

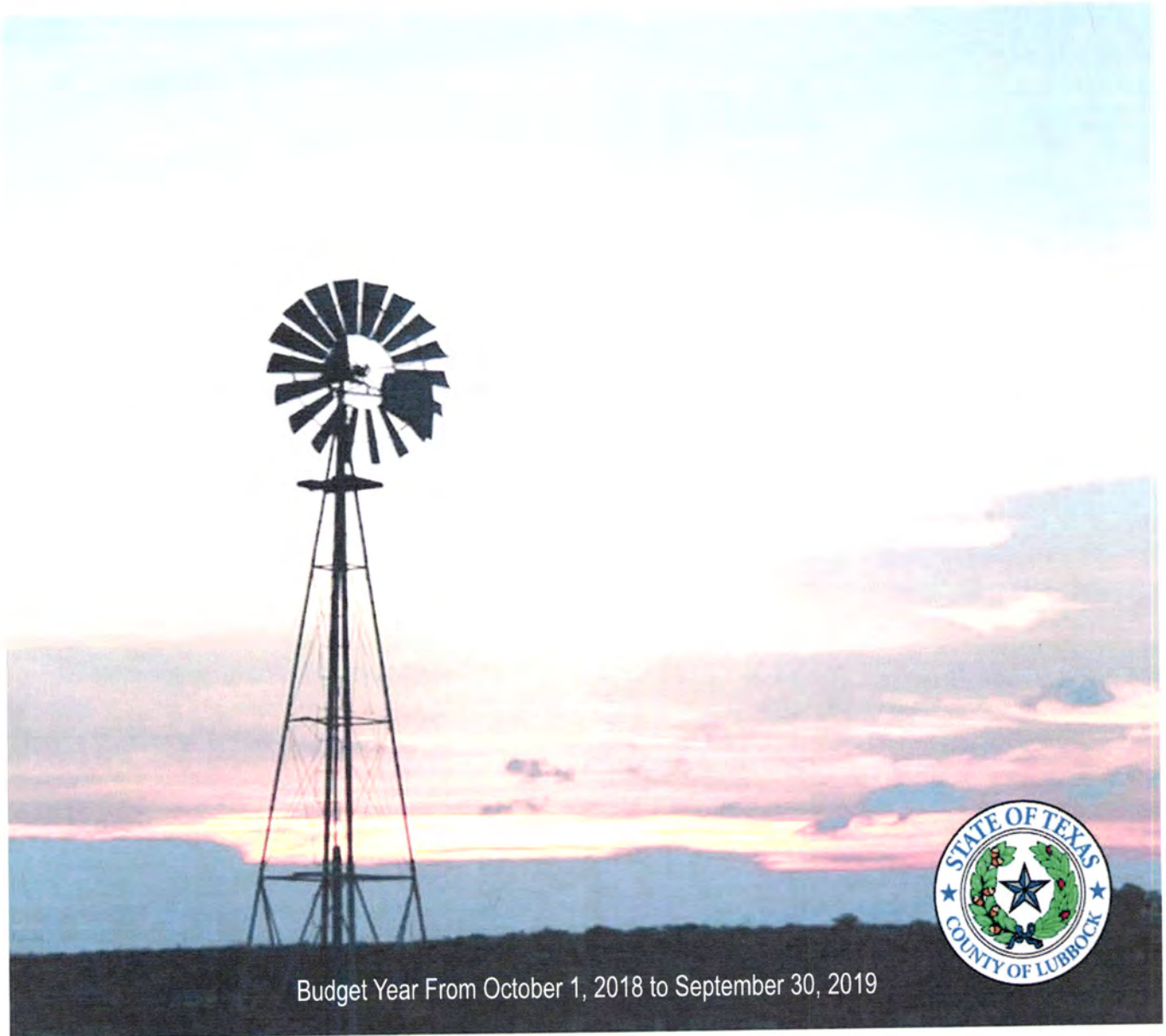
---

# LUBBOCK COUNTY

---

## TEXAS

---



Budget Year From October 1, 2018 to September 30, 2019

— **ADOPTED BUDGET**

*Fiscal Year*  
**2018-2019**

---

# **Lubbock County, Texas**

## **Adopted Budget**

**FY 2018 - 2019**



Budget Year from  
October 1, 2018 to September 30, 2019



## Lubbock County TX

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,161,271 which is a 3.33 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$2,161,271

<i>Vote of each member of the Commissioners' Court by name voting on the</i>		
<b>Commissioners' Court Members</b>	<b>Adoption of Budget</b>	<b>Setting the Property Tax Rate</b>
Tom Head, County Judge	Yay <u>X</u> Nay <u>    </u>	Yay <u>X</u> Nay <u>    </u>
Bill McCay, Comm., Prec. #1	Yay <u>X</u> Nay <u>    </u>	Yay <u>X</u> Nay <u>    </u>
Mark Heinrich, Comm., Prec. #2	Yay <u>X</u> Nay <u>    </u>	Yay <u>X</u> Nay <u>    </u>
Gilbert Flores, Comm., Prec. #3	Yay <u>X</u> Nay <u>    </u>	Yay <u>X</u> Nay <u>    </u>
Patti Jones, Comm., Prec. #4	Yay <u>X</u> Nay <u>    </u>	Yay <u>X</u> Nay <u>    </u>

<b>Comparative Tax Rates</b>		
<b>Tax Rates</b>	<b>FY18</b>	<b>FY19</b>
Property Tax Rate	.358158	.348086
Effective Tax Rate	.350032	.348086
Effective Maintenance and Operations Tax Rate	.446289	.448047
Rollback Tax Rate	.519046	.523219
Debt Tax Rate	.037054	.039329

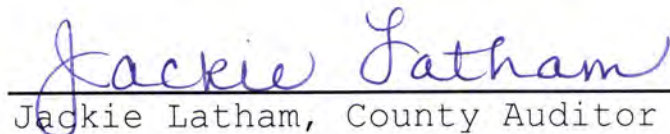
<b>Debt Obligations</b>		
Total amount of County Debt Obligations	<b>FY18</b>	<b>FY19</b>
	\$38,265,000	\$32,550,000

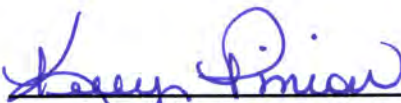
## BUDGET CERTIFICATE

Budget Year from October 1, 2018 to September 30, 2019

**THE STATE OF TEXAS  
COUNTY OF LUBBOCK**

We, Jackie Latham, County Auditor; and Kelly Pinion, County Clerk of Lubbock County, Texas, do hereby certify that the attached budget is a true and correct copy of the Budget of Lubbock County, Texas, as passed and approved by Commissioners Court of said County on the 10th day of September 2018, as the same appears on file in the office of the County Clerk of said County.


  
\_\_\_\_\_  
Jackie Latham, County Auditor

  
\_\_\_\_\_  
Kelly Pinion, County Clerk



# COMMON QUESTIONS ABOUT THE BUDGET

- What's the County's tax rate? p. 36, Chart p. 39
- What's the total budget of the County? p.1
- How much revenue comes from taxes and what are other sources of revenue? p. 36 and p. 44-46
- How much will Road and Bridge spend? Total Budget p. 154-155, Chart p. 153
- How many employees work for the County and where? p. 290-292, Summary on p. 293
- Does the County have a financial policy that guides how funds are reported, invested, and audited?  
p. 24 and p. 335-349
- What does "GAAP" mean? Glossary p. 355
- What's the population of Lubbock County? p. 5
- What is the total budget of the Lubbock County Detention Center? p. 94
- Where can I find the detailed operating budget? The detailed operating budget for FY 2019 is located on Lubbock County's website at <http://www.co.lubbock.tx.us/departments/division.php?fDD=5-137>



Looking for something else?  
See more detail in the Table of  
Contents.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Lubbock County  
Texas**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morill*

Executive Director

**LUBBOCK COUNTY, TEXAS**  
**Adopted Budget 2018 – 2019**  
**Table of Contents**

**INTRODUCTION**

**Organizational Summaries**

Two Year Expenditure Comparison.....	1
Map of Texas Counties.....	2
Texas County Government Overview.....	3
History of Lubbock County.....	4
Lubbock County Population History.....	5
Economic and Demographic Information.....	6
Lubbock County Fact Sheet.....	9
Lubbock County Strategic Planning.....	10
Lubbock County Organization by Function.....	12
Lubbock County Organization Chart.....	13
Principal Officials of Lubbock County.....	14
Commissioners' Court Duties and Responsibilities.....	16

**Fund Balance Summaries**

Fund Balance Summary.....	17
Projected Fund Balance - All Funds.....	18
Explanation of Increase/Decrease in Fund Balance.....	20

**Budget Summaries**

Major Funding Issues.....	23
Key Issues in Developing the 2018 Budget.....	23
Basis of Accounting, Auditing and Financial Planning.....	24
Governmental Fund Types.....	25
Proprietary and Fiduciary Fund Types.....	26
Budget Fund Structure.....	28
Summary of Budget by Fund Type.....	29
Revenues by Function - All Funds.....	30
Expenditures by Function - All Funds.....	31
2017 Actual Revenues and Expenditures - All Funds.....	32
2018 Budgeted Revenues and Expenditures - All Funds.....	33
2019 Budgeted Revenues and Expenditures - All Funds.....	34
2019 Total Comparative Revenues - All Funds.....	35
Revenue Sources.....	36
2019 Total Comparative Expenditures - All Funds.....	47
Expenditure Summary by Category - All Funds.....	48
Expenditure Comparison - General Fund vs. All Funds.....	49
Uses of Funds.....	50

**GENERAL FUND**

General Fund Revenues.....	60
General Fund Financial Summary.....	63
General Fund Expenditures vs. All Funds.....	64
General Fund Expenditure by Category Detail.....	65
Expenditure by Function vs. Total General Fund.....	66

**LUBBOCK COUNTY, TEXAS**  
**Adopted Budget 2018 – 2019**  
**Table of Contents**

**General Fund Detail Appropriations by Department**

Administrative Research.....	77
Appellate Courts.....	78
Auditor.....	79
Central Jury.....	81
Commissioners' Court.....	82
Community Supervision and Corrections.....	84
Constable Precinct #1.....	85
Constable Precinct #2.....	86
Constable Precinct #3.....	87
Constable Precinct #4.....	88
County Clerk.....	89
County Judge.....	91
Courts.....	93
Detention Center.....	94
District Attorney.....	95
District Clerk.....	97
Elections.....	99
Facility Maintenance.....	101
General Assistance.....	103
Human Resources.....	104
Information Services.....	105
Inmate Transportation.....	107
Judicial.....	108
Judicial Compliance.....	109
Justice of the Peace Precinct #1.....	110
Justice of the Peace Precinct #2.....	111
Justice of the Peace Precinct #3.....	113
Justice of the Peace Precinct #4.....	114
Library Services.....	115
Medical Examiner.....	116
Non-Departmental.....	118
Public Safety.....	119
Public Works.....	120
Purchasing.....	121
Safety & Environmental.....	123
Self Insurance Claims.....	124
Sheriff.....	125
South Plains Auto Theft Task Force.....	126
Tax Assessor/Collector.....	127
Technology & Information Systems.....	128
Texas AgriLife Extension.....	130
Treasurer.....	132
Veterans Affairs.....	133

**LUBBOCK COUNTY, TEXAS**  
**Adopted Budget 2018 – 2019**  
**Table of Contents**

**SPECIAL REVENUE FUNDS**

All Special Revenues Excluding Road & Bridge vs All Funds...	134
CDA Business Crimes.....	135
CDA Contraband.....	137
CDA JAG Grant.....	139
CDA SPATTF Grant.....	141
CDA VOCA Victim Advocacy Grant.....	143
Child Abuse Prevention.....	145
CJD Drug Court Grant.....	147
CJD DWI Court Grant.....	149
CJD Re Entry Drug Court Grant.....	151
Consolidated Road and Bridge vs All Funds.....	153
Consolidated Road and Bridge.....	154
County and District Court Technology.....	156
County Clerk Records Archives.....	158
County Clerk Records Mgt and Preservation.....	160
County Drug Court Court Cost.....	162
County Records Mgt and Preservation.....	164
Court Record Preservation.....	167
Courthouse Security.....	169
Dispute Resolution.....	171
District Clerk Records Mgt and Preservation.....	173
District Court Record Technology.....	175
Domestic Relations Office.....	177
Domestic Violence Prosecution Grant.....	179
Election Administration.....	181
Election Equipment.....	183
Election Services.....	185
Historical Cannon Restoration.....	187
Historical Commission.....	189
Homeland Security Grant.....	191
Idalou/New Deal Park.....	193
Inmate Supply.....	195
JMHCP Grant.....	197
Justice Court Technology.....	199
Juvenile Detention.....	201
Juvenile Food Service.....	203
Juvenile Probation.....	205
Juvenile Star Program.....	207
Law Library.....	209
LCETRZ Nol Tax Increment.....	211
LECD Emergency Communication Grant.....	213
LEOSE Sheriff.....	215
LEPC Grant.....	217
New Road.....	219
On Line Access.....	221
Permanent Improvement.....	223
Precinct 1 Park.....	226
Regional Public Defender Grant.....	228
Shallowater Park.....	230
Sheriff Commissary Salary.....	232

**LUBBOCK COUNTY, TEXAS**  
**Adopted Budget 2018 – 2019**  
**Table of Contents**

Sheriff Contraband.....	234
Slaton/Roosevelt Park.....	236
TAG Grant.....	238
TJJD (A) Juvenile Probation Commission Grant.....	240
TJJD (E) Title IV E Grant.....	242
TJJD (P) JJAEP Grant.....	244
TJJD (R) Regional Diversion Grant.....	246
USDA Ag Mediation Grant.....	248
VINE Grant.....	250

**DEBT SERVICE FUNDS**

Debt Service Funds Expenditures vs All Funds.....	252
General Obligation Refunding Bonds, Series 2007.....	253
General Obligation Refunding Bonds, Series 2013.....	255
General Obligation Refunding Bonds, Series 2016.....	257
Tax Notes, Series 2013.....	259

**CAPITAL PROJECTS FUNDS**

Capital Project Funds Expenditures vs All Funds.....	261
CRTC Renovations.....	262
CRTC Renovations #2.....	264
LE Renovations.....	266
LE Renovations #2.....	268
Road Construction.....	270

**INTERNAL SERVICE FUNDS**

Internal Service Funds Expenditures vs All Funds.....	272
Employee Health Benefit.....	273
Workers' Comp. Fund.....	275

**APPENDIX**

Lubbock County Resolution Setting Tax Rate.....	277
Lubbock County Strategic Plan.....	279
Personnel Policies.....	288
Ten Year Employee History.....	289
Number of Positions by Department 10 Year History.....	290
Comparative Summary of Employees by Function.....	290
Employee Summary by Function.....	293
Number of Positions by Classification.....	296
Classification Schedule.....	298
Classification Matrix.....	299
Revenue Policies.....	300
Capital Expenditure Policy.....	301
Unreserved Fund Balance Policy.....	303
Fund Balance Commitment .....	304
Budget Policies and Procedures.....	305
FY 2018 Budget Planning Calendar.....	307
Summary of Financial Policies.....	308



**LUBBOCK COUNTY, TEXAS**  
**Adopted Budget 2018 – 2019**  
**Table of Contents**

Debt Management Policies.....	309
Debt Service Maturity Schedule Refunding Bonds, Series 2013.....	312
Debt Service Maturity Schedule Tax Notes, Series 2013.....	313
Debt Service Maturity Schedule Refunding Bonds, Series 2016.....	314
Debt Service Maturity Schedule Combined.....	315
Lubbock County Purchasing Policy.....	316
Lubbock County Investment Policy.....	335
Glossary.....	350

# LUBBOCK COUNTY

**Jacqueline Latham, CPA**  
County Auditor

**Rhonda Scott**  
First Assistant Auditor



P.O. Box 10536  
916 Main, Suite 700  
Lubbock, Texas 79408-3536  
Phone: (806) 775-1097  
Fax: (806) 775-7917

October 1, 2018

The Honorable County Judge and County Commissioners:

This Lubbock County Operating Budget for Fiscal Year 2019 was adopted by the Commissioners' Court on Monday, September 10, 2018 and will be used as the management control device of Lubbock County from October 1, 2018 through September 30, 2019.

This document is a direct result of tremendous cooperation and effort on behalf of the Elected Officials, Appointed Officials, Department Heads and the Lubbock County Commissioners' Court. Priorities included working together to keep budget growth minimal, taking action to avoid bigger impacts later, protecting our valued and skilled employees, protecting our ability and capacity to operate in future years while meeting the demands for essential and required services for Lubbock County citizens in an economical fashion during a time of economic uncertainty. With all the changes and challenges that were faced during the budget process, the Commissioners' Court approved a tax rate of \$0.348086. The County continues to maintain a very conservative philosophy that is reflected in the overall budget and financial policies. Departments continually find innovative ways to streamline operations.

The FY 2019 budget process began in May, with guidelines, goals and objectives communicated to the departments while preparing their initial budget request. The Auditor's Office receives and compiles the initial requests prior to departmental budget workshops held during June and July. The overall budget process continues to be successful and we receive overwhelming cooperation from all County departments.

The Commissioners' Court held hearings that were posted in accordance with the Open Meetings Act for public input throughout the budget process. The public hearing on the

FY 2019 Proposed Budget was held on September 10, 2018. The budget and tax rate were adopted following the public hearing.

#### Ad Valorem Taxes

Existing property values for the average homeowner on the tax roll in Lubbock County increased by an average of 5.6% in tax year 2018 (Fiscal Year 2018-2019). The Commissioners' Court approved a tax rate of \$0.348086 per \$100 valuation which is a decrease of \$0.010072 over the current rate of \$0.358158 and \$0 over the effective rate. The amount of taxes imposed this year on the average home would increase approximately \$12.68 due to higher valuations. New property added to the tax roll for the first time in tax year 2018 generated \$2,161,271.

#### Revenue Changes – General Fund

Various revenue line items increased with the most significant increases being sales tax in the amount of \$1,281,247, ad valorem tax in the amount of \$1,209,196, and pay phone commission in the amount of \$207,100.

#### Expenditure Changes – General Fund

The General Fund budget for FY 2019 is \$112,933,749, which represents a 4.78% increase above the \$107,777,500 budget for FY 2018. The primary focus of the FY 2019 budget was to provide for the integrated justice and information management system.

The table on page 1 shows a comparison of the adopted budget for each fund.

#### Financial Stability

Lubbock County remains financially strong as reflected by S&P Global raising its long-term rating to AA+ and Moody's Investor Services, Inc. rating of Aa1. The rating agencies look at a variety of factors when rating the county, including population growth, economic climate, financial stability, tax base expansion and diversification coupled with sound management practices and policies in place and the balance of unreserved funds.

Unreserved general fund balance for FY 2018 is estimated at \$18.5 million which represents approximately 16.4% of budgeted FY 2019 expenditures. These unreserved funds are necessary to fund expenditures for the first three months of the fiscal year since property tax revenues are not considered delinquent until January. Throughout the year additional unreserved funds are used only for one-time expenditures in the case of grave public necessity to meet an unusual or unforeseen condition that could not have been included in the original budget.

During FY 2018 the Commissioners' Court took formal action to commit a portion of the general fund unreserved fund balance. \$12,275,000 was committed to fund anticipated future projects.

## **Budget in Brief**

### **Overview**

The FY 2019 Budget continues to hold to the established principles in Lubbock County of conservative fiscal planning. The challenges faced by Lubbock County in preparing the 2019 Budget are providing resources for an integrated justice and information management system, maintaining current operations, addressing minimal critical permanent improvements, completing a law enforcement project that began prior to FY19 and preserving fund balance with limited growth in revenue.

The Budget also provides for targeted investments in Commissioners' Court priority areas. These initiatives are included in the Budget.

- Preserving, maintaining and upgrading life safety issues throughout County buildings.
- Critically evaluating all request for any additional resources by department directors.
- Preserving fund balance for disaster or emergency situations.
- Maintaining a low ad valorem tax rate.

The total FY 2019 budget adopted by the County Commissioners was \$190,190,513, a net increase of \$15,403,085 or 8.81 percent in comparison to the FY 2018 adopted budget.

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

- Increased resources for technology enhancements, including the integrated justice and information management system.
- Decreased budgets in multiple departments and special revenue funds.
- Capital improvements including the CRTC building.

### **Summary**

Considerable time was spent reviewing budget requests for compliance with the overall goals of the County. This is a solid budget and one that meets the demands of the growing County. Even though, many departmental budgets were reduced or held at FY 2018 appropriations, officials are prepared to make careful expenditure decisions while controlling their costs and will continue to implement improved efficiencies to meet the

meet the public's demand for services. The summaries that follow provide a very thorough and detailed view of the various changes in revenues and expenditures.

Lubbock County began reviewing a Permanent Improvement Program several years ago. This is a five-year long-range plan that will be used to implement the County's immediate, short-term and long-term permanent improvement needs. This program is reviewed and updated on a regular basis by the Director of Facilities along with the Budget Committee.

I would like to thank the members of the Commissioners' Court for their continued support in preparing this Budget, as well as the Elected Officials and Department Heads of the County for working so well with the Auditor's Office throughout the year.

I would like to express my deep appreciation to the Auditor's Office staff for their hard work and dedication in helping craft the FY 2019 budget. They do such an incredible job and are to be commended for their assistance throughout the budget process and the entire fiscal year. Producing the County Budget is very much a team effort and the specific skills of each employee in this office plays a vital role in making the budget process and this Budget a continued success.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Latham". The signature is written in a cursive, flowing style.

Jackie Latham  
Lubbock County Auditor

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



Organizational Summaries



**LUBBOCK COUNTY, TEXAS**  
**TWO YEAR EXPENDITURE COMPARISON**  
**ALL FUNDS**

Fund	FY 2018 Budget	FY 2019 Budget	Variance	% Change
011 - GENERAL FUND	\$ 107,777,500	\$ 112,933,749	\$ 5,156,249	4.78%
020 - CONSOLIDATED ROAD AND BRIDGE	8,248,678	9,011,283	762,605	9.25%
031 - PRECINCT 1 PARK	107,611	194,083	86,472	80.36%
032 - SLATON/ROOSEVELT PARK	177,149	173,649	(3,500)	-1.98%
033 - IDALOU/NEW DEAL PARK	260,228	260,228	-	0.00%
034 - SHALLOWATER PARK	153,711	154,711	1,000	0.65%
041 - PERMANENT IMPROVEMENT	4,438,500	4,422,756	(15,744)	-0.35%
042 - NEW ROAD	2,800,000	690,000	(2,110,000)	-75.36%
043 - LCETRZ NO1 TAX INCREMENT FUND	-	254,655	254,655	100.00%
046 - TJJD (P) JJAEP GRANT	23,853	80,000	56,147	235.39%
047 - TJJD (R) REGIONAL DIVERSION GRANT	-	-	-	0.00%
050 - JUVENILE STAR PROGRAM	525,735	546,735	21,000	3.99%
051 - JUVENILE PROBATION	6,953,863	7,207,558	253,695	3.65%
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	2,068,888	2,068,888	-	0.00%
055 - JUVENILE DETENTION	4,112,123	4,404,048	291,925	7.10%
057 - JUVENILE FOOD SERVICE	375,082	375,082	-	0.00%
064 - TJJD (E) TITLE IV E GRANT	272,422	272,422	-	0.00%
066 - CJD RE ENTRY DRUG COURT GRANT	40,953	40,953	-	0.00%
067 - CJD DWI COURT GRANT	36,751	36,612	(139)	-0.38%
070 - ON LINE ACCESS	100,000	100,000	-	0.00%
072 - CJD DRUG COURT GRANT	48,991	48,991	-	0.00%
074 - COUNTY DRUG COURT COURT COST	38,740	38,740	-	0.00%
075 - DISPUTE RESOLUTION	328,600	328,600	-	0.00%
076 - USDA AG MEDIATION GRANT	175,500	175,500	-	0.00%
077 - DOMESTIC RELATIONS OFFICE	211,600	211,600	-	0.00%
081 - LAW LIBRARY	185,039	180,698	(4,341)	-2.35%
083 - ELECTION SERVICES	700,000	744,775	44,775	6.40%
085 - ELECTION ADMINISTRATION	43,000	112,500	69,500	161.63%
086 - ELECTION EQUIPMENT	30,856	79,500	48,644	157.65%
088 - LEPC GRANT	92,663	-	(92,663)	-100.00%
089 - HISTORICAL CANNON RESTORATION	-	-	-	0.00%
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION	41,701	44,701	3,000	7.19%
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION	743,273	1,246,829	503,556	67.75%
092 - COUNTY RECORDS MGT. AND PRESERVATION	100,676	425,676	325,000	322.82%
093 - COURTHOUSE SECURITY	110,000	110,000	-	0.00%
094 - COURT RECORD PRESERVATION	43,400	125,000	81,600	188.02%
096 - HISTORICAL COMMISSION	11,700	8,700	(3,000)	-25.64%
097 - CHILD ABUSE PREVENTION	425	425	-	0.00%
098 - JUSTICE COURT TECHNOLOGY	93,088	178,088	85,000	91.31%
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	8,900	8,900	-	0.00%
102 - DISTRICT COURT RECORDS TECHNOLOGY	30,700	56,000	25,300	82.41%
103 - COUNTY CLERK RECORDS ARCHIVES	740,000	995,000	255,000	34.46%
113 - REGIONAL PUBLIC DEFENDER GRANT	5,516,371	5,730,601	214,230	3.88%
122 - SHERIFF CONTRABAND	312,000	363,500	51,500	16.51%
124 - INMATE SUPPLY	785,810	840,500	54,690	6.96%
126 - VINE GRANT	27,716	27,716	-	0.00%
128 - HOMELAND SECURITY GRANT	118,085	140,234	22,149	18.76%
142 - LEOSE SHERIFF	108,000	98,881	(9,119)	-8.44%
145 - SHERIFF COMMISSARY SALARY	588,405	588,405	-	0.00%
146 - LECD EMERGENCY COMMUNICATION GRANT	29,002	-	(29,002)	-100.00%
150 - TAG GRANT	1,151,331	784,344	(366,987)	-31.88%
152 - JMHCP GRANT	-	329,813	329,813	100.00%
161 - CDA BUSINESS CRIMES	101,244	108,500	7,256	7.17%
163 - CDA CONTRABAND	150,000	76,135	(73,865)	-49.24%
164 - CDA SPATTF GRANT	682,145	682,145	-	0.00%
166 - CDA JAG GRANT	57,464	27,698	(29,766)	-51.80%
171 - CDA VOCA VICTIM ADVOCACY PROJECT	255,619	148,066	(107,553)	-42.08%
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	-	-	-	0.00%
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	5,874,786	6,486,594	611,808	10.41%
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	-	-	-	0.00%
204 - TAX NOTES, SERIES 2013	1,276,007	1,402,331	126,324	9.90%
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	180,827	199,209	18,382	10.17%
301 - ROAD CONSTRUCTION FUND	-	3,657,600	3,657,600	100.00%
303 - LE RENOVATIONS	-	-	-	0.00%
304 - LE RENOVATIONS #2	-	-	-	0.00%
306 - CRTC RENOVATIONS	930,590	332,106	(598,484)	-64.31%
307 - CRTC RENOVATIONS #2	1,551,117	900,000	(651,117)	-41.98%
401 - EMPLOYEE HEALTH BENEFIT	11,193,510	13,263,000	2,069,490	18.49%
403 - WORKERS COMPENSATION	1,645,500	5,655,500	4,010,000	243.69%
<b>TOTAL EXPENDITURES - ALL LUBBOCK COUNTY FUNDS</b>	<b>\$ 174,787,428</b>	<b>\$ 190,190,513</b>	<b>\$ 15,403,085</b>	<b>8.81%</b>

# MAP OF TEXAS COUNTIES

<http://county-map.digital-topo-maps.com/texas.shtml>



## TEXAS COUNTY GOVERNMENT

### ➤ **History**

- Prior to the revolution of Texas against Mexico, there was no political subdivision at the county level. In 1835 Texas was divided into departments and municipalities. Under the new Republic in 1836 the 23 municipalities became counties. When Texas became a state in 1845, there were 36 counties. Under the state constitution of 1845, county government varied little from that under the Republic. The only major change was one that made all county offices elective positions. When Texas entered the Confederacy in 1861 and adopted a new state constitution, there were 122 counties. Ten years after Reconstruction from the Civil War, the Constitution of 1876 was adopted and is the present state constitution. The number of counties increased steadily until there were 254 counties in 1931.

### ➤ **Function**

- Major responsibilities include maintaining county roads, recreational facilities, and in some cases, county airports; constructing and operating jails; operating the judicial system; maintaining public records; collecting property taxes; issuing vehicle registration and transfers; and registering voters. Counties also provide law enforcement, conduct elections and provide health and social services to many poor county residents.

### ➤ **Structure**

- County government structure is spelled out in the Texas Constitution, which makes counties functional agents of the state. Thus, counties, unlike cities, are limited in their action to areas of responsibility specifically spelled out in laws passed by the Legislature. At the heart of each county is the Commissioners' Court. Each Texas County has four precinct commissioners and a county judge who serves on this court. Although this body conducts the general business of the county and oversees financial matters, the Texas Constitution established a strong system of checks and balances by creating other elective offices in each county. The major elective offices found in most counties include county attorneys, county and district clerks, county treasurers, sheriffs, county tax assessor-collectors, justices of the peace, and constables. As a part of the checks and balances system, counties have an auditor appointed by the district courts. While many county functions are administered by elected officials, others are performed by individuals employed by the Commissioners' Court. They include such departments as public health and human services, personnel and budget, and in some counties, public transportation and emergency medical services.

Source- Texas Association of Counties

## LUBBOCK COUNTY HISTORY

Lubbock County was created on August 21, 1876 by an act of legislation in Austin that divided Bexar county which included parts of Northwest Texas and the South Plains into forty-eight counties. One of the newly formed counties, known as Lubbock County, was named after Tom S. Lubbock, a former Texas Ranger, and brother of Francis R. Lubbock, Civil War Governor of Texas. At its creation, Lubbock County was attached to Baylor County and remained an appendage of that County until the organization of Crosby County in 1887.

Many distinct individuals were responsible for the formation of Lubbock County, some of the more notorious were: W.E. Rainer, W.D. Crump and Associates, and Frank Wheelock.

W.E. Rainer was a wealthy cattleman, manager, and part owner of the Rayner Cattle Company, with home offices in St. Louis, MO. Once established in the county, Rainer decided to form a city on the north side of the canyon, and call his new town Monterey. At the same time, another father of Lubbock, W.D. Crump, wished to build on the north side of the canyon, and name his new establishment Old Lubbock. After the development of these new townships talk began as to where the county seat would be established. Hence conflict. Crump wanted the seat in Old Lubbock and Rainer wanted Monterey. Eventually the two factions compromised and land was purchased for \$1,920.00, January 21, 1891, by the groups for the formation of the city of Lubbock and the establishment of the county seat. Almost immediately the movement from Monterey and Old Lubbock began.

