use of Assets | 97               | 64               | 50               |
| <b>Total Revenues</b>      | <b>\$120,567</b> | <b>\$125,288</b> | <b>\$123,050</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$120,567</b> | <b>\$245,855</b> | <b>\$215,753</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                    |            |                  |                  |
|--------------------|------------|------------------|------------------|
| General Government | \$0        | \$153,152        | \$150,000        |
| <b>Subtotal</b>    | <b>\$0</b> | <b>\$153,152</b> | <b>\$150,000</b> |

|                                       |            |                  |                  |
|---------------------------------------|------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$0</b> | <b>\$153,152</b> | <b>\$150,000</b> |
|---------------------------------------|------------|------------------|------------------|

|                                  |                  |                 |                 |
|----------------------------------|------------------|-----------------|-----------------|
| <b>Appropriated Fund Balance</b> | <b>\$120,567</b> | <b>\$92,703</b> | <b>\$65,753</b> |
|----------------------------------|------------------|-----------------|-----------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$120,567</b> | <b>\$245,855</b> | <b>\$215,753</b> |
|-----------------------------|------------------|------------------|------------------|

# DISTRICT CLERK TECHNOLOGY FUND

COMPANY: 205

**Program Description:** State law requires district clerks to maintain large amounts of court records permanently. In order to preserve and maintain these documents, offices are storing documents electronically or in a digital format. State law and state library rules dictate that the film and digital images be maintained permanently with a storage plan to secure the future transition of digitized records to new media that allows access to these records. Transitioning paper records to digital formats can be costly for counties that do not have in-house computer service departments, as contracted vendors often maintain proprietary controls. While current statute allows district courts to assess record management fees, the district clerks' offices do not have control over the funding and counties can use the monies for other methods of records preservation.

Senate Bill 1685 from the 81<sup>st</sup> Legislature authorizes the commissioners court of a county to adopt a district court records archive fee of not more than \$5 for the filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in the county as part of the county's annual budget. It requires that the fee be set and itemized in the county's budget as part of the budget preparation process and be approved in a public meeting. This fee is for preservation and restoration services performed in connection with maintaining a district court records archive.

**Appropriations:**

|                 | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|-----------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Costs | \$0                  | \$79,918             | \$78,152               | \$0                  |
| Operational     | 0                    | 75,000               | 75,000                 | 150,000              |
| <i>Total</i>    | <i>\$0</i>           | <i>\$154,918</i>     | <i>\$153,152</i>       | <i>\$150,000</i>     |

**Program Justification and Analysis:**

- The FY 2011-12 Budget decreases 2.1 percent compared to FY 2010-11 estimates primarily due to the program change group discussed below.
- The Personnel group is not budgeted in FY 2011-12. The program change below moves this funding from this budget into the BCIT General Fund Budget in FY 2011-12. The newly elected District Clerk does not wish to continue to fund an Analyst Programmer from this fund. The cost savings to this fund will be \$80,521.
- Funding in the Operations group doubles in the FY 2011-12 Budget. The District Clerk has an aggressive imaging and image resurrection plan that requires additional funding. The goal is to restore records, suspend or reduce deterioration of public records, and improve public access to these documents in a manner that reduces risk of deterioration. In addition, to comply with the Texas State Library and Archives Commission's records retention requirements for permanent retention, which are hundreds of thousands of pages of documents from the years 1836 through 1920, and in accordance with Government Code 51.304(5) "provide for the permanent retention of records including security provisions to guard against physical loss, alteration, and deterioration." The scope

of this Plan addresses the restoration and preservation needs of the District Clerk’s court permanent records, as follows:

1. To restore, preserve, and digitize historically valuable Court minutes and index books;
2. To restore, preserve, and digitize historically valuable permanent paper Court documents in their original format to include, Court documents from all differing periods of Court history from 1836 through 1920, The Republic of Texas, The Confederate States of America, and Early Union Statehood;
3. To make our permanent Court records accessible to constituents in a user friendly format;
4. To create a computerized index for the permanent records; and
5. To seek Commissioners Court’s approval to advertise a Request for Proposal to solicit competitive proposals for these preservation and restoration services.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Analyst Programmer II                    | 1                    | 1                      | 0                    |
| <i>Total – District Clerk Technology</i> | <i>1</i>             | <i>1</i>               | <i>0</i>             |

**Bexar County, Texas**  
**Parking Facilities Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                    |                  |
|--------------------------------|------------------|--------------------|------------------|
| Undesignated Funds             | \$889,175        | \$1,023,631        | \$700,653        |
| <b>Total Beginning Balance</b> | <b>\$889,175</b> | <b>\$1,023,631</b> | <b>\$700,653</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Revenue From Use of Assets       | \$540,104        | \$434,816        | \$756,000        |
| Sales, Refunds and Miscellaneous | 0                | 567              | 500              |
| <b>Subtotal</b>                  | <b>\$540,104</b> | <b>\$435,383</b> | <b>\$756,500</b> |

|                              |                    |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$1,429,279</b> | <b>\$1,459,014</b> | <b>\$1,457,153</b> |
|------------------------------|--------------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                     |           |           |           |
|---------------------|-----------|-----------|-----------|
| General Government  | \$252,578 | \$305,291 | \$386,745 |
| Interfund Transfers | 153,070   | 453,070   | 453,070   |

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$405,648</b> | <b>\$758,361</b> | <b>\$839,815</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                    |                  |                  |
|----------------------------------|--------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$1,023,631</b> | <b>\$700,653</b> | <b>\$617,338</b> |
|----------------------------------|--------------------|------------------|------------------|

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$1,429,279</b> | <b>\$1,459,014</b> | <b>\$1,457,153</b> |
|-----------------------------|--------------------|--------------------|--------------------|

# FACILITIES AND PARKS MANAGEMENT – PARKING FACILITIES FUND

COMPANY: 206

## **Program Description:**

The Facilities and Parks Management - Parking Facilities Fund was established to account for the collection of revenues from parking fees and expenditures for daily operation and maintenance of the County's parking facilities. The Fund also contributes to the Debt Service Fund. A portion of the debt expense is associated with the construction of the Bexar County parking garage.

The Parking Facilities program is responsible for the safe, efficient, and cost-effective parking of public and private vehicles with an emphasis on providing parking for the Bexar County Justice Center and Paul Elizondo Tower, the Courthouse, and the Courthouse Annex. The County opened the five-story, 668 parking space garage in June 1988 as part of the Justice Center development. The new Flores Street Parking Garage opened in August 2011 and also houses Human Resources personnel on the first floor. Contract parking is available to County employees and other downtown customers. Some reserved space is also available for complimentary use by County elected and appointed officials and other personnel. In addition, discounted parking is available for those summoned for jury duty.

The Facilities Division of Facilities and Parks Management supervises the operation of the parking garage. The Division produces access cards for contract customers, reserved space users, and special community events. The Division also provides oversight of revenue for the two Flores Street parking lots and access management for employee parking lots at the Annex building, Precinct #1 office, and Vista Verde building.

## **Performance Indicators:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| <b>Workload/Output Measures:</b>  |                      |                        |                      |
| Average Number of Daily Customers, Garage                                     | 428                  | 467                    | 758                  |
| Average Number of Daily Customers, Flores St. Lot                             | 141                  | 0                      | 0                    |
| <b>Efficiency Measures:</b>   |                      |                        |                      |
| Revenues Generated per Parking Space (2 <sup>nd</sup> -5 <sup>th</sup> Floor) | \$804                | \$836                  | \$857                |
| Revenue Generated per Parking Space (Flores St. Parking Garage)               | \$755                | \$922                  | \$922                |
| Average Turnover per Space (Garage)   | 1.86                 | 1.71                   | 1.85                 |
| <b>Effectiveness Measures:</b>  |                      |                        |                      |
| Avg. Percent of Daily Capacity (Garage)                                       | 186%                 | 171%                   | 185%                 |
| Avg. Percent of Daily Capacity (Flores St. Lot)                               | 116%                 | 0%                     | 0%                   |

**Appropriations:**

|                        | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services     | \$169,160            | \$164,100            | \$166,355              | \$152,658            |
| Operational Costs      | 77,934               | 135,166              | 129,123                | 223,354              |
| Supplies and Materials | 5,484                | 9,813                | 9,813                  | 10,733               |
| Interfund Transfers    | 153,070              | 453,070              | 453,070                | 453,070              |
| <b>Total</b>           | <b>\$405,648</b>     | <b>\$762,149</b>     | <b>\$758,361</b>       | <b>\$839,815</b>     |

**Program Justification and Analysis:**

- Overall, the FY 2011-12 Adopted Budget increases 10.8 percent from FY 2010-11 estimates primarily due to operational costs described below.
- The Personnel Services group decreases 8.2 percent from FY 2010-11 estimates. The FY 2011-12 Adopted Budget provides full funding for all authorized positions. The FY 2010-11 estimates include funding provided for overtime worked during the fiesta period.
- The Operational Costs group reflects a significant increase from historical expenditures. This appropriation reflects the increases expected for the operation of the new Flores Street Parking Garage that opened in August 2011.
- The Supplies and Materials group reflects a 9.4 percent increase from FY 2010-11 estimates. Additional funding was appropriated for maintenance tools and supplies as requested for the operation of the new parking garage.
- Two Interfund Transfers in the amount of \$453,070 are funded for FY 2011-12, of which \$3,070 to the General Fund and \$450,000 to debt service payments. The debt service payment is accounting for the Flores Street Parking Garage debt service payment in FY 2011-12.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Parking Garage Attendant               | 3                    | 3                      | 3                    |
| Parking Garage Superintendent          | 1                    | 1                      | 1                    |
| <b>Total – Parking Facilities Fund</b> | <b>4</b>             | <b>4</b>               | <b>4</b>             |

**Bexar County, Texas**  
**Stormwater Mitigation Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                    |                    |                    |
|--------------------------------|--------------------|--------------------|--------------------|
| Undesignated Funds             | \$1,382,837        | \$2,593,578        | \$3,246,974        |
| <b>Total Beginning Balance</b> | <b>\$1,382,837</b> | <b>\$2,593,578</b> | <b>\$3,246,974</b> |

**Revenue**

|                            |                    |                    |                    |
|----------------------------|--------------------|--------------------|--------------------|
| Other Fees                 | \$1,752,376        | \$1,818,100        | \$1,761,000        |
| Revenue From Use of Assets | 4,299              | 3,020              | 2,000              |
| <b>Total Revenues</b>      | <b>\$1,756,675</b> | <b>\$1,821,120</b> | <b>\$1,763,000</b> |

|                              |                    |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$3,139,512</b> | <b>\$4,414,698</b> | <b>\$5,009,974</b> |
|------------------------------|--------------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                      |                  |                    |                    |
|----------------------|------------------|--------------------|--------------------|
| General Government   | \$434,210        | \$978,647          | \$1,251,745        |
| Capital Expenditures | 0                | 23,138             | 0                  |
| <b>Subtotal</b>      | <b>\$434,210</b> | <b>\$1,001,785</b> | <b>\$1,251,745</b> |
| Interfund Transfers  | 111,724          | 165,939            | 165,939            |