Once the county seat was determined, the election to organize the county was held on March 10, 1891. Colonel G.W. Shannon, was elected the first County Judge. His term lasted until November 17th 1894 where he was succeeded by P.F. Brown. The first County Commissioners of Lubbock were: J.D. Caldwell, F.E. Wheelock, L.D. Hund and Van Sanders. The first Sheriff was William M. Lay, while Will F. Hendrix took his role as the first County Attorney and George Wolffarth, was termed the first County Clerk.

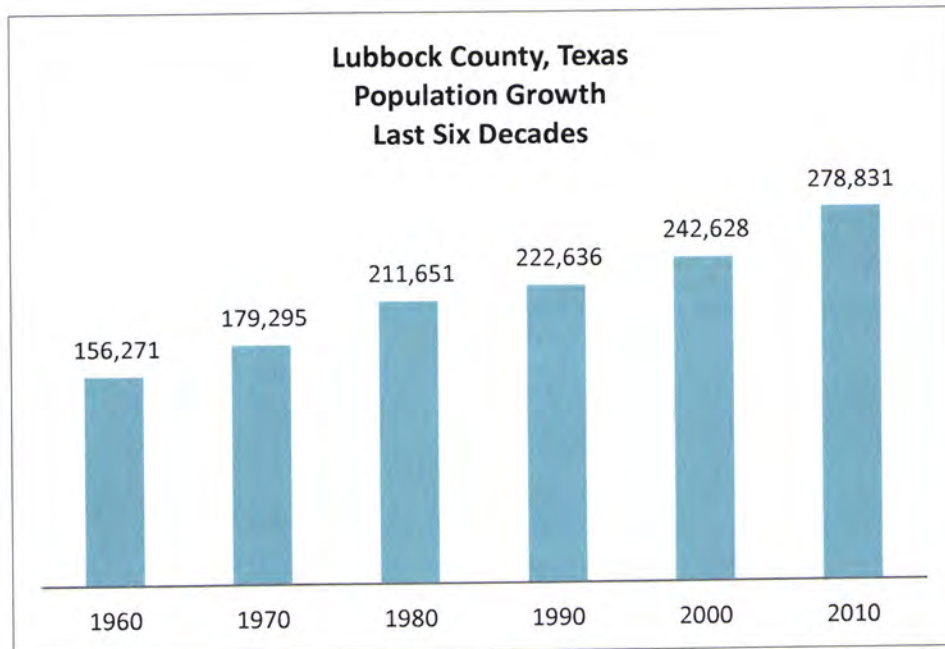
By 1891 the Lubbock County Government was fully functional, so to make everything official the county jail was approved May 11, 1891, giving the first churches of Lubbock a place to congregate. The jailhouse also served the community as a temporary school and a sort of social center. The city of Lubbock incorporated in 1909, so from 1891 to 1909 the Commissioners' Court was the governing body of the town and county.

The first courthouse was a large 2-story frame building. All construction materials had to be hauled from Amarillo and Colorado City, since the Lubbock area did not have an abundance of trees. When the courthouse was built, churches left the jail and used this new county building as their meeting place.

In 1900 there were nearly 300 people in the county which included 70 to 80 families. The four cornered frame courthouse was the heart of the community in this little High Plains town. Two of the reasons being was because of the public water trough by the windmill, which was for very many years the town's nearest approach to a water system; also surrounding the courthouse were the public barbecue pits that had been dug on the east side of the square. The first hotel in Lubbock, the Nicolett Hotel, still shared domination of the landscape with the courthouse, but to the residents and visitors of the plains, the most striking feature would have undoubtedly been the windmill, an engineering spectacle which dotted the horizon and fields of the South Plains. The windmill has been a major necessity for the survival and growth of the civilization of the High Plains, by supplying water and a livelihood to the pioneers, crops and cattle of the dusty plain.

**LUBBOCK COUNTY, TEXAS  
ECONOMIC AND DEMOGRAPHIC INFORMATION  
POPULATION GROWTH**

Year	Population	% Change
1960	156,271	-
1970	179,295	14.73%
1980	211,651	18.05%
1990	222,636	5.19%
2000	242,628	8.98%
2010	278,831	14.92%



Sources: 1960-2010, U.S. Census Bureau, <http://2010.census.gov/2010census/data/>

**LUBBOCK COUNTY, TEXAS**  
**ECONOMIC AND DEMOGRAPHIC INFORMATION**  
**TOP TEN PRINCIPAL TAXPAYERS**  
**September 30, 2018**

Taxpayer	Type of Business	Taxable Value	% of Total Taxable Assessed Value
Southwestern Public Service	Electricity Utility	\$164,190,610	0.78%
Macerich South Plains LP	Real Estate Holdings	\$124,385,170	0.59%
United Supermarket LLC	Retail Supermarket	\$102,463,334	0.48%
Atmos Energy/West Texas Division	Natural Gas Utility	\$81,680,070	0.39%
BNSF Railway Co	Transportation	\$65,144,440	0.31%
Monsanto Southern Prod Co LLC	Agribusiness	\$61,887,888	0.29%
ACC OP LLC	Apartments	\$53,943,738	0.26%
South Plains Electric Coop Inc.	Electricity Utility	\$49,201,290	0.23%
Wildwood of Lubbock LLC	Apartments	\$43,000,000	0.20%
CHP Raider Ranch TX Owner LLC	Real Estate Holdings	\$37,938,429	0.18%

Total Taxable Value - Top Ten Taxpayers

\$783,834,969

3.71%

Total Assessed Value of Real Property

\$21,151,148,006

Source: Lubbock County Appraisal District



**LUBBOCK COUNTY, TEXAS  
ECONOMIC AND DEMOGRAPHIC INFORMATION  
LEADING EMPLOYERS IN LUBBOCK COUNTY\***

Employer	Principal Line of Business	Approx. # Employees
Texas Tech University	University	5677
Covenant Health System	General Medical and Surgical Hospital	5500
United Supermarkets (Corp. Headquarters)	Supermarkets	3700
University Medical Center	General Medical and Surgical Hospital	3549
Lubbock Independent School District	Elementary and Secondary Schools	3527
Texas Tech Health Sciences Center	University	3378
City of Lubbock	City Government	2246
Walmart Stores	Supercenters	1810
Lubbock County	County Government	1171
Frenship ISD	Elementary and Secondary Schools	1064
Lubbock Cooper ISD	Elementary and Secondary Schools	900
Convergys Corporation	Call Center	900
Interim Healthcare of West Texas	Home Health Care Services	896
Lubbock State Supported Living Center	State Government	854
Caprock Home Health Services	Health Care Services	750
Lubbock Christian University	University	717
VXI Global Solutions	Call Center	700
Grace Medical Clinic	General Medical and Surgical Hospital	600
Suddenlink Communications	Wired Telecommunications Carriers	518
UMC Physician Network Services	Physicians Practice Management	517
Gene Messer Auto Group	Vehicle Sales	452

Source: <http://lubbockeda.org>

\* As of September 2016

**LUBBOCK COUNTY, TEXAS  
ECONOMIC AND DEMOGRAPHIC INFORMATION  
MISCELLANEOUS STATISTICS**

Created by Act of State Legislature August 21, 1876.

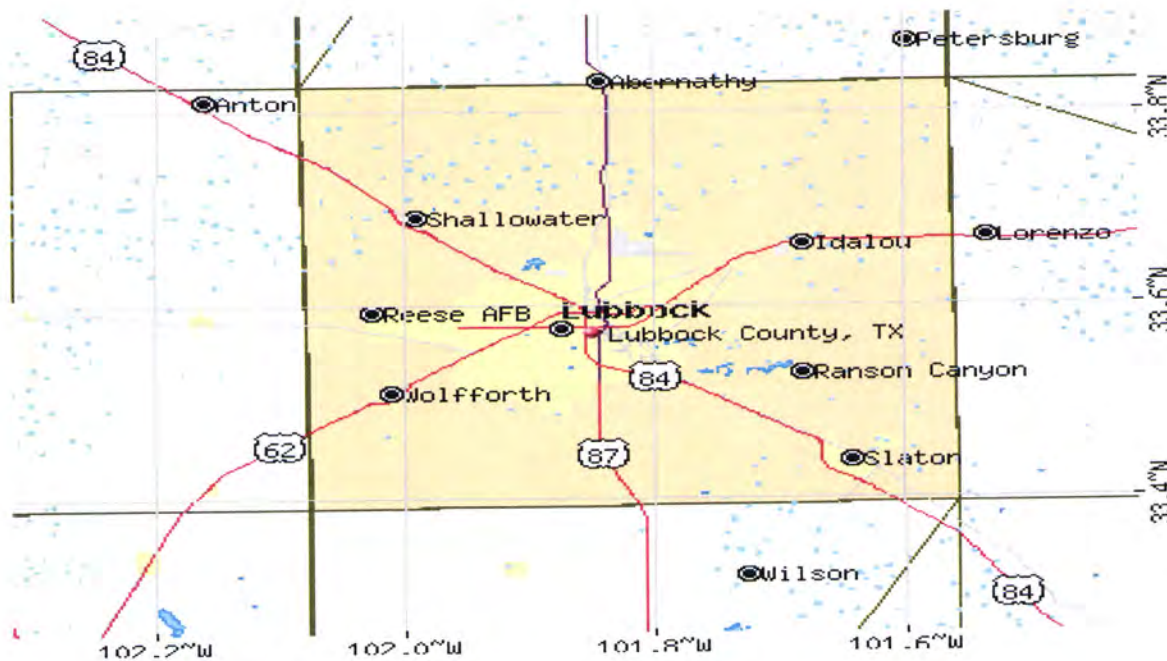
Form of Government:

Political Subdivision of the State of Texas, a Public Corporation, with a County Judge and four Commissioners as the governing body. The Commissioners' Court has only the powers as authorized by the Constitution of Texas or the State legislature or implied therefrom.

Officials Elected by Vote of People:	32
County Employees Including Those on Grant Programs:	1,171
Organized School Districts in County:	8
Incorporated Municipalities in County:	9
Area in Square Miles:	899

Lubbock is the heart of West Texas and is the economic center of a 25-County region. Lubbock boasts a strong diverse economy that is grounded in agriculture, manufacturing and retail trade, as well as, government, education and health care.

# LUBBOCK COUNTY, TEXAS FACT SHEET



County Houses: 127,445  
Land area: 899 sq. mi.  
Water area: 1.2 sq. mi.  
Median age: 30.6 years  
Males: 49.3%, Females: 50.7%  
Average annual pay in 2017: \$42,289

Jobs in 2018: 154,240  
Total labor force in 2018: 159,689  
Unemployment rate in 2018: 3.4%  
Average household size: 2.57  
Median household income: \$49,795

Cities in this county include: Lubbock, Slaton, Wolfforth, Idalou, Shallowater, Ransom Canyon, Buffalo Springs, New Deal, Abernathy.

Notable locations in Lubbock County: Lubbock Business Park, Forest Ranch, S-Bar Ranch, Texas Air Museum, National Ranching Heritage Center, Lubbock Area Veterans War Memorial, American Windmill Museum, Lubbock Lake Landmark, Silent Wings Museum, Shallowater Water Field.

Cemeteries: Estacado Cemetery, Becton Cemetery, Idalou Cemetery

Reservoirs: Lubbock Terminal Reservoir, Clear Water Lake, Blake Lake, Benson Lake, Arnett Lake

People 25 years of age or older with a high school degree or higher: 85.1%  
People 25 years of age or older with a bachelor's degree or higher: 28%

Source: [census.gov](https://www.census.gov), [fred.stlouisfed.org](https://fred.stlouisfed.org), [txcip.org](https://txcip.org), [tracer2.com](https://tracer2.com), [texas.hometownlocator.com](https://texas.hometownlocator.com), and [visitlubbock.org](https://visitlubbock.org)

**LUBBOCK COUNTY, TEXAS**  
**Strategic Planning**

Strategic planning is Lubbock County's process of defining its direction and making decisions on allocating resources to pursue this strategy, including capital and people. The Strategic Planning Committee consists of key Lubbock County personnel and assesses the Strategic Plan and updates the direction the County is going based on current events while driving toward long range goals. Strategic Planning is the cornerstone for communicating needs, completing tasks, and staying focused on long range goals to provide a sense of direction, continuity, and effective staffing and leadership for Lubbock County to best utilize resources to provide services to the citizens of Lubbock County. The Strategic Plan was first adopted on September 25, 2006 and is currently being implemented in steps, with some initiatives already underway. Lubbock County's Strategic Plan is presented in the appendix beginning on page 279.

**LUBBOCK COUNTY, TEXAS**  
**Organizational Goals and Strategic Plan**

***County Vision***

Our vision is to provide the highest level of effective and efficient public service to meet the growing demands of Lubbock County.

***County Mission***

Our mission is to serve Lubbock County by providing public service with integrity, compassion, and professionalism through innovative leadership.

***Lubbock County Values***

- Our employees are our greatest resource
- Teamwork, Openness, and Integrity
- Dignity, Respect, and Compassion for all individuals
- Accountability and Responsiveness
- Public trust and confidence
- A safe environment for our employees and citizens

***Key Assumptions***

Key assumptions are identified to ensure that current and future issues are considered prior to the implementation of an effective plan. Assumptions include components such as:

- Funding and resources will change.
- Increasing demand and competition for available resources.
- Diverse and dynamic employment pool.
- Increasing workload on existing employees.
- Need for flexibility, prioritization, and innovative solutions.
- Increasing interaction with other governmental entities.
- Utilize pro-active leadership in seeking innovative solutions.

***Goals***

- Efficient Government
- Public Safety
- Employee Excellence
- Service Excellence
- Emergency Management

**LUBBOCK COUNTY, TEXAS  
ORGANIZATION BY FUNCTION**

**General Administration**

- Commissioners' Court (4)
- County Judge
- County Clerk
- Technology & Information Systems
- Emergency Management
- Non Departmental
- Information Services
- Records Preservation

**Public Facilities**

- Facility Maintenance
- Parks
- Permanent Improvement
- Parking

**Judicial**

- District Clerk
- Justice of the Peace (4)
- County Courts at Law (3)
- District Judges (6)
- Courts of Appeals Justices (4)
- Associate Judge (1)
- Magistrates
- Court Administration
- Judicial Compliance
- Jury Pool

**Miscellaneous**

- Conservation
- Adult Probation
- Juvenile Probation
- Safety and Environmental
- Museum
- Library Services
- Elections Administration
- General Assistance
- Texas Veteran's Commission
- Culture and Recreation

**Transportation**

- Consolidated Road and Bridge
- Public Works

**Financial Administration**

- Treasurer
- Tax Assessor Collector
- Purchasing
- Auditor
- Human Resources

**Public Safety**

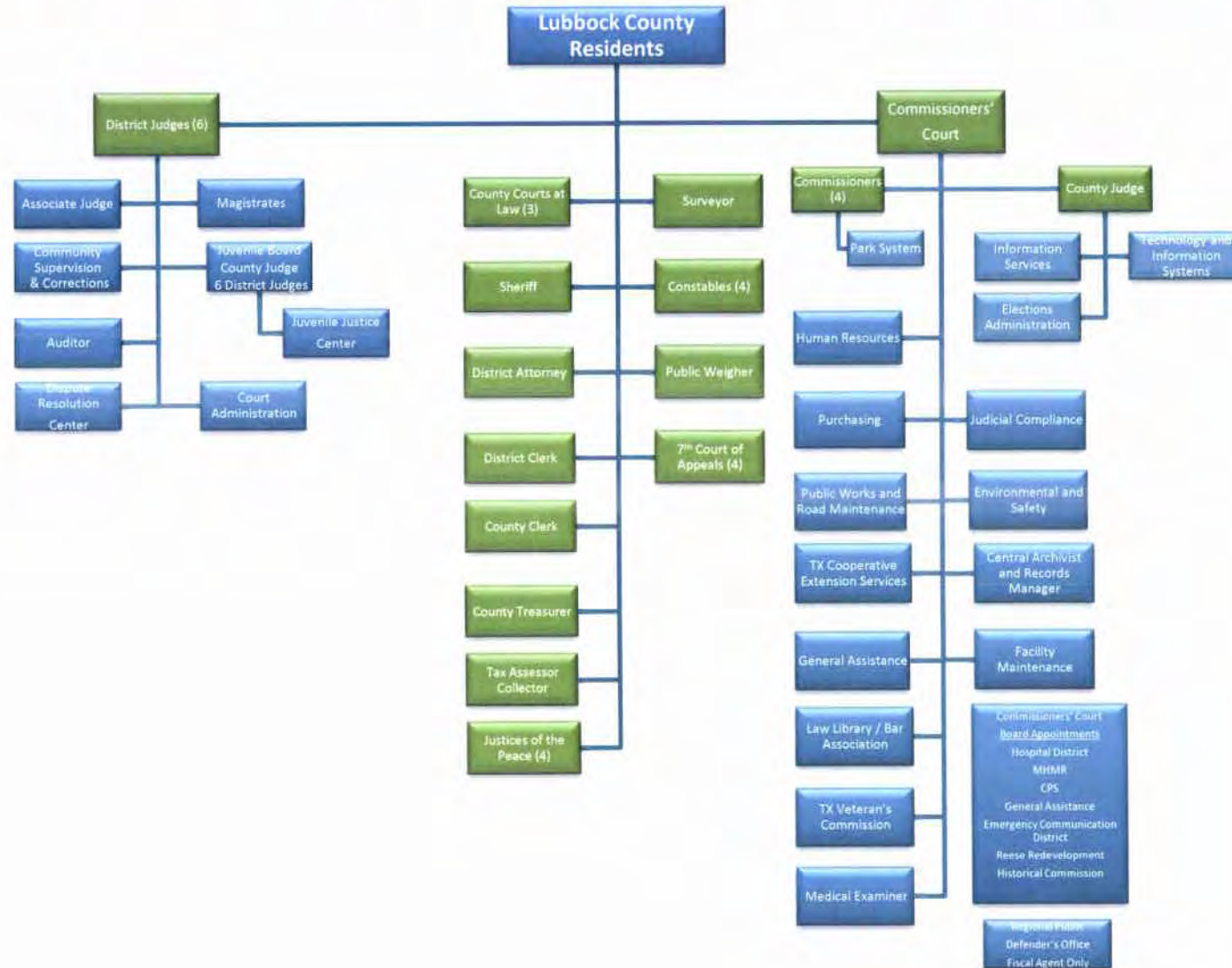
- Constable (4)
- Medical Examiner
- Sheriff
- Detention Center
- Public Safety
- Inmate Transportation
- Courthouse Security
- Sheriff Contraband
- LECD – Emergency Communication

**Legal**

- District Attorney
- Regional Public Defender



# Lubbock County Organization Chart



Green Boxes = Elected Positions  
 Blue Boxes = Hired or Appointed Positions  
 FY 2019

**LUBBOCK COUNTY, TEXAS**  
**2019 ELECTED AND APPOINTED OFFICIALS**  
**October 1, 2018**

**Lubbock County Elected Officials:**

**Constables:**

Constable Precinct 1  
Constable Precinct 2  
Constable Precinct 3  
Constable Precinct 4

Paul Hanna  
Jody Barnes  
Marina Garcia  
Vacant  
Kelly Pinion

**County Clerk**

**County Commissioners:**

Commissioner Precinct 1  
Commissioner Precinct 2  
Commissioner Precinct 3  
Commissioner Precinct 4

Bill McCay  
Mark Heinrich  
Gilbert Flores  
Patti Jones

**County Court at Law Judges:**

Judge Court at Law 1  
Judge Court at Law 2  
Judge Court at Law 3

Mark Hocker  
Drue Farmer  
Phillip Hays  
Tom Head  
Chris Winn

**County Judge**

**County Treasurer**

**Courts of Appeals Justices:**

Chief Justice Seventh Court of Appeals, Place 1  
Justice Seventh Court of Appeals, Place 2  
Justice Seventh Court of Appeals, Place 3  
Justice Seventh Court of Appeals, Place 4

Brian P. Quinn  
Judy Parker  
Patrick A. Pirtle  
James T. Campbell  
Matthew D. Powell  
Barbara Sucsy

**Criminal District Attorney**

**District Clerk**

**District Judges:**

Judge 72<sup>nd</sup> District  
Judge 99<sup>th</sup> District  
Judge 137<sup>th</sup> District  
Judge 140<sup>th</sup> District  
Judge 237<sup>th</sup> District  
Judge 364<sup>th</sup> District

Ruben Reyes  
William Sowder  
John McClendon III  
Jim Bob Darnell  
Leslie Hatch  
William R. Eichman II

**Justice of the Peace Judges:**

Judge Precinct 1  
Judge Precinct 2  
Judge Precinct 3  
Judge Precinct 4

Jim Hansen  
Jim Dulin  
Aurora Chaides-Hernandez  
Ann-Marie Carruth  
Kelly Rowe  
Ronnie Keister

**Sheriff**

**Tax Assessor-Collector**

**Lubbock County Officials:**

1<sup>st</sup> Assistant DA  
Associate Judge  
Central Archivist/Records Manager  
County Auditor  
Court Magistrate

Sunshine Stanek  
Stephen L. Johnson  
Linda Lemon  
Jacqueline Latham, CPA  
Melissa Jo McNamara

**LUBBOCK COUNTY, TEXAS**  
**2019 ELECTED AND APPOINTED OFFICIALS**  
**October 1, 2018**

<b>Director of Community Supervision and Corrections</b>	Steven Henderson
<b>Director of Court Administration</b>	Dean Stanzione
<b>Director of Dispute Resolution</b>	D. Gene Valentini
<b>Director of Facilities</b>	Natalie Harvill
<b>Director of General Assistance</b>	Diana Gurule-Copado
<b>Director of Human Resources</b>	Greg George
<b>Director of Information Technology</b>	Mark Johnston
<b>Director of Judicial Compliance</b>	Lorrie Jarnagin
<b>Director of Juvenile Probation</b>	William A. Carter II
<b>Director of Public Works</b>	Jennifer Davidson
<b>Director of Purchasing</b>	Clint Wehrman
<b>Director of Safety and Environmental</b>	Brent Hogan
<b>Director of Technology and Information Systems</b>	Vacant
<b>Elections Administrator</b>	Dorothy Kennedy
<b>Medical Examiner</b>	Dr. Sam W. Andrews
<b>Texas A&amp;M AgriLife Extension Agent</b>	Ronda Alexander

LUBBOCK COUNTY, TEXAS  
Commissioners' Court – Duties and Responsibilities

**Commissioners' Court:**

The Commissioners' Court is the governing body of the county. The Texas Constitution specifies that courts consist of a county judge and four county commissioners elected by the qualified voters of individual Commissioners' precincts. The County Judge is the presiding officer of the County Commissioners' Court. The court exercises powers over county business as provided by law (Tex. Const. Art. V, Sec 18).

Many state administrative responsibilities rest with the court as well as a growing number of permissive authorities. The Local Government Code contains many of the provisions that guide the Commissioners' Court in carrying out its responsibilities for the operation of county government. For example, the Code covers the duties and authority of the Commissioners' Court and other officers related to financial management, public officers and employees, regulatory matters, property acquisition, buildings and many other areas of county affairs.

**Areas of major responsibility for the Commissioners' Court include the following:**

1. Construction and maintenance of roads and bridges in the county which are not part of the state highway system.
2. Filling vacancies for certain elected and appointed officials.
3. Setting salaries, expenses and other allowances for elected and appointed officials.
4. Creating offices, boards and commissions to carry out certain purposes.
5. Providing buildings for use as offices and other operating facilities for the county.
6. Issuing bonds for construction and other public projects and management of debt incurred by the sale of such bonds.
7. Entering into contracts or cooperative agreements with other local governments, the state or private entities.
8. Holding general and special elections including those authorizing creation of special districts, issuance of bonds and other purposes necessary to carry out Court responsibilities.
9. Setting the tax rate and authorizing expenditures.
10. Provide for public health and welfare.
11. Performing a variety of administrative duties.
12. Certain responsibilities to the judicial operations at the county level.

Source - Texas Association of Counties, 2018 Guide to Texas Laws for County Officials

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



**Fund Balance Summaries**

### All Funds – Fund Balance Summary

Fund balance is defined as the difference between assets and liabilities in a governmental fund. There are five types of fund balance: Non-spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Reserved fund balance is legally limited to use for a specific purpose. Unreserved fund balance is the portion of fund balance that is not reserved and is available for spending at the government's discretion. In any one year, fund balance is the cumulative surpluses or deficits resulting from the difference between expenditures and revenues.

The county operates under a balanced budget as required by law. This does not mean that estimated revenues will exactly match budget appropriations. A portion of the unreserved fund balance may be, and has been, used to balance revenues to appropriations for some funds. As a sound financial management practice, Commissioners' Court members consistently emphasize maintaining sufficient fund balance levels in order to maintain and enhance the County's bond ratings. More importantly, the target level for General Fund unreserved fund balances will be 25% of budgeted general fund expenditures. This policy insures the County will have sufficient working capital for meeting current operating needs throughout the fiscal year, but in particular during the first quarter of the fiscal year. Property taxes, the County's main cash inflow, do not become significant until early January.

Committed Fund Balance includes amounts that can be spent only for the specific purposes determined by a formal action of the Commissioners' Court. Commitments may be changed or lifted only by the Commissioners' Court taking the same formal action that imposed the constraint originally. The Commissioners' Court determined it will commit \$12,275,000 of fund balance on September 17, 2018 from general fund reserves to fund:

• Technology Enhancements FY 2020	\$ 500,000
• CRTC Renovations Phase II-III FY 2020	\$ 750,000
• Detention Center Flooring FY 2020	\$ 500,000
• 916 Main 1 <sup>st</sup> /3 <sup>rd</sup> Floor Renovations FY 2020	\$1,250,000
• Loop 88 Right of Way FY 2020	\$1,500,000
• LCJJC 12 Bed Addition FY 2020	\$1,000,000
• County Courthouse Waterproofing Basement FY 2021	\$ 750,000
• Woodrow Road FY 2021	\$1,475,000
• APO Relocation FY 2021	\$ 500,000
• Loop 88 Right of Way FY 2021	\$ 200,000
• Detention Center Flooring FY 2021	\$ 500,000
• 916 Main 1 <sup>st</sup> /3 <sup>rd</sup> Floor Renovations FY 2021	\$1,000,000
• 916 Main Roof Replacement FY 2021	\$ 500,000
• LCJJC Pod Renovation FY 2021	\$ 350,000
• 916 Main 2 <sup>nd</sup> Floor Renovations FY 2022	\$1,000,000
• SO Garage Renovations at LCDC Warehouse FY 2022	\$ 500,000

LUBBOCK COUNTY  
PROJECTED FUND BALANCE REPORT  
AS OF: SEPTEMBER 30TH, 2018

	-----2017-2018-----				-----2018-2019-----			
FUND NAME	BEGINNING FUND BALANCE	FY 18 ESTIMATED REVENUES	FY 18 ESTIMATED EXPENDITURES	ESTIMATED FUND BALANCE	FY 19 BUDGETED REVENUES	FY 19 BUDGETED EXPENDITURES	BUDGETED FUND BALANCE	
011 - GENERAL FUND	\$ 30,673,207	\$ 95,882,379	\$ 101,310,850	\$ 25,244,736	\$ 106,222,456	\$ 112,933,749	\$ 18,533,443	
020 - CONSOLIDATED ROAD AND BRIDGE	3,031,380	6,228,648	7,906,543	1,353,485	8,674,443	9,011,283	1,016,645	
031 - PRECINCT 1 PARK	582,757	107,611	107,611	582,757	109,926	194,083	498,600	
032 - SLATON/ROOSEVELT PARK	161,439	100,761	177,149	85,051	112,926	173,649	24,328	
033 - IDALOU/NEW DEAL PARK	282,593	99,611	135,228	246,976	111,126	260,228	97,874	
034 - SHALLOWATER PARK	307,907	96,611	153,711	250,807	108,926	154,711	205,022	
041 - PERMANENT IMPROVEMENT	1,873,321	2,438,698	2,445,744	1,866,275	2,556,481	4,422,756	-	
042 - NEW ROAD	1,451,245	2,038,910	2,800,155	690,000	-	690,000	-	
043 - LCETRZ NO1 TAX INCREMENT FUND	-	254,655	-	254,655	-	254,655	-	
046 - TJJD (P) JJAEP GRANT	-	23,853	23,853	-	80,000	80,000	-	
047 - TJJD (R) REGIONAL DIVERSION GRANT	-	-	-	-	-	-	-	
050 - JUVENILE STAR PROGRAM	-	525,735	525,735	-	546,735	546,735	-	
051 - JUVENILE PROBATION	2,894,385	6,838,000	5,467,779	4,264,606	6,837,000	7,207,558	3,894,048	
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	-	2,068,888	2,068,888	-	2,068,888	2,068,888	-	
055 - JUVENILE DETENTION	-	4,112,123	4,112,123	-	4,404,048	4,404,048	-	
057 - JUVENILE FOOD SERVICE	-	375,082	375,082	-	375,082	375,082	-	
064 - TJJD (E) TITLE IV E GRANT	-	272,422	272,422	-	272,422	272,422	-	
066 - CJD RE ENTRY DRUG COURT GRANT	-	40,953	40,953	-	40,953	40,953	-	
067 - CJD DWI COURT GRANT	-	36,751	36,751	-	36,612	36,612	-	
070 - ON LINE ACCESS	227,027	43,000	50,000	220,027	43,000	100,000	163,027	
072 - CJD DRUG COURT GRANT	-	48,991	48,991	-	48,991	48,991	-	
074 - COUNTY DRUG COURT COURT COST	193,743	38,740	27,168	205,315	21,700	38,740	188,275	
075 - DISPUTE RESOLUTION	30,297	328,600	328,600	30,297	328,600	328,600	30,297	
076 - USDA AG MEDIATION GRANT	-	175,500	175,500	-	175,500	175,500	-	
077 - DOMESTIC RELATIONS OFFICE	29,346	211,600	211,600	29,346	211,600	211,600	29,346	
081 - LAW LIBRARY	686	180,139	180,825	-	180,698	180,698	-	
083 - ELECTION SERVICES	119,333	700,000	700,000	119,333	744,775	744,775	119,333	
085 - ELECTION ADMINISTRATION	186,374	43,000	43,000	186,374	112,500	112,500	186,374	
086 - ELECTION EQUIPMENT	308,686	30,856	30,856	308,686	79,500	79,500	308,686	
088 - LEPC GRANT	-	92,663	92,663	-	-	-	-	
089 - HISTORICAL CANNON RESTORATION	-	-	-	-	-	-	-	
090 - DISTRICT CLERK RECORDS MGT AND PRESERVATION	70,559	16,600	21,700	65,459	19,400	44,701	40,158	
091 - COUNTY CLERK RECORDS MGT AND PRESERVATION	3,043,816	560,000	215,126	3,388,690	572,925	1,246,829	2,714,786	

LUBBOCK COUNTY  
PROJECTED FUND BALANCE REPORT  
AS OF: SEPTEMBER 30TH, 2017

FUND NAME	2017-2018				2018-2019		
	BEGINNING FUND BALANCE	FY 18 ESTIMATED REVENUES	FY 18 ESTIMATED EXPENDITURES	ESTIMATED FUND BALANCE	FY 19 BUDGETED REVENUES	FY 19 BUDGETED EXPENDITURES	BUDGETED FUND BALANCE
092 - COUNTY RECORDS MGT AND PRESERVATION	523,010	95,500	76,903	541,607	74,400	425,676	190,331
093 - COURTHOUSE SECURITY	5,184	110,000	110,000	5,184	110,000	110,000	5,184
094 - COURT RECORD PRESERVATION	225,538	43,400	43,400	225,538	50,000	125,000	150,538
096 - HISTORICAL COMMISSION	4,907	5,000	9,907	-	8,700	8,700	-
097 - CHILD ABUSE PREVENTION	2,981	425	425	2,981	425	425	2,981
098 - JUSTICE COURT TECHNOLOGY	334,118	36,700	40,000	330,818	30,300	178,088	183,030
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	57,828	8,900	8,900	57,828	6,600	8,900	55,528
102 - DISTRICT COURT RECORDS TECHNOLOGY	105,518	30,700	1,000	135,218	31,000	56,000	110,218
103 - COUNTY CLERK RECORDS ARCHIVES	2,118,026	562,000	100,000	2,580,026	563,000	995,000	2,148,026
113 - REGIONAL PUBLIC DEFENDER GRANT	2,389,567	5,516,371	5,516,371	2,389,567	5,516,371	5,730,601	2,175,337
122 - SHERIFF CONTRABAND	278,719	312,000	312,000	278,719	363,500	363,500	278,719
124 - INMATE SUPPLY	2,592,866	785,810	785,810	2,592,866	840,500	840,500	2,592,866
126 - VINE GRANT	-	27,716	27,716	-	27,716	27,716	-
128 - HOMELAND SECURITY GRANT	-	118,085	118,085	-	140,234	140,234	-
142 - LEOSE SHERIFF	104,755	86,000	108,000	82,755	98,881	98,881	82,755
145 - SHERIFF COMMISSARY SALARY	79,506	588,405	588,405	79,506	588,405	588,405	79,506
146 - LECD EMERGENCY COMMUNICATION GRANT	-	29,002	29,002	-	-	-	-
150 - TAG GRANT	-	1,151,331	1,151,331	-	784,344	784,344	-
152 - JMHCP GRANT	-	-	-	-	329,813	329,813	-
161 - CDA BUSINESS CRIMES	9,842	101,244	101,244	9,842	108,500	108,500	9,842
163 - CDA CONTRABAND	2,454	150,000	150,000	2,454	76,135	76,135	2,454
164 - CDA SPATTF GRANT	-	682,145	682,145	-	682,145	682,145	-
166 - CDA JAG GRANT	-	57,464	57,464	-	27,698	27,698	-
171 - CDA VOCA VICTIM ADVOCACY GRANT	-	255,619	255,619	-	148,066	148,066	-
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	-	-	-	-	-	-	-
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	839,881	5,874,786	5,874,786	839,881	6,486,594	6,486,594	839,881
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	-	-	-	-	-	-	-
204 - TAX NOTES, SERIES 2013	-	1,276,007	1,276,007	-	1,402,331	1,402,331	-
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	185,343	180,827	180,827	185,343	199,209	199,209	185,343
301 - ROAD CONSTRUCTION FUND	-	-	-	-	3,657,600	3,657,600	-
303 - LE RENOVATIONS	-	-	-	-	-	-	-
304 - LE RENOVATIONS #2	-	-	-	-	-	-	-
306 - CRTC RENOVATIONS	1,257,696	5,000	930,590	332,106	-	332,106	-
307 - CRTC RENOVATIONS #2	411,166	1,143,000	1,551,117	3,049	900,000	900,000	3,049
401 - EMPLOYEE HEALTH BENEFIT	5,543,337	11,193,510	11,193,510	5,543,337	13,223,000	13,263,000	5,503,337
403 - WORKERS COMPENSATION	8,527,907	1,645,500	645,500	9,527,907	1,655,500	5,655,500	5,527,907
GRAND TOTAL	\$ 71,068,250	\$ 156,083,827	\$ 162,012,670	\$ 65,139,407	\$ 173,228,180	\$ 190,190,513	\$ 48,177,074



**LUBBOCK COUNTY, TEXAS**  
**Explanation of Increase/Decrease in Fund Balance**

**General Fund**

Declining revenues continue to impact the budget. The integrated justice and information management system was a priority this budget year to improve functionality County-wide. Committed fund balance in the amount of \$2,398,000 was drawn on as planned to finish CRTC renovations and radio system upgrade. The draw on reserves is not expected to impair operations.

**Consolidated Road and Bridge**

Budgeting for the continuation of the seal coat project, additional road maintenance product and equipment maintenance without corresponding significant increases in revenue sources creates a draw on reserves to balance the fund. Many county roads have suffered significant damage due to adverse weather conditions during recent years requiring major investment to prevent loss of the asset. Development in the unincorporated area of Lubbock County contributes to rising demands as well. The Loop 88 Right of Way installment payment was moved from the New Road Fund to Consolidated Road and Bridge in FY 2019.

**Precinct 1 Park**

Increases in professional services for work to be performed on the clubhouse has created a draw on reserves.

**Slaton/Roosevelt Park**

Increases in operating cost for park facilities without corresponding significant increases in revenue sources has created a draw on reserves.

**Idalou/New Deal Park**

Budgeting for capital improvements to park facilities without corresponding significant increases in revenue sources has created a draw on reserves.

**Shallowater Park**

Maintaining park facilities without a corresponding significant increase in revenue sources has created a draw on reserves to balance the fund.

**Permanent Improvement**

Remodeling and updating projects delayed due to the reduced funding in recent years were analyzed and essential renovations were budgeted. Priorities are evaluated and funds have been set aside for some of the growing maintenance projects needed throughout all of the County buildings. Planned projects not completed in the prior year were budgeted for completion and the draw on reserves created.

**LUBBOCK COUNTY, TEXAS**  
**Explanation of Increase/Decrease in Fund Balance**

**New Road**

Revenues and expenditures were consolidated into the Consolidated Road and Bridge fund and a draw on reserves was created to defund the New Road Fund.

**LCETRZ NO1 Tax Increment Fund**

These are funds collected from a county energy transportation reinvestment zone formed by order of the Commissioners' Court. The funds in the Lubbock County Energy Transportation Reinvestment Zone NO1 Tax Increment Fund may only be used according to Texas Transportation Code 222.1071. Funds have been accumulating for several years and sufficient reserves are available to cover the draw from reserves.

**On Line Access**

Technology enhancements created the draw on reserves. The draw is not expected to impair operations as funds had been allowed to accumulate for this purpose.

**District Clerk Records Mgt and Preservation**

Continuation of supplies and scanning equipment required to preserve court records. Sufficient unreserved fund balance is available to cover draw on reserves.

**County Clerk Records Mgt and Preservation**

Continuation of supplies and scanning equipment required to preserve court records. Funds were included for the integrated justice and information management system. Sufficient unreserved fund balance is available to cover draw on reserves.

**County Records Mgt and Preservation**

Funds were budgeted to make necessary building repairs and also for the integrated justice and information management system. Sufficient unreserved fund balance is available to cover draw on reserves.

**Court Record Preservation**

Funds were set aside for the integrated justice and information management system resulting in a draw down from reserves.

**Justice Court Technology**

Technology purchases and technology related travel is being utilized from this fund. Funds were set for the integrated justice and information management system increasing the draw down from reserves. The fund has been underutilized and sufficient unreserved fund balance is available.

**LUBBOCK COUNTY, TEXAS**  
**Explanation of Increase/Decrease in Fund Balance**

**District Court Records Technology**

Funds were set aside for the integrated justice and information management system resulting in a draw down from reserves. Sufficient unreserved fund balance is available to cover draw on reserves.

**County Clerk Records Archives**

Funds were set aside for the integrated justice and information management system. This draw is not expected to impair operations, as there is sufficient unreserved fund balance.

**CRTC Renovations**

Reserves will be depleted as the project is completed and the fund is closed out.

**Workers Compensation**

A transfer to the general fund was created causing the draw from reserves. Sufficient unreserved fund balance is available to cover draw on reserves.

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



Budget Summaries

## **Major Funding Issues Facing 2019 Budget**

The 2019 Budget continues to hold to the established principles in Lubbock County of conservative fiscal planning. The challenges faced by Lubbock County in preparing the 2019 Budget are providing resources for an integrated justice and information management system, maintaining current operations, addressing minimal critical permanent improvements, completing a law enforcement project that began prior to FY 2019 and preserving fund balance with limited growth in revenue.

The technology enhancements are expected to improve functionally by integrating systems throughout the County. Completing projects such as the radio systems update and CRTC renovations was necessary due to obligations currently in place.

Permanent improvement funds have dwindled as funds had been diverted to fund serious issues in other facets of the County in recent budget years. Improvements continue to be needed to preserve, maintain and upgrade life safety issues throughout numerous County buildings. Priorities had to be evaluated regarding permanent improvement projects to ensure adequate funds would be available to complete major renovation projects and fund critical maintenance and capital needs of Lubbock County facilities.

Preserving reserves in the event of a disaster or emergency situation continues to be a compelling factor in shaping each annual budget. Any amount considered as excess funds are earmarked for capital expenditures and not utilized for ordinary operating expenditures.

General revenues are not expected to increase in FY 2019. Sales tax revenues are expected to moderately increase. The ad valorem tax rate was reduced to the effective tax rate, therefore additional revenue was limited to new growth in the County.

## **Key Issues in Developing the 2019 Budget**

The 2019 Budget provides for investment in Commissioners' Court priority areas.

- Preserving, maintaining and upgrading life safety issues throughout County buildings.
- Critically evaluating all requests for any additional resources by department directors.
- Preserving fund balance for disaster or emergency situations.
- Providing required services efficiently as possible.
- Maintaining a low ad valorem tax rate.

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

### **Basis of Accounting – Financial Statements**

The modified accrual basis of accounting is utilized for the Governmental Funds. Under this basis, revenues are recognized when they become susceptible to accrual; i.e., when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting in the period that the liability is incurred. The exception to this general rule is that expenditures for principal and interest on general long-term debt are recognized when due.

The accrual basis of accounting is utilized for the Proprietary Funds. Under this basis, revenues are recognized in the period earned and expenses are recognized in the period that the liability is incurred. In contrast to Governmental Funds, depreciation is recorded.

### **Basis of Accounting - Budget**

Budgets presented for governmental funds have been prepared in accordance with generally accepted accounting principles (GAAP) using the modified accrual basis of accounting. Budgets presented by proprietary funds have also been prepared using the modified accrual basis of accounting which is not in accordance with GAAP. Depreciation and amortization are not included in budgetary statements since these do not use spendable resources. Encumbrance accounting means a purchase order is issued at an estimated cost at the time goods or services are ordered obligating funds. When the actual cost is known and upon delivery of the goods or services the encumbrance is released. All encumbrances lapse at year end.

Capital Project Funds appropriations are made on a project basis and carry forward until completion of the project.

The 2019 budget appropriations are presented in the following expenditure categories:

- Personnel
- Operations
- Capital

Each category is the sum of individual, similar line item appropriations. Although budgetary data is presented in the budget document by category, detailed line item information is in the County's financial management system.

The County Auditor's Office will continue to maintain the County's financial records on a basis that is compatible with the guidance and generally accepted accounting principles and standards that have been promulgated by the Governmental Accounting Standards Board for local governments.

As stated in Local Government Code Section 115.045, once each fiscal year, the Commissioners' Court will engage an independent Certified Public Accounting firm to conduct a comprehensive audit of all County books. The County Auditor's staff will continually conduct internal audits of County departments that are designed to strengthen internal accounting and budgeting controls and safeguard county assets.

### ***Account Structure***

A fund type is a separate accounting entity with a self-balancing set of accounts with identifiable revenues and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets or liabilities. The County maintains budgetary control of its operating accounts through the use of various funds. Fund balance is the excess of revenues over expenditures. Fund balance is available for emergencies or unforeseen expenditures. All Lubbock County funds are appropriated in the Lubbock County budget except for the Community Supervision Correction Department Funds. These are funds provided by Texas Department of Criminal Justice – Criminal Justice Assistance Division (TDCJ-CJAD). These funds are budgeted and approved by TDCJ-CJAD and monitored by Lubbock County. These funds are audited separately from other Lubbock County funds, but are included in the Lubbock County Comprehensive Annual Financial Report.

### ***Governmental Fund Types***

The focus of the County's governmental funds is to provide information on the inflows, outflows, and balances of spendable resources. This information is useful in assembling the County's annual financing and budgeting requirements. The unreserved fund balance may serve as a useful measure of the resources available at the end of the fiscal year for the appropriation in the following year. Governmental fund types are used to account for all or most of the government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the general government not accounted for in some other fund. The following is a brief description of Lubbock County's governmental funds. The great majority of all county discretionary expenses are included in the following:

#### **General Fund**

This is Lubbock County's primary operating fund and accounts for most of the financial resources of the County and may be used for any lawful purpose. This fund provides for the daily operations of the County, including judicial and public safety functions, as well as, general administration. The primary revenue sources are ad valorem taxes, sales tax, fees, fines, and charges for service.



## **Consolidated Road and Bridge**

A non-major fund which includes expenditures for the operation, repair and maintenance of roads and bridges located in Lubbock County. The primary source of revenue to the Consolidated Road and Bridge Special Revenue Fund consists of the \$10 fee assessed on motor vehicle registrations, a transfer from the general fund, interest income, and other miscellaneous fees.

## **Permanent Improvement**

Includes those capital projects that do not require the expenditure of bond funds but are still necessary to the efficient operation of the County and are not considered normal repairs or maintenance. Revenues come from ad valorem taxes as required in the Constitution, interest income, and the rental of the Court Residential Treatment Center Facility.

## **Capital Project Funds**

These funds are used for the acquisition, construction, expansion and renovation of general fixed assets. Lubbock County has three non-major Capital Project Funds included in the 2019 budget: Road Construction, CRTC Renovations, and CRTC Renovations #2.

## **Debt Service Funds**

These funds are used to accumulate monies for payment of debt service on general obligation bonds, tax notes, and certificates of obligation which are due in annual installments. Ad Valorem tax is levied to finance the debt service. This fund is also referred to as the Interest and Sinking Fund. Lubbock County has three non-major Debt Service Funds: Tax Notes Series 2013, Refunding Bonds Series 2013, and Refunding Bonds Series 2016.

## ***Proprietary Fund Types***

Internal Service funds, a type of proprietary fund, are used to report activities that provide supplies and services for the County's other programs and activities. Lubbock County has two non-major internal service funds: Employee Health Benefit and Workers' Compensation. The primary focus is on operating income, changes in net assets and cash flows. These funds are appropriated annually with the main focus on whether revenues are covering expenses.

## ***Fiduciary Fund Types***

The County is the trustee for certain funds. The County is responsible for ensuring that the assets reported in these funds are used for their intended purpose. There are two types of fiduciary fund types: agency funds and trust funds. Lubbock County currently has twenty-seven agency funds. Fourteen of those agency funds are the Lubbock County CSCD's funds. Those funds are derived from TDCJ-CJAD and are expended in strict compliance with the financial

resource manual provided by TDCJ-CJAD. The remaining thirteen agency funds are departmental funds: County Treasurer, Tax Assessor and Collector, County Clerk, District Clerk, JP Precinct 1, JP Precinct 2, JP Precinct 3, JP Precinct 4, Medical Examiner, District Attorney, Sheriff, Juvenile Probation, and the Employee Flex Spending Account. Lubbock County does not budget for these funds.

**Lubbock County, Texas  
Budget Fund Structure**

**Operating Funds**

**General Fund  
(011)**

*CAFR-Major Governmental Fund*

**Road and Bridge Fund  
(020)**

*CAFR-Non-Major Governmental  
Fund*

**Permanent  
Improvement Fund  
(041)**

*CAFR-Non-Major Governmental  
Fund*

**Debit Service Funds**

**Debt Service Funds  
(201-206)**

*CAFR-Non-Major Governmental  
Funds*

**Other Funds**

**Regional Public  
Defender (113)**

*CAFR-Non-Major Special Revenue  
Fund*

**Special Revenue Funds  
(031-034, 042-103,  
122-171)**

*CAFR-Non-Major Funds*

**Internal Service Funds  
(401-403)**

*CAFR-Proprietary Funds*

**Agency Funds  
(500-650)  
(Not included in  
Budget)**

*CAFR-Fiduciary Funds*

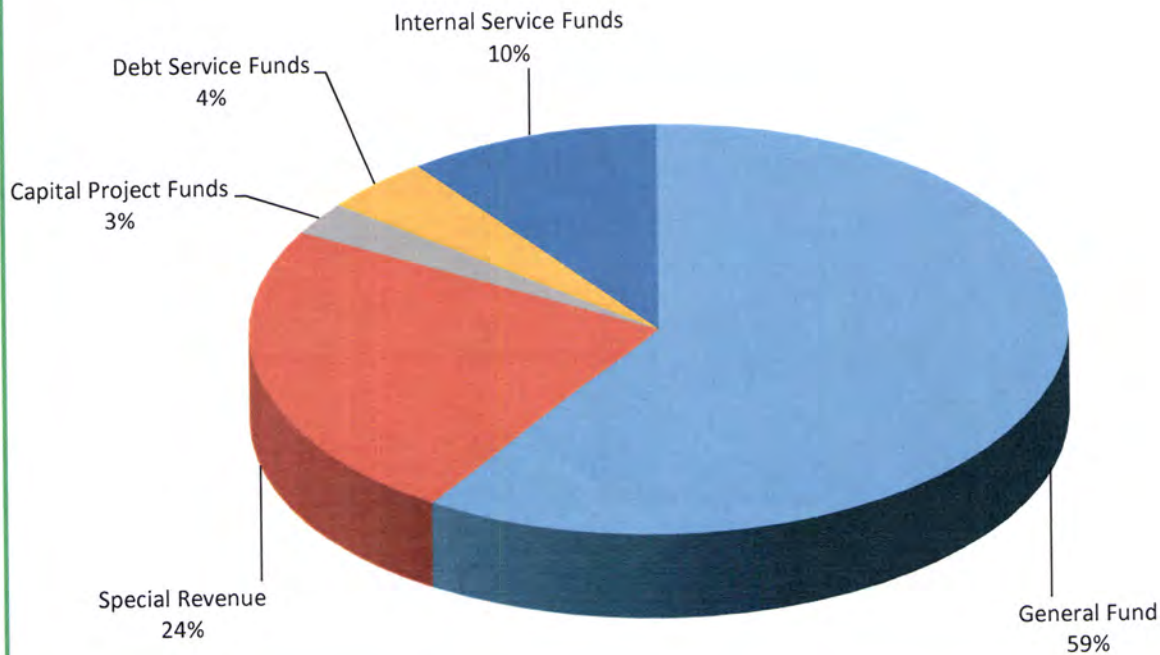
**Capital Project Funds**

**Capital Project Funds  
(301-307)**

*CAFR-Non-Major Funds*

LUBBOCK COUNTY, TEXAS  
SUMMARY OF BUDGET BY FUND TYPE

Governmental and Proprietary Fund Types		
General Fund	\$	112,933,749
Special Revenue		45,360,424
Capital Project Funds		4,889,706
Debt Service Funds		8,088,134
Internal Service Funds		18,918,500
Total Budget by Fund Type	\$	190,190,513.00



**Governmental and Proprietary Fund Type Descriptions:**

**General Fund** - Includes General Administration, Judicial, Legal, Financial, Public Facilities, Public Safety, Health and Welfare, Conservation, Contract Services, and Transfer of Funds.

**Special Revenue Funds** - Consolidated Road and Bridge, Parks, Permanent Improvement, New Road, Juvenile Probation Funds, Regional Public Defender, all other Grant Funds, and other non-major special revenue funds.

**Capital Project Funds** - CRTC Renovations, and CRTC Renovations #2.

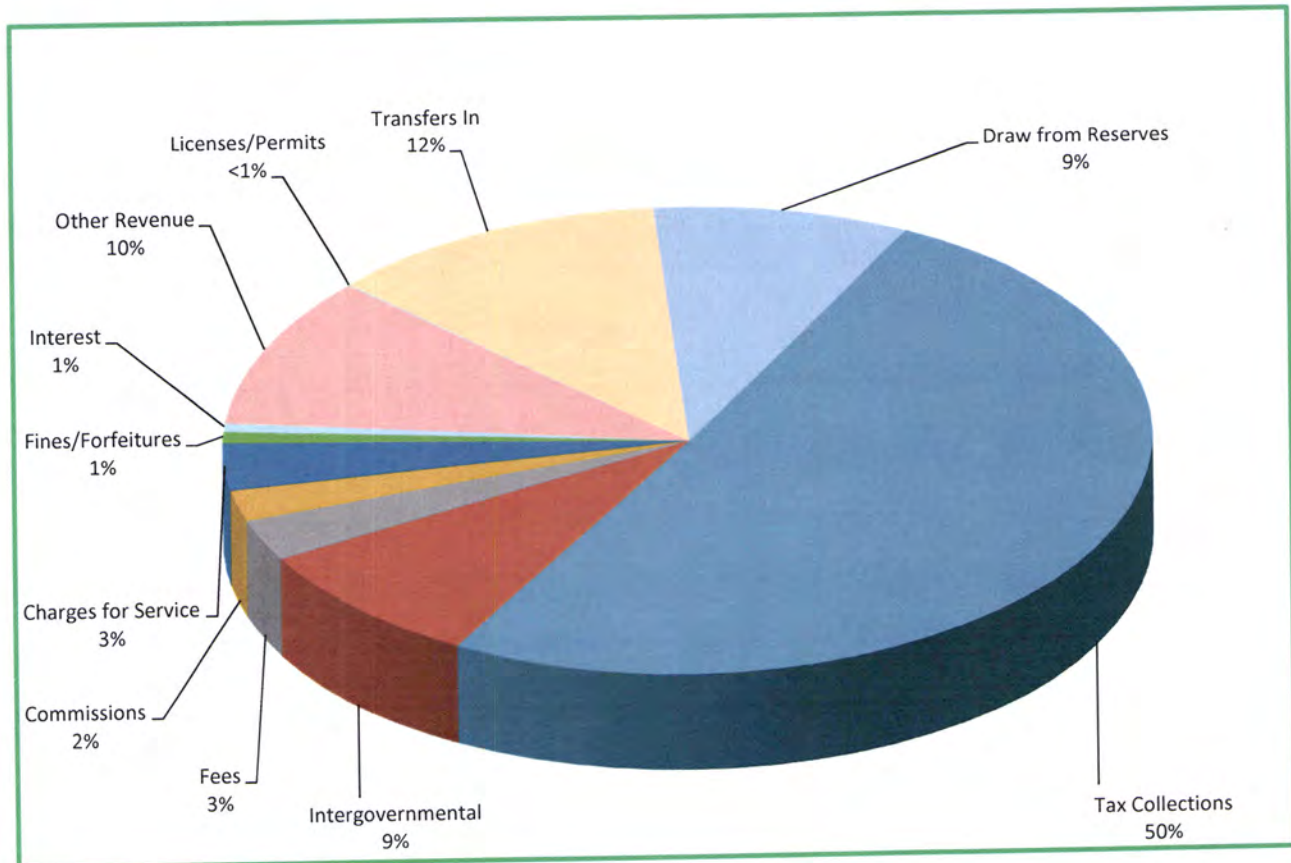
**Debt Service Funds** - Tax Notes Series 2013, Refunding Bonds Series 2013, and Refunding Bonds Series 2016.

**Internal Service Funds** - Employee Health Benefit and Workers' Compensation.

LUBBOCK COUNTY, TEXAS  
REVENUES BY FUNCTION  
TOTAL COMPARATIVE REVENUES - ALL FUNDS

## WHERE DOES THE MONEY COME FROM?

	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Tax Collections	\$ 87,889,348	\$ 92,759,415	\$ 96,162,576
Intergovernmental	12,093,328	14,076,091	16,450,576
Fees	4,916,621	5,561,206	5,527,300
Commissions	3,928,101	4,538,882	4,070,810
Charges for Service	4,881,607	6,591,060	6,261,475
Fines/Forfeitures	1,082,760	1,630,419	1,472,800
Interest	1,423,844	1,157,305	1,128,790
Other Revenue	15,892,265	17,766,643	19,666,884
Licenses/Permits	169,144	183,900	189,250
Transfers In	20,536,794	16,610,693	22,297,719
Draw from Reserves	-	13,911,814	16,962,333
<b>Total Revenue</b>	<b>\$ 152,813,811</b>	<b>\$ 174,787,428</b>	<b>\$ 190,190,513</b>

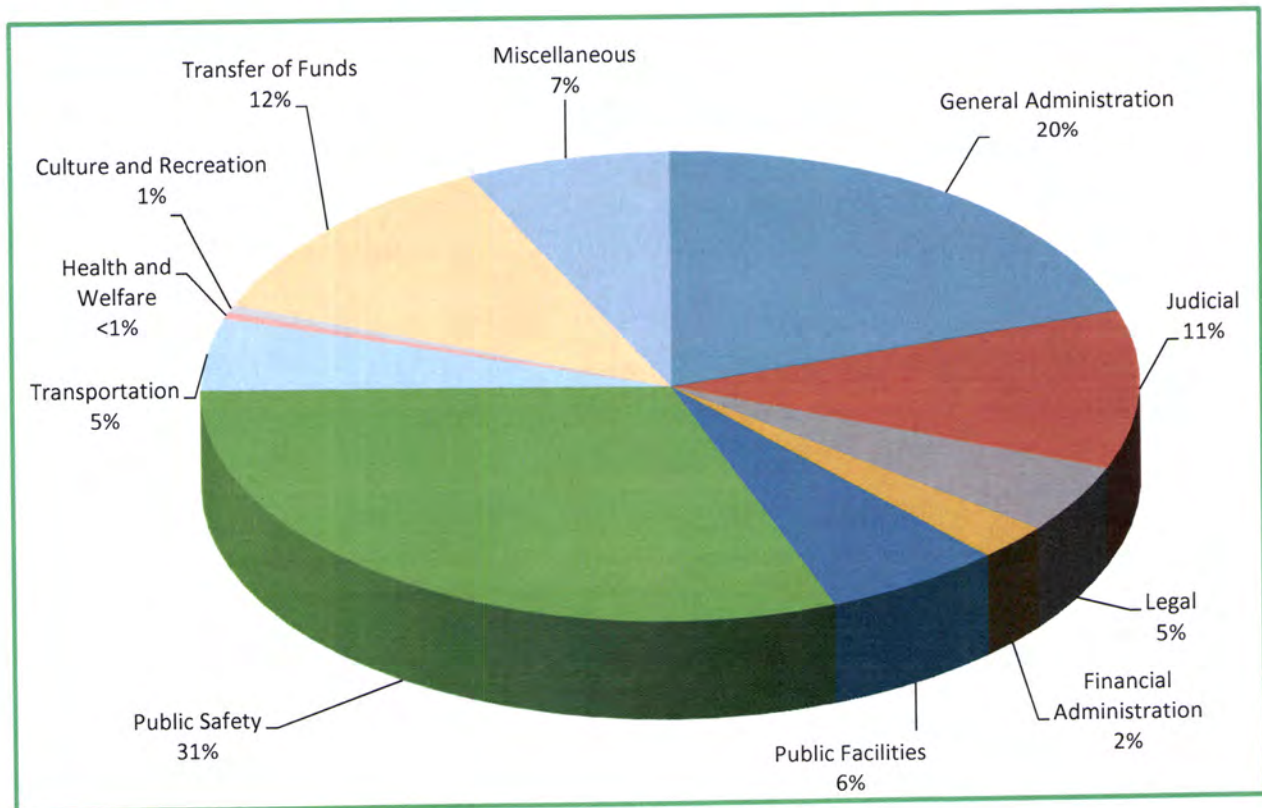




LUBBOCK COUNTY, TEXAS  
EXPENDITURES BY FUNCTION  
TOTAL COMPARATIVE EXPENDITURES - ALL FUNDS

## WHERE DOES THE MONEY GO?

	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget
General Administration	\$ 23,004,468	\$ 28,357,792	\$ 38,347,386
Judicial	17,986,536	20,497,740	20,855,330
Legal	8,259,238	9,063,134	9,017,244
Financial Administration	4,105,590	4,789,355	4,715,728
Public Facilities	10,852,008	11,639,025	11,541,082
Public Safety	52,943,991	57,376,113	58,375,272
Transportation	9,511,836	11,243,997	9,458,822
Health and Welfare	849,275	921,722	865,786
Culture and Recreation	555,082	938,427	1,029,776
Transfer of Funds	20,784,063	16,901,260	22,609,272
Miscellaneous	15,744,116	13,058,863	13,374,815
<b>Total Expenditures</b>	<b>\$ 164,596,201</b>	<b>\$ 174,787,428</b>	<b>\$ 190,190,513</b>