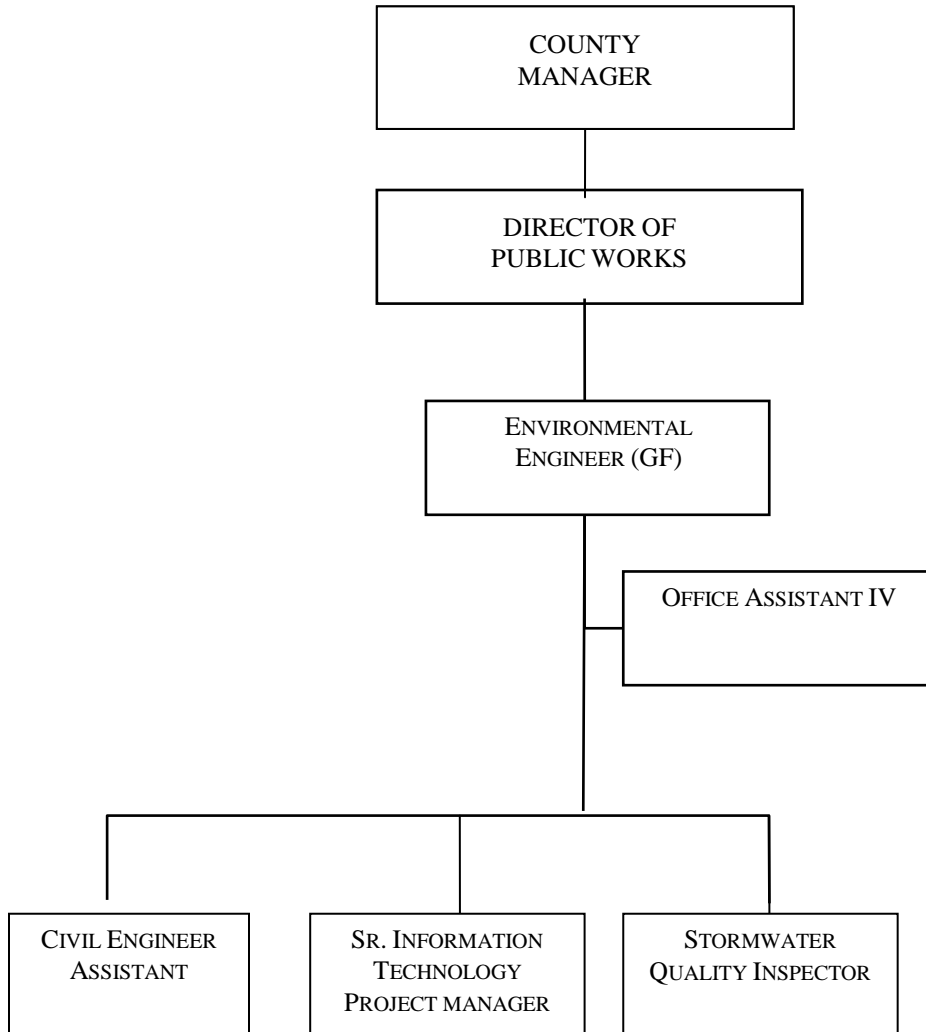
|                                       |                  |                    |                    |
|---------------------------------------|------------------|--------------------|--------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$545,934</b> | <b>\$1,167,724</b> | <b>\$1,417,684</b> |
|---------------------------------------|------------------|--------------------|--------------------|

|                                  |                    |                    |                    |
|----------------------------------|--------------------|--------------------|--------------------|
| <b>Appropriated Fund Balance</b> | <b>\$2,593,578</b> | <b>\$3,246,974</b> | <b>\$3,592,290</b> |
|----------------------------------|--------------------|--------------------|--------------------|

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$3,139,512</b> | <b>\$4,414,698</b> | <b>\$5,009,974</b> |
|-----------------------------|--------------------|--------------------|--------------------|



# PUBLIC WORKS - STORMWATER MITIGATION



# PUBLIC WORKS - ENVIRONMENTAL SERVICES STORMWATER MITIGATION COMPANY: 209

**Program Description:** The Public Works - Environmental Services Storm Water Mitigation program implements and manages the Bexar County Storm Water Quality (BCSWQ) program, which was mandated by the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ) MS4 Phase II Storm Water rules. This program will be responsible for developing and presenting educational programs to inform the public on the proper management and disposal of used oil, antifreeze, paints, and/or hazardous or toxic materials typically found in the residential environment. The program will also conduct outreach activities to provide reasonable household hazardous waste collection and assist with neighborhood clean-up activities and events designed to reduce or lead to the reduction of the discharge of pollutants into storm water. It will monitor and inspect to detect and eliminate illicit discharges to reduce pollutants from entering storm water conveyances. The program will review plats, construction plans, and permit applications of new development and redevelopment to insure compliance with appropriate best practices controls for storm water runoff during and post construction. During and after construction, the program will be responsible for monitoring, inspecting, and enforcing construction sites to ensure the quality of storm water runoff. This program will also endure pollution prevention by County operations through education and monitoring of good housekeeping techniques by County personnel during County operations. This program acts as an Authorized Agent of the TCEQ to inspect, administer, and regulate storm water activities within the unincorporated areas of Bexar County.

In June 2003, HB 2031 (78<sup>th</sup> Legislature) granted Bexar County the authority to implement a Stormwater program. In December 2003, Commissioners' Court approved the Bexar County's proposed Stormwater Mitigation Program required by the program. In June 2007, SB 1932 was passed allowing entities flexibility in developing a funding mechanism. TCEQ finally approved a general permit August 13, 2007, allowing entities like Bexar County Phase II coverage.

**Performance Indicators:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| <b>Workload/Output Measures:</b>            |                      |                        |                      |
| Number of Discharge Location Inspections    | 87                   | 100                    | 200                  |
| Number of Complaint Inspections             | 1,567                | 1,000                  | 2,000                |
| Number of Complaint Abatements              | 5                    | 8                      | 10                   |
| <b>Efficiency Measures:</b>                 |                      |                        |                      |
| Cost per Discharge Location Inspection      | \$117                | \$102                  | \$51                 |
| Cost per Nuisance Inspection                | \$65                 | \$102                  | \$51                 |
| Cost per Nuisance Abatements                | \$10,211             | \$6,382                | \$5,144              |
| <b>Effectiveness Measures:</b>              |                      |                        |                      |
| Successful Homeowners Association Clean-ups | 100%                 | 100%                   | 100%                 |
| Plans Reviewed within Acceptable Period     | 100%                 | 95%                    | 95%                  |
| Nuisance Complaints Resolved                | 50%                  | 70%                    | 85%                  |

**Appropriations:**

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services       | \$312,986            | \$451,153            | \$396,685              | \$399,030            |
| Travel and Remunerations | 4,735                | 8,310                | 8,310                  | 8,500                |
| Operational Costs        | 111,964              | 792,755              | 557,360                | 836,990              |
| Supplies and Materials   | 4,525                | 15,525               | 16,292                 | 7,225                |
| Capital Expenditures     | 0                    | 25,000               | 23,138                 | 0                    |
| Interfund Transfers      | 111,724              | 165,939              | 165,939                | 165,939              |
| <b>Total</b>             | <b>\$545,934</b>     | <b>\$1,458,682</b>   | <b>\$1,167,724</b>     | <b>\$1,417,684</b>   |

**Program Justification and Analysis:**

- Overall, the FY 2011-12 Adopted Budget reflects a significant increase from FY 2010-11 estimates, primarily due to an increase in Operational Costs as described below.
- The Personnel Services Group increases less than one percent from FY 2010-11 estimates. The FY 2011-12 Adopted Budget provides full funding for all authorized positions.
- The Travel and Remunerations group remains relatively flat when compared to FY 2010-11 estimates. Funding is provided to ensure proper training of employees working in the Stormwater program.
- The Operational Costs group increases significantly due to various lines items, which includes Contracted Services for implementation of the stormwater program, Nuisance Expense for neighborhood clean-ups, and a feasibility study on a countywide trash and recycling service.
- The Supplies and Materials group decreases almost 50 percent from FY 2010-11 estimates. The decrease is due to one-time furniture purchases expensed during FY 2010-11 that are not budgeted in FY 2011-12.
- The FY 2011-12 Adopted Budget includes Interfund Transfers in the amount of \$165,939. These funds are a cash match for a grant from the U.S. Fish and Wildlife Service for the development of a Habitat Conservation Plan. Funding is also appropriated for the Dump your Junk program.
- The FY 2011-12 Adopted Budget includes the following three program changes:
  - The first program change is the transfer of one Office Assistant IV (NE-5) from the General Fund Environmental Services Division. The total cost of the position is \$57,540.
  - The second program change is the deletion of one Real Estate Specialist (NE-9) for a total savings of \$43,271. This position is eliminated because it is deemed unnecessary and can be funded via the Regional Habitat Conservation Plan once it is implemented in two to three years.

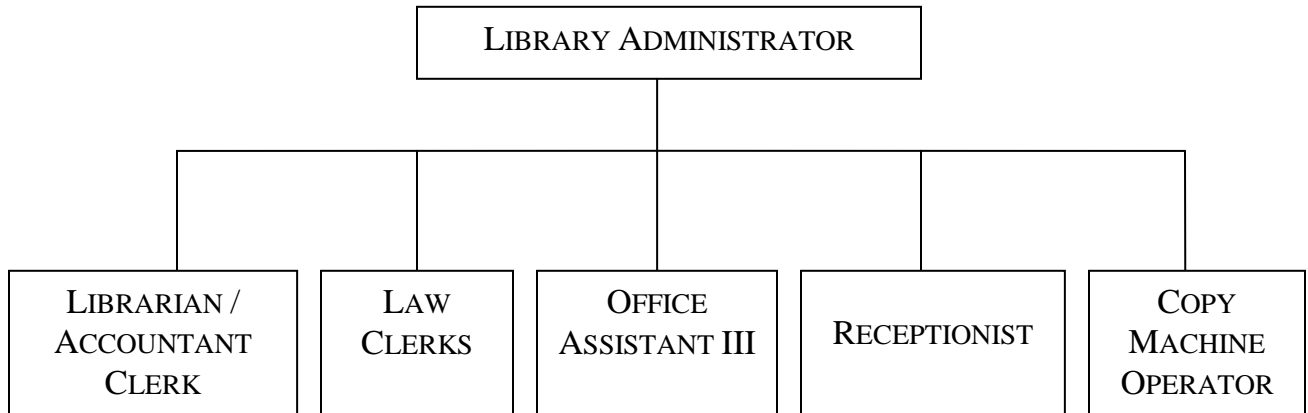
- The third program change is the deletion of one Civil Engineer (E-10) for a total savings of \$86,505. This position is eliminated due to a significant decrease in outside development activity and the remaining functions of the position can be absorbed by the Environmental Engineer.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Civil Engineer   | 1                    | 1                      | 0                    |
| Civil Engineer Assistant                                   | 1                    | 1                      | 1                    |
| Office Assistant IV  | 1                    | 1                      | 2                    |
| Real Estate Specialist                                     | 1                    | 1                      | 0                    |
| Senior Information Technology Project Manager              | 1                    | 1                      | 1                    |
| Stormwater Quality Inspector                               | 0                    | 1                      | 1                    |
| <b><i>Total – Public Works – Stormwater Mitigation</i></b> | <b>5</b>             | <b>6</b>               | <b>5</b>             |

- The Environmental Engineer (E-11) position is funded 25% from the General Fund (Public Works-Environmental Services) and 75% from the Stormwater Fund.
- The Senior Information Technology Project Manager (E-10) was transferred from the Farm to Market and Lateral Road Fund during the FY 2008-09.

# LAW LIBRARY



**Bexar County, Texas**  
**Law Library Fund Summary**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actuals</b>    | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance**

|                                |                 |            |            |
|--------------------------------|-----------------|------------|------------|
| Undesignated Funds             | \$80,944        | \$0        | \$0        |
| <b>Total Beginning Balance</b> | <b>\$80,944</b> | <b>\$0</b> | <b>\$0</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Court Costs and Fines            | \$526,043        | \$517,106        | \$515,000        |
| Revenue From Use of Assets       | 181              | 166              | 100              |
| Sales, Refunds and Miscellaneous | 98,204           | 97,876           | 91,000           |
| <b>Subtotal</b>                  | <b>\$624,428</b> | <b>\$615,148</b> | <b>\$606,100</b> |
| Interfund Transfer               | \$211,406        | \$264,046        | \$216,437        |
| <b>Total Revenues</b>            | <b>\$835,834</b> | <b>\$879,194</b> | <b>\$822,537</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$916,778</b> | <b>\$879,194</b> | <b>\$822,537</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                     |                  |                  |                  |
|---------------------|------------------|------------------|------------------|
| Judicial            | \$902,249        | \$879,194        | \$822,537        |
| <b>Subtotal</b>     | <b>\$902,249</b> | <b>\$879,194</b> | <b>\$822,537</b> |
| Interfund Transfers | \$14,529         | \$0              | \$0              |

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$916,778</b> | <b>\$879,194</b> | <b>\$822,537</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |            |            |            |
|----------------------------------|------------|------------|------------|
| <b>Appropriated Fund Balance</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
|----------------------------------|------------|------------|------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$916,778</b> | <b>\$879,194</b> | <b>\$822,537</b> |
|-----------------------------|------------------|------------------|------------------|

# LAW LIBRARY

COMPANY: 210

**Program Description:** The Bexar County Law Library is housed on the fifth floor of the Bexar County Courthouse along with the San Antonio Bar Association (SABA). The Law Library provides reference books and guides that total approximately 80,000 bound volumes. The Law Library Fund receives revenues from court fines and from charges for copies made. SABA has renovated much of the area for the 4th Court of Appeals. The space includes several conference rooms available for attorney conferences, and a courtroom used for various hearings and functions.