LUBBOCK COUNTY, TEXAS  
2017 ACTUAL REVENUES AND EXPENDITURES  
ALL FUNDS

Fund	2017 Actual Revenues		2017 Actual Expenditures		Revenues Over/(Under)
					Expenditures
011 - GENERAL FUND	\$	91,818,077	\$	101,393,826	\$ (9,575,749)
020 - CONSOLIDATED ROAD AND BRIDGE		5,835,492		9,388,003	(3,552,511)
031 - PRECINCT 1 PARK		105,494		80,812	24,682
032 - SLATON/ROOSEVELT PARK		99,626		88,342	11,284
033 - IDALOU/NEW DEAL PARK		101,382		69,289	32,093
034 - SHALLOWATER PARK		97,804		86,911	10,894
041 - PERMANENT IMPROVEMENT		3,322,398		4,471,872	(1,149,474)
042 - NEW ROAD		508,659		105,215	403,444
043 - LCETRZ NO1 TAX INCREMENT FUND		-		-	-
046 - TJJD (P) JJAEP GRANT		60,404		60,404	-
047 - TJJD (R) REGIONAL DIVERSION GRANT		57,011		57,011	-
050 - JUVENILE STAR PROGRAM		456,579		456,579	-
051 - JUVENILE PROBATION		6,069,623		4,818,078	1,251,544
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT		1,750,825		1,750,825	-
055 - JUVENILE DETENTION		3,428,744		3,428,744	-
057 - JUVENILE FOOD SERVICE		348,635		348,635	-
064 - TJJD (E) TITLE IV E GRANT		121,263		121,263	-
066 - CJD RE ENTRY DRUG COURT GRANT		41,635		41,635	-
067 - CJD DWI COURT GRANT		43,678		43,678	-
070 - ON LINE ACCE55		42,620		7,552	35,068
072 - CJD DRUG COURT GRANT		50,424		50,424	-
074 - COUNTY DRUG COURT COURT COST		36,597		9,825	26,772
075 - DISPUTE RESOLUTION		304,163		298,023	6,140
076 - USDA AG MEDIATION GRANT		93,386		93,386	-
077 - DOMESTIC RELATIONS OFFICE		208,120		199,940	8,180
081 - LAW LIBRARY		168,871		178,430	(9,560)
083 - ELECTION SERVICES		29,423		29,423	-
085 - ELECTION ADMINISTRATION		6,134		24,000	(17,866)
086 - ELECTION EQUIPMENT		5,610,941		5,939,766	(328,825)
088 - LEPC GRANT		1,929		1,929	-
089 - HISTORICAL CANNON RESTORATION		-		-	-
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION		18,541		22,722	(4,181)
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION		555,620		90,672	464,948
092 - COUNTY RECORDS MGT. AND PRESERVATION		88,744		172,573	(83,829)
093 - COURTHOUSE SECURITY		102,408		97,223	5,184
094 - COURT RECORD PRESERVATION		49,988		20,735	29,253
096 - HISTORICAL COMMISSION		5,775		10,943	(5,168)
097 - CHILD ABUSE PREVENTION		520		-	520
098 - JUSTICE COURT TECHNOLOGY		28,049		6,039	22,009
099 - COUNTY AND DISTRICT COURT TECHNOLOGY		8,144		-	8,144
102 - DISTRICT COURT RECORDS TECHNOLOGY		34,696		16,040	18,656
103 - COUNTY CLERK RECORDS ARCHIVES		535,055		91,885	443,170
113 - REGIONAL PUBLIC DEFENDER GRANT		4,531,712		4,633,785	(102,072)
122 - SHERIFF CONTRABAND		215,490		320,596	(105,105)
124 - INMATE SUPPLY		832,525		608,926	223,599
126 - VINE GRANT		27,715		27,715	-
128 - HOMELAND SECURITY GRANT		100,736		100,736	-
142 - LEOSE SHERIFF		26,072		6,000	20,072
145 - SHERIFF COMMISSARY SALARY		483,080		455,717	27,363
146 - LECD EMERGENCY COMMUNICATION GRANT		69,152		69,152	-
150 - TAG GRANT		-		-	-
152 - JMHCP GRANT		-		-	-
161 - CDA BUSINESS CRIMES		98,693		123,514	(24,821)
163 - CDA CONTRABAND		193,619		191,634	1,985
164 - CDA SPATTF GRANT		677,464		677,464	-
166 - CDA JAG GRANT		165,128		165,128	-
171 - CDA VOCA VICTIM ADVOCACY PROJECT		104,849		104,849	-
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT		95,933		95,933	-
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016		2,285,244		1,445,363	839,881
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007		4,041,566		4,855,500	(813,934)
204 - TAX NOTES, SERIES 2013		1,241,912		1,244,600	(2,688)
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013		180,907		173,200	7,707
301 - ROAD CONSTRUCTION FUND		-		-	-
303 - LE RENOVATIONS		415		5,964	(5,548)
304 - LE RENOVATIONS #2		1,597,037		2,685,945	(1,088,908)
306 - CRTC RENOVATIONS		20,843		562,569	(541,726)
307 - CRTC RENOVATIONS #2		411,166		-	411,166
401 - EMPLOYEE HEALTH BENEFIT		11,505,780		10,383,484	1,122,297
403 - WORKERS COMPENSATION		1,659,294		1,485,775	173,519
SUB-TOTALS		152,813,811		164,596,201	(11,782,391)
DRAW FROM RESERVES		11,782,391		-	11,782,391
TOTALS	\$	164,596,201	\$	164,596,201	\$ -



**LUBBOCK COUNTY, TEXAS**  
**2018 BUDGETED REVENUES AND EXPENDITURES**  
**ALL FUNDS**

Fund	2018 Budgeted Revenues	2018 Budgeted Expenditures	Revenues Over/(Under)
			Expenditures
011 - GENERAL FUND	\$ 100,928,821	\$ 107,777,500	\$ (6,848,679)
020 - CONSOLIDATED ROAD AND BRIDGE	6,228,648	8,248,678	(2,020,030)
031 - PRECINCT 1 PARK	107,611	107,611	-
032 - SLATON/ROOSEVELT PARK	100,761	177,149	(76,388)
033 - IDALOU/NEW DEAL PARK	99,611	260,228	(160,617)
034 - SHALLOWATER PARK	96,611	153,711	(57,100)
041 - PERMANENT IMPROVEMENT	2,438,698	4,438,500	(1,999,802)
042 - NEW ROAD	2,038,910	2,800,000	(761,090)
043 - LCETRZ NO1 TAX INCREMENT FUND	-	-	-
046 - TJJD (P) JJAEP GRANT	23,853	23,853	-
047 - TJJD (R) REGIONAL DIVERSION GRANT	-	-	-
050 - JUVENILE STAR PROGRAM	525,735	525,735	-
051 - JUVENILE PROBATION	6,838,000	6,953,863	(115,863)
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	2,068,888	2,068,888	-
055 - JUVENILE DETENTION	4,112,123	4,112,123	-
057 - JUVENILE FOOD SERVICE	375,082	375,082	-
064 - TJJD (E) TITLE IV E GRANT	272,422	272,422	-
066 - CJD RE ENTRY DRUG COURT GRANT	40,953	40,953	-
067 - CJD DWI COURT GRANT	36,751	36,751	-
070 - ON LINE ACCESS	43,000	100,000	(57,000)
072 - CJD DRUG COURT GRANT	48,991	48,991	-
074 - COUNTY DRUG COURT COURT COST	38,740	38,740	-
075 - DISPUTE RESOLUTION	328,600	328,600	-
076 - USDA AG MEDIATION GRANT	175,500	175,500	-
077 - DOMESTIC RELATIONS OFFICE	211,600	211,600	-
081 - LAW LIBRARY	180,139	185,039	(4,900)
083 - ELECTION SERVICES	700,000	700,000	-
085 - ELECTION ADMINISTRATION	43,000	43,000	-
086 - ELECTION EQUIPMENT	30,856	30,856	-
088 - LEPC GRANT	92,663	92,663	-
089 - HISTORICAL CANNON RESTORATION	-	-	-
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION	16,600	41,701	(25,101)
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION	560,000	743,273	(183,273)
092 - COUNTY RECORDS MGT. AND PRESERVATION	95,500	100,676	(5,176)
093 - COURTHOUSE SECURITY	110,000	110,000	-
094 - COURT RECORD PRESERVATION	43,400	43,400	-
096 - HISTORICAL COMMISSION	5,000	11,700	(6,700)
097 - CHILD ABUSE PREVENTION	425	425	-
098 - JUSTICE COURT TECHNOLOGY	36,700	93,088	(56,388)
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	8,900	8,900	-
102 - DISTRICT COURT RECORDS TECHNOLOGY	30,700	30,700	-
103 - COUNTY CLERK RECORDS ARCHIVES	562,000	740,000	(178,000)
113 - REGIONAL PUBLIC DEFENDER GRANT	5,516,371	5,516,371	-
122 - SHERIFF CONTRABAND	312,000	312,000	-
124 - INMATE SUPPLY	785,810	785,810	-
126 - VINE GRANT	27,716	27,716	-
128 - HOMELAND SECURITY GRANT	118,085	118,085	-
142 - LEOSE SHERIFF	86,000	108,000	(22,000)
145 - SHERIFF COMMISSARY SALARY	588,405	588,405	-
146 - LECD EMERGENCY COMMUNICATION GRANT	29,002	29,002	-
150 - TAG GRANT	1,151,331	1,151,331	-
152 - JMHCP GRANT	-	-	-
161 - CDA BUSINESS CRIMES	101,244	101,244	-
163 - CDA CONTRABAND	150,000	150,000	-
164 - CDA SPATTF GRANT	682,145	682,145	-
166 - CDA JAG GRANT	57,464	57,464	-
171 - CDA VOCA VICTIM ADVOCACY PROJECT	255,619	255,619	-
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	-	-	-
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	5,874,786	5,874,786	-
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	-	-	-
204 - TAX NOTES, SERIES 2013	1,276,007	1,276,007	-
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	180,827	180,827	-
301 - ROAD CONSTRUCTION FUND	-	-	-
303 - LE RENOVATIONS	-	-	-
304 - LE RENOVATIONS #2	-	-	-
306 - CRTC RENOVATIONS	5,000	930,590	(925,590)
307 - CRTC RENOVATIONS #2	1,143,000	1,551,117	(408,117)
401 - EMPLOYEE HEALTH BENEFIT	11,193,510	11,193,510	-
403 - WORKERS COMPENSATION	1,645,500	1,645,500	-
SUB-TOTALS	160,875,614	174,787,428	(13,911,814)
DRAW FROM RESERVES	13,911,814	-	13,911,814
TOTALS	\$ 174,787,428	\$ 174,787,428	\$ -

**LUBBOCK COUNTY, TEXAS**  
**2019 BUDGETED REVENUES AND EXPENDITURES**  
**ALL FUNDS**

Fund	2019 Budgeted Revenues	2019 Budgeted Expenditures	Revenues Over/(Under)	
			Expenditures	
011 - GENERAL FUND	\$ 106,222,456	\$ 112,933,749	\$	(6,711,293)
020 - CONSOLIDATED ROAD AND BRIDGE	8,674,443	9,011,283		(336,840)
031 - PRECINCT 1 PARK	109,926	194,083		(84,157)
032 - SLATON/ROOSEVELT PARK	112,926	173,649		(60,723)
033 - IDALOU/NEW DEAL PARK	111,126	260,228		(149,102)
034 - SHALLOWATER PARK	108,926	154,711		(45,785)
041 - PERMANENT IMPROVEMENT	2,556,481	4,422,756		(1,866,275)
042 - NEW ROAD	-	690,000		(690,000)
043 - LCETRZ NO1 TAX INCREMENT FUND	-	254,655		(254,655)
046 - TJJD (P) JJAEP GRANT	80,000	80,000		-
047 - TJJD (R) REGIONAL DIVERSION GRANT	-	-		-
050 - JUVENILE STAR PROGRAM	546,735	546,735		-
051 - JUVENILE PROBATION	6,837,000	7,207,558		(370,558)
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	2,068,888	2,068,888		-
055 - JUVENILE DETENTION	4,404,048	4,404,048		-
057 - JUVENILE FOOD SERVICE	375,082	375,082		-
064 - TJJD (E) TITLE IV E GRANT	272,422	272,422		-
066 - CJD RE ENTRY DRUG COURT GRANT	40,953	40,953		-
067 - CJD DWI COURT GRANT	36,612	36,612		-
070 - ON LINE ACCESS	43,000	100,000		(57,000)
072 - CJD DRUG COURT GRANT	48,991	48,991		-
074 - COUNTY DRUG COURT COURT COST	21,700	38,740		(17,040)
075 - DISPUTE RESOLUTION	328,600	328,600		-
076 - USDA AG MEDIATION GRANT	175,500	175,500		-
077 - DOMESTIC RELATIONS OFFICE	211,600	211,600		-
081 - LAW LIBRARY	180,698	180,698		-
083 - ELECTION SERVICES	744,775	744,775		-
085 - ELECTION ADMINISTRATION	112,500	112,500		-
086 - ELECTION EQUIPMENT	79,500	79,500		-
088 - LEPC GRANT	-	-		-
089 - HISTORICAL CANNON RESTORATION	-	-		-
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION	19,400	44,701		(25,301)
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION	572,925	1,246,829		(673,904)
092 - COUNTY RECORDS MGT. AND PRESERVATION	74,400	425,676		(351,276)
093 - COURTHOUSE SECURITY	110,000	110,000		-
094 - COURT RECORD PRESERVATION	50,000	125,000		(75,000)
096 - HISTORICAL COMMISSION	8,700	8,700		-
097 - CHILD ABUSE PREVENTION	425	425		-
098 - JUSTICE COURT TECHNOLOGY	30,300	178,088		(147,788)
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	6,600	8,900		(2,300)
102 - DISTRICT COURT RECORDS TECHNOLOGY	31,000	56,000		(25,000)
103 - COUNTY CLERK RECORDS ARCHIVES	563,000	995,000		(432,000)
113 - REGIONAL PUBLIC DEFENDER GRANT	5,516,371	5,730,601		(214,230)
122 - SHERIFF CONTRABAND	363,500	363,500		-
124 - INMATE SUPPLY	840,500	840,500		-
126 - VINE GRANT	27,716	27,716		-
128 - HOMELAND SECURITY GRANT	140,234	140,234		-
142 - LEOSE SHERIFF	98,881	98,881		-
145 - SHERIFF COMMISSARY SALARY	588,405	588,405		-
146 - LECD EMERGENCY COMMUNICATION GRANT	-	-		-
150 - TAG GRANT	784,344	784,344		-
152 - JMHCP GRANT	329,813	329,813		-
161 - CDA BUSINESS CRIMES	108,500	108,500		-
163 - CDA CONTRABAND	76,135	76,135		-
164 - CDA SPATTF GRANT	682,145	682,145		-
166 - CDA JAG GRANT	27,698	27,698		-
171 - CDA VOCA VICTIM ADVOCACY PROJECT	148,066	148,066		-
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	-	-		-
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	6,486,594	6,486,594		-
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	-	-		-
204 - TAX NOTES, SERIES 2013	1,402,331	1,402,331		-
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	199,209	199,209		-
301 - ROAD CONSTRUCTION FUND	3,657,600	3,657,600		-
303 - LE RENOVATIONS	-	-		-
304 - LE RENOVATIONS #2	-	-		-
306 - CRTC RENOVATIONS	-	332,106		(332,106)
307 - CRTC RENOVATIONS #2	900,000	900,000		-
401 - EMPLOYEE HEALTH BENEFIT	13,223,000	13,263,000		(40,000)
403 - WORKERS COMPENSATION	1,655,500	5,655,500		(4,000,000)
SUB-TOTALS	173,228,180	190,190,513		(16,962,333)
DRAW FROM RESERVES	16,962,333			16,962,333
TOTALS	\$ 190,190,513	\$ 190,190,513	\$	-

**LUBBOCK COUNTY, TEXAS**  
**FY 2019 BUDGET - TOTAL COMPARATIVE REVENUES**  
**ALL FUNDS**

Fund	FY 2017 Actual	FY 2018 Budget	% Change FY17 Actual VS FY18		% Change FY18 Budget VS FY19	
			Budget	FY 2019 Budget	Budget	Budget
011 - GENERAL FUND	\$ 91,818,077	\$ 100,928,821	9.92%	\$ 106,222,456	5.24%	
020 - CONSOLIDATED ROAD AND BRIDGE	5,835,492	6,228,648	6.74%	8,674,443	39.27%	
031 - PRECINCT 1 PARK	105,494	107,611	2.01%	109,926	2.15%	
032 - SLATON/ROOSEVELT PARK	99,626	100,761	1.14%	112,926	12.07%	
033 - IDALOU/NEW DEAL PARK	101,382	99,611	-1.75%	111,126	11.56%	
034 - SHALLOWATER PARK	97,804	96,611	-1.22%	108,926	12.75%	
041 - PERMANENT IMPROVEMENT	3,322,398	2,438,698	-26.60%	2,556,481	4.83%	
042 - NEW ROAD	508,659	2,038,910	300.84%	-	-100.00%	
043 - LCETRZ NO1 TAX INCREMENT FUND	-	-	0.00%	-	0.00%	
046 - TJJD (P) JJAEP GRANT	60,404	23,853	-60.51%	80,000	235.39%	
047 - TJJD (R) REGIONAL DIVERSION GRANT	57,011	-	-100.00%	-	0.00%	
050 - JUVENILE STAR PROGRAM	456,579	525,735	15.15%	546,735	3.99%	
051 - JUVENILE PROBATION	6,069,623	6,838,000	12.66%	6,837,000	-0.01%	
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	1,750,825	2,068,888	18.17%	2,068,888	0.00%	
055 - JUVENILE DETENTION	3,428,744	4,112,123	19.93%	4,404,048	7.10%	
057 - JUVENILE FOOD SERVICE	348,635	375,082	7.59%	375,082	0.00%	
064 - TJJD (E) TITLE IV E GRANT	121,263	272,422	124.65%	272,422	0.00%	
066 - CJD RE ENTRY DRUG COURT GRANT	41,635	40,953	-1.64%	40,953	0.00%	
067 - CJD DWI COURT GRANT	43,678	36,751	-15.86%	36,612	-0.38%	
070 - ON LINE ACCESS	42,620	43,000	0.89%	43,000	0.00%	
072 - CJD DRUG COURT GRANT	50,424	48,991	-2.84%	48,991	0.00%	
074 - COUNTY DRUG COURT COURT COST	36,597	38,740	5.86%	21,700	-43.99%	
075 - DISPUTE RESOLUTION	304,163	328,600	8.03%	328,600	0.00%	
076 - USDA AG MEDIATION GRANT	93,386	175,500	87.93%	175,500	0.00%	
077 - DOMESTIC RELATIONS OFFICE	208,120	211,600	1.67%	211,600	0.00%	
081 - LAW LIBRARY	168,871	180,139	6.67%	180,698	0.31%	
083 - ELECTION SERVICES	29,423	700,000	2279.08%	744,775	6.40%	
085 - ELECTION ADMINISTRATION	6,134	43,000	600.97%	112,500	161.63%	
086 - ELECTION EQUIPMENT	5,610,941	30,856	-99.45%	79,500	157.65%	
088 - LEPC GRANT	1,929	92,663	4703.21%	-	-100.00%	
089 - HISTORICAL CANNON RESTORATION	-	-	0.00%	-	0.00%	
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION	18,541	16,600	-10.47%	19,400	16.87%	
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION	555,620	560,000	0.79%	572,925	2.31%	
092 - COUNTY RECORDS MGT. AND PRESERVATION	88,744	95,500	7.61%	74,400	-22.09%	
093 - COURTHOUSE SECURITY	102,408	110,000	7.41%	110,000	0.00%	
094 - COURT RECORD PRESERVATION	49,988	43,400	-13.18%	50,000	15.21%	
096 - HISTORICAL COMMISSION	5,775	5,000	-13.42%	8,700	74.00%	
097 - CHILD ABUSE PREVENTION	520	425	-18.29%	425	0.00%	
098 - JUSTICE COURT TECHNOLOGY	28,049	36,700	30.84%	30,300	-17.44%	
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	8,144	8,900	9.28%	6,600	-25.84%	
102 - DISTRICT COURT RECORDS TECHNOLOGY	34,696	30,700	-11.52%	31,000	0.98%	
103 - COUNTY CLERK RECORDS ARCHIVES	535,055	562,000	5.04%	563,000	0.18%	
113 - REGIONAL PUBLIC DEFENDER GRANT	4,531,712	5,516,371	21.73%	5,516,371	0.00%	
122 - SHERIFF CONTRABAND	215,490	312,000	44.79%	363,500	16.51%	
124 - INMATE SUPPLY	832,525	785,810	-5.61%	840,500	6.96%	
126 - VINE GRANT	27,715	27,716	0.00%	27,716	0.00%	
128 - HOMELAND SECURITY GRANT	100,736	118,085	17.22%	140,234	18.76%	
142 - LEOSE SHERIFF	26,072	86,000	229.86%	98,881	14.98%	
145 - SHERIFF COMMISSARY SALARY	483,080	588,405	21.80%	588,405	0.00%	
146 - LECD EMERGENCY COMMUNICATION GRANT	69,152	29,002	-58.06%	-	-100.00%	
150 - TAG GRANT	-	1,151,331	100.00%	784,344	-31.88%	
152 - JMHCP GRANT	-	-	0.00%	329,813	0.00%	
161 - CDA BUSINESS CRIMES	98,693	101,244	2.58%	108,500	7.17%	
163 - CDA CONTRABAND	193,619	150,000	-22.53%	76,135	-49.24%	
164 - CDA SPATTF GRANT	677,464	682,145	0.69%	682,145	0.00%	
166 - CDA JAG GRANT	165,128	57,464	-65.20%	27,698	-51.80%	
171 - CDA VOCA VICTIM ADVOCACY PROJECT	104,849	255,619	143.80%	148,066	-42.08%	
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	95,933	-	-100.00%	-	0.00%	
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	2,285,244	5,874,786	157.07%	6,486,594	10.41%	
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	4,041,566	-	-100.00%	-	0.00%	
204 - TAX NOTES, SERIES 2013	1,241,912	1,276,007	2.75%	1,402,331	9.90%	
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	180,907	180,827	-0.04%	199,209	10.17%	
301 - ROAD CONSTRUCTION FUND	-	-	0.00%	3,657,600	100.00%	
303 - LE RENOVATIONS	415	-	-100.00%	-	0.00%	
304 - LE RENOVATIONS #2	1,597,037	-	-100.00%	-	0.00%	
306 - CRTC RENOVATIONS	20,843	5,000	-76.01%	-	-100.00%	
307 - CRTC RENOVATIONS #2	411,166	1,143,000	177.99%	900,000	-21.26%	
401 - EMPLOYEE HEALTH BENEFIT	11,505,780	11,193,510	-2.71%	13,223,000	18.13%	
403 - WORKERS COMPENSATION	1,659,294	1,645,500	-0.83%	1,655,500	0.61%	
DRAW FROM RESERVES	-	13,911,814	100.00%	16,962,333	21.93%	
<b>TOTAL REVENUES</b>	<b>\$ 152,813,811</b>	<b>\$ 174,787,428</b>		<b>\$ 190,190,513</b>		

## ***Revenue Sources***

Each year during the budget preparation process, the County Auditor prepares revenue projections for the next fiscal year. Most revenue sources are estimated using the following methods:

1. Time series techniques: moving averages and historical revenue trends.
2. Statutory provision and limitations: Truth in Taxation Guidelines for the State of Texas and Local Government Code.
3. Review of economic conditions impacting major revenue sources.

Analysis of the County's financial trends along with the framework of the financial policies and operating indicators form the foundation of revenue forecasting. Data from the past ten historical years is largely relied upon for estimating future revenues. Current economic factors and operating indicators are influential as well.

Since the majority of county revenues are set by statute, Lubbock County is limited to the following types of revenue: taxes, fees of office, intergovernmental, fines, interest and, other miscellaneous revenue.

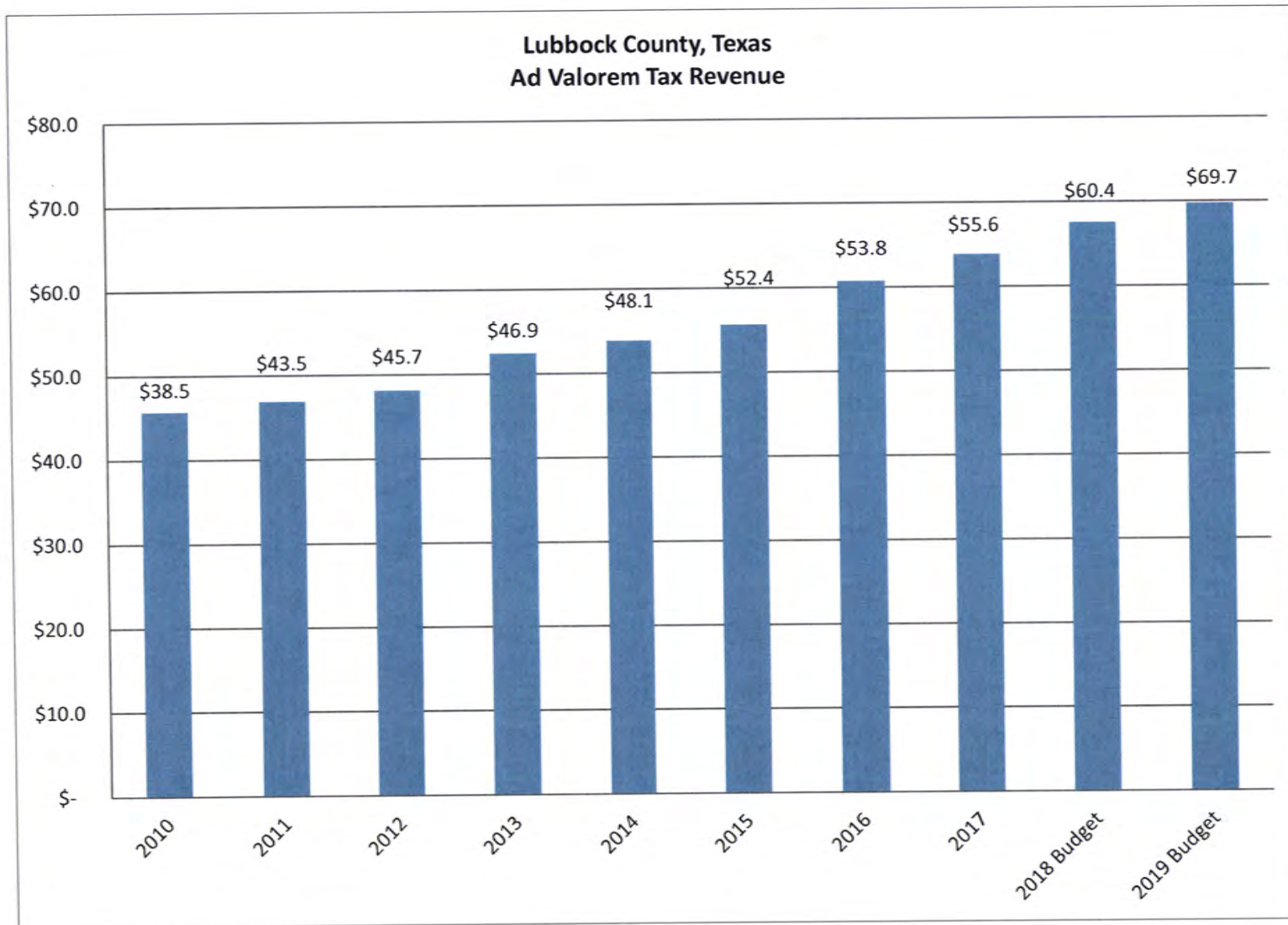
### **Ad Valorem Taxes**

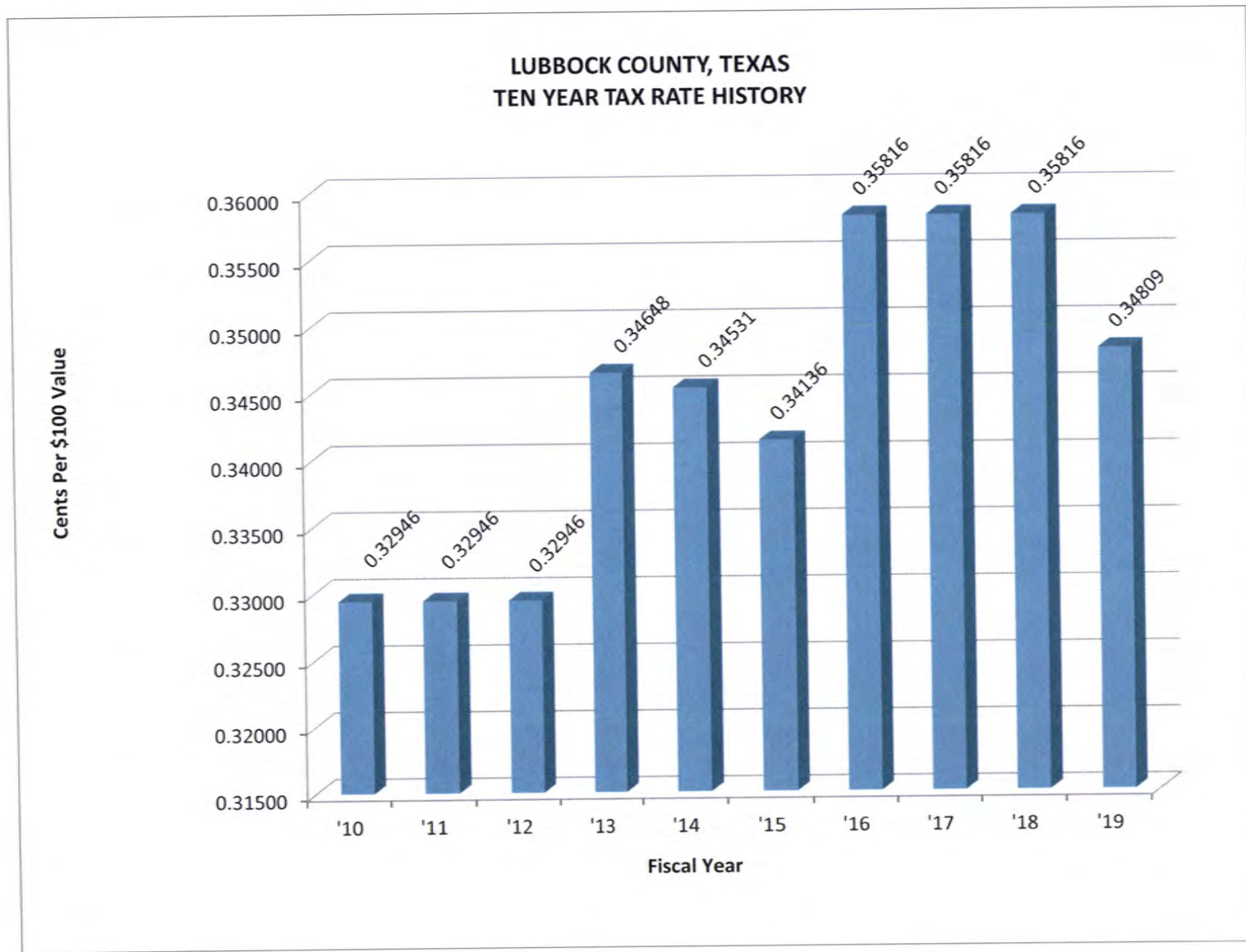
The 2019 budget includes ad valorem tax revenue in the amount of \$69,781,221 or 37% of all revenue. The following factors are considered: (1) the tax base increased by an average of 6.02% or \$1,031,135,351 to an adjusted taxable valuation of \$18,173,158,599. The tax rate was \$0.358158 per \$100 valuation in 2018 and Commissioners' Court has adopted \$0.348086 per \$100 valuation in fiscal year 2019. (2) New property added to the tax roll provides approximately \$2,161,271 in additional revenues. (3) "Truth in Taxation" law establishes guidelines for government entities to follow when setting tax rates. The effective tax rate was derived from the prior year total tax levy, and is adjusted for current year changes in existing property valuation and lost property from the tax roll.

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property in conformity with Texas Property Code. Taxes are due on receipt of the tax bill and are delinquent if not paid by February 1 of the year following the year in which imposed. On January 1 of each year, a tax lien is attached to property to secure the payment of all taxes, penalties, and interest ultimately imposed.

Lubbock County maintains a high collection of property tax. Historically, tax collections total approximately 99% of the tax levy. The County encourages the Lubbock Central Appraisal District (LCAD) to follow an aggressive policy of collecting property tax revenues.

The chart on page 38 displays the property tax collection history for the past ten years depicting moderate growth. The chart on page 39 displays the adopted tax rate for the past ten years. The chart on page 40 displays the tax rate for the past ten years with the breakdown of the distribution between the different funds.





LUBBOCK COUNTY, TEXAS  
ADOPTED BUDGET 2018-2019  
TAX RATES BY FUND

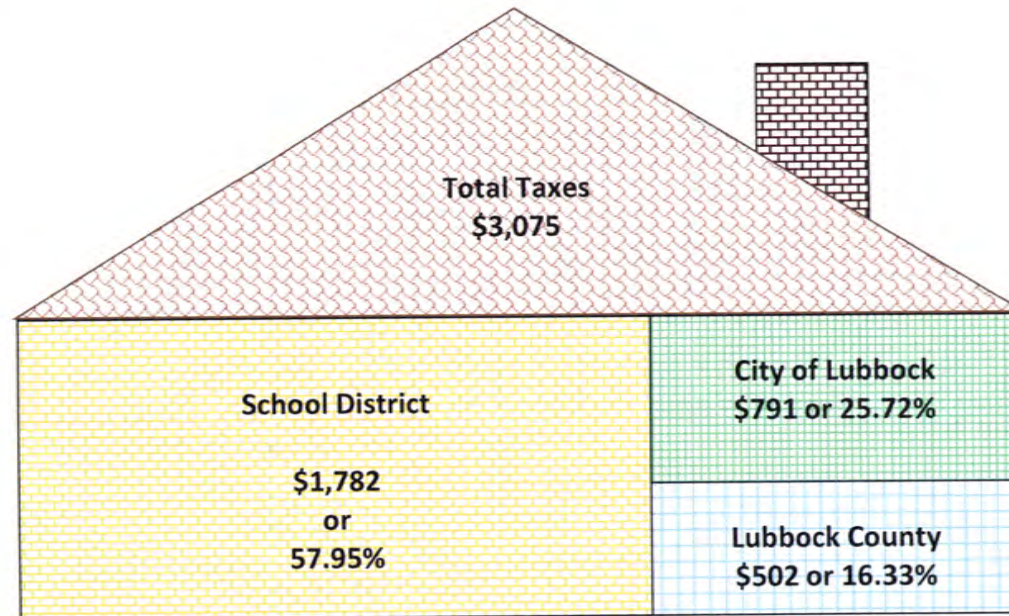
Funds	Tax Rate 2009	Tax Rate 2010	Tax Rate 2011	Tax Rate 2012	Tax Rate 2013	Tax Rate 2014	Tax Rate 2015	Tax Rate 2016	Tax Rate 2017	Tax Rate 2018
General Fund	0.238420	0.273680	0.274946	0.289123	0.286094	0.283969	0.302542	0.303168	0.309104	0.296757
Permanent Improvement	0.005000	0.005000	0.005000	0.010000	0.010000	0.010000	0.010000	0.010000	0.010000	0.010000
Precinct 1 Park	0.000680	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500
Slaton/Roosevelt Parks	0.000680	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500
Idalou/New Deal Parks	0.000680	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500
Shallowater Parks	0.000680	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500	0.000500
Juvenile Detention Center	0.027500	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Debt Service	0.055818	0.048778	0.047512	0.045354	0.047216	0.045389	0.043616	0.042990	0.037054	0.039329
<b>TOTAL</b>	<b>0.329458</b>	<b>0.329458</b>	<b>0.329458</b>	<b>0.346477</b>	<b>0.345310</b>	<b>0.341358</b>	<b>0.358158</b>	<b>0.358158</b>	<b>0.358158</b>	<b>0.348086</b>



The following chart displays a summary of taxes paid by the average homeowner including city, school, and county taxes for FY 2018-2019. The chart shows that only 16.33% of taxes paid on the average home are for County taxes.

# **LUBBOCK COUNTY, TEXAS** **PROPERTY TAX ANALYSIS FOR AVERAGE HOMEOWNER**

For the Average \$144,267 Home



County taxes for FY 2017-2018 on a \$130,489 home, which was the county average, were \$467.36 based on the adopted tax rate of .358158¢ per \$100 valuation.

Valuations for the average home for 2018 increased by an estimated average of 10.6%. A home valued at \$130,489 would have, on an average, a current value of \$144,267.

County taxes for FY 2018-2019 on the same house would be \$502.17 based on the property tax rate of .348086¢ per \$100 valuation.

If the valuation on your home was \$130,489 in FY 2017-2018 and remained the same in 2018-2019, county taxes on your home would be \$454.21, which is a decrease of \$13.14 per year. If your appraisal increased by an estimated 10.6%, taxes will increase by \$47.96 per year or \$4.00 per month in 2018-2019.

Changes in an individual taxpayer's county taxes are dependent on the specific change in property valuation. The above figures are presented for comparison purposes only.

All calculations are based on the county average taxable value of a single family home in 2018 as provided by LCAD.

LUBBOCK COUNTY, TEXAS  
ADOPTED BUDGET 2018-2019  
ANALYSIS OF REVENUE DERIVED BY TAX RATE

ADJUSTED TAXABLE VALUE	\$	18,173,158,599.00		
M & O TAX RATE / \$100 VALUATION	0.308757		\$	56,110,899.30
I & S TAX RATE / \$100 VALUATION				
Certificates of Obligation	\$	18,173,158,599.00		
TOTAL I & S	<u>0.039329</u>		\$	7,147,321.55
PROJECTED LEVY W/O OVER 65			\$	63,258,220.84
ESTIMATED LEVY OF OVER 65			\$	<u>6,523,000.00</u>
TOTAL GROSS LEVY	<u><b>0.348086</b></u>		\$	<u><b>69,781,220.84</b></u>

FUND NAME	TAX RATE	DISTRIBUTION FOR OVER 65 LEVY	REV BY FUND OVER 65	ESTIMATED REVENUE	TOTAL TAX REVENUE
GENERAL FUND	0.296757	85.2539%	\$ 5,561,113.95	\$ 53,930,120.26	\$ 59,491,234.22
PERMANENT IMPROVEMENT FUND	0.010000	2.8729%	\$ 187,396.22	\$ 1,817,315.86	\$ 2,004,712.08
PRECINCT 1 PARK	0.000500	0.1436%	\$ 9,369.81	\$ 90,865.79	\$ 100,235.60
SLATON/ROOSEVELT PARKS	0.000500	0.1436%	\$ 9,369.81	\$ 90,865.79	\$ 100,235.60
IDALOU/NEW DEAL PARKS	0.000500	0.1436%	\$ 9,369.81	\$ 90,865.79	\$ 100,235.60
SHALLOWATER PARKS	0.000500	0.1436%	\$ 9,369.81	\$ 90,865.79	\$ 100,235.60
SUBTOTAL for M & O	0.308757	88.7014%	\$ 5,785,989.41	\$ 56,110,899.30	\$ 61,896,888.71
INTEREST & SINKING FUND	<u>0.039329</u>	<u>11.2986%</u>	<u>\$ 737,010.59</u>	<u>\$ 7,147,321.55</u>	<u>\$ 7,884,332.13</u>
ESTIMATED LEVY OF OVER 65			\$ 6,523,000.00	\$ 6,523,000.00	
<b>TOTAL TAXES BUDGETED</b>	<u><b>0.348086</b></u>	100.0000%		<u><b>\$ 69,781,220.84</b></u>	<u><b>\$ 69,781,220.84</b></u>

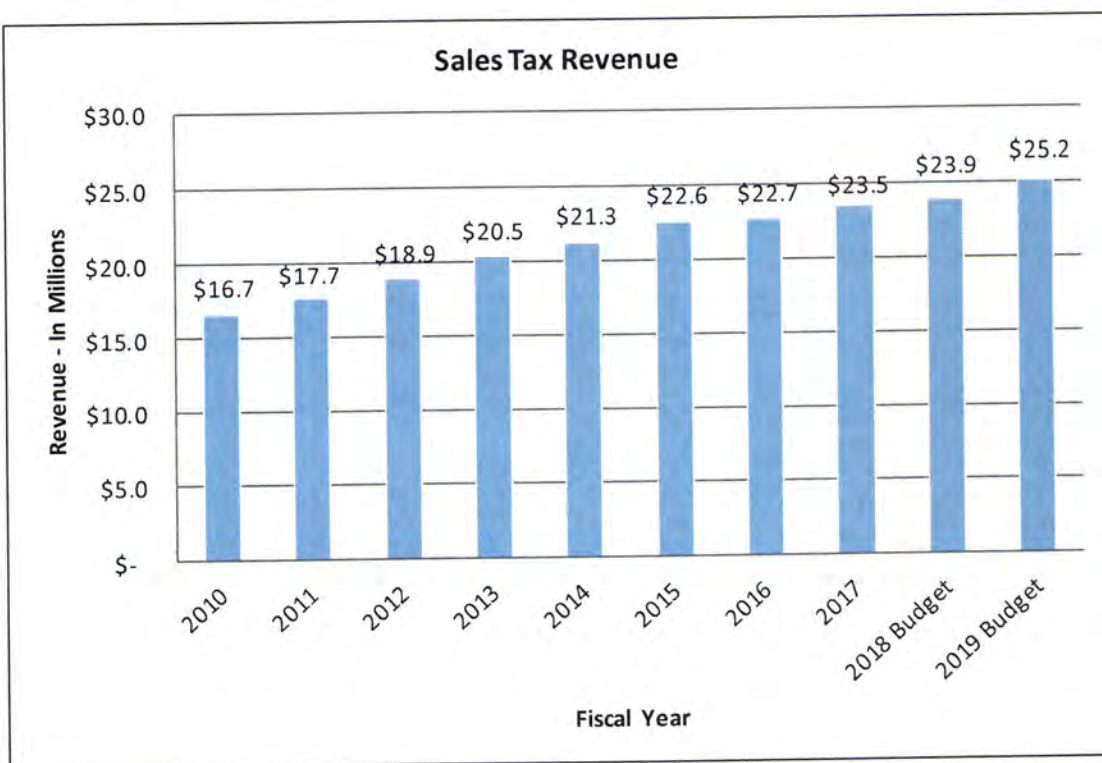
**LUBBOCK COUNTY, TEXAS  
ADOPTED BUDGET 2018-2019  
TAX DISTRIBUTION BY FUND**

<b>Description of Fund</b>	<b>Tax Rate</b>	<b>Total Gross Taxes</b>	<b>Tax Distribution</b>
General Fund	0.296757	\$ 59,491,234.22	85.25%
Permanent Improvement	0.010000	\$ 2,004,712.08	2.87%
Precinct 1 Park	0.000500	\$ 100,235.60	0.14%
Slaton/Roosevelt Parks	0.000500	\$ 100,235.60	0.14%
Idalou/New Deal Parks	0.000500	\$ 100,235.60	0.14%
Shallowater Parks	0.000500	\$ 100,235.60	0.14%
Debt Service	0.039329	\$ 7,884,332.13	11.30%
<b>TOTAL TAX RATE/TAX LEVY</b>	<b>0.348086</b>	<b>\$ 69,781,220.84</b>	<b>100.00%</b>

## Sales and Use Tax

A sales and use tax of one-half of one percent, which is collected by the State of Texas, was approved by voters of Lubbock County and went into effect on January 1, 1988. This tax is imposed on the value of taxable items sold and is enforced and collected by the Comptroller of Public Accounts of the State of Texas. Proceeds are remitted monthly less a small service fee. The proceeds are credited to the General Fund. The tax is used to fund operations, which helps defray county property tax. Actual county sales and use tax received in FY 2017 was \$23,533,761. Budgeted county sales tax for the 2019 budget increased by \$1,281,247 from \$23,918,753 in the 2018 budget to \$25,200,000 in the 2019 budget. Sales and use tax revenue accounts for approximately 13% of all Lubbock County revenue.

The following chart displays the sales tax revenue for the past ten years.



## Intergovernmental Revenues

Intergovernmental revenues are revenues received from other units of government, including grant revenues. As of the beginning of FY 2019, Lubbock County anticipates that this revenue source will make up about 9.0% of total budgeted revenue. In special circumstances, the County may receive one-time funding from other governmental entities and this revenue source is used to account for those special funds. There are no significant increases in 2019 in this type of revenue.

## **Fees**

This source of revenue comes from the fee offices throughout the County who are responsible to impose and collect various fees. Examples of these fees include marriage licenses, filing fees, on-line access and record preservation fees. The majority of these fees are set by the Local Government Code. Fees are expected to decrease by \$33,906.

## **Commissions**

Lubbock County is entitled to certain commissions for performing services on behalf of the state. Commissions are also collected for accepting payment by credit card. Auto registrations is the most common commission received. All commissions are anticipated to decrease in 2019 by \$468,072.

## **Charges for Services**

Services are provided to other entities and in exchange the county receives payment. Board Bills and Court Reporter Fees make up the majority of the revenue. Charges for services provide approximately 3% of budgeted revenue.

## **Fines and Forfeitures**

Each of the three levels of courts in the County (Justice Courts, County Courts, and District Courts) has the authority to impose fines as punishment on those persons found guilty of crimes. Fines are imposed as a deterrent to further criminal activity, but they are also an important revenue source for Lubbock County. Fines provide approximately 1% of budgeted revenue. The Judicial Compliance department is responsible for actively collecting fines and fees due to the County. In an effort to collect outstanding fines due to the county the court entered into a contract with a law firm in late 2009. Fines continue to slowly decline.

## **Interest**

Interest revenue is earned on most of the temporarily idle funds. Investments are managed in accordance with the Lubbock County Investment Policy. Interest earnings are credited to Pooled Cash and then distributed to each fund in the ratio of their total cash balance in the pooled cash account. Operating interest may be used for any County purpose. Bond interest earnings must be used for debt service. Most earnings come from interest-bearing bank accounts, investments in government backed securities, and from investments purchased through TexPool. Interest income accounts for approximately 1% of budgeted revenues.

## **Other Revenue**

Revenue described as miscellaneous is that which by its nature, does not fit into any other revenue category. Various refunds are included in this category and account for most of the

larger amounts in this category. This revenue source is generally infrequent and/or unexpected.

### **Transfers In**

This category is used to account for revenues that will be transferred from one fund to another at some time during the year. Transfers increased in FY 2019.

### **Draw from Reserves**

This category represents the amount that will be drawn down from fund balance if needed. Historically, the "Draw from Reserves" category is not fully utilized or required.

### **Committed Fund Balance Reserves**

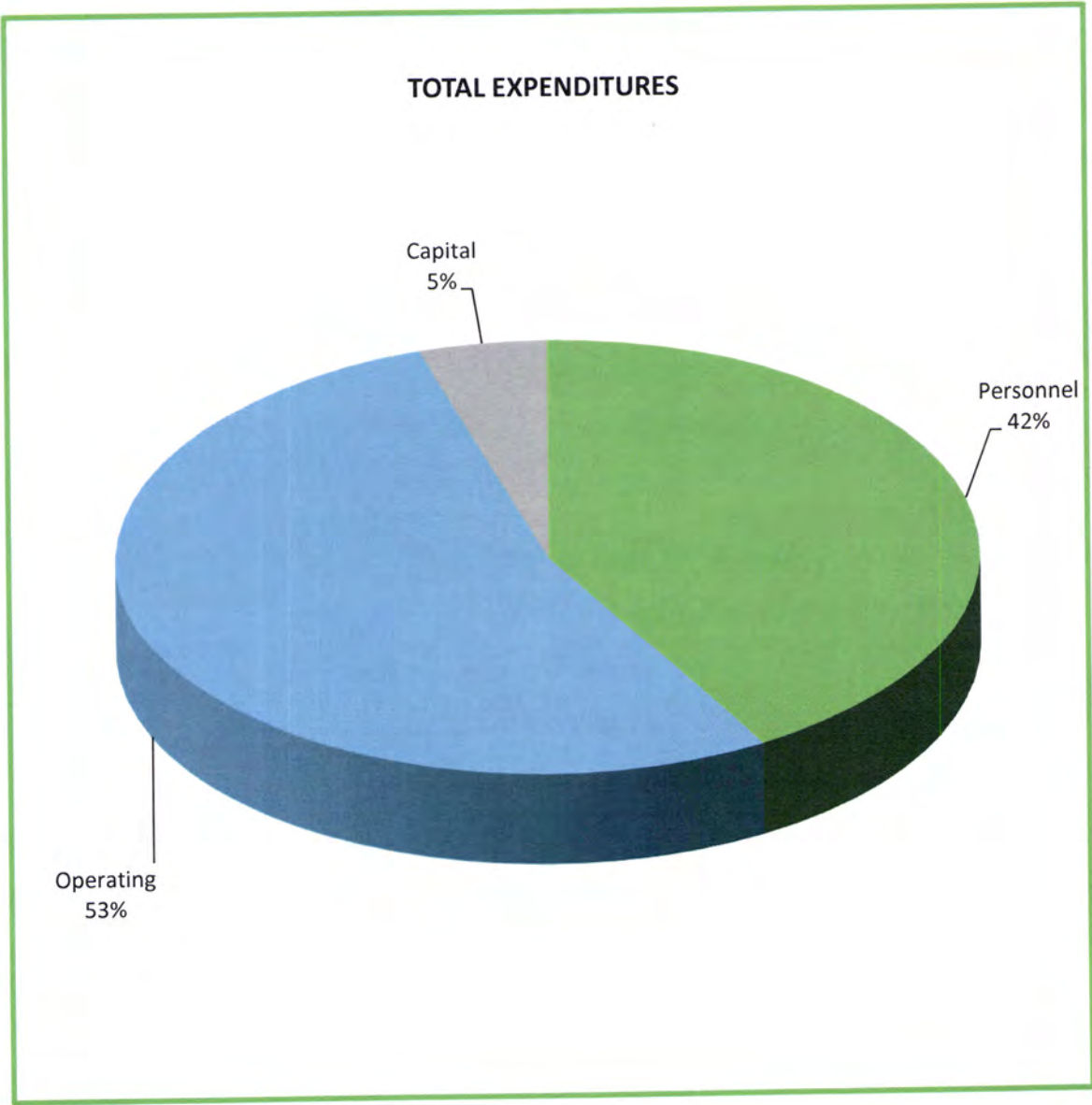
This category represents the amount of fund balance that is "earmarked" for projects in future years. A portion of the "Committed Fund Balance" was used to balance the FY 2019 budget.



LUBBOCK COUNTY, TEXAS  
FY 2019 BUDGET - TOTAL COMPARATIVE EXPENDITURES \*  
ALL FUNDS

Fund	FY 2017 Actual	FY 2018 Budget	% Change FY17 Actual VS FY18		% Change FY18 Budget VS FY19	
			Budget	FY 2019 Budget	Budget	
011 - GENERAL FUND	\$ 101,393,826	\$ 107,777,500	6.30%	\$ 112,933,749	4.78%	
020 - CONSOLIDATED ROAD AND BRIDGE	9,388,003	8,248,678	-12.14%	9,011,283	9.25%	
031 - PRECINCT 1 PARK	80,812	107,611	33.16%	194,083	80.36%	
032 - SLATON/ROOSEVELT PARK	88,342	177,149	100.53%	173,649	-1.98%	
033 - IDALOU/NEW DEAL PARK	69,289	260,228	275.57%	260,228	0.00%	
034 - SHALLOWATER PARK	86,911	153,711	76.86%	154,711	0.65%	
041 - PERMANENT IMPROVEMENT	4,471,872	4,438,500	-0.75%	4,422,756	-0.35%	
042 - NEW ROAD	105,215	2,800,000	2561.22%	690,000	-75.36%	
043 - LCETRZ NO1 TAX INCREMENT FUND	-	-	0.00%	254,655	100.00%	
046 - TJJD (P) JJAEP GRANT	60,404	23,853	-60.51%	80,000	235.39%	
047 - TJJD (R) REGIONAL DIVERSION GRANT	57,011	-	-100.00%	-	100.00%	
050 - JUVENILE STAR PROGRAM	456,579	525,735	15.15%	546,735	3.99%	
051 - JUVENILE PROBATION	4,818,078	6,953,863	44.33%	7,207,558	3.65%	
054 - TJJD (A) JUVENILE PROBATION COMMISSION GRANT	1,750,825	2,068,888	18.17%	2,068,888	0.00%	
055 - JUVENILE DETENTION	3,428,744	4,112,123	19.93%	4,404,048	7.10%	
057 - JUVENILE FOOD SERVICE	348,635	375,082	7.59%	375,082	0.00%	
064 - TJJD (E) TITLE IV E GRANT	121,263	272,422	124.65%	272,422	0.00%	
066 - CID RE ENTRY DRUG COURT GRANT	41,635	40,953	-1.64%	40,953	0.00%	
067 - CID DWI COURT GRANT	43,678	36,751	-15.86%	36,612	-0.38%	
070 - ON LINE ACCESS	7,552	100,000	1224.12%	100,000	0.00%	
072 - CID DRUG COURT GRANT	50,424	48,991	-2.84%	48,991	0.00%	
074 - COUNTY DRUG COURT COURT COST	9,825	38,740	294.32%	38,740	0.00%	
075 - DISPUTE RESOLUTION	298,023	328,600	10.26%	328,600	0.00%	
076 - USDA AG MEDIATION GRANT	93,386	175,500	87.93%	175,500	0.00%	
077 - DOMESTIC RELATIONS OFFICE	199,940	211,600	5.83%	211,600	0.00%	
081 - LAW LIBRARY	178,430	185,039	3.70%	180,698	-2.35%	
083 - ELECTION SERVICES	29,423	700,000	2279.08%	744,775	6.40%	
085 - ELECTION ADMINISTRATION	24,000	43,000	79.17%	112,500	161.63%	
086 - ELECTION EQUIPMENT	5,939,766	30,856	-99.48%	79,500	157.65%	
088 - LEPC GRANT	1,929	92,663	4703.21%	-	-100.00%	
089 - HISTORICAL CANNON RESTORATION	-	-	0.00%	-	0.00%	
090 - DISTRICT CLERK RECORDS MGT. AND PRESERVATION	22,722	41,701	83.53%	44,701	7.19%	
091 - COUNTY CLERK RECORDS MGT. AND PRESERVATION	90,672	743,273	719.74%	1,246,829	67.75%	
092 - COUNTY RECORDS MGT. AND PRESERVATION	172,573	100,676	-41.66%	425,676	322.82%	
093 - COURTHOUSE SECURITY	97,223	110,000	13.14%	110,000	0.00%	
094 - COURT RECORD PRESERVATION	20,735	43,400	109.31%	125,000	188.02%	
096 - HISTORICAL COMMISSION	10,943	11,700	6.92%	8,700	-25.64%	
097 - CHILD ABUSE PREVENTION	-	425	100.00%	425	0.00%	
098 - JUSTICE COURT TECHNOLOGY	6,039	93,088	1441.37%	178,088	91.31%	
099 - COUNTY AND DISTRICT COURT TECHNOLOGY	-	8,900	100.00%	8,900	0.00%	
102 - DISTRICT COURT RECORDS TECHNOLOGY	16,040	30,700	91.40%	56,000	82.41%	
103 - COUNTY CLERK RECORDS ARCHIVES	91,885	740,000	705.35%	995,000	34.46%	
113 - REGIONAL PUBLIC DEFENDER GRANT	4,633,785	5,516,371	19.05%	5,730,601	3.88%	
122 - SHERIFF CONTRABAND	320,596	312,000	-2.68%	363,500	16.51%	
124 - INMATE SUPPLY	608,926	785,810	29.05%	840,500	6.96%	
126 - VINE GRANT	27,715	27,716	0.00%	27,716	0.00%	
128 - HOMELAND SECURITY GRANT	100,736	118,085	17.22%	140,234	18.76%	
142 - LEOSE SHERIFF	6,000	108,000	1700.00%	98,881	-8.44%	
145 - SHERIFF COMMISSARY SALARY	455,717	588,405	29.12%	588,405	0.00%	
146 - LECD EMERGENCY COMMUNICATION GRANT	69,152	29,002	-58.06%	-	-100.00%	
150 - TAG GRANT	-	1,151,331	100.00%	784,344	-31.88%	
152 - JMHCP GRANT	-	-	0.00%	329,813	100.00%	
161 - CDA BUSINESS CRIMES	123,514	101,244	-18.03%	108,500	7.17%	
163 - CDA CONTRABAND	191,634	150,000	-21.73%	76,135	-49.24%	
164 - CDA SPATTF GRANT	677,464	682,145	0.69%	682,145	0.00%	
166 - CDA JAG GRANT	165,128	57,464	-65.20%	27,698	-51.80%	
171 - CDA VOCA VICTIM ADVOCACY PROJECT	104,849	255,619	143.80%	148,066	-42.08%	
175 - CDA DOMESTIC VIOLENCE PROSECUTION GRANT	95,933	-	-100.00%	-	0.00%	
201 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016	1,445,363	5,874,786	306.46%	6,486,594	10.41%	
203 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007	4,855,500	-	-100.00%	-	0.00%	
204 - TAX NOTES, SERIES 2013	1,244,600	1,276,007	2.52%	1,402,331	9.90%	
206 - GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013	173,200	180,827	4.40%	199,209	10.17%	
301 - ROAD CONSTRUCTION FUND	-	-	0.00%	3,657,600	100.00%	
303 - LE RENOVATIONS	5,964	-	-100.00%	-	0.00%	
304 - LE RENOVATIONS #2	2,685,945	-	-100.00%	-	0.00%	
306 - CRTC RENOVATIONS	562,569	930,590	65.42%	332,106	-64.31%	
307 - CRTC RENOVATIONS #2	-	1,551,117	100.00%	900,000	-41.98%	
401 - EMPLOYEE HEALTH BENEFIT	10,383,484	11,193,510	7.80%	13,263,000	18.49%	
403 - WORKERS COMPENSATION	1,485,775	1,645,500	10.75%	5,655,500	243.69%	
<b>TOTAL EXPENDITURES - ALL LUBBOCK COUNTY FUNDS</b>	<b>\$ 164,596,201</b>	<b>\$ 174,787,428</b>	<b>6.19%</b>	<b>\$ 190,190,513</b>	<b>8.81%</b>	
* INCLUDING INTERFUND TRANSFERS						

LUBBOCK COUNTY, TEXAS  
EXPENDITURE SUMMARY BY CATEGORY  
ALL FUNDS



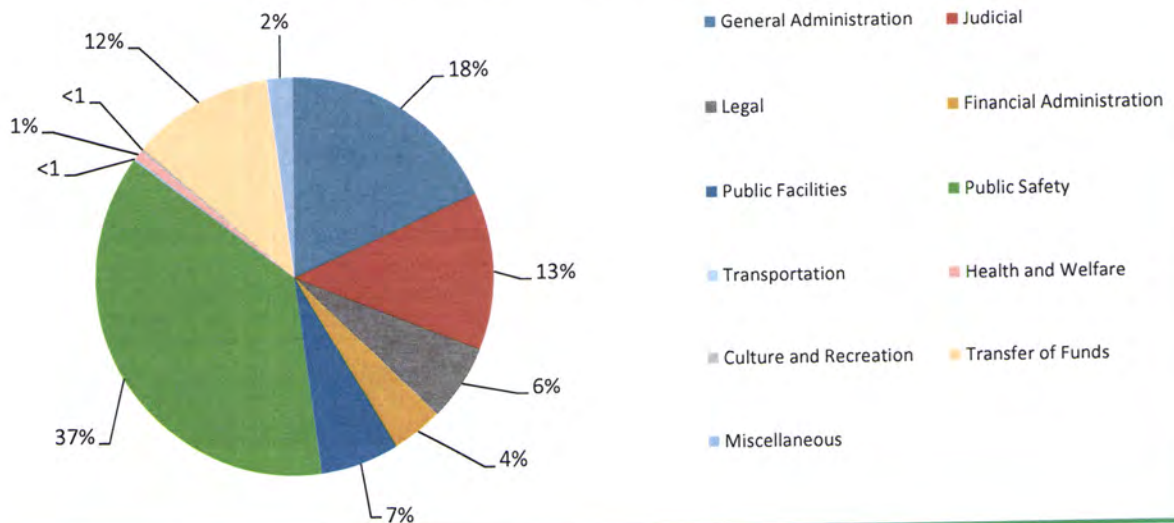
Personnel percentage represents all salary and benefit related expenditures. Operating percentage includes all line items for operating expenses. Capital percentage includes any expenditure over \$5,000. Percentages include all funds.



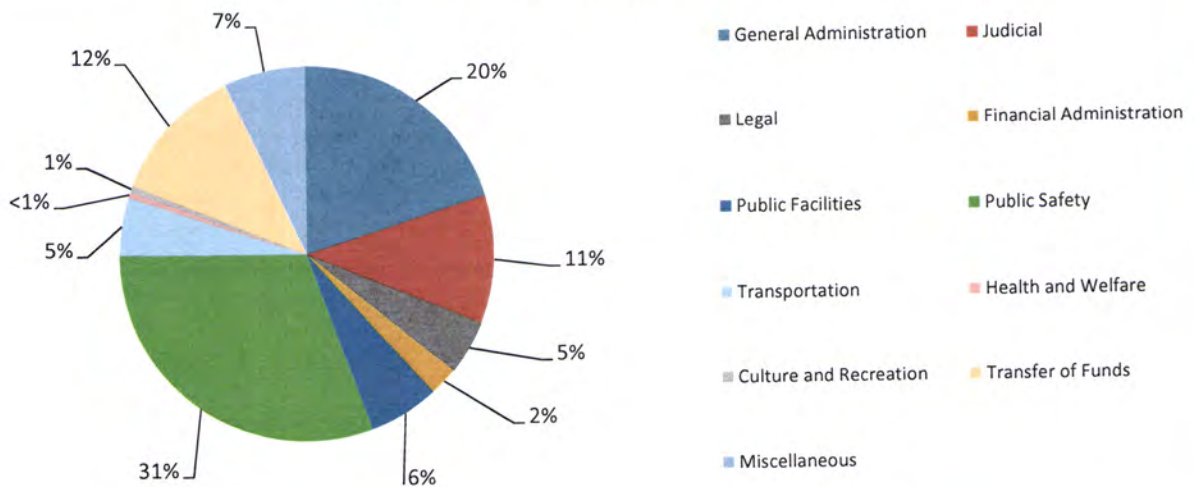
LUBBOCK COUNTY, TEXAS  
TOTAL BUDGETED EXPENDITURES  
COMPARISON ALL FUNDS TO GENERAL FUND

	General Fund	All Funds
General Administration	\$ 20,618,781	\$ 38,347,386
Judicial	14,580,219	20,855,330
Legal	7,078,302	9,017,244
Financial Administration	4,715,728	4,715,728
Public Facilities	7,118,326	11,541,082
Public Safety	42,114,039	58,375,272
Transportation	192,884	9,458,822
Health and Welfare	865,786	865,786
Culture and Recreation	247,105	1,029,776
Transfer of Funds	13,069,904	22,609,272
Miscellaneous	2,332,675	13,374,815
Total Expenditures	\$ 112,933,749	\$ 190,190,513

**General Fund Budgeted Expenditures**



**All Funds Budgeted Expenditures**



## ***Uses of Funds***

The 2019 budget includes expenditures of \$190,190,513 as compared to the 2018 budget of \$174,787,428. This represents an increase of 8.81%.