The Library is available to all judges, attorneys and the general public. The staff continually maintains the Law Library collection through the acquisition of new books and supplemental materials. Increasingly, the Law Library is providing access to legal resources through electronic means such as CD-ROMs and electronic data services. It also has video equipment available for all the courts. The Law Library houses the copier for library customers as well as all patrons of the County Courthouse and Justice Center.

## **Performance Indicators:**

|                                   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|-----------------------------------|----------------------|------------------------|----------------------|
| <b>Work Load Indicators :</b>     |                      |                        |                      |
| Number of Copies Made             | 553,658              | 600,000                | 650,000              |
| Pro Se Litigants Assisted         | 40                   | 50                     | 58                   |
| <b>Efficiency Indicators:</b>     |                      |                        |                      |
| Pro Se Litigants Assisted per Day | 480                  | 600                    | 660                  |
| Computer Users Assisted per Day   | 22                   | 45                     | 55                   |
| Copier Customers Assisted per Day | 175                  | 215                    | 250                  |
| <b>Effectiveness Indicators:</b>  |                      |                        |                      |
| Number of New Books Acquired      | 0                    | 0                      | 0                    |

## **Appropriations:**

|                    | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel          | \$339,720            | \$357,576            | \$352,045              | \$243,304            |
| Operational        | 153,186              | 133,340              | 143,418                | 174,130              |
| Supplies           | 409,343              | 268,500              | 383,731                | 405,103              |
| Interfund Transfer | 14,529               | 0                    | 0                      | 0                    |
| <b>Total</b>       | <b>\$916,778</b>     | <b>\$759,416</b>     | <b>\$879,194</b>       | <b>\$822,537</b>     |

## **Program Justification and Analysis:**

- The FY 2011-12 Budget decreased 6.4 percent when compared to FY 2010-11 estimates.
- The Personnel Services group decreased significantly when compared to the FY 2010-11 estimates to the program change described below.

- The Operational Costs group increased 21.4 percent when compared to FY 2010-11 estimates. This is due to an increase in costs for online services with Lexis Nexis and West Law.
- The Supplies and Materials group increased 5.6 percent when compared to FY 2010-11 estimates. This is due to an increase in books and periodicals due to new law changes from the 82<sup>nd</sup> Legislature.
- Due to declining revenues within the Law Library Fund, the Budget will transfer \$216,437 from the General Fund to sustain this fund.
- The FY 2011-12 Budget has one program change:
  - The program change moves one Librarian (NE-08) and two Library Clerks (NE-01) to the Sheriff – Adult Detention General Fund budget for a savings of \$108,438. These positions were originally funded in the Sheriff – Adult Detention General Fund budget and are located at the jail library. Due to declining revenue, the fund can no longer sustain these positions and has received significant interfund transfers from the General Fund.

**Authorized Positions:**

|                                     | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|-------------------------------------|----------------------|------------------------|----------------------|
| Copy Machine Operator               | 1                    | 1                      | 1                    |
| Law Library Administrator/Librarian | 1                    | 1                      | 1                    |
| Law Library Clerk                   | 2                    | 2                      | 2                    |
| Librarian                           | 0                    | 1                      | 0                    |
| Library Clerk                       | 0                    | 2                      | 0                    |
| Library/Account Clerk               | 1                    | 1                      | 1                    |
| Office Assistant III                | 1                    | 1                      | 1                    |
| Receptionist                        | 1                    | 1                      | 1                    |
| <b><i>Total – Law Library</i></b>   | <b><i>7</i></b>      | <b><i>10</i></b>       | <b><i>7</i></b>      |



**Bexar County, Texas  
Drug Court Fund Summary  
Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actuals</b>    | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance**

|                                |                 |                  |                  |
|--------------------------------|-----------------|------------------|------------------|
| Undesignated Funds             | \$72,105        | \$108,178        | \$115,767        |
| <b>Total Beginning Balance</b> | <b>\$72,105</b> | <b>\$108,178</b> | <b>\$116,148</b> |

**Revenue**

|                            |                 |                 |                 |
|----------------------------|-----------------|-----------------|-----------------|
| Court Costs and Fines      | \$62,275        | \$74,144        | \$63,700        |
| Revenue From Use of Assets | 163             | 108             | 50              |
| <b>Subtotal</b>            | <b>\$62,438</b> | <b>\$74,252</b> | <b>\$63,750</b> |

|                       |                 |                 |                 |
|-----------------------|-----------------|-----------------|-----------------|
| <b>Total Revenues</b> | <b>\$62,438</b> | <b>\$74,252</b> | <b>\$63,750</b> |
|-----------------------|-----------------|-----------------|-----------------|

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$134,543</b> | <b>\$182,430</b> | <b>\$179,898</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                     |                 |                 |                 |
|---------------------|-----------------|-----------------|-----------------|
| Judicial            | \$26,365        | \$66,663        | \$60,463        |
| <b>Subtotal</b>     | <b>\$26,365</b> | <b>\$66,663</b> | <b>\$60,463</b> |
| Interfund Transfers |                 |                 |                 |

|                                       |                 |                 |                 |
|---------------------------------------|-----------------|-----------------|-----------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$26,365</b> | <b>\$66,663</b> | <b>\$60,463</b> |
|---------------------------------------|-----------------|-----------------|-----------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$108,178</b> | <b>\$115,767</b> | <b>\$119,435</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$134,543</b> | <b>\$182,430</b> | <b>\$179,898</b> |
|-----------------------------|------------------|------------------|------------------|

# DRUG COURT FUND

COMPANY: 211

**Program Description:** The main purpose of the Drug Court Fund is to provide resources to be used exclusively for the development and maintenance of drug court programs operated within the County. The purpose of the Bexar County Felony Drug Court (BCFDC) program is to direct eligible, non-violent substance abusers into a complete program of drug treatment and rehabilitation services. The goal of the program is to break the cycle of drugs and crime by substituting jail or prison with an effective treatment alternative. The Drug Court changes the way non-violent drug addicted defendants are handled by treating the participants for the addiction, which is usually the reason for their involvement within the criminal justice system. It is built upon a unique partnership between the criminal justice system and the drug treatment community. However, it also includes the personal involvement of the drug court judge. This fee is governed by the Texas Code of Criminal Procedure, Chapter 102, Subchapter A, Article 102.0178. This fee is a direct response to the 80<sup>th</sup> Legislative Session and was put into effect June 15, 2007.

## **Appropriations:**

|                 | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|-----------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Costs | \$26,365             | \$61,145             | \$60,317               | \$60,463             |
| Operational     | 0                    | 6,203                | 6,203                  | 0                    |
| Supplies        | 0                    | 143                  | 143                    | 0                    |
| <b>Total</b>    | <b>\$26,365</b>      | <b>\$67,491</b>      | <b>\$66,663</b>        | <b>\$60,463</b>      |

## **Program Justification and Analysis:**

- The FY 2011-12 Budget decreased 9.3 percent due to the operations group discussed below.
- The Personnel group remained flat when compared to FY 2010-11 estimates. Funding is provided for all authorized positions at the same level as in the previous year.
- No funding was provided in the Operations group FY 2011-12 Budget. This is due to one-time funding provided for various operational costs for the Restoration Center where court is held.

## **Authorized Positions:**

|                                | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------------|----------------------|------------------------|----------------------|
| Analyst – Drug Court*          | 1                    | 1                      | 1                    |
| <b>Total – Drug Court Fund</b> | <b>1</b>             | <b>1</b>               | <b>1</b>             |

\* This position is funded 41 percent in the General Fund and 59 percent in the Drug Court Fund.

**Bexar County, Texas**  
**Fire Code Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                    |                  |                    |
|--------------------------------|--------------------|------------------|--------------------|
| Undesignated Funds             | \$1,171,417        | \$922,268        | \$1,009,996        |
| <b>Total Beginning Balance</b> | <b>\$1,171,417</b> | <b>\$922,268</b> | <b>\$1,009,996</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Other Fees                 | \$957,489        | \$901,329        | \$866,000        |
| Revenue From Use of Assets | 1,942            | 953              | 500              |
| <b>Total Revenues</b>      | <b>\$959,431</b> | <b>\$902,282</b> | <b>\$866,500</b> |

|                              |                    |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$2,130,848</b> | <b>\$1,824,550</b> | <b>\$1,876,496</b> |
|------------------------------|--------------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

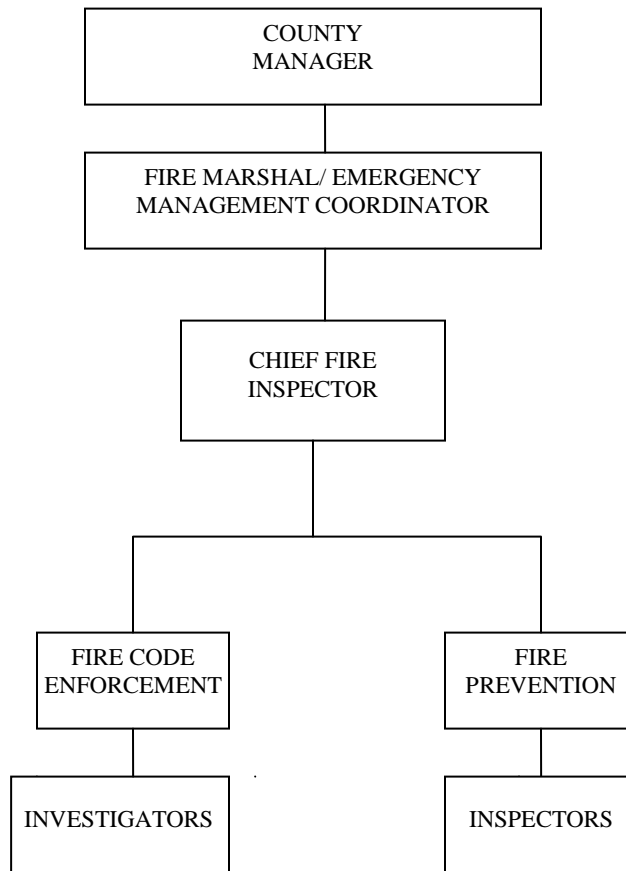
|                      |                    |                  |                    |
|----------------------|--------------------|------------------|--------------------|
| Public Safety        | \$650,428          | \$670,836        | \$736,393          |
| Capital Expenditures | 558,152            | 143,718          | 350,506            |
| <b>Subtotal</b>      | <b>\$1,208,580</b> | <b>\$814,554</b> | <b>\$1,086,899</b> |

|                                       |                    |                  |                    |
|---------------------------------------|--------------------|------------------|--------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$1,208,580</b> | <b>\$814,554</b> | <b>\$1,086,899</b> |
|---------------------------------------|--------------------|------------------|--------------------|

|                                  |                  |                    |                  |
|----------------------------------|------------------|--------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$922,268</b> | <b>\$1,009,996</b> | <b>\$789,597</b> |
|----------------------------------|------------------|--------------------|------------------|

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$2,130,848</b> | <b>\$1,863,987</b> | <b>\$1,876,496</b> |
|-----------------------------|--------------------|--------------------|--------------------|

# FIRE CODE FUND



# FIRE CODE FUND

COMPANY: 212

**Program Description:** The Fire Marshal's Office is responsible for reviewing plans for new commercial construction and inspecting buildings for compliance with Bexar County's Fire and Building Codes. Revenues are generated from fees charged for these services. State law mandates that counties establish a separate fund for these revenues. State law also mandates that revenues in this fund be expended only for administration and enforcement of the Fire Code.

This fund was established in September 1993 and the fees were instituted in May 1994.

## Performance Indicators:

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

### **Work Load Indicators:**

|  |     |     |     |
|--|-----|-----|-----|
| Number of building permits processed               | 238 | 398 | 425 |
| Number of fire protection system permits processed | 201 | 225 | 275 |
| Number of code consultations conducted             | 10  | 6   | 10  |

### **Efficiency Indicators:**

|  |     |     |     |
|--|-----|-----|-----|
| Average number of days to process building permits | 14  | 7   | 10  |
| Number of code complaints investigated             | 88  | 88  | 50  |
| Number of final constructions inspection conducted | 241 | 398 | 250 |

### **Effectiveness Indicators:**

|   |      |      |      |
|---|------|------|------|
| Building permits issued within 14 calendar days     | 100% | 95%  | 95%  |
| System permits issued within 14 calendar days       | 100% | 95%  | 95%  |
| Number of work authorizations issued within 14 days | 100% | 100% | 100% |

## Appropriations:

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services       | \$445,171            | \$486,065            | \$474,420              | \$502,642            |
| Travel and Remunerations | 18,952               | 29,413               | 19,000                 | 27,750               |
| Operational Costs        | 90,001               | 146,500              | 127,339                | 131,500              |
| Supplies and Materials   | 96,304               | 43,077               | 50,077                 | 74,501               |
| Capital Expenditures     | 558,152              | 148,500              | 143,718                | 350,506              |
| <b>Total</b>             | <b>\$1,208,580</b>   | <b>\$853,555</b>     | <b>\$814,554</b>       | <b>\$1,086,899</b>   |

**Program Justification and Analysis:**

- Overall, the FY 2011-12 Adopted Budget increases 33.5 percent from FY 2010-11 estimates primarily due to a large purchase in one-time capital expenditures explained below.
- The Personnel Services group increases 5.9 percent when compared to FY 2010-11 estimates. The FY 2011-12 Adopted Budget provides full funding for all authorized positions and includes increases in retirement and unemployment expenditures.
- The Travel and Remunerations group is funded at approximately the same level as the FY 2010-11 Adopted Budget. Funding is provided for only mandatory training for personnel.
- The Operational Costs group increases 3.3 percent from FY 2010-11 estimates. The FY 2011-12 Adopted Budget includes sufficient funding for all operational costs including a slight increase in preventative maintenance.
- The Supplies and Materials group increases significantly compared to FY 2010-11 estimates. The FY 2011-12 Adopted Budget includes funding for one-time photography equipment purchases for Fire Code personnel.
- The Capital group increases significantly due to one-time funding for a vehicle replacement program requested by the department. The vehicle replacement plan will allow for the purchase of pickup trucks for Deputy Fire Marshal positions. The current vehicles of the Fire Marshal staff will be distributed to other areas in Facilities Management that require vehicle replacement. This appropriation also includes one-time building improvements for the facility the Fire Marshal’s Office occupied one year ago.
- The FY 2011-12 Adopted Budget includes one program change which is the unfreezing of one Public Safety Dispatcher (NE-5). The Fire Marshal agreed to eliminate one Office Assistant I (NE-2) funded within the General Fund as a part of the target reduction plan to unfreeze the Dispatcher position. The total savings to the General Fund from the Office Assistant position elimination is \$35,812. The Public Safety Dispatcher position can be found in the General Fund Fire Marshal’s Office authorized position list. The total cost of the position in the Fire Code Fund is \$10,350.

**Authorized Positions:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| Chief Fire Inspector                            | 0                    | 1                      | 1                    |
| Deputy Fire Marshal                             | 0                    | 2                      | 2                    |
| Fire Code Enforcement & Inspection Program Mgr. | 1                    | 0                      | 0                    |
| Fire Inspector                                  | 2                    | 0                      | 0                    |
| Office Assistant I                              | 1                    | 0                      | 0                    |
| Office Assistant II                             | 0                    | 1                      | 1                    |
| <b><i>Total – Fire Code Fund</i></b>            | <b>4</b>             | <b>4</b>               | <b>4</b>             |

**Bexar County, Texas**  
**Juvenile Case Manager Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance**

|                                |                 |                  |                  |
|--------------------------------|-----------------|------------------|------------------|
| Undesignated Funds             | \$43,053        | \$116,384        | \$178,664        |
| <b>Total Beginning Balance</b> | <b>\$43,053</b> | <b>\$116,384</b> | <b>\$178,664</b> |

**Revenue**

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| Court Costs and Fines | \$351,275        | \$341,096        | \$335,900        |
| Interest Revenue      | 143              | 115              | 100              |
| <b>Total Revenues</b> | <b>\$351,418</b> | <b>\$341,211</b> | <b>\$336,000</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$394,471</b> | <b>\$457,595</b> | <b>\$514,664</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| Personnel | \$278,087 | \$278,391 | \$275,694 |
|-----------|-----------|-----------|-----------|

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$278,087</b> | <b>\$278,391</b> | <b>\$275,694</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$116,384</b> | <b>\$178,664</b> | <b>\$238,970</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$394,471</b> | <b>\$457,595</b> | <b>\$514,664</b> |
|-----------------------------|------------------|------------------|------------------|

# JUVENILE CASE MANAGER FUND

COMPANY: 213

The Juvenile Case Manager Fund was created as a result of legislation passed by the 79<sup>th</sup> Texas Legislature in the 2005 session allowing the assessment of a fee of up to \$5 to defendants convicted of fine-only misdemeanor cases in Justice of the Peace Courts and County Courts at Law. Bexar County Commissioners Court approved the collection of the \$5 fee in 2006. This fee may only be used to provide funds for salary and benefits of a juvenile case manager employed to provide services in cases involving juvenile offenders.

## Appropriations:

|              | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------|----------------------|------------------------|----------------------|
| Personnel    | \$278,087            | \$278,931              | \$275,694            |
| <b>Total</b> | <b>\$278,087</b>     | <b>\$278,931</b>       | <b>\$275,694</b>     |

## Program Justification and Analysis:

- The FY 2011-12 Adopted Budget decreases by 1 percent compared to FY 2010-11 estimates.
- The Personnel Services group slightly decreases compared to FY 2010-11 estimates, which includes full funding for all authorized positions and includes a slight decrease in the group health insurance line item. Each Justice of the Peace Office is authorized one Juvenile Case Manager, with exception of Precinct 2 which is authorized two Juvenile Case Managers.

## Authorized Positions:

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| Juvenile Case Manager                     | 6                    | 6                      | 6                    |
| <b>Total – Juvenile Case Manager Fund</b> | <b>6</b>             | <b>6</b>               | <b>6</b>             |



**Bexar County, Texas  
Dispute Resolution Fund  
Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance**

|                                |                |                 |                |
|--------------------------------|----------------|-----------------|----------------|
| Undesignated Funds             | \$4,458        | \$10,151        | \$5,584        |
| <b>Total Beginning Balance</b> | <b>\$4,458</b> | <b>\$10,151</b> | <b>\$5,584</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Court Costs and Fines            | \$542,258        | \$530,813        | \$533,700        |
| Interest Revenue                 | 28               | 37               | 20               |
| Sales, Refunds and Miscellaneous | 9,000            | 0                | 27,450           |
| Interfund Transfers              | 21,602           | 38,481           | 14,088           |
| <b>Total Revenues</b>            | <b>\$572,888</b> | <b>\$569,331</b> | <b>\$575,258</b> |

|                              |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$577,346</b> | <b>\$579,482</b> | <b>\$580,842</b> |
|------------------------------|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|          |           |           |           |
|----------|-----------|-----------|-----------|
| Judicial | \$567,195 | \$573,898 | \$580,842 |
|----------|-----------|-----------|-----------|

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$567,195</b> | <b>\$573,898</b> | <b>\$580,842</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                 |                |              |
|----------------------------------|-----------------|----------------|--------------|
| <b>Appropriated Fund Balance</b> | <b>\$10,151</b> | <b>\$5,584</b> | <b>(\$0)</b> |
|----------------------------------|-----------------|----------------|--------------|

|                             |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$577,346</b> | <b>\$579,482</b> | <b>\$580,842</b> |
|-----------------------------|------------------|------------------|------------------|

# DISPUTE RESOLUTION FUND

COMPANY: 214

**Mission:** The Bexar County Dispute Resolution Center (BCDRC) is committed to providing timely, effective, and caring services to each person in need of our assistance.

Treat our clients with dignity and respect, striving to earn their trust and maintain our credibility.

Provide our clients with a forum in which to resolve their problems and disputes in a peaceful and expedient manner.

Utilize every opportunity to educate the citizens of Bexar County about our services, promoting, and encouraging the use of mediation as a means of resolution.

Recognize the immense contributions volunteer mediators make to our success and our ability to conduct the business of the Center.

Strive to maintain the leading edge in mediation in the State of Texas and to sustain the Center as a model to be emulated state-wide.

**Vision:** The vision of the Bexar County Dispute Resolution Center is to provide Bexar County residents with direct access to mediation (through the utilization of volunteer mediators) as an alternative approach to resolving interpersonal, family, business consumer, and community disputes and to assist the courts in the expedient resolution of civil disputes, thereby relieving undue court congestion, costs and delays.

## **Goals and Objectives:**

- Provide Bexar County residents with direct access to alternative methods and resources for resolving disputes of all types.
- Provide dispute resolution services to assist Bexar County residents to resolve disputes in a fair, expeditious, and inexpensive manner.
- Provide information and referral services for disputes that can best be served by other community, governmental, and/or social service agencies.
- Assist the courts in the resolution of both civil and criminal disputes, thereby, relieving undue court congestion, costs, and delays.
- Provide the public school systems of Bexar County with a peer mediation system which will enable students to resolve their own problems in a peaceful manner.
- Increase the public's awareness and knowledge of the use of mediation as an appropriate means of dispute resolution.
- Encourage enhancement of the Center's service delivery system through continuous improvements and innovations, including utilization of technological solutions to improve operations.
- Seek new projects and innovative applications for mediation in various arenas, which will enhance Bexar County Dispute Resolution Center contributions to the community.
- Recruit, train, and utilize community volunteers as mediators, intake workers, and presenters.

**Program Description:** The Bexar County Dispute Resolution Center has three primary functions: mediation, information/referral, and community education. The Center offers mediation services to Bexar County residents as an alternative method of resolving citizens' disputes in a peaceful and expeditious

manner, thereby avoiding judicial action. The Center's mediation services include nine programs: Community-Based Mediation, Court-Ordered Litigation Mediation, Family Mediation, Children's Court Mediation, Mediation in the Justice of the Peace Courts, Multiparty Public Policy Dispute Resolution, San Antonio Housing Authority Hearings, and Neighborhood Mediation at San Antonio Police Department's substations. The Center offers an information and referral service, which assists citizens with problems or disputes that can best be addressed by other community, governmental, or social service agencies. The Center also conducts community education activities through the Center's Speakers Bureau. These activities promote the use of mediation and conflict management as alternative means of dispute resolution. Speakers Bureau activities include: presentations, lectures, conferences, program exhibits, and conflict management training seminars. The Center provides peer mediation training programs to the school systems of Bexar County through the "Amigos in Mediation" (AIM) program. In addition, the Center conducts Advanced Mediation Training for volunteer mediators.