### **General Fund**

The FY 2019 general fund budget increased to \$112,933,749 from \$107,777,500 in fiscal year 2018 a difference of \$5,156,249 or 4.78%. This increase can be attributed to the decision to purchase a County-wide integrated computer system. Many departments submitted flat or reduced operating budgets lowering General Fund appropriations. The following functions are included in the General Fund: General Administration – management functions; Judicial – court related functions; Legal – prosecution of criminals; Financial – all accounting functions of the county; Public Facilities – maintenance of county buildings; Public Safety – law enforcement services provided by the county; Public Works - assists in the maintenance of county roads and projects; Health and Welfare – provides services for citizens; Culture and Recreation – provides support to library's; Other – state and county services; and Transfer of Funds (Inter-Fund Transfers) – any General Fund financing of other county departments that is not included in the General Fund.

#### **General Administration**

General Administration Departments include the basic administrative and management functions of the county. Major general administration departments include the Commissioners' Court, County Judge, County Clerk, Technology and Information Systems, Non-Departmental, and Judicial Compliance. In the 2019 budget the overall general administration function increased by \$6,840,611. Non-Departmental increased by \$7,451,383, accounting for more than the overall increase for General Administration. Additional funding was allocated for the purchase of the integrated justice and information management system.

#### **Judicial**

The Judicial function includes the Courts and the departments that service the courts, including the District Clerk, Justice of the Peace 1-4, Central Jury, and the Judicial Department. The Judicial Department is made up of six District Courts and three County Courts-at-Law. The overall judicial function increased in total by \$30,199.

#### **Legal**

The legal function is made up of the District Attorney's Office. The budget increased by \$162,379. The increase is due to increases to personnel line items and a new contract with DPS Crime Lab. Functions include criminal prosecution in the courts as well as providing civil and legal advice to the Commissioners' Court and all county departments.

## **Financial Administration**

Financial Administration includes the County Treasurer, Tax Office, Purchasing, County Auditor, and the Human Resources departments. These departments are responsible for collecting, safeguarding, investing, disbursing, and budgeting funds as well as financial reporting. The financial administration function decreased overall by \$73,627 or 1.54%.

## **Public Facilities**

Maintenance of county facilities is an essential service that must be provided. The department decreased by \$82,199 or 1.14%. The majority of this decrease can be attributed to a reduction in operating costs and capital expenses.

## **Public Works**

Public Works plays a crucial role in responding to the needs of the public in planning, preparing, mitigating and recovering from general emergencies and disasters. The 2019 Public Works Department budget decreased by \$2,435. The majority of that decrease can be attributed to a reduction in capital expenses.

## **Public Safety**

Public Safety departments include the Constables 1-4, Medical Examiner, County Sheriff, Lubbock County Detention Center, and Public Safety. The total for all Public Safety departments is \$42,114,039 which is a decrease of \$2,218,398 or 5.00% and is attributable to a reduction in new law enforcement vehicles, and a reduction in the Medical Examiner department.

## **Health and Welfare**

Health and Welfare is comprised of the following functions: Safety and Environmental, General Assistance, and Veteran's Affairs. The division decreased by \$55,936 or 6.07% due to a decrease in an inter-local agreement with the City of Lubbock and to the transfer of GIS (contract services) to Consolidated Road and Bridge Fund.

## **Culture and Recreation**

Culture and Recreation is made up of Museum and Library services. This division increased by \$7,377 to \$247,105 in 2019 due to an increase in Wolforth Library Services contract.

## **Transfer of Funds**

This department is used to budget for the inter-fund expenditure-type transactions between the General Fund and other governmental-type funds. Inter-fund transactions between the General Fund and governmental funds are recorded as expenditures in the originating fund. The transfer budget increased in total in 2019 by \$778,984 or 6.34%. The increase can be attributed to the additional transfer to the Road Construction Fund which was created in FY 2019 to fund expenditures for road construction and maintenance due to growth in the unincorporated areas of Lubbock County.

## **Other**

The "Other" category is comprised of the following functions: Correctional (C.S.C.D.), Conservation (Texas AgriLIFE), and Elections. The C.S.C.D. is operated on state funds, but the county does contribute a small portion. This category decreased by \$230,706 or 9.00%, and of that decrease 92% was due to the decrease in the Elections Department. The elections budget decrease can be attributed to a decrease in the amount budgeted for election workers. The Elections Department is responsible for overseeing all election related functions.

## **Special Revenue Funds**

### **Consolidated Road and Bridge**

Consolidated Road and Bridge Fund includes expenditures for the operation, repair, maintenance and construction of approximately 1,187 centerline miles of county road including drainage infrastructure and traffic control signage. The department assists in the planning of new subdivisions, commercial developments, and infrastructure. These expenditures include salaries, road materials, and funding for equipment and land. The FY 2019 Consolidated Road and Bridge budget increased by \$762,605. The majority of that increase can be attributed to road maintenance product, continuation of the seal coat project, and the University Avenue road project.

### **Park Funds**

There are four park funds and they include expenditures for the operation, repair, maintenance, and upkeep associated with public county parks. These expenditures include salaries, materials, building maintenance, utilities, and purchases of equipment. Precinct 1 Park expenditures increased by \$86,472, this can be attributed to an increase to the professional services line item for work to be performed on the clubhouse in Precinct 1. Precinct 2 Park decreased by \$3,500. Precinct 3 Park budget remained the same at \$260,228. Precinct 4 Park expenditures increased by \$1,000 due to increase in equipment and operation maintenance.

## **Permanent Improvement**

The permanent improvement fund includes expenditures for the improvement of county facilities, including the courthouse, the central garage, the Lubbock County Office Building (formerly known as the Bank of America building), and various other county building renovations. This division decreased by \$15,744 or .36%, in FY 2019. This decrease can be attributed to planned renovations to Lubbock County Juvenile Justice Center being completed.

## **New Road**

Revenue and Expenditures previously accounted for in the New Road Fund were moved to the Consolidated Road and Bridge Fund in the 2019 Budget.

## **LCETRZ NO1 Tax Increment Fund**

These are funds collected from a county energy transportation reinvestment zone formed by order of the Commissioners' Court. The funds in the Lubbock County Energy Transportation Reinvestment Zone NO1 Tax Increment Fund may only be used according to Texas Transportation Code 222.1071.

## **Juvenile Probation Funds**

Juvenile Probation functions include the operations of Juvenile Probation, the Juvenile Detention Center, and other grant programs including housing and placement services for juvenile offenders.

## **CJD Re-Entry Drug Court Grant**

The funds from the Lubbock County Re-Entry Drug Court grant are used to achieve the following goals: 1.) to provide early assessment and intervention, 2.) to provide effective court supervision, 3.) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4.) to promote public safety by reducing repeat offenders.

## **CJD DWI Court Grant**

The funds from the Lubbock County Adult DWI Court grant are used to achieve the following goals: 1.) to provide early screening, assessment, and court intervention, 2.) to provide effective court supervision, 3.) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4.) to promote public safety by reducing repeat offenders.

### **Online Access**

The online access fund is used to account for fees received by the courts for public access to court documents that are public information. Local Government Code, 191.008, gives the county the authority to set a reasonable fee for use of the system. The fee is dedicated to the enhancement of courtroom technology.

### **CJD Drug Court Grant**

The funds from the Lubbock County Adult Drug Court grant are used to achieve the following goals: 1.) to provide early screening, assessment, and court intervention, 2.) to provide effective court supervision, 3.) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4.) to promote public safety by reducing repeat offenders.

### **County Drug Court - Court Cost**

Code of Criminal Procedures Article 102.0178 requires a person to pay \$50 as a cost of court on conviction of an offense punishable as a Class B misdemeanor or any higher category of offense under Chapter 49 of the Penal Code or Chapter 481 of the Health and Safety Code. The county is entitled to 50% of the court cost plus an additional 10% as a service fee. The funds collected are to be used exclusively for the maintenance of drug court programs operated by the county.

### **Dispute Resolution**

This fund was established under Texas Civil Practice and Remedies Code Chapter 152 for the purpose of maintaining an alternative dispute resolution system.

### **USDA Ag Mediation Grant**

The USDA Ag Mediation grant fund is used for tracking grant revenues and expenses for the USDA state certified agricultural mediation program. Each state has the option of designating one entity to provide this service, and Lubbock County is the entity designated for the state of Texas.

### **Domestic Relations Office**

This fund is used for the purpose of providing money for services authorized under Texas Family Code Chapter 203.

## **Law Library**

The Law Library Fund provides library services to residents, attorneys, judges, and county departments for researching areas of the law. These services are provided by fees collected on court case filings.

## **Election Services**

Reimbursable services provided to the Lubbock County Democratic and Republican parties, Lubbock County cities, schools, and other political subdivisions as well as election services provided for those entities within Lubbock County that have voters in outlying counties. Lubbock County provides all services related to conducting elections for the above mentioned entities and parties in regards to their needs for their elections and then the entities reimburse Lubbock County.

## **Election Administration**

Lubbock County is allowed to charge all entities a 10% administrative fee for conducting their elections. As per Texas Elections Administrative Code, a fee charged by the officer may not exceed 10% of the total amount of the contract, but may not be less than \$75 and cannot be considered as part of the county's General Revenue Fund.

## **Election Equipment**

This fund contains monies charged to the parties and entities for the rental of electronic voting equipment. Monies expended from this fund are used to replace or to purchase additional electronic voting equipment.

## **Local Emergency Planning Committee Grant**

The Local Emergency Planning Committee (LEPC) grant is designed to provide training programs to LEPC volunteers, increase information to the public on chemicals, and assist in responding to populations affected by chemical releases.

## **Record Preservation Funds**

Lubbock County has four preservation funds: County Clerk, District Clerk, Commissioners' Court, and Court Record. A defendant convicted of an offense in a county court, a county court at law, or a district court is required to pay a records management and preservation fee. The fee was approved by the State legislature to help fund the requirement to maintain certain records for an extended period of time for the County and District Clerks. The fee is used to provide professional services related to microfilming and for the identification, storage and preservation of local government records, as well as, other expenses related to the preservation of these records.

### **Courthouse Security**

This fund accounts for the cost of providing security services for all district, county, and justice courtrooms, and protection for the judges, staff, victims, and the public. Funding is achieved through a fee approved by the State of Texas legislature in FY 1995, which provides approximately \$110,000 in revenues to provide security services within the county facilities. The courthouse security is provided by the Lubbock County Sheriff's Office. Portable metal detectors, as well as, hand held metal detectors are used when there is a need, for example, if a high risk case is being heard.

### **Historical Commission**

The purpose of the Lubbock County Historical Commission Fund is to assist in identifying, protecting and interpreting the history of Lubbock County.

### **Child Abuse Prevention**

This fund is established in Chapter 102, Article 102.0186 of the Code of Criminal Procedure. Funds can only be utilized to fund child abuse prevention programs in the county where the court is located.

### **Justice Court Technology**

This fund was established in FY 2006 to account for fees collected upon conviction of a misdemeanor offense in a justice court. Funds can only be utilized to finance the purchase and maintenance of technological enhancements for justice courts and for the cost of continuing education and training regarding technological enhancements for judges and justice court clerks. The fee collected fully funds the budget.

### **County and District Court Technology**

This fund was established to account for monies collected as fees from anyone convicted of a criminal or misdemeanor offense to be used for technology improvements for all court offices of the county, and cost of training and education regarding technological improvements for the justice, county, and district court.

### **Archive Funds**

Lubbock County has two archive funds: District Court Records Technology and County Clerk Archives. These funds were established through a fee collected on all documents filed in the clerks' offices and can only be spent in accordance with a records archive plan filed by the clerks and approved by the Commissioners' Court. Funds can only be used for the specific purpose of archiving and preserving records filed in the clerks' offices prior to 1974.



### **Regional Public Defender Grant**

In FY 2008, Lubbock County was awarded a grant from the Task Force for Capital Murder Cases to establish the office. The office is based in Lubbock County and currently has inter-local agreements with 181 counties to provide public defense for capital murders. Each county pays a pre-determined rate based on historical information relating to capital murders in that respective county. Expenditures include salary and benefits, and all other costs relating to capital murder defense cases, including travel, supplies, and contract services (expert witness, etc). This office began expanding in 2011 covering additional counties and adding remote locations and additional personnel.

### **Sheriff Contraband**

This is a discretionary fund of the Sheriff's Office and it is included in the FY 2019 budget at \$363,500. This fund is supported by funds and assets that are seized and subsequently awarded to the county by court orders.

### **Inmate Supply**

This is a discretionary fund of the Sheriff's Office that is used to account for funds generated from the purchase of commissary items by inmates. These funds are expended to provide items, equipment, and personnel to meet the educational, safety, and entertainment needs of the inmates housed in the Lubbock County Detention Center.

### **Victim Information Notification Everyday Grant**

The purpose of the Victim Information Notification Everyday (VINE) grant is to maintain Lubbock County in a statewide system that provides relevant offender release information, notification of relevant court settings or events, promote public safety and support the rights of victims of crime. Funds are used to pay for the County's cost of its portion of the statewide crime victim notification service.

### **Homeland Security Grant**

The Homeland Security grant (HSGP) is designated to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States at a local level. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery based on allowable costs.

### **LEOSE Sheriff**

The Comptroller of Public allocates money annually to local law enforcement agencies for expenses related to the continuing education of law enforcement officers. Local law

enforcement agencies provide the necessary information to the comptroller for an allocation of money. The funds may be used only as necessary to ensure the continuing education of persons licensed under Occupations Code Chapter 1701 or to provide necessary training to full-time fully paid law enforcement support personnel.

#### **Sheriff Commissary Salary**

The Sheriff Commissary Salary fund is funded through inmate purchases from the commissary. The funds generated through commissary sales are used to establish, staff, and equip the commissary operation and fund the salaries of staff responsible for managing the inmates' commissary accounts. Funds are expended in compliance with Section 351.04155 of the Local Government Code.

#### **Lubbock Emergency Communications District Grant**

The Lubbock Emergency Communications District (LECD) Technology grant provides funds to local emergency services providers to underwrite projects that enhance the delivery of 9-1-1 services.

#### **Texas Anti-Gang Grant**

The Texas Anti-Gang Program, or TAG grant, is designated to enhance coordinated law enforcement activity targeted at gangs and other criminal organizations operating in or affecting the region.

#### **CDA Business Crimes**

By statute, the CDA's hot check office may collect a fee for collecting and processing a bad check. The fee varies depending on the amount of the check issued. The fees collected are to be deposited into a fund and may be used at the sole discretion of the District Attorney. This budget increased by \$7,256. The CDA also uses these funds for supplemental pay to the employees of his office and travel and training costs.

#### **CDA Contraband**

This fund accounts for the use of criminal investigation funds such as seized property that has been forfeited to the county by court orders.

#### **CDA South Plains Auto Theft Task Force Grant**

The South Plains Auto Theft Task Force (SPATTF) grant specializes in auto theft and crime prevention in twenty-eight counties located in the South Plains and Panhandle of Texas.

### **CDA Justice Assistance Grant**

The Edward Byrne Memorial Justice Assistance grant (JAG) distributes funds to meet local criminal justice needs. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice in the areas of law enforcement programs, prosecution and court programs, prevention and education programs, corrections programs, drug treatment, and planning, evaluation, and technology improvement programs.

### **CDA VOCA Victim Advocacy Grant**

The Victim Advocacy (VOCA) grant establishes two advocate positions that will serve victims of crimes by responding to the emotional and physical needs of crime victims, assessing the victims' safety needs, and assisting to stabilize their lives after they have been victimized.

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



General Fund  
Revenue & Expenditure  
Summaries



Lubbock County TX

# Adopted Budget Revenues

For Fiscal: 2018 - 2019 Period Beginning 10/01/2018

<u>Account Number</u>	<u>Account Name</u>	<u>2016-2017 Activity</u>	<u>2017-2018 Budget</u>	<u>2018-2019 Budget</u>
011 - GENERAL FUND				
4 - Revenue				
Revenue				
GENERAL FUND				
011-4001000	CURRENT AD VALOREM TAXES	53,640,831	58,282,038	59,491,234
011-4004000	PEN & INT - CURRENT LEVY	236,114	238,956	255,495
011-4005000	DELIQ TAXES - PRIOR YEARS	413,259	565,338	493,165
011-4006000	PEN & INT - PRIOR YEARS	182,356	150,000	202,095
011-4010000	COUNTY SALES & USE TAX	23,533,761	23,918,753	25,200,000
	<b>40 - TAX COLLECTIONS</b>	<b>\$ 78,006,322</b>	<b>\$ 83,155,085</b>	<b>\$ 85,641,989</b>
011-4101000	COUNTY CLERK	63,581	67,900	67,750
011-4102000	BEER & LIQUOR PERMITS	105,564	116,000	121,500
	<b>41 - LICENSES/PERMITS</b>	<b>\$ 169,144</b>	<b>\$ 183,900</b>	<b>\$ 189,250</b>
011-4202100	STATE MIXED DRINK TAX	1,344,660	1,390,000	1,400,000
011-4203200	EMERGENCY MGT GRANT	15,007	18,000	18,000
011-4205000	BINGO TAX PROCEEDS	238,636	280,500	250,000
011-4209000	STATE - COUNTY COURTS	272,200	313,500	287,000
011-4212100	STRADUS A/G CHILD SUPPORT	2,525	4,000	2,600
011-4220200	INTER LOCAL AGREEMENT-CITY OF	372,518	400,000	400,000
011-4246000	REGIONAL PUBLIC DEFENDER ADMIN	250,842	200,000	264,000
011-4248000	GRANT ADMINISTRATION REVENUE	40,113	49,500	2,479
011-4250000	INDIGENT DEFENSE GRANT	427,311	336,200	336,200
	<b>42 - INTERGOVERNMENTAL</b>	<b>\$ 2,963,812</b>	<b>\$ 2,991,700</b>	<b>\$ 2,960,279</b>
011-4302000	COUNTY JUDGE	5,797	4,850	7,000
011-4303000	COUNTY CLERK	1,232,693	1,395,600	1,300,000
011-4305200	J.E.P.J. FEES	5,105	6,300	5,300
011-4306000	VRED - TAPE	351	500	450
011-4307000	TRAFFIC	8,079	8,000	9,000
011-4308000	CHILD SAFETY - CS	1,901	3,000	2,775
011-4310000	TAX ASSESSOR/COLLECTOR	35,523	38,900	39,200
011-4313000	AG FILING FEE	(456)	0	0
011-4315000	INDIGENT DEFENSE FEE	1,526	2,100	1,650
011-4322000	PASSPORT FEE - DIST CLERK	28,350	29,566	30,800
011-4323000	DISTRICT CLERK FEES	370,434	500,000	500,000
011-4331000	JP PRECINCT 1	47,285	34,200	53,000
011-4332000	JP PRECINCT 2	34,744	39,000	39,700
011-4333000	JP PRECINCT 3	45,289	45,700	47,000
011-4334000	JP PRECINCT 4	28,201	30,525	31,000
011-4340000	DISTRICT ATTORNEY	24,608	42,300	35,000
011-4345000	MEDICAL EXAMINER	271,134	393,000	300,000
011-4346000	SHERIFF	295,265	323,500	525,000
011-4347000	INMATE FEES	0	0	48,000
011-4348000	CONSTABLES	361,664	358,300	350,000
011-4350000	DEFENSIVE DRIVING FEE	5,680	4,000	6,000
011-4351000	SS FEE-INMATE	26,000	39,700	28,800
011-4352000	ISSUED WARRANT EXECUTION	66,079	90,925	65,200
011-4353000	ARREST FEES - COUNTY	6,099	11,000	7,000
011-4354100	FAMILY PROTECTION FEE	6,045	6,800	6,700
011-4360000	CMIT FINE COMMISSION	1,325	0	0
011-4361000	CMI FINE COMMISSION	2	0	0
011-4362000	BAT COMMISSIONS	6	0	0
011-4369000	ONLINE SERVICE FEE	24,513	50,000	25,000
011-4374000	VITAL STATISTICS PRESERVATION FEE	4,370	4,000	4,200
	<b>43 - FEES</b>	<b>\$ 2,937,611</b>	<b>\$ 3,461,766</b>	<b>\$ 3,467,775</b>

<u>Account Number</u>	<u>Account Name</u>	2016-2017 Activity	2017-2018 Budget	2018-2019 Budget
011-4401000	MOTOR VEHICLE SALES TAX COMM	2,667,729	3,200,000	2,800,000
011-4402000	CERTIFICATE OF TITLE COMM	382,640	428,500	400,000
011-4403000	MOTOR VEHICLE COMMISSION	672,272	650,000	693,700
011-4405000	(CVC) COMP TO VICTIMS OF CRIME	143	125	150
011-4406000	LEOA COMMISSION	1	0	0
011-4408000	BEER & LIQUOR COMMISSION	783	1,250	1,250
011-4411000	CJC COMMISSION	7	0	0
011-4412000	JCPT COMMISSION	8	0	0
011-4413000	OCLF COMM	0	0	0
011-4414000	JPD COMM	189	0	0
011-4416000	ARREST FEES - COMM	17,885	28,925	17,250
011-4417000	LEMI COMMISSION	0	0	0
011-4418000	CRIMESTOPPERS-COMM	1	0	0
011-4422000	DNA TESTING FEE	15	0	0
011-4424000	SEPTIC INSPECTION	60,975	62,715	55,000
011-4425000	FLSI COMM	3,851	3,762	3,760
011-4426000	FA COMM	391	100	100
011-4427000	CCC COMM	2,790	1,200	1,200
011-4428000	JCD COMM	7	0	0
011-4429000	TP COMM (40%)	20,095	34,400	22,500
011-4430000	JE COMM (10%)	12,330	7,850	8,150
011-4433000	CREDIT CARD COMMISSIONS	24,639	39,880	0
011-4435000	NEW CCC COMM	40,157	53,675	44,500
011-4436000	EMS TRAUMA FUND COMM	4,176	6,000	5,800
011-4440000	STF COMM	4,004	3,000	4,000
011-4442000	DNA (CS)	26	0	0
011-4443000	CIVIL DATA JUSTICE FEE	33	0	0
011-4445000	BAIL BOND FEE COMM	5,360	7,200	5,600
011-4446000	COMM DC JUDICIAL FUND	4,548	5,800	4,650
011-4447000	JURY REIMBURSEMENT FEE COMM	3,046	4,500	3,200
	<b>44 - COMMISSIONS</b>	<b>\$ 3,928,101</b>	<b>\$ 4,538,882</b>	<b>\$ 4,070,810</b>
011-4501000	POSTAGE - MOTOR VEHICLE	8,303	50,500	0
011-4502000	JURY FEES	16,283	15,050	16,500
011-4503000	BAIL BOND LICENSE RENEWAL FEES	0	0	0
011-4504000	BOARD BILLS - INMATE	1,346,027	2,250,000	1,750,000
011-4521000	COURT REPORTER FEES	69,536	72,600	74,000
011-4550000	SCAAP- JAIL	0	0	0
011-4552000	IV-E LEGAL SERVICES	15,418	15,000	50,000
	<b>45 - CHARGES FOR SERVICES</b>	<b>\$ 1,455,567</b>	<b>\$ 2,403,150</b>	<b>\$ 1,890,500</b>
011-4601000	JP PRECINCT 1	164,523	198,250	200,000
011-4602000	JP PRECINCT 2	148,158	231,000	138,500
011-4603000	JP PRECINCT 3	62,987	135,000	100,000
011-4604000	JP PRECINCT 4	250,459	300,000	286,000
011-4608000	COUNTY COURT AT LAW 1	38,047	78,800	51,000
011-4609000	COUNTY COURT AT LAW 2	38,323	69,644	37,600
011-4611000	DISTRICT CLERK FINES	9,082	17,725	9,700
011-4612100	FORFEITURES	259,325	300,000	300,000
	<b>46 - FINES/FORF</b>	<b>\$ 970,904</b>	<b>\$ 1,330,419</b>	<b>\$ 1,122,800</b>

<u>Account Number</u>	<u>Account Name</u>	<u>2016-2017 Activity</u>	<u>2017-2018 Budget</u>	<u>2018-2019 Budget</u>
011-4700000	INTEREST INCOME	722,423	725,000	725,000
	47 - INTEREST	\$ 722,423	\$ 725,000	\$ 725,000
011-4802000	RENTALS-BUILDINGS	168,893	224,253	224,253
011-4803000	PARKING LOTS	74,631	86,500	85,900
011-4805100	DISPOSAL OF PROPERTY	311,197	75,000	50,000
011-4806000	INSURANCE REIMBURSEMENTS	27,330	100,000	50,000
011-4807000	JURY REIMBURSEMENTS FROM STATE	94,996	138,800	120,000
011-4811000	REIMBURSEMENTS-TELETYPE	1,132	2,000	1,500
011-4813000	REFUND - ATTORNEY FEES	97,849	195,800	98,200
011-4815000	OTHER REFUNDS/REIMBURSE	9,448	50,000	50,000
011-4817100	PAY PHONE COMMISSION	449,754	392,900	600,000
011-4821000	HALE COUNTY AGRILIFE EXTENSION	16,366	16,366	0
011-4826000	ELECTION REVENUES	65	200	200
011-4830000	INTEREST-LCAD	3,252	3,200	4,000
011-4842000	REIMB-INMATE TRANSPORTATION	40,024	53,900	45,000
011-4850000	GAIN/LOSS SALE OF INVESTMENTS	(1,137,226)	125,000	150,000
011-4899000	OTHER REVENUE	506,481	675,000	675,000
011-7361000	DRAW FROM RESERVES	0	2,707,679	4,313,293
011-7362000	DRAW FROM COMMITTED FB	0	4,141,000	2,398,000
011-8011403	XFER FROM WORKERS COMP	0	0	4,000,000
	48 - OTHER REVENUE	\$ 664,192	\$ 8,987,598	\$ 12,865,346
	011 - GENERAL FUND Totals	\$ 91,818,077	\$ 107,777,500	\$ 112,933,749

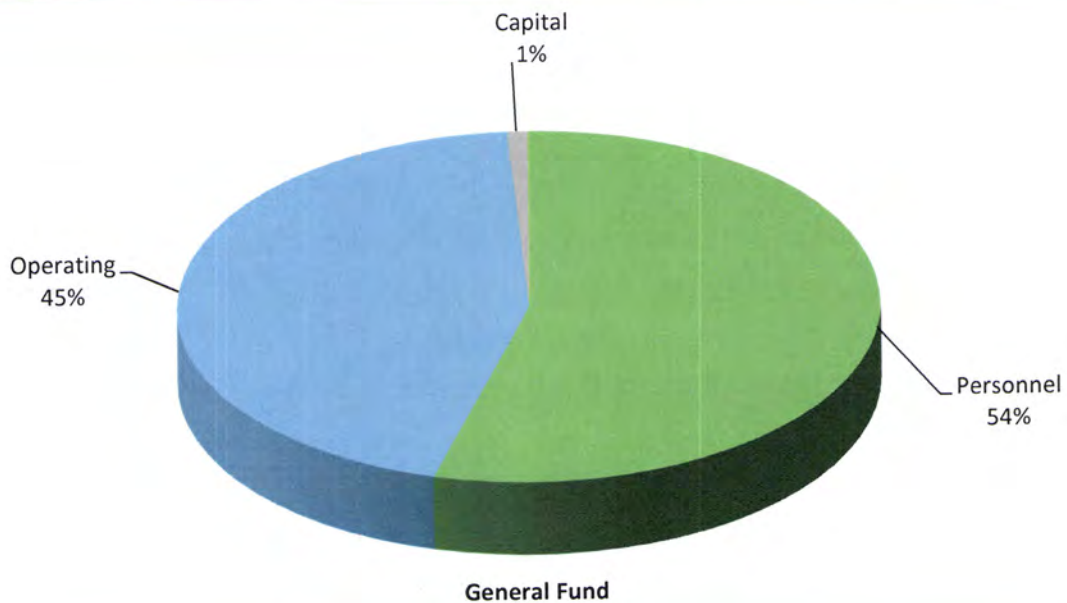
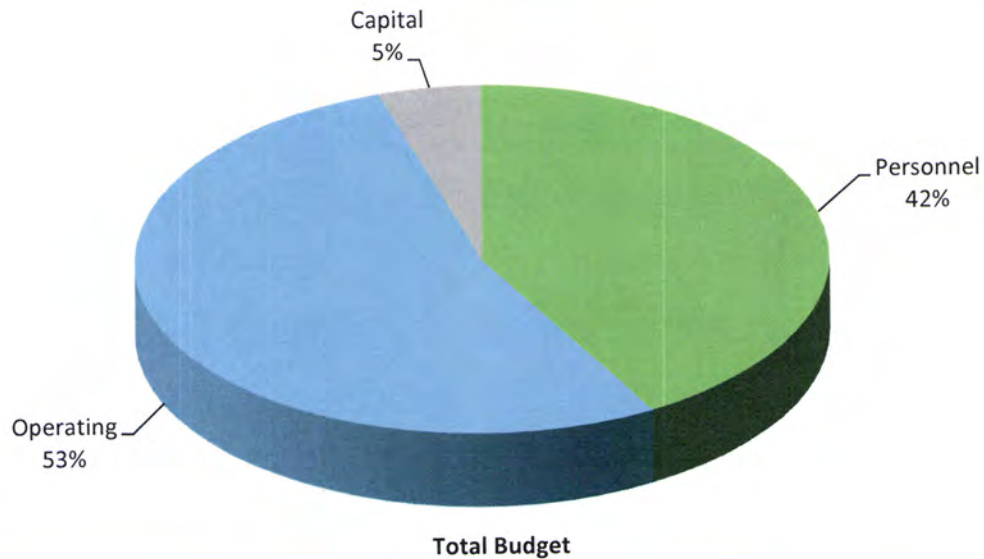
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
GENERAL FUND

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 78,006,322	\$ 82,155,085	\$ 85,641,989
Licenses/Permits	169,144	183,900	189,250
Intergovernmental	2,963,812	2,991,700	2,960,279
Fees	2,937,611	3,461,766	3,467,775
Commissions	3,928,101	3,038,882	4,070,810
Charges for Service	1,455,567	1,403,150	1,890,500
Fines/Forfeitures	970,904	830,419	1,122,800
Interest	722,423	725,000	725,000
Other Revenue	664,192	1,092,477	2,154,053
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	4,000,000
<b>TOTAL REVENUE</b>	<b>\$ 91,818,077</b>	<b>\$ 95,882,379</b>	<b>\$ 106,222,456</b>
<b>EXPENDITURES</b>			
Personnel	58,978,059	62,181,994	61,457,054
Operating	21,689,444	24,171,140	37,302,090
Capital	2,867,922	3,133,446	1,104,701
<b>OTHER SOURCES (USES)</b>			
Transfers out	17,858,402	11,824,270	13,069,904
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ (9,575,749)</b>	<b>\$ (5,428,471)</b>	<b>\$ (6,711,293)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	40,248,956	30,673,207	25,244,736
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>Ending Fund Balance</b>	<b>\$ 30,673,207</b>	<b>\$ 25,244,736</b>	<b>\$ 18,533,443</b>



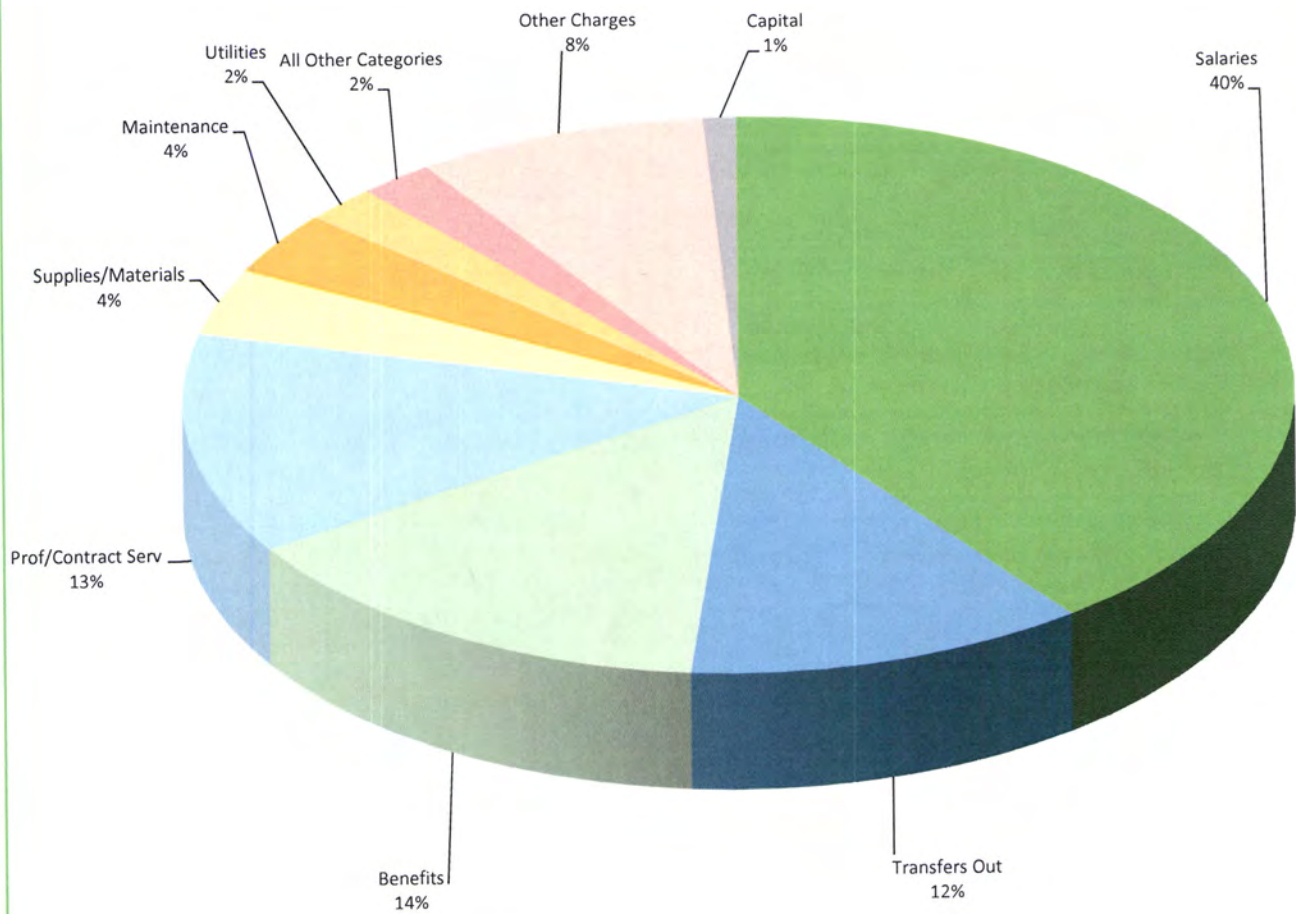
LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. GENERAL FUND

The General Fund is Lubbock County's primary operating fund and may be used for any lawful purpose. It accounts for all financial resources of Lubbock County except those required to be accounted for in another fund. The General Fund includes the following functions: General, Administration, Financial, Public Facilities, Health and Welfare, Culture and Recreation, Public Works, Transfer of Funds, and Other.



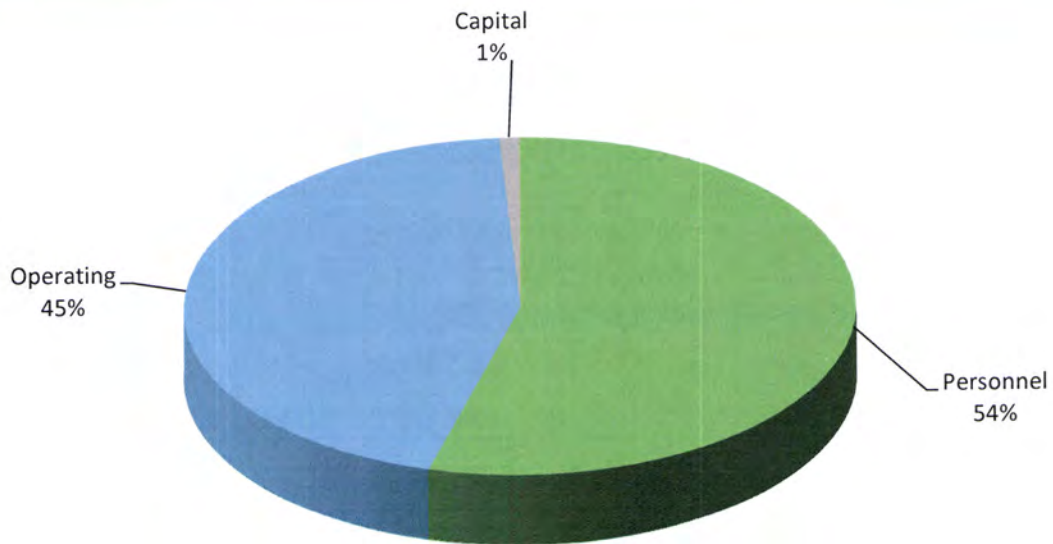
**LUBBOCK COUNTY, TEXAS**  
**GENERAL FUND EXPENDITURE SUMMARY**  
**BY CATEGORY DETAIL**

The chart below displays all General Fund expenditures by category detail. Any category comprising less than 2% were combined into "All Other Categories" in this chart.

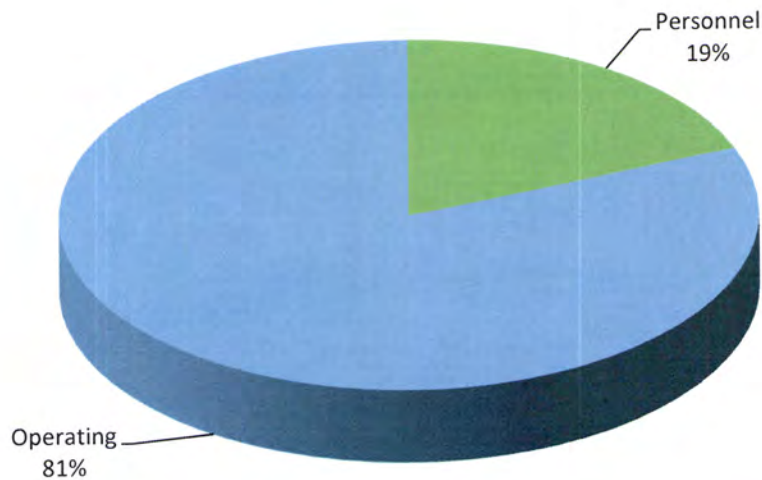


LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
GENERAL ADMINISTRATION

General Administration Departments include the basic administrative and management functions of the County. Major departments included in General Administration are as follows: Commissioners' Court, County Judge, County Clerk, Information Systems, Judicial Compliance, Non-Departmental.



**General Fund Budget**

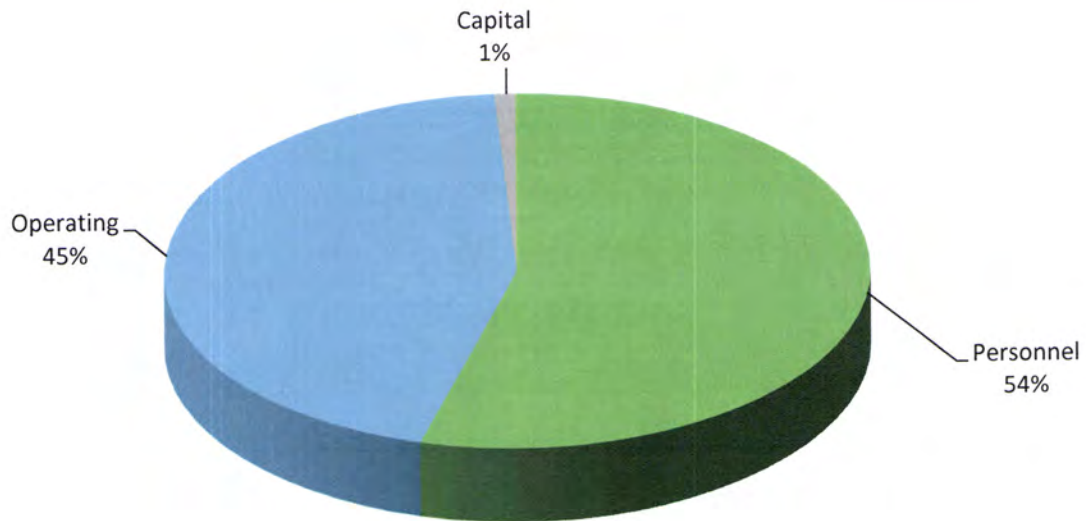


**General Administration**

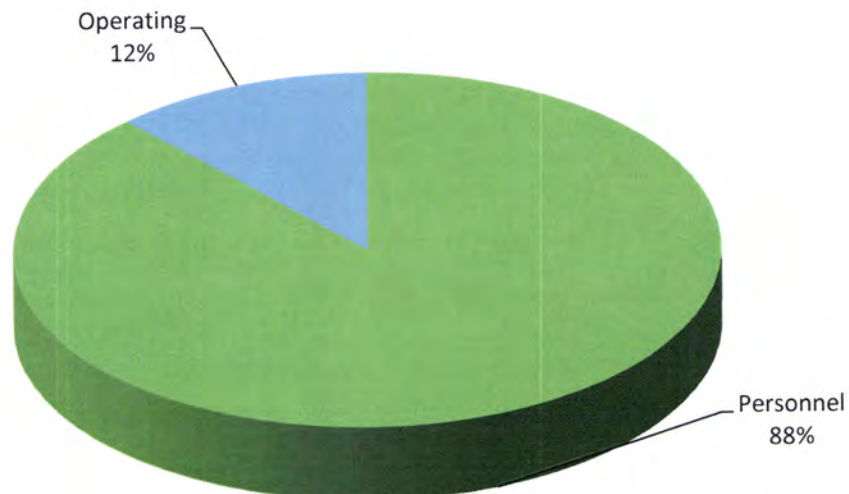


LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
FINANCIAL ADMINISTRATION

The Financial Administration departments are charged with collecting, safeguarding, investing, disbursing, and budgeting funds. Major departments included in Financial Administration are as follows: County Treasurer, Tax Assessor/Collector, Purchasing, County Auditor, and Human Resources.



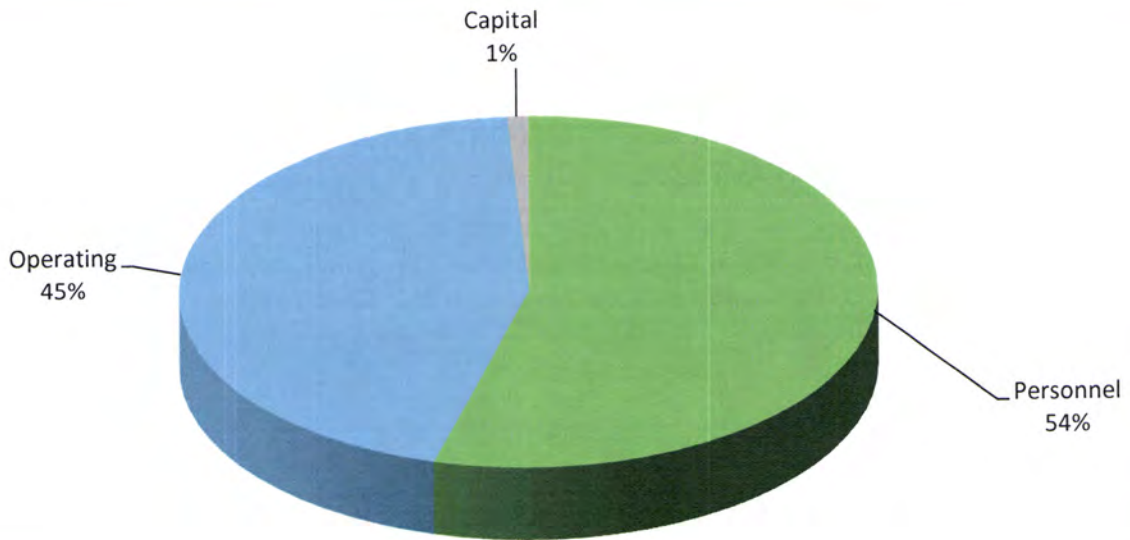
**General Fund Budget**



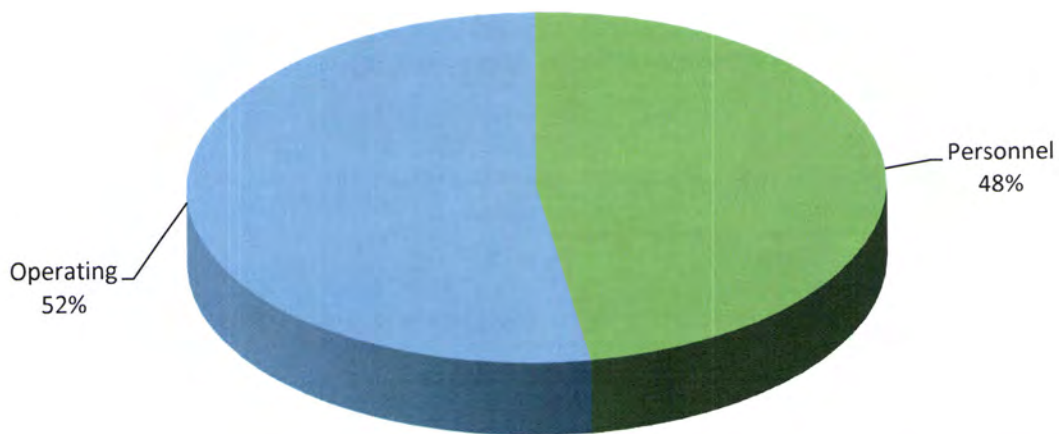
**Financial Administration**

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
JUDICIAL

The Judicial Function includes the Courts and the departments that service the courts, including the District Clerk, Justice of the Peace Precints 1-4, Central Jury, and the Judicial Department. The Judicial Department is made up of six District Courts.



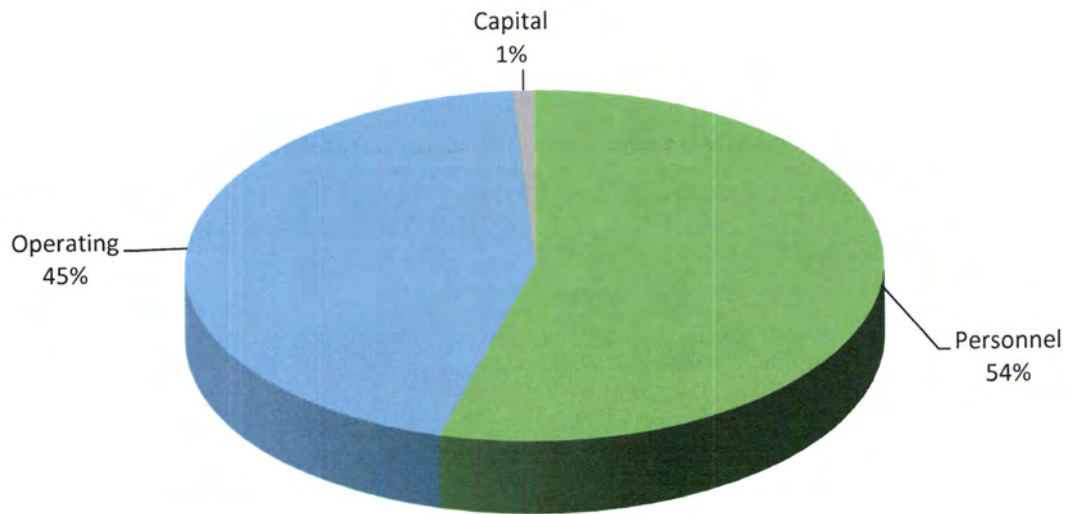
General Fund Budget



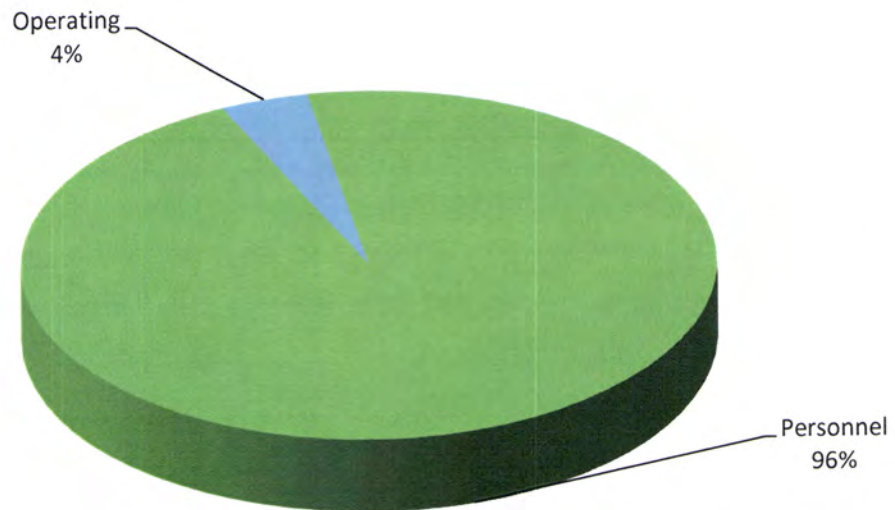
Judicial

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
LEGAL

The legal function is made up of the Criminal District Attorney's Office.



General Fund Budget

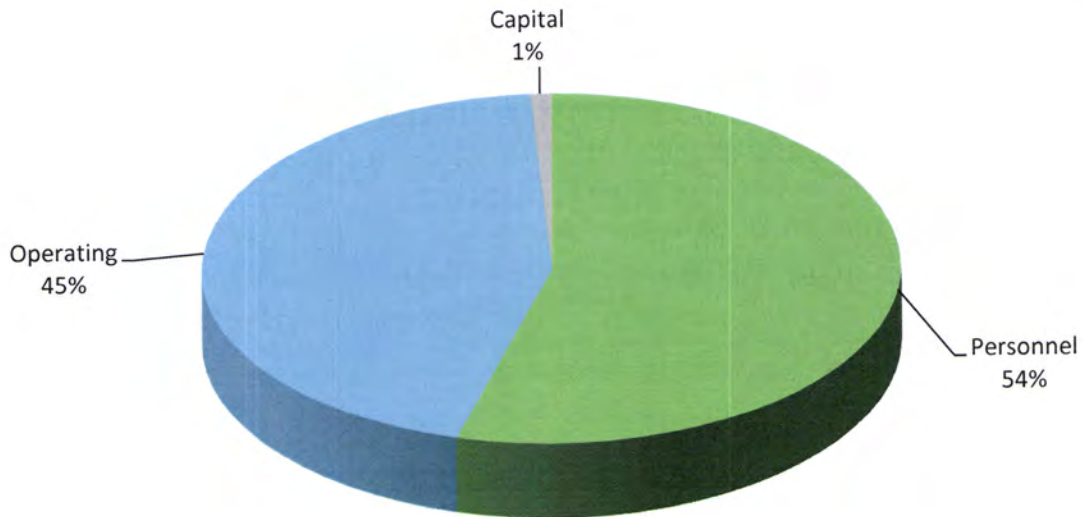


Legal

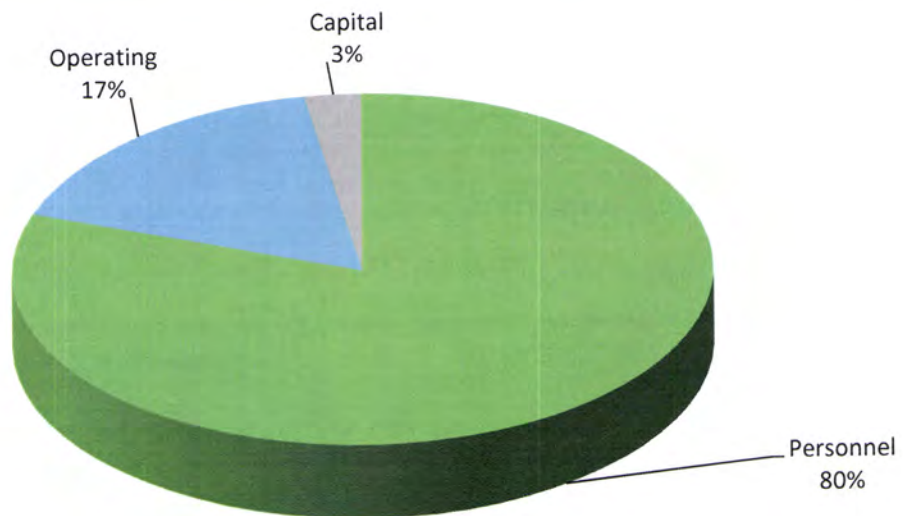


LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
PUBLIC SAFETY

Major Public Safety departments include Constable Precincts 1-4, Medical Examiner, County Sheriff, Lubbock County Detention Center, and Public Safety. These departments provide services that are necessary to maintain the safety of the citizens of Lubbock County.



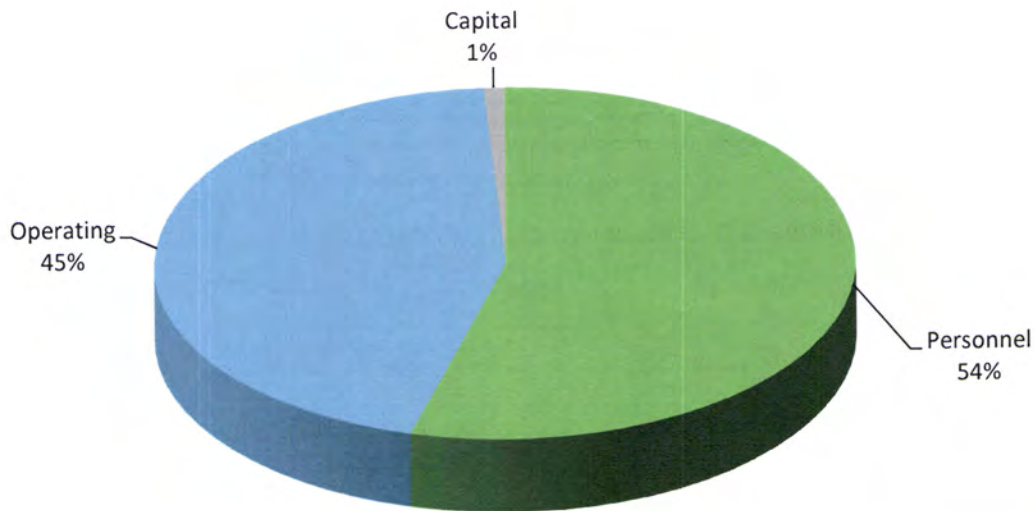
**General Fund Budget**



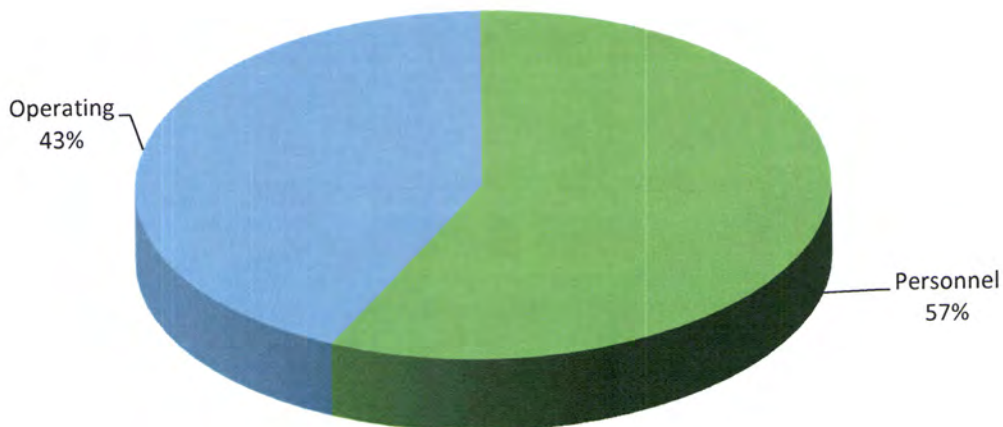
**Public Safety**

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
PUBLIC FACILITIES

The Public Facilities function provides maintenance to County facilities. It is an essential service that must be provided.



General Fund Budget

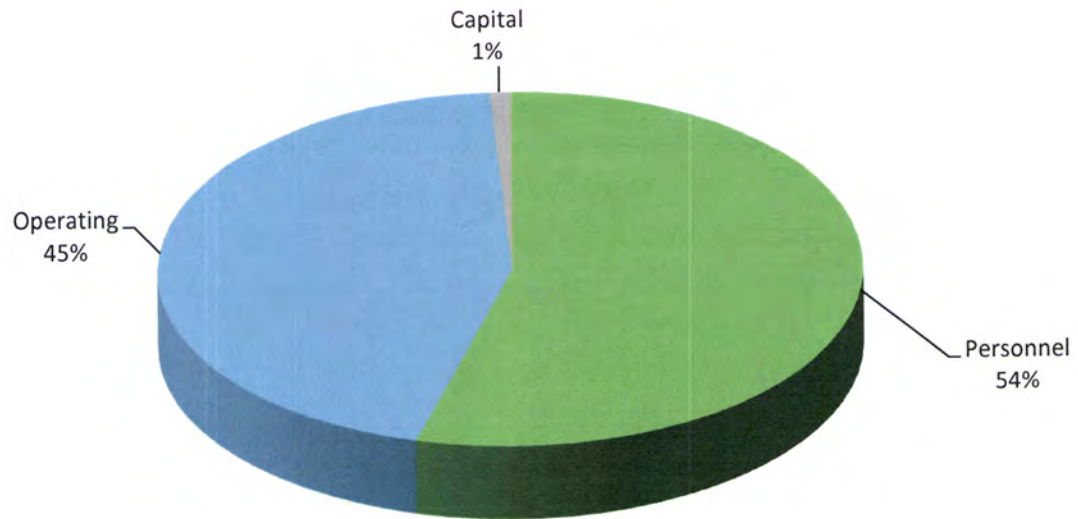


Public Facilities

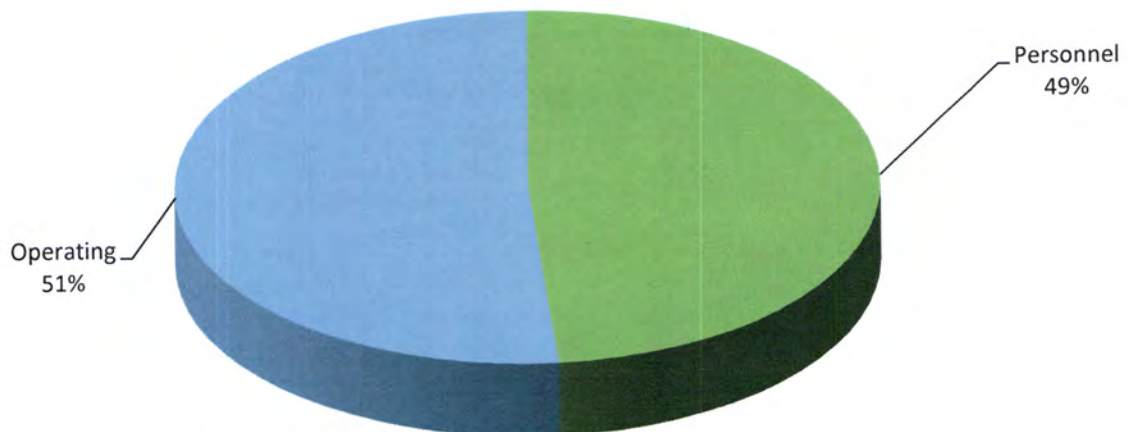


LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
HEALTH AND WELFARE

Health and Welfare includes the following departments: Sanitation, General Assistance, and Veteran Services.



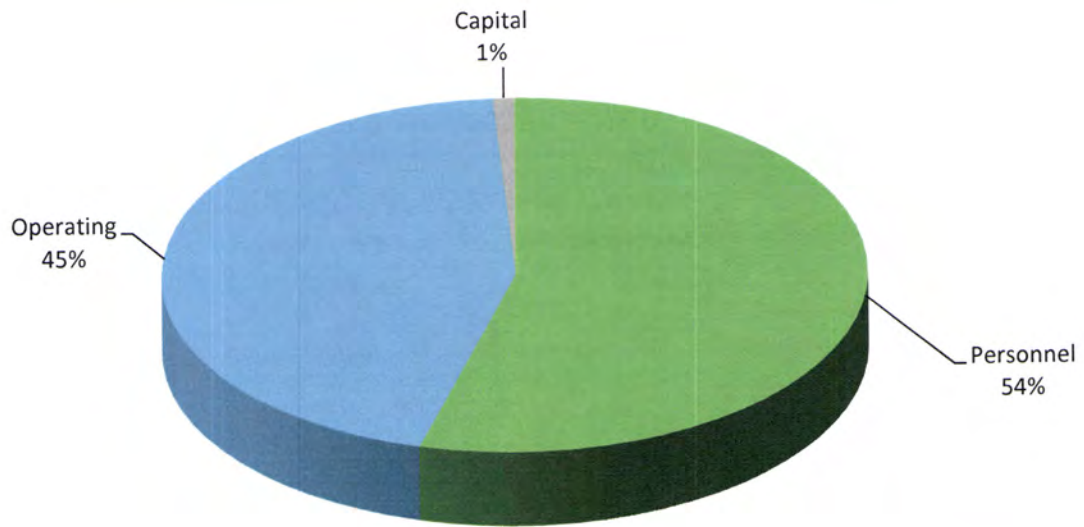
**General Fund Budget**



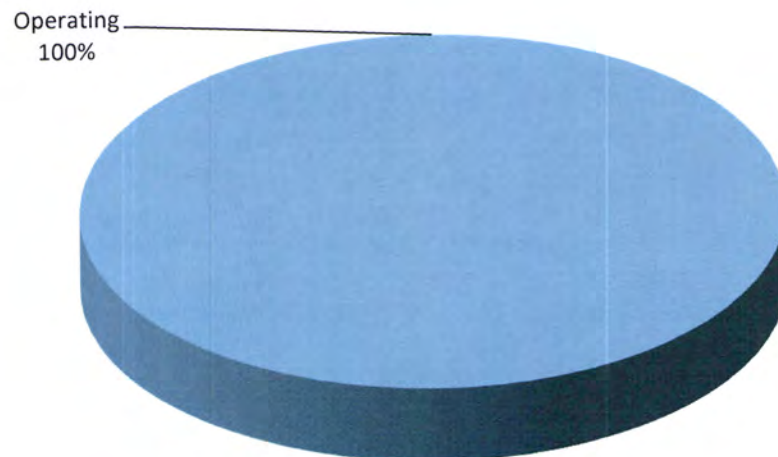
**Health and Welfare**

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
CULTURE AND RECREATION

Culture and Recreation function includes the Library Services Department.