**Performance Indicators:**

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

**Workload Indicators:**

**Dispute Resolution Services**

|   |         |         |         |
|---|---------|---------|---------|
| Number of Clients Served                  | 7,288   | 7,300   | 7,250   |
| Cases set for Mediation                   | 2,212   | 2,250   | 2,225   |
| People Reached through Community Outreach | 331,060 | 320,000 | 320,000 |

**Efficiency Indicators:**

**Dispute Resolution Services**

|   |     |     |     |
|---|-----|-----|-----|
| Average Number of Days to process a Case                                    | 22  | 23  | 23  |
| Average Number of Active cases per Month                                    | 438 | 445 | 440 |
| Average Number of Participants per community awareness/education activities | 220 | 210 | 210 |

**Peer Mediation Services**

|   |       |       |       |
|---|-------|-------|-------|
| Student Mediations Conducted                    | 1,510 | 1,550 | 1,525 |
| Number of Disputants Participating in Mediation | 3,170 | 3,200 | 3,180 |
| Peer Mediation Agreement Rate                   | 99%   | 98%   | 98%   |

**Effectiveness Indicators:**

**Dispute Resolution Services**

|  |       |       |       |
|--|-------|-------|-------|
| Cases Diverted from Court                | 72%   | 72%   | 72%   |
| Hours of Work Accomplished by Volunteers | 5,229 | 5,200 | 5,200 |

**Peer Mediation Services**

|   |      |      |      |
|---|------|------|------|
| Percentage of Those Reporting Stating That:   |      |      |      |
| Mediation Prevented Inappropriate Action      | 100% | 99%  | 99%  |
| They would use Mediation Again                | 100% | 98%  | 98%  |
| Percentage of Reporting Schools Stating That: |      |      |      |
| They would recommend program to other schools | 100% | 100% | 100% |

**Appropriations:**

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services       | \$524,357            | \$527,792            | \$530,873              | \$535,338            |
| Travel and Remunerations | 20,646               | 20,896               | 18,491                 | 20,896               |
| Operational Costs        | 16,627               | 19,793               | 18,534                 | 19,108               |
| Supplies and Materials   | 5,565                | 6,000                | 6,000                  | 5,500                |
| <b>Total</b>             | <b>\$567,195</b>     | <b>\$574,481</b>     | <b>\$573,898</b>       | <b>\$580,842</b>     |

**Program Justification and Analysis:**

- The FY 2011-12 Adopted Budget for the Dispute Resolution Fund increases by 1.2 percent when compared to the FY 2010-11 estimates due to the personnel services, travel and remunerations, and operational costs appropriation groups.
- The Personnel Services group increases by less than 1 percent when compared to the FY 2010-11 estimates. The increase is primarily due to increases in the retirement line item.
- The Travel and Remunerations group increases by 13 percent compared to FY 2010-11 estimates. This reflects increased funding for volunteer stipends payments as requested by the Center to assist the 150 volunteers with travel and parking expenses.
- The Operational Costs group increases by 3 percent compared to the FY 2010-11 estimates due to increases in the telephone usage line item.
- The Supplies and Materials group decreases by 8.3 percent compared to the FY 2010-11 estimates corresponding to a reduced level of office supplies needed.
- The Dispute Resolution Fund Adopted Budget includes \$27,450 in revenue donations from the local Mediator’s Association.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Dispute Resolution Center Director     | 1                    | 1                      | 1                    |
| Intake Coordinator                     | 2                    | 2                      | 2                    |
| Intake/Mediation Manager               | 1                    | 1                      | 1                    |
| Mediation Coordinator                  | 2                    | 2                      | 2                    |
| Office Assistant II                    | 2                    | 2                      | 2                    |
| Office Assistant IV                    | 1                    | 1                      | 1                    |
| Peer Mediation Coordinator             | 1                    | 1                      | 1                    |
| <b>Total - Dispute Resolution Fund</b> | <b>10</b>            | <b>10</b>              | <b>10</b>            |

**Bexar County, Texas**  
**Domestic Relations Fund 016**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                |                |                |
|--------------------------------|----------------|----------------|----------------|
| Undesignated Funds             | \$264,424      | \$205,772      | \$216,226      |
| <b>Total Beginning Balance</b> | <b>264,424</b> | <b>205,772</b> | <b>216,226</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Court Costs and Fines      | \$400,756        | \$389,395        | \$385,000        |
| Revenue From Use of Assets | 468              | 175              | \$0              |
| <b>Total Revenues</b>      | <b>\$401,224</b> | <b>\$389,570</b> | <b>\$385,000</b> |

**TOTAL AVAILABLE FUNDS**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$665,648</b> | <b>\$595,342</b> | <b>\$601,226</b> |
|------------------|------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                           |                  |                  |                  |
|---------------------------|------------------|------------------|------------------|
| Health and Public Welfare | \$453,145        | \$379,116        | \$446,556        |
| <b>Subtotal</b>           | <b>\$453,145</b> | <b>\$379,116</b> | <b>\$446,556</b> |
| Interfund Transfers       | \$6,731          | \$0              | \$6,980          |

**TOTAL OPERATING APPROPRIATIONS**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$459,876</b> | <b>\$379,116</b> | <b>\$453,536</b> |
|------------------|------------------|------------------|

**Appropriated Fund Balance**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$205,772</b> | <b>\$216,226</b> | <b>\$147,690</b> |
|------------------|------------------|------------------|

**TOTAL APPROPRIATIONS**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$665,648</b> | <b>\$595,342</b> | <b>\$601,226</b> |
|------------------|------------------|------------------|

# DOMESTIC RELATIONS OFFICE FUND

COMPANY: 215

**Program Description:** The Domestic Relations Office Fund is maintained through a \$15 fee paid upon the filing of a child support or paternity suit. The Family Support Services Probation Department, handles those individuals who have been placed on probation by the District Courts through the Office of the Attorney General. This type of probation occurs following a finding of contempt due to non-compliance with a Court decree regarding child support. The Unit provides a full range of probation services including supervision, crisis intervention, referral services, and monitoring of payments to ensure that individuals provide necessary and required support for their children. The degree of supervision will vary from active supervision, reporting by mail to unsupervised status, depending upon the individual's degree of effort and acceptance of responsibility. Probationers being supervised are individuals who otherwise would have been incarcerated for non-compliance had probation not been an option available to the Court. The Court frequently imposes a supervision fee ranging from \$5 to \$25 per month upon the probationer, in addition to the child support obligation.

## Performance Indicators:

| FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|------------------------|----------------------|
|----------------------|------------------------|----------------------|

### **Work Load Indicators:**

|   |     |     |     |
|---|-----|-----|-----|
| Number of Non-Custodial Parents Served              | 245 | 270 | 270 |
| Average Number of Cases Open per Month              | 70  | 85  | 85  |
| Number of Cases Referred to Legal Services Annually | 72  | 96  | 96  |

### **Efficiency Indicators:**

|  |     |     |     |
|--|-----|-----|-----|
| Number of Non-Custodial Parents with Increased Parenting Time Annually | 148 | 197 | 197 |
| Average Monthly Legal Caseload   | 30  | 45  | 45  |
| Number of Average Monthly Attorney Consultations                       | 32  | 48  | 48  |

### **Effectiveness Indicators:**

|   |     |     |     |
|---|-----|-----|-----|
| Increased Parenting Time  | 60% | 60% | 80% |
| Percentage of Access Resolution Cases Resulting in Increased Visitation | 65% | 65% | 75% |
| Percentage of Legal Cases Resulting in Increased Visitation             | 50% | 50% | 65% |

**Appropriations:**

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services       | \$271,470            | \$221,727            | \$209,737              | \$223,688            |
| Travel and Remunerations | 3,183                | 5,900                | 5,900                  | 5,900                |
| Operational Costs        | 178,446              | 212,868              | 161,143                | 211,968              |
| Supplies and Materials   | 46                   | 5,000                | 2,336                  | 5,000                |
| Interfund Transfer       | 6,731                | 0                    | 0                      | 6,980                |
| <b>Total</b>             | <b>\$459,876</b>     | <b>\$445,495</b>     | <b>\$379,116</b>       | <b>\$453,536</b>     |

**Program Justification and Analysis:**

- The FY 2011-12 Budget increases 19.6 percent compared to the FY 2010-11 estimates. This increase is due to increases in the operational cost group for professional fees as described below.
- The Personnel Services group increases 6.7 percent compared to FY 2010-11 estimates. This increase is due to full funding of all authorized positions and increased employer’s contribution rate for unemployment and retirement. The lower estimate is due to the Education Manager position being vacant toward the end of FY 2010-2011.
- The Travel and Remunerations group represents the same level of funding as FY 2010-11 estimates.
- The Operational Costs group increases 31.5 percent compared FY 2010-11 estimates. This increase is due to a demand for additional professional services anticipated in FY 2011-12.
- The Supplies and Materials group increases significantly compared to FY 2010-11 estimates. This increase is due to the supply purchases anticipated in FY 2011-12 that were deferred during FY 2010-11, such as copier toner and printer ink cartridges.

**Authorized Positions:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| Coordinator                                   | 1                    | 0                      | 0                    |
| Domestic Relations Office Administrator       | 1                    | 1                      | 1                    |
| Education Manager                             | 0                    | 1                      | 1                    |
| Office Assistant III                          | 1                    | 1                      | 1                    |
| Program Specialist                            | 1                    | 1                      | 1                    |
| Staff Attorney                                | 1                    | 1                      | 1                    |
| <b>Total – Domestic Relations Office Fund</b> | <b>5</b>             | <b>5</b>               | <b>5</b>             |

**Bexar County, Texas**  
**Justice of the Peace Technology Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Undesignated Funds             | \$777,488        | \$442,404        | \$185,993        |
| <b>Total Beginning Balance</b> | <b>\$777,488</b> | <b>\$442,404</b> | <b>\$185,993</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Court Costs and Fines            | \$289,822        | \$277,620        | \$266,000        |
| Revenue From Use of Assets       | 1,379            | 410              | 200              |
| Sales, Refunds and Miscellaneous | 0                | 750              | 0                |
| <b>Total Revenues</b>            | <b>\$291,201</b> | <b>\$278,780</b> | <b>\$266,200</b> |

|                              |                    |                   |                  |
|------------------------------|--------------------|-------------------|------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$1,068,689</b> | <b>\$ 721,184</b> | <b>\$452,193</b> |
|------------------------------|--------------------|-------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|          |           |           |           |
|----------|-----------|-----------|-----------|
| Judicial | \$626,285 | \$535,191 | \$315,317 |
|----------|-----------|-----------|-----------|

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$626,285</b> | <b>\$535,191</b> | <b>\$315,317</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$442,404</b> | <b>\$185,993</b> | <b>\$136,876</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                    |                  |                  |
|-----------------------------|--------------------|------------------|------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$1,068,689</b> | <b>\$724,184</b> | <b>\$452,193</b> |
|-----------------------------|--------------------|------------------|------------------|



# JUSTICE OF THE PEACE – TECHNOLOGY FUND

COMPANY: 300

The Justice of the Peace Technology Fund was created as a result of legislation passed by the 77<sup>th</sup> Texas Legislature in the 2001 session allowing the assessment of a fee of up to \$4 to defendants convicted of misdemeanor cases in Justice of the Peace Courts. Bexar County Commissioners Court approved the collection of the \$4 fee in 2001. The fee was collected for approximately two months, but was suspended due to pending litigation. A judgment was handed down June 30, 2003 dismissing the litigation. On September 9, 2003, Bexar County Commissioners Court reauthorized the collection of the \$4 fee. This fee may be used to provide funds for technological enhancements for justice courts including: computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket writers, and docket management systems. In accordance with article 102.0173 of the Texas Code of Criminal Procedure, the statute lists technological enhancements that may be purchased from the fund, however the enhancements are not limited to the items on the list. It is up to the County Commissioners Court to determine and approve what items may be purchased from the fund.

## Appropriations:

|                          | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--------------------------|----------------------|------------------------|----------------------|
| Personnel                | \$133,392            | \$111,109              | \$135,317            |
| Travel and Remunerations | 750                  | 0                      | 0                    |
| Operational Costs        | 35,000               | 98,640                 | 180,000              |
| Supplies and Materials   | 174,508              | 125,817                | 0                    |
| Capital Expenditures     | 282,635              | 199,625                | 0                    |
| <b>Total</b>             | <b>\$626,285</b>     | <b>\$535,191</b>       | <b>\$315,317</b>     |

## Program Justification and Analysis:

- The FY 2011-12 Adopted Budget decreases by 41 percent compared to FY 2010-11 estimates.
- The Personnel Group increases by 21 percent compared to FY 2010-11 estimates. The increase is due to savings that occurred in FY 2010-11 from a vacant Technology Business Analyst (E-05) position.
- The Operational Costs group funds \$20,000 per Justice of the Peace office for technology improvement equipment purchases for FY 2011-12. Funding in the amount of \$80,000 is also allocated for air card charges that are used by the Brazos ticket writers.
- In accordance with article 102.0173 of the Texas Code of Criminal Procedure, the statute lists technological enhancements that may be purchased from the fund; however, the enhancements are not limited to the items on the list. It is up to the County Commissioners Court to determine and approve what items may be purchased from the fund.

**Operational and Supplies Breakout by Precinct:**

|  |                    |
|--|--------------------|
|  | <b>Operational</b> |
| Justice of the Peace Precinct 1, Place 1 | \$20,000           |
| Justice of the Peace Precinct 1, Place 3 | 20,000             |
| Justice of the Peace Precinct 2          | 20,000             |
| Justice of the Peace Precinct 3          | 20,000             |
| Justice of the Peace Precinct 4          | 20,000             |
| <b>TOTAL</b>                             | <b>\$100,000</b>   |

**Authorized Positions:**

|   | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---|----------------------|------------------------|----------------------|
| Analyst Programmer II                               | 1                    | 1                      | 1                    |
| Technology Business Analyst                         | 1                    | 1                      | 1                    |
| <i>Total – Justice of the Peace Technology Fund</i> | <i>2</i>             | <i>2</i>               | <i>2</i>             |

**Bexar County, Texas  
 Court Facilities Improvement  
 Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10<br/>Actual</b> | <b>FY 2010-11<br/>Estimate</b> | <b>FY 2011-12<br/>Budget</b> |
|------------------------------|--------------------------------|------------------------------|
|------------------------------|--------------------------------|------------------------------|

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |             |                  |                  |
|--------------------------------|-------------|------------------|------------------|
| Undesignated Funds             | \$ 0        | \$467,504        | \$920,927        |
| <b>Total Beginning Balance</b> | <b>\$ 0</b> | <b>\$467,504</b> | <b>\$920,927</b> |

**Revenue**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| Court Costs and Fines      | \$467,124        | \$500,853        | \$480,000        |
| Revenue From Use of Assets | 380              | 570              | 150              |
| <b>Total Revenues</b>      | <b>\$467,504</b> | <b>\$501,423</b> | <b>\$480,150</b> |

|                              |                  |                  |                    |
|------------------------------|------------------|------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$467,504</b> | <b>\$968,927</b> | <b>\$1,401,077</b> |
|------------------------------|------------------|------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                      |            |                 |                  |
|----------------------|------------|-----------------|------------------|
| Capital Expenditures | \$0        | \$48,000        | \$794,000        |
| <b>Subtotal</b>      | <b>\$0</b> | <b>\$48,000</b> | <b>\$794,000</b> |

|                                       |            |                 |                  |
|---------------------------------------|------------|-----------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$0</b> | <b>\$48,000</b> | <b>\$794,000</b> |
|---------------------------------------|------------|-----------------|------------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$467,504</b> | <b>\$920,927</b> | <b>\$607,077</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                  |                  |                    |
|-----------------------------|------------------|------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$467,504</b> | <b>\$968,927</b> | <b>\$1,401,077</b> |
|-----------------------------|------------------|------------------|--------------------|

# COURT FACILITIES IMPROVEMENT FUND

COMPANY: 306

The Court Facilities Improvement Fund is a Bexar County Operating Fund created as a result of legislation passed by the 81<sup>st</sup> Session of the Texas Legislature. The legislation allows the assessment of a fee of up to \$15 for each civil case filed in the court. The fees collected may be used for the construction, renovation, or improvement of the facilities that house the Bexar County Civil and Criminal Courts. This fund is budgeted by approval of the Commissioners Court in accordance with Section 51.706 of the Texas Government Code.

## Appropriations:

|                      | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|----------------------|----------------------|------------------------|----------------------|
| Capital Expenditures | \$0                  | \$48,000               | \$794,000            |
| <b>Subtotal</b>      | <b>\$0</b>           | <b>\$48,000</b>        | <b>\$794,000</b>     |
| Program Changes      |                      |                        | \$0                  |
| <b>Total</b>         | <b>\$0</b>           | <b>\$48,000</b>        | <b>\$794,000</b>     |

## Program Justification and Analysis:

- Funding is provided in the Capital Expenditures group in the amount of \$794,000 for the following projects:
  - Downtown Central Control – The project will include programming of current Court Security operations at Central Control and the design of an improved layout and operations system. The Downtown Central Control is located on the 1<sup>st</sup> floor of the Justice Center. This project will include architectural and technological enhancements, and the related construction. The total cost of this project is \$250,000.
  - Courthouse A/C Unit Replacement – This project will provide for the replacement of three units on the 5<sup>th</sup> floor and two units on the 2<sup>nd</sup> floor. The new units will replace older units that are past their life expectancy. The new energy efficient units will help eliminate energy loss throughout the building by sealing areas that allow for loss of conditioned air. The total cost of this project is \$466,000.
  - Courthouse Communications Room A/C Replacement – The computer room at the Courthouse Annex has a total of five air conditioning units to provide cooling to critical electronic communication equipment. Four out of the five units were replaced in 2006. This project would replace the final unit which is over 20 years old and is experiencing mechanical and electronic component failures. The total cost of this project is \$78,000.

**Bexar County, Texas**  
**Public Works - Fleet Maintenance Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Undesignated Funds             | \$734,320        | \$429,405        | \$418,850        |
| <b>Total Beginning Balance</b> | <b>\$734,320</b> | <b>\$429,405</b> | <b>\$418,850</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Sales, Refunds and Miscellaneous | \$350,257        | \$692,946        | \$690,388        |
| Other Sources and Uses           | 715              | 0                | 0                |
| <b>Total Revenues</b>            | <b>\$350,972</b> | <b>\$692,946</b> | <b>\$690,388</b> |

|                              |                    |                    |                    |
|------------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$1,085,292</b> | <b>\$1,122,351</b> | <b>\$1,109,238</b> |
|------------------------------|--------------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

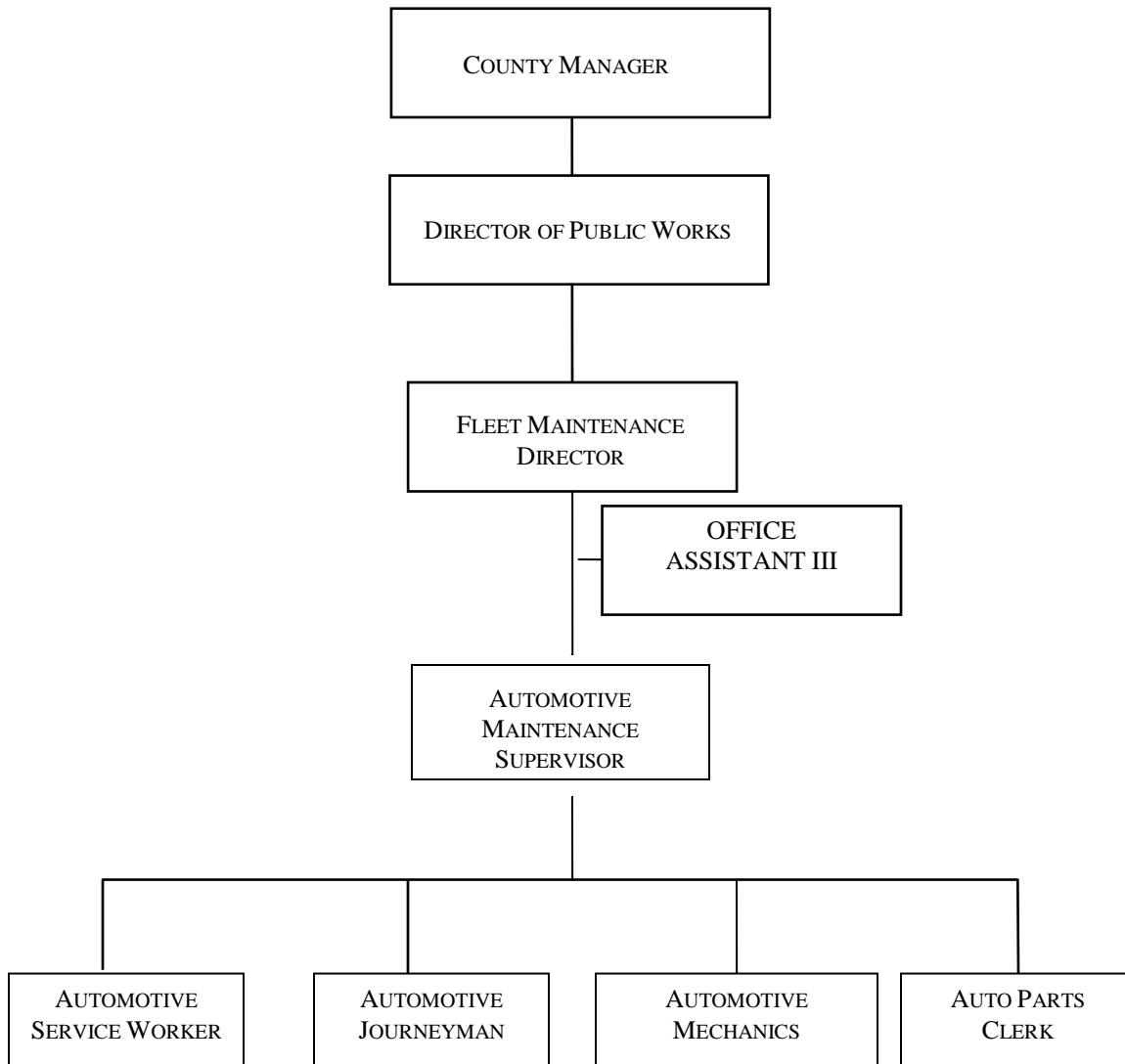
|                    |           |           |           |
|--------------------|-----------|-----------|-----------|
| General Government | \$655,887 | \$703,501 | \$783,757 |
|--------------------|-----------|-----------|-----------|

|                                       |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$655,887</b> | <b>\$703,501</b> | <b>\$783,757</b> |
|---------------------------------------|------------------|------------------|------------------|

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$429,405</b> | <b>\$418,850</b> | <b>\$325,481</b> |
|----------------------------------|------------------|------------------|------------------|

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$1,085,292</b> | <b>\$1,122,351</b> | <b>\$1,109,238</b> |
|-----------------------------|--------------------|--------------------|--------------------|

# PUBLIC WORKS FLEET MAINTENANCE FUND



# PUBLIC WORKS – FLEET MAINTENANCE FUND

COMPANY: 504

## Program Description:

The Public Works - Fleet Maintenance Fund was established to provide for the safety and extended life of the County's light vehicles and lawn equipment. The Fleet Maintenance division is tasked with providing County vehicles with a periodic preventive maintenance program, evaluating and recommending vehicles for replacement based on maintenance and operational cost analyses, developing specifications for contract repairs, and serves as technical advisor to other offices and departments in developing special equipment and vehicle bid specifications. The fleet maintenance director is the Chair of the Bexar County Vehicle Replacement Committee.

## Goals and Objectives:

- Provide safe and mechanically sound vehicles to our customers, especially those who drive emergency vehicles that provide for public safety for Bexar County Citizens.
- Reduce the number of unscheduled repairs by providing an aggressive and methodical preventive maintenance program for all Bexar County vehicles and equipment.
- Assist all offices and departments in having the proper vehicle or piece of equipment to perform their missions.
- Assist in getting the best return for all Bexar County vehicles at the time of sale.
- Establish a work atmosphere that promotes the effective and efficient management of Bexar County resources.

## Performance Indicators:

|                                       | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---------------------------------------|----------------------|------------------------|----------------------|
| <b>Workload Indicators:</b>           |                      |                        |                      |
| Total Patrol Vehicles in Fleet        | 124                  | 110                    | 125                  |
| (# of maintenance services performed) | 809                  | 880                    | 840                  |
| Total Traffic Vehicles in Fleet       | 95                   | 90                     | 90                   |
| (# of maintenance services performed) | 301                  | 300                    | 310                  |
| Total Light Vehicles in Fleet         | 796                  | 800                    | 800                  |
| (# of maintenance services performed) | 1,578                | 1,700                  | 1,600                |
| Total Flex-Fuel (E-85) vehicles       | 278                  | 300                    | 300                  |
| Total Hybrid units                    | 13                   | 13                     | 16                   |
| <b>Efficiency Indicators:</b>         |                      |                        |                      |
| Maintenance Cost per Mile (All Fleet) | 0.13                 | 0.16                   | 0.16                 |
| Ratio of Vehicles per Mechanic        | 114                  | 114                    | 110                  |
| <b>Effectiveness Indicators:</b>      |                      |                        |                      |
| Number of Unscheduled Repairs*        |                      |                        |                      |
| Patrol                                | 874                  | 800                    | 800                  |
| Traffic                               | 372                  | 350                    | 400                  |
| Light Vehicles                        | 1,404                | 1,500                  | 1,500                |

\*Unscheduled repairs include flat tires, wiper blades, light bulb replacement, etc.