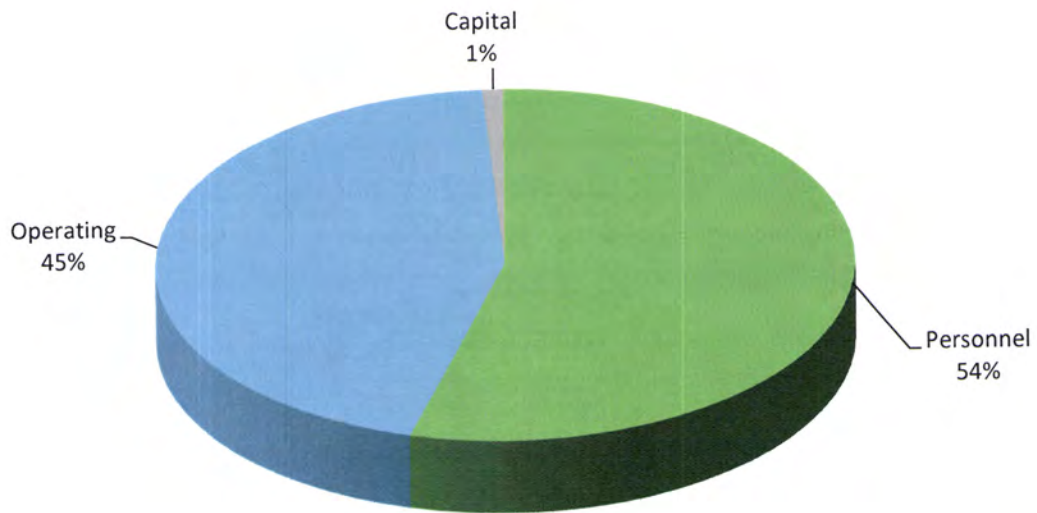
**General Fund Budget**



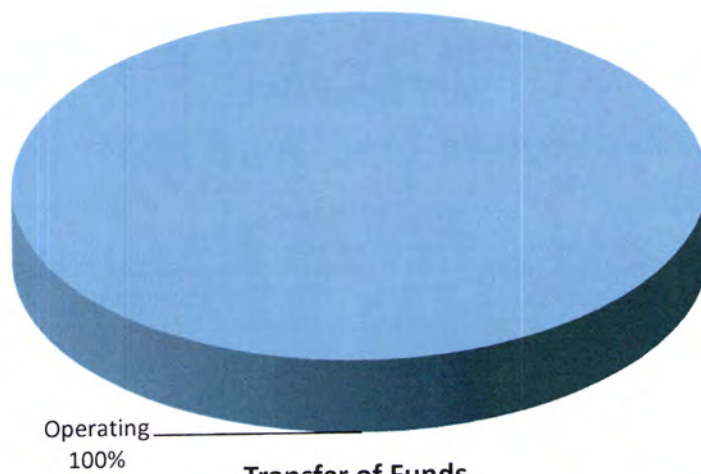
**Culture and Recreation**

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
TRANSFER OF FUNDS

This department is used to budget for the Interfund expenditure type transactions between the General Fund and other governmental-type funds.



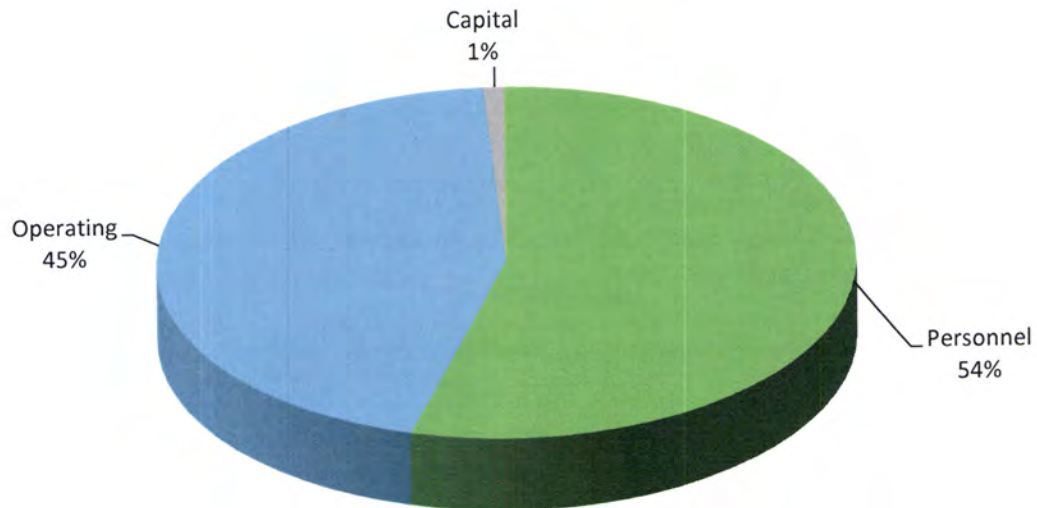
General Fund Budget



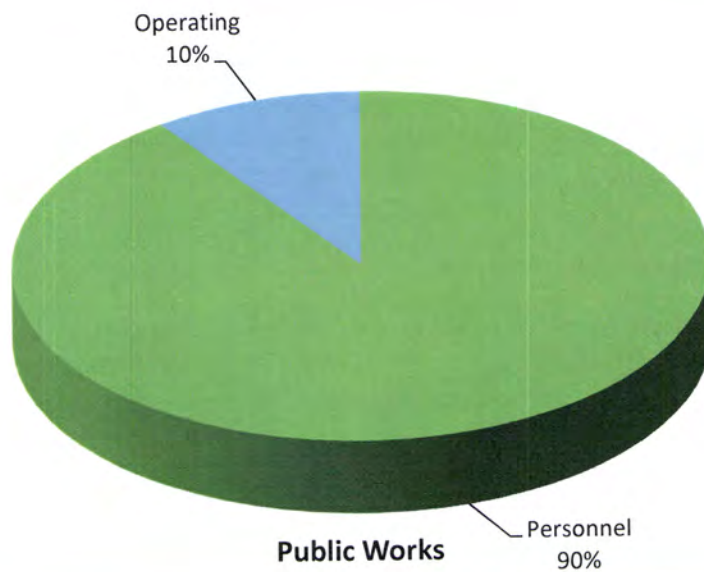
Transfer of Funds

LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
PUBLIC WORKS

The Public Works department assists in the maintenance of county roads in Lubbock County. The department plans and inspects construction of county roads and assists in the planning of new subdivisions, commercial developments, and infrastructure.



General Fund Budget

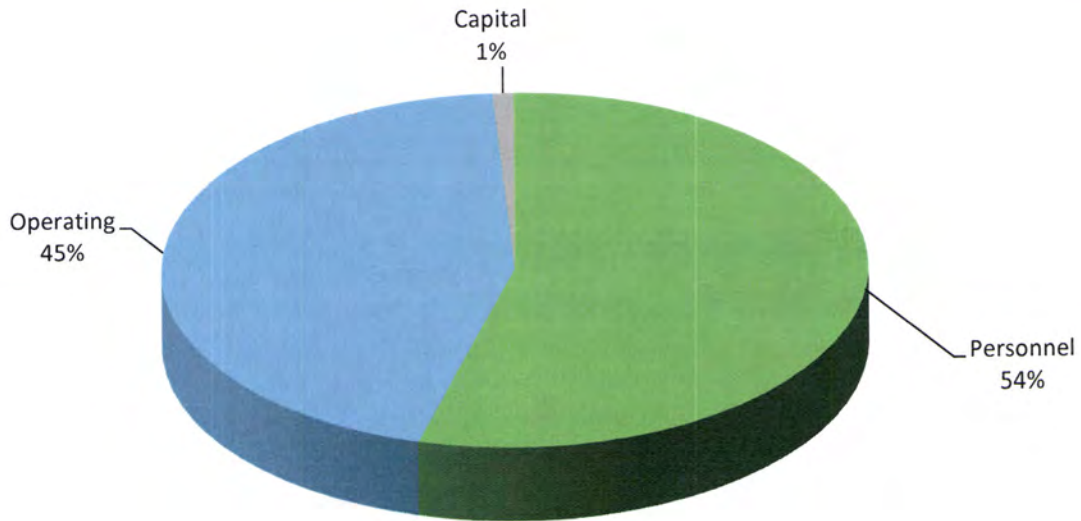


Public Works

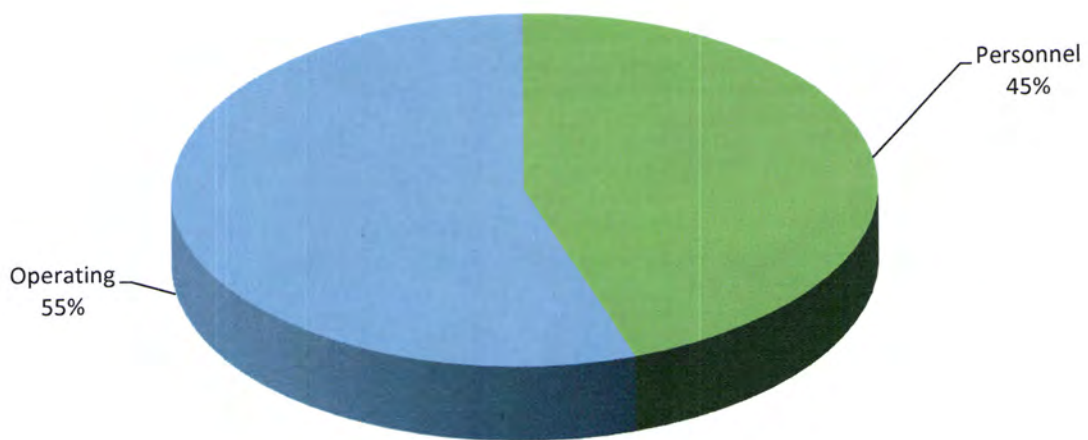


LUBBOCK COUNTY, TEXAS  
GENERAL FUND EXPENDITURE SUMMARY  
MISCELLANEOUS

The "Miscellaneous" function is comprised of the following departments: Elections, Community Supervision Corrections Department, and Texas AgriLIFE Extension.



**General Fund Budget**



**Miscellaneous**

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



General Fund  
Detail Appropriations by Department

The role of the Administrative Research Department is to support several Lubbock County Departments including the Commissioners' Court, County Judge's Office, Safety and Environmental Department, and Consolidated Road and Bridge. The office provides administrative and clerical support to these vital Lubbock County Departments.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ 136,642.97	\$ 138,556.00	\$ -	
Operating	\$ 4,403.54	\$ 4,000.00	\$ -	
Capital	\$ -	\$ -	\$ -	
Total Budget	\$ 141,046.51	\$ 142,556.00	\$ -	



#### Major Accomplishments in 2018:

- Incorporated more technology for Commissioners' Court and presentation purposes.
- Expanded retention procedures and training for paper and electronic documents.
- Began the process of reviewing back logged records from the Lubbock County Records Center for retention and historical purposes.

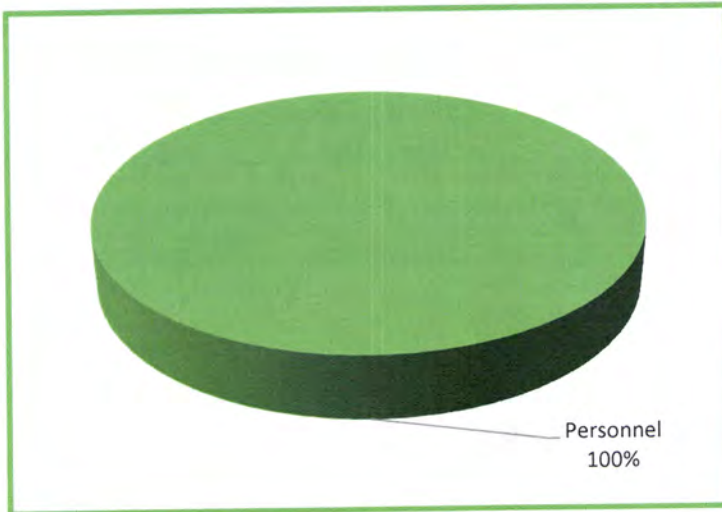
Staff by Classification	FY17	FY18	FY19
Administration	1	1	0
Clerical	1	1	0


Note: The Administrative Research Department was abolished and consolidated into Commissioners' Court, G/L 011-001.



The court is composed of a Chief Justice and three justices. The court has intermediate appellate jurisdiction of both civil and criminal cases appealed from lower courts in its 46 counties.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 20,571.33	\$ 23,498.00	\$ 23,498.00	
Operating	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 20,571.33</b>	<b>\$ 23,498.00</b>	<b>\$ 23,498.00</b>	



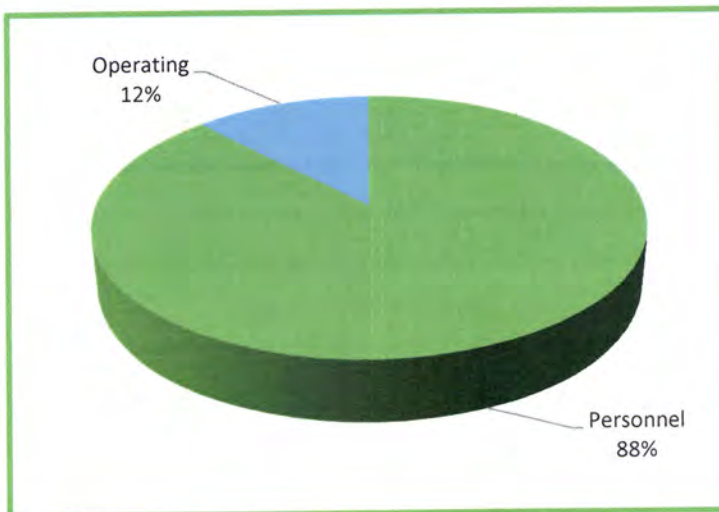
Court of Appeals Justices	
<b>Chief Justice Seventh Court of Appeals Place 1</b>	Brian P. Quinn
<b>Justice Seventh Court of Appeals Place 2</b>	Judy Parker
<b>Justice Seventh Court of Appeals Place 3</b>	Patrick A. Pirtle
<b>Justice Seventh Court of Appeals Place 4</b>	James T. Campbell
	

Staff by Classification	FY17	FY18	FY19
Elected Official	4	4	4



The County Auditor "shall see to the strict enforcement of the law governing county finances." The County Auditor is appointed by the State District Judges of Lubbock County for the term of two years. The Auditor's Office is charged with maintaining general accounting ledgers; preparing financial reports; performing internal audits; processing and auditing payroll, accounts payable, and grants; and assisting in the overall budget process.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
<b>Personnel</b>	\$ 1,003,912.61	\$ 1,163,862.00	\$ 1,163,862.00	
<b>Operating</b>	\$ 137,011.71	\$ 159,143.00	\$ 158,943.00	
<b>Capital</b>	\$ -	\$ -	\$ -	
<b>Total Budget</b>	\$ 1,140,924.32	\$ 1,323,005.00	\$ 1,322,805.00	



**Appointed Official**  
**County Auditor**  
Jacqueline Latham, CPA

The seal of the State of Texas, County of Lubbock, featuring a five-pointed star in the center, surrounded by a wreath, with the words "STATE OF TEXAS" and "COUNTY OF LUBBOCK" around the perimeter.

#### Major Accomplishments in 2018:

- Conducted records inventory of TCM documents to facilitate ease of record retrieval and retention.
- Received Government Finance Officers Association (GFOA) award for Distinguished Budget Presentation.
- Developed State and Federal Grants Manual.
- Created a pre-fieldwork section for an audit manual.
- Furthered efforts to incorporate a standardized audit program with guidance from the COSO framework and knowledge acquired during attendance of professional education for internal audit staff striving toward CIA designation.
- Investigated MKinsight software.
- Investigated Tyler Technologies ERP software (MUNIS).

#### Goals for 2019:

- Maintain Distinguished Budget Presentation awarded by Government Finance Officers Association.
- Work towards creating a standardized audit program guidebook to allow for a more thorough and concise process, which includes the COSO framework.
- Continue professional education for audit staff to secure Certified Internal Auditor designation.
- Review State and Federal Grants Manual annually for necessary changes.
- Create a Bond and Oath web page for elected officials and candidate-elect to access information on obtaining and renewing statutorily required bonds/oaths.

### Goals for 2019 continued:

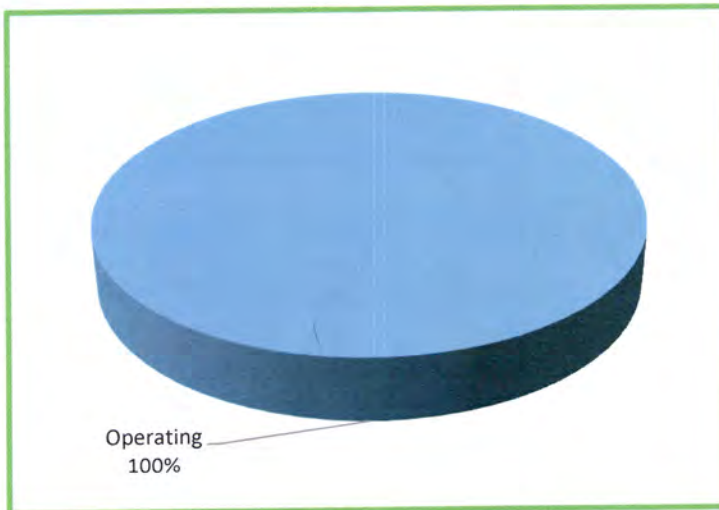
- Review fee offices' outstanding liabilities and recommend standards by which departments balance to.
- Compile and utilize workflow narratives and flowcharts of departments' processes and procedures to identify areas where stronger internal controls are warranted and identify impediments which could be streamlined through automation during the implementation of the integrated justice and information management system.
- Review workflow processes and data usage prior to the new software implementation to identify procedural modifications that will decrease processing errors, streamline the distribution of efforts and will encourage coordination of inter-departmental efforts while expanding data access and reporting capabilities.

Performance Measures	FY16	FY17	FY18
Accounts Payable Payments Issued	8,769	8,592	8,838
Credit Card Transactions Processed	8,177	8,229	9,180
Payroll EFT/Checks Issued	32,766	33,504	33,484
Grants Processed	64	72	78
Bank Reconciliations Completed	756	890	795
Cash Counts Performed	289	285	289
Budget Adjustments Processed	207	162	169
Quarterly Reviews Performed	87	92	76
Audits Performed	7	6	9
Staff by Classification	FY17	FY18	FY19
Appointed	1	1	1
Administrative	1	1	1
Professional	8	8	8
Clerical	4	4	4
Part-Time	1	1	1



Both the Constitution of the United States and the Texas Constitution guarantee the right to a trial by jury. Funds are available to pay for the necessary supplies and equipment for notifying, selecting, and compensating jurors for all Lubbock County Courts.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 293,138.90	\$ 314,251.00	\$ 312,900.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 293,138.90</b>	<b>\$ 314,251.00</b>	<b>\$ 312,900.00</b>	



**Elected Official**  
**District Clerk**  
Barbara Sucsy

#### Major Accomplishments in 2018:

- We continued to review and improve the online juror reporting system.
- We were able to provide sufficient number of jurors for each panel requested.
- We continued to update addresses on the juror listings by submitting the jury list through the National Change of Address system.
- We were able to utilize a part-time employee to assist with answering and returning phone calls to jurors, and to enter data based upon juror responses.

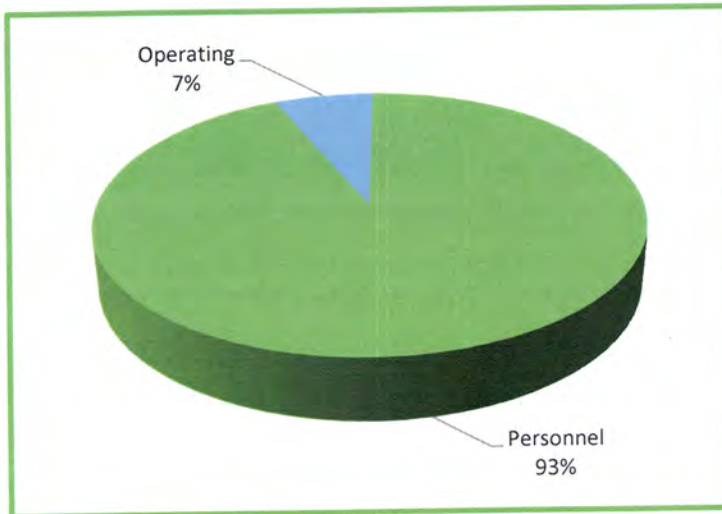
#### Goals for 2019:

- Continue to investigate ways to improve juror turnout percentages.
- Continue to work with the courts to provide sufficient number of jurors to fill requests for jury panels.
- Evaluate the on line reporting to determine its effectiveness and efficiency for the courts and citizens.
- Evaluate and continue to implement options for improving efficiency in the central jury office and utilize technology available or that could be developed or purchased.
- Work with KiCorp to remove glitches from programming that cause the system to crash during busy times or when deadlines are looming.



The Commissioners' Court purpose is to carry out the local laws, policies, and services as determined by County, State and Federal governments for the good of all citizens.

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 490,439.86	\$ 507,155.00	\$ 646,477.00
Operating	\$ 46,103.47	\$ 42,050.00	\$ 46,450.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 536,543.33</b>	<b>\$ 512,681.00</b>	<b>\$ 692,927.00</b>



Elected Officials	
<b>Commissioner - Precinct #1</b>	Bill McCay
<b>Commissioner - Precinct #2</b>	Mark Heinrich
<b>Commissioner - Precinct #3</b>	Gilbert Flores
<b>Commissioner - Precinct #4</b>	Patti Jones



#### Major Accomplishments in 2018:

- Evaluated and planned for efficient use of all County land and property.
- Continued the evaluation of technology to enhance County operations.
- Appointment of County Court at Law Judge.
- Office Administration graduation - Leadership Lubbock and selected for "Twenty under Forty" Award.
- Ribbon cutting - second phase/ Marsha Sharp Freeway.
- Continued coordination of High Noon Series through private funding.

#### Goals for 2019:

- Modernization of technology to boost all County operations.
- Downtown revitalization.
- Education and familiarization for new Precinct 2 and Precinct 4 Commissioners.
- Continue to upgrade and maintain life safety issues in all County buildings.

Performance Measures	FY16	FY17	FY18
Number of Courts Held	24	24	24
Number of Additional Meetings Held	11	11	11

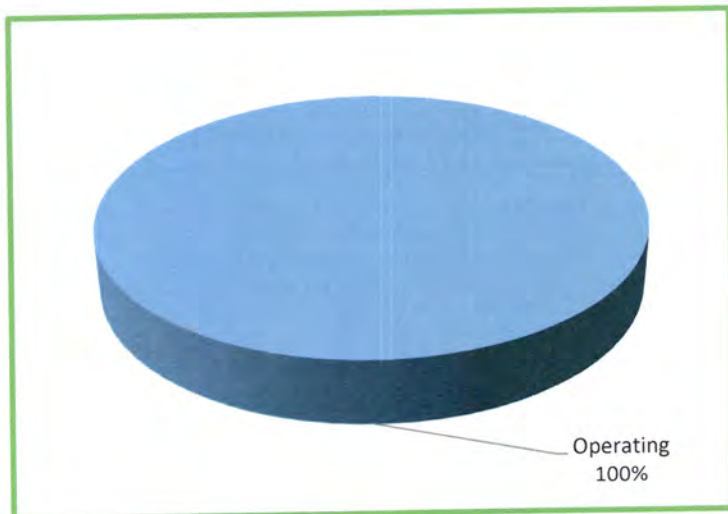
Staff by Classification	FY17	FY18	FY19
Elected Official	4	4	4
Administrative	0	0	1
Professional	1	1	1
Clerical	0	0	1

Note: The Administrative Research Department was abolished and consolidated into Commissioners' Court, G/L 011-001.



As outlined in the Government Code, Chapter 76.008 Lubbock County has certain financial responsibilities pertaining to support for the Community Supervision and Corrections Department. "The county served by a department shall provide physical facilities, equipment, and utilities for a department."

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 10,013.49	\$ 12,850.00	\$ 7,700.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 10,013.49</b>	<b>\$ 12,850.00</b>	<b>\$ 7,700.00</b>	



**Appointed Official**  
**Director**  
Steven Henderson

#### Major Accomplishments in 2018:

- Developed policies and procedures for department to authorize at least eight officers to carry firearms as Emergency Security Officers for the protection of the CSCD premises.
- Had a staff member certified as a Master Trainer for the Texas Risk Assessment System (TRAS) which enabled him not only to train staff members in the assessment, but also and to certify new trainers for TRAS.
- Created a new position for special monitoring technology in response to the demand from the courts for more offenders to be placed on electronic monitoring and GPS monitoring.

#### Goals for 2019:

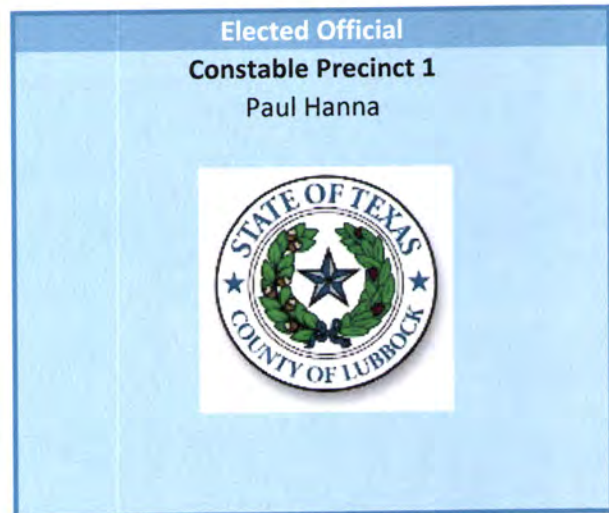
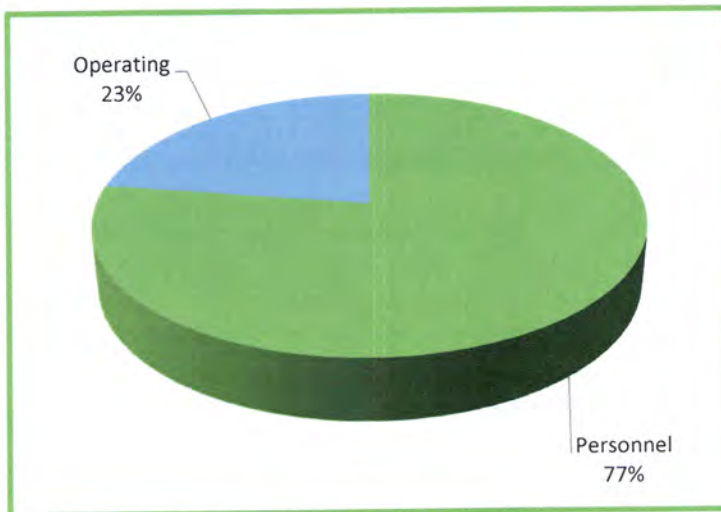
- The CSCD will attempt to establish a contract with a local provider for our urinalysis program for testing defendants for substance abuse in order to receive results in a more-timely manner.
- The CSCD will fulfill its Strategic Plan to the State of Texas and to Lubbock County by continuing to find alternatives to revocation for offenders who violate their probation but who do not commit a new offense, thereby saving the taxpayers the cost of unnecessary incarcerations.
- The CSCD will continue to serve as a regional leader in training community supervision officers, particularly for other CSCDs in West Texas who do not have the resources for training their staff.

Performance Measures	FY16	FY17	FY18
Average Supervised Monthly	3,517	3,444	3,279
Average Probationers Added Monthly	110	90	93
Average Revocations Monthly	37	36	35



As stated in Local Government Code Section 86.021, "A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer."

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ 68,950.87	\$ 71,167.00	\$ 71,168.00	
Operating	\$ 15,521.35	\$ 21,644.00	\$ 20,694.00	
Capital	\$ 50,396.00	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 134,868.22</b>	<b>\$ 92,811.00</b>	<b>\$ 91,862.00</b>	



#### Major Accomplishments in 2018:

- Service of civil process in a timely manner issued by the courts.
- Maintain proper schedule with the JP office to bailiff court and provide security during court proceedings.
- Assisting of other law enforcement agencies when extra officers are needed.
- Maintaining law enforcement within the precinct.
- Answering calls and complaints in the precinct.

#### Goals for 2019:

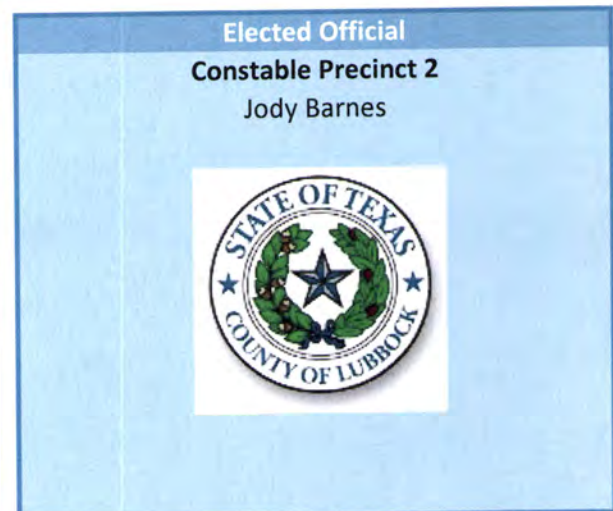