**Appropriations:**

|  | FY 2009-10<br>Actual    | FY 2010-11<br>Budget    | FY 2010-11<br>Estimate  | FY 2011-12<br>Budget    |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Personnel Services                           | \$621,008               | \$665,599               | \$627,536               | \$668,027               |
| Operational Costs                            | 20,511                  | 63,793                  | 55,813                  | 44,710                  |
| Supplies and Materials                       | 14,368                  | 20,046                  | 20,152                  | 71,020                  |
| <b><i>Total - Fleet Maintenance Fund</i></b> | <b><i>\$655,887</i></b> | <b><i>\$749,438</i></b> | <b><i>\$703,501</i></b> | <b><i>\$783,757</i></b> |

**Program Justification and Analysis:**

- Overall, the FY 2011-12 Adopted Budget increases 11 percent from FY 2010-11 estimates.
- The Personnel Services group increases 6.5 percent compared to FY 2010-11 estimates. The FY 2011-12 Adopted Budget continues to fund two Deputy Sheriff-Detention positions from the Bexar County Sheriff’s Office. Funding for the two Sheriff Deputies was originally budgeted in FY 2009-10 as two Deputy Detention (DT01) positions, however one position was transferred in as a Deputy Detention Corporal (DT02) which required additional funds.
- The Operational Costs group decreases 20 percent when compared to FY 2010-11 estimates. The decrease reflects technology appropriated in FY 2010-11 that is not funded in FY 2011-12.
- The Supplies and Materials group increases significantly from FY 2010-11 estimates. A new Fleet Maintenance Management System is funded for the FY 2011-12. This new software will allow for the management of work orders or services provided by Fleet Maintenance and manage an inventory of parts.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Automotive Journeyman                        | 2                    | 2                      | 2                    |
| Automotive Maintenance Supervisor            | 1                    | 1                      | 1                    |
| Automotive Mechanic                          | 5                    | 5                      | 5                    |
| Automotive Parts Clerk                       | 1                    | 1                      | 1                    |
| Automotive Service Worker                    | 1                    | 1                      | 1                    |
| Fleet Maintenance Director                   | 1                    | 1                      | 1                    |
| Deputy Sheriff-Detention                     | 1                    | 1                      | 1                    |
| Deputy Sheriff-Detention Corporal            | 1                    | 1                      | 1                    |
| Office Assistant III                         | 1                    | 1                      | 1                    |
| <b><i>Total - Fleet Maintenance Fund</i></b> | <b><i>14</i></b>     | <b><i>14</i></b>       | <b><i>14</i></b>     |



**Bexar County, Texas**  
**Technology Improvement Company 565**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Undesignated Funds             | \$511,074        | \$527,803        | \$231,526        |
| Designated for Encumbrances    | 12,708           | 0                | 0                |
| <b>Total Beginning Balance</b> | <b>\$523,782</b> | <b>\$527,803</b> | <b>\$231,526</b> |

**Revenue**

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| Sales, Refunds and Miscellaneous | \$504,846        | \$576,770        | \$383,112        |
| <b>Total Revenues</b>            | <b>\$504,846</b> | <b>\$576,770</b> | <b>\$383,112</b> |

**TOTAL AVAILABLE FUNDS**

|                    |                    |                  |
|--------------------|--------------------|------------------|
| <b>\$1,028,628</b> | <b>\$1,104,573</b> | <b>\$614,638</b> |
|--------------------|--------------------|------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                    |                  |                  |                  |
|--------------------|------------------|------------------|------------------|
| General Government | \$500,825        | \$873,047        | \$524,502        |
| <b>Subtotal</b>    | <b>\$500,825</b> | <b>\$873,047</b> | <b>\$524,502</b> |

**TOTAL OPERATING APPROPRIATIONS**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$500,825</b> | <b>\$873,047</b> | <b>\$524,502</b> |
|------------------|------------------|------------------|

**Appropriated Fund Balance**

|                  |                  |                 |
|------------------|------------------|-----------------|
| <b>\$527,803</b> | <b>\$231,526</b> | <b>\$90,135</b> |
|------------------|------------------|-----------------|

**TOTAL APPROPRIATIONS**

|                    |                    |                  |
|--------------------|--------------------|------------------|
| <b>\$1,028,628</b> | <b>\$1,104,573</b> | <b>\$614,638</b> |
|--------------------|--------------------|------------------|

# TECHNOLOGY IMPROVEMENT FUND

COMPANY: 565

**Program Description:** The Technology Improvements Fund was established in FY 1998-99 as a result of a performance review of the Bexar County Information Services Department (BCIS). The outside consultant, MGT of America, made recommendations designed to improve the County’s technology planning and services. One of the most important recommendations made by MGT was to implement a “chargeback” system for technology expenditures. This fund facilitates the purchase of computer-related equipment. It is designed to satisfy the departmental requirement for an internal information technology budget, while maintaining centralized control of the purchasing process to maintain Countywide technology standards. The goal is to maintain the highest level of performance for each department’s unique needs, while maintaining overall connectivity between systems.

Prior to FY 1998-99, the technology improvements were expensed either in the BCIS budget or appropriated in the capital expenditure line item of individual offices and departments. This budgeting approach made it difficult to track and control the County’s investments in technology.

The system of allocating all the costs of technology improvements to County offices and departments more accurately assesses the true costs of the operation of these offices and departments. This system also places managerial control of these costs within each organization. Once transferred to the Technology Fund, the funding for each office and department’s technology needs are tracked separately to ensure that the contributions made by each are used only to purchase their technology equipment recommended in the budget process. In turn, this system also gives County department heads and officials better cost information with which to assess their office’s or department’s performance.

**Performance Indicators:** (See Information Services)

**Appropriations:**

|                        | FY 2009-10<br>Actual | FY 2010-11<br>Budget | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|------------------------|----------------------|----------------------|------------------------|----------------------|
| Personnel Services     | \$126,493            | \$139,716            | \$136,524              | \$141,390            |
| Operational Costs      | 9,600                | 225,000              | 221,991                | 0                    |
| Supplies and Materials | 296,357              | 514,532              | 514,532                | 383,112              |
| Capital Expenditures   | 41,830               | 0                    | 0                      | 0                    |
| Interfund Transfer     | 26,546               | 0                    | 0                      | 0                    |
| <b>Total</b>           | <b>\$500,825</b>     | <b>\$879,248</b>     | <b>\$873,047</b>       | <b>\$524,502</b>     |

**Program Justification and Analysis:**

- The FY 2011-12 Budget decreases by 39.9 percent when compared to FY 2010-11 estimates. This is primarily due to a elimination of the operational appropriation group as described below.

- The Personnel Services group increases by 3.6 percent compared to FY 2010-11. This increase is the result of an anticipated increase in the employer contribution to unemployment and retirement.
- The Operational group included funding for the Maintenance Agreements for the County's new Financial Management System in FY 2010-11. This maintenance will now be paid in the General Fund in Non-Departmental.
- The Supplies and Materials Group provides funding for various offices and departments to fund technology needs. The table below in the Appropriations Section indicates the technology dollar amount budgeted in the technology improvement fee line item for each Bexar County Department, Office and Fund. These funds are transferred from their respective budgets to the Technology Improvement Fund.

**Authorized Positions:**

|                                 | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|---------------------------------|----------------------|------------------------|----------------------|
| Network Architect I             | 1                    | 1                      | 1                    |
| Network Architect II            | 1                    | 1                      | 1                    |
| <b><i>Total – Tech Fund</i></b> | <b>2</b>             | <b>2</b>               | <b>2</b>             |

**Appropriations:**

|                          |                  |
|--------------------------|------------------|
| Constable 1              | \$5,000          |
| Adult Probation          | 77,601           |
| Auditor                  | 10,000           |
| Budget                   | 10,000           |
| Civil District Courts    | 7,500            |
| Commissioners Court      | 1,566            |
| Community Programs       | 1,904            |
| Constable 2              | 5,000            |
| Constable 3              | 50,000           |
| Constable 4              | 10,000           |
| County Clerk             | 12,000           |
| County Clerk Records     | 2,000            |
| Crime Lab                | 5,650            |
| Criminal District Courts | 1,893            |
| Finance                  | 5,305            |
| Fire Code Fund           | 32,500           |
| Human Resources          | 4,591            |
| JP tech fund             | 100,000          |
| Juvenile Child Support   | 4,943            |
| Juvenile Detention       | 1,338            |
| Juvenile Probation       | 5,086            |
| Mental Health            | 2,520            |
| Purchasing               | 2,000            |
| SMWBE                    | 900              |
| Stormwater Fund          | 2,000            |
| Tax Office               | 19,815           |
| Venue                    | 1,500            |
| Veterans                 | 500              |
| <b>Total</b>             | <b>\$383,112</b> |

**Bexar County, Texas**  
**Capital Lease Project Fund**  
**Fiscal Year Ending September 30, 2012**

|  |   | <b>Project Budget</b> | <b>Activity To Date</b> | <b>FY 2011-12 Available</b> |
|--|---|-----------------------|-------------------------|-----------------------------|
| <b><u>FY 2005-06 Projects</u></b>      |   |                       |                         |                             |
| 2512                                   | Database Integration                            | \$157,000             | \$92,268                | \$64,732                    |
| 2525                                   | SAP System                                      | 500,000               | 301,031                 | 198,969                     |
|  | <b>Subtotal</b>                                 | <b>\$657,000</b>      | <b>\$393,299</b>        | <b>\$263,701</b>            |
| <b><u>FY 2007-08 Projects</u></b>      |   |                       |                         |                             |
| 2564                                   | Building Maintenance Truck (1)                  | \$30,000              | \$24,100                | \$5,900                     |
|  | <b>Subtotal</b>                                 | <b>\$30,000</b>       | <b>\$24,100</b>         | <b>\$5,900</b>              |
| <b><u>FY 2010-11 Projects</u></b>      |   |                       |                         |                             |
| 5522                                   | Jail Track SAS System                           | \$266,227             | \$156,227               | \$110,000                   |
| TBD                                    | CSS Collections System                          | 33,000                | 0                       | 33,000                      |
| <b><u>Innovation Fund Projects</u></b> |   |                       |                         |                             |
| 2586                                   | Cisco Network Implementation Services           | \$165,000             | \$0                     | \$165,000                   |
| 2587                                   | IVR Programming Assistance                      | 100,000               | 0                       | 100,000                     |
| 2588                                   | Pretrial Services Interactive Voice Recognition | 75,000                | 0                       | 75,000                      |
| 2589                                   | Staff Augmentation for BCIT                     | 200,000               | 194,120                 | 5,880                       |
| 2590                                   | Computer Aided Dispatch System                  | 510,000               | 0                       | 510,000                     |
| 2591                                   | KOVIS Licenses                                  | 261,868               | 17,316                  | 244,552                     |
| 2592                                   | CSCD Case Management System                     | 90,000                | 72,972                  | 17,028                      |
| 2593                                   | ESS Software Licenses for Election              | 88,038                | 0                       | 88,038                      |
| 2594                                   | Medical Examiner Digital Dictation System       | 25,800                | 23,971                  | 1,829                       |
| 2569                                   | Purchasing Inventory Outsourcing                | 50,000                | 0                       | 50,000                      |
| 2596                                   | Software Maintenance for Middleware             | 242,959               | 242,959                 | 0                           |
| 2597                                   | Software Maintenance for 999S Packaged Sol      | 236,980               | 236,980                 | 0                           |
| 2598                                   | AMS Financial Management Maintenance            | 135,027               | 67,513                  | 67,514                      |
| 2599                                   | License Agreement with Software AG              | 525,000               | 525,000                 | 0                           |
| 2600                                   | Crime Lab Information Management System         | 110,457               | 110,457                 | 0                           |
|  | <b>10-11 Innovations Fund Subtotal</b>          | <b>\$3,115,356</b>    | <b>\$1,647,515</b>      | <b>\$1,467,841</b>          |
|  | <b>Capital Lease Fund Subtotal</b>              | <b>\$3,802,356</b>    | <b>\$2,064,914</b>      | <b>\$1,737,442</b>          |
|  | Transfers Out                                   | \$735,891             | \$735,891               | \$0                         |
|  | Legal Services                                  | 7,500                 | 7,500                   | 0                           |
|  | <b>Total</b>                                    | <b>\$4,545,747</b>    | <b>\$2,808,305</b>      | <b>\$1,737,442</b>          |

## **CAPITAL LEASE PROJECTS FUND**

**Program Description:** The projects in this fund were funded through Master Lease Agreements up until 2008-09. This funding mechanism allowed the County to match the term of the liability to the life of the asset being financed at competitive rates. In FY 2008-09, the County began to fund equipment formerly funded through the Capital Lease Program with short-term Certificates of Obligation. The FY 2011-12 Adopted Budget continues this practice.

**The following projects have been closed and removed from the Capital Lease Fund:**

### **FY 2005-06 Projects**

Geographical Information System  
Call Tracking System  
Courthouse Ethernet Migration  
PC Replacement 05-06  
Direct E-Filing

### **FY 2007-08 Projects**

Annex Network Upgrade  
Interactive Voice Response System  
Medical Examiner Computer Upgrade  
Countywide Vehicle Replacement (94 units)  
Parks Equipment Replacement  
Juvenile Phone Network Integration  
Tray Washer for ADC  
Tray Dryer for ADC and Annex  
Cooking Equipment for ADC  
Kitchen Conveyor ADC & Annex  
Laundry Washers ADC & Annex  
Door Control for ADC  
Security Access System CH  
AC Units for ADC Annex  
IVR Speech Engine Project

### **FY 2008-09 Projects**

IVR Speech Engine Project

### **Program Justification and Analysis:**

#### **FY 2005-2006**

- **Database Integration:** Integrate existing scattered SQL databases into single, more robust and reliable Oracle database platform with dedicated SAN storage and centralized backup/recovery features. This will enhance operations, reliability, fault tolerance, data integrity and reduce risk of data and productivity loss. It will also ease the administration of hardware and software. The estimated completion date of this project is unknown. Total cost is approximately **\$157,000**. (On-going)

- **SAP System:** In September 2003, the County began using the new SAP County Human Resources Information Software system (CHRIS) and the CHRIS Customer Center (CCC) was established. Since that time, the CHRIS project team has begun implementation of the system to provide full functionality to all offices and departments. The estimated completion date is unknown. Total cost is approximately **\$500,000**. (On-going)

**FY 2007-08 Projects**

- **Building Maintenance Truck:** The purchase of an additional truck for Infrastructure Services – County Building Maintenance was approved due to the addition of a Countywide construction crew. The estimated completion date is September 2009. The cost of the purchase is approximately **\$30,000**. (On-going)

**FY 2010-11 Projects**

- **Jail Track SAS System:** This project, created in FY 2010-11, provides for the purchase of programming assistance with the Jail Track SAS Computer System. An additional \$110,000 is appropriated in the FY 2011-12 Adopted Budget for additional services. The total cost of the project is **\$266,227**. (On-going)
- **CSS Collections System:** This project provides for the purchase of the CSS software system for the Collections Department. A total of \$33,000 is budgeted for this project.
- **Efficiencies and Innovations Project:** This project will provide Offices and Departments funding for capital or technology purchases that will enhance daily business operations and create efficiencies to include the automation of business processes. The FY 2010-11 budget added the following projects funded within the Efficiencies and Innovations Project:

|  |           |
|--|-----------|
| Cisco Network Implementation Services                              | \$165,000 |
| Interactive Voice Recognition Programming Assistance               | \$100,000 |
| Pretrial Services Interactive Voice Recognition                    | \$75,000  |
| Staff Augmentation for BCIT  | \$200,000 |
| Computer Aided Dispatch System                                     | \$510,000 |
| KOVIS Licenses   | \$261,868 |
| CSCD Case Management System  | \$90,000  |
| ESS Software Licenses for Election                                 | \$88,038  |
| Medical Examiner Digital Dictation System                          | \$25,800  |
| Purchasing Inventory Outsourcing                                   | \$50,000  |
| Annual Software Maintenance for Middleware                         | \$242,959 |
| Annual Software Maintenance for 999S Packaged Sol                  | \$236,980 |
| AMS Financial Management Software Maintenance                      | \$135,027 |
| Annual Software Maintenance for License Agreement with Software AG | \$525,000 |
| Crime Lab Information Management System                            | \$110,457 |

**Total** **\$2,816,129**

**Bexar County, Texas**  
**CIED Fund**  
**Fiscal Year Ending September 30, 2012**

| <b>FY 2009-10</b> | <b>FY 2010-11</b> | <b>FY 2011-12</b> |
|-------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Estimate</b>   | <b>Budget</b>     |

|                        |
|------------------------|
| <b>AVAILABLE FUNDS</b> |
|------------------------|

**Beginning Balance, October 1, 2011**

|                                |            |            |                  |
|--------------------------------|------------|------------|------------------|
| Undesignated Funds             | \$0        | \$0        | \$486,500        |
| <b>Total Beginning Balance</b> | <b>\$0</b> | <b>\$0</b> | <b>\$486,500</b> |

**Revenue**

|                           |            |                    |                    |
|---------------------------|------------|--------------------|--------------------|
| Intergovernmental Revenue | \$0        | \$2,000,000        | \$6,000,000        |
| <b>Total Revenues</b>     | <b>\$0</b> | <b>\$2,000,000</b> | <b>\$6,000,000</b> |

|                              |            |                    |                    |
|------------------------------|------------|--------------------|--------------------|
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$0</b> | <b>\$2,000,000</b> | <b>\$6,486,500</b> |
|------------------------------|------------|--------------------|--------------------|

|                       |
|-----------------------|
| <b>APPROPRIATIONS</b> |
|-----------------------|

|                                |            |                    |                    |
|--------------------------------|------------|--------------------|--------------------|
| General Government             | \$0        | \$0                | \$105,284          |
| Intergovernmental Expenditures | 0          | 1,513,500          | 6,165,000          |
| <b>Subtotal</b>                | <b>\$0</b> | <b>\$1,513,500</b> | <b>\$6,270,284</b> |
| Interfund Transfers            |            |                    |                    |

|                                       |            |                    |                    |
|---------------------------------------|------------|--------------------|--------------------|
| <b>TOTAL OPERATING APPROPRIATIONS</b> | <b>\$0</b> | <b>\$1,513,500</b> | <b>\$6,270,284</b> |
|---------------------------------------|------------|--------------------|--------------------|

|                                  |            |                  |                  |
|----------------------------------|------------|------------------|------------------|
| <b>Appropriated Fund Balance</b> | <b>\$0</b> | <b>\$486,500</b> | <b>\$216,216</b> |
|----------------------------------|------------|------------------|------------------|

|                             |            |                    |                    |
|-----------------------------|------------|--------------------|--------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$0</b> | <b>\$2,000,000</b> | <b>\$6,486,500</b> |
|-----------------------------|------------|--------------------|--------------------|



# COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUND

COMPANY: 800

## **Program Description:**

Pursuant to the Texas Constitution Article III, § 52-a and Chapter 380 of the Texas Local Government Code, a City is authorized to establish and provide for the administration of one or more programs for making grants of public money to promote state or local economic development and to stimulate business and commercial activity in and around the municipality. Using this Code, the City of San Antonio (COSA) created a program for the purpose of making loans and grants available for economic development projects meeting certain criteria.

The City owned electricity service, CPS Energy (“CPSE”) developed a fund to support these efforts. As part of its current corporate policy to assist political subdivisions within its service area, CPSE reserves on an annual basis one-percent (1%) of retail electricity sales within the political subdivision in escrow for use by the political subdivision for Community Infrastructure and Economic Development projects (“CIED Funds”).

Bexar County has demonstrated the need to use the available and uncommitted County CIED funds reserved by CPSE for use to support County-identified economic development projects that meet the requirements of Chapter 380 of the Texas Local Government Code but that may fall outside the scope of CPSE’s CIED Fund Policy. Because of this, COSA has agreed to access County available and uncommitted CIED funds through a 381 grant agreement with the understanding that County would use these funds for economic development projects. Parameters to be met to be considered for use of these funds are:

- The economic development project supports the attraction, retention or expansion of companies in targeted industries, as defined in the approved City or County Tax Abatement Guidelines.
- The economic development project supports development at or around military bases, educational institutions or other nongovernmental institutions which results in job creation or retention in targeted industries.
- The economic development project promotes commercial or mixed-use development in the City’s Inner City Reinvestment and Infill Policy area.
- The economic development project includes public improvements, training, property acquisition, site development, and facility construction or improvements that support a targeted industry.
- The economic development project may include studies or planning activities that promote growth in targeted industries or economic development.

Below is a list of projects that will be funded from this revenue:

**Projects**

|                               | Total Project Budget | Expenditures | Available          |
|-------------------------------|----------------------|--------------|--------------------|
| Recruitment                   | \$100,000            | \$0          | \$100,000          |
| EDF Contribution              | 625,000              | 0            | 625,000            |
| InCube Contribution           | 500,000              | 0            | 500,000            |
| Medtronics                    | 400,000              | 0            | 400,000            |
| Management Agreements         | 540,000              | 0            | 540,000            |
| Grant for Nature Conservatory | \$4,000,000          | 0            | \$4,000,000        |
| <b>Total Projects</b>         | <b>\$6,165,000</b>   | <b>\$0</b>   | <b>\$6,165,000</b> |

**Corporate Recruitment:**

This project allows for funding to pursue companies to relocate or expand into Bexar County, which is an essential function of Economic Development. This includes travel for staff.

**Economic Development Foundation (EDF) Contribution:**

The City of San Antonio began looking at opportunities to improve corporate retention and recruitment in the summer 2008. As a result, several issues were identified which included an assessment of the strengths and weaknesses of the community’s overall retention and recruitment processes. The corporate retention and recruitment subcommittee has worked over the past year to acquire information and interview stakeholders in the economic development community. The committee also evaluated national economic industry trends and best practices from other cities. The recommendations will help the local economic development community refocus economic development efforts for attracting and retaining new businesses.

The subcommittee’s recommendations have three main components: 1) create a long-range vision and strategic plan, 2) establish a process and structure for economic development in San Antonio, and 3) improve resource utilization. Part of their recommendations include establishing funding for the San Antonio Economic Development Foundation from the City of San Antonio and the County of Bexar in an amount of \$500,000.00 from each entity.

**InCube Contribution:**

Funding that has been made available from CIED for use on County-identified economic development projects, includes the InCube Labs LLC. (“InCube”) project. As a term of the Interlocal Agreement, the County has agreed that with funds received it shall meet its \$2,000,000.00 funding commitment to the San Antonio Economic Development Corporation (the “SAEDC”) for the InCube Project. These will be in installments of \$500,000 for the next four years.

**MiniMed Distribution Corporation:**

On May 19, 2009 Commissioners Court directed staff to develop an incentive package not to exceed \$2 million for MiniMed Distribution Corporation to develop a National Diabetes Therapy Management and Education Center. Payments will be made each year from 2010-2014 in the amount of \$400,000 if stated permanent full-time, benefitted employment levels are attained. Employment levels must be maintained through 2019. The project will create over 1,300 jobs with an average yearly wage of \$31,321 and generate an annual payroll exceeding \$45 million at full employment over five years. The Diabetes Therapy Management Center will employ professionals responsible for the ongoing support of over 200,000 current patients in the United States. This Bexar County location will also launch future business

strategies focused on improving the lives of patients. A six year, sliding scale recapture period will begin in 2020.

**Management Agreements:**

This Project consists of other agreements that fall under this Fund such as WEBERCC (West-East Bilateral Economic Regional Collaboration Council), a contract with Omega International Group for activities related to China, and other Management Agreements that will be considered for CIED funding.

**Nature Conservatory:**

This project will allocate \$4,000,000 for the purchase of a tract of land that will enable the U.S. Army to fulfill their training needs for Camp Bullis and also protect the wildlife on this land.

Estimates for FY 2010-11 are:

| <b>Projects:</b>    | <b>FY 2010-11<br/>Estimates</b> |
|---------------------|---------------------------------|
| Recruitment         | \$150,000                       |
| EDF Contribution    | 463,500                         |
| InCube Contribution | 500,000                         |
| Medtronics          | 400,000                         |
| <b>Total</b>        | <b>\$1,513,500</b>              |

There are two program changes adopted for FY 2011-12 for a total cost of \$105,284.

- The first program change is to add one Deputy Director-Economic Development (E-14) to be funded fifty percent from this fund at a total cost of \$52,885.
- The second program change is to transfer twenty-five percent of the Executive Director Economic Development from the General Fund to the CIED fund at a total cost of \$52,399.

**Authorized Positions:**

|  | FY 2009-10<br>Actual | FY 2010-11<br>Estimate | FY 2011-12<br>Budget |
|--|----------------------|------------------------|----------------------|
| Executive Director of Economic Development | 0                    | 0                      | 0.25                 |
| Deputy Director-Economic Development       | 0                    | 0                      | 0.5                  |
| <i>Total CIED --</i>                       | <i>0</i>             | <i>0</i>               | <i>.75</i>           |



### **Paul Elizondo Tower**

Bexar County celebrated the grand opening of the Paul Elizondo Tower in March 2011. Several offices and departments moved into the new 200,000 sq.ft. LEED Silver building named after the longest standing member of the court, the Honorable Paul Elizondo. The building houses solar panels to support clean operation and lower energy costs.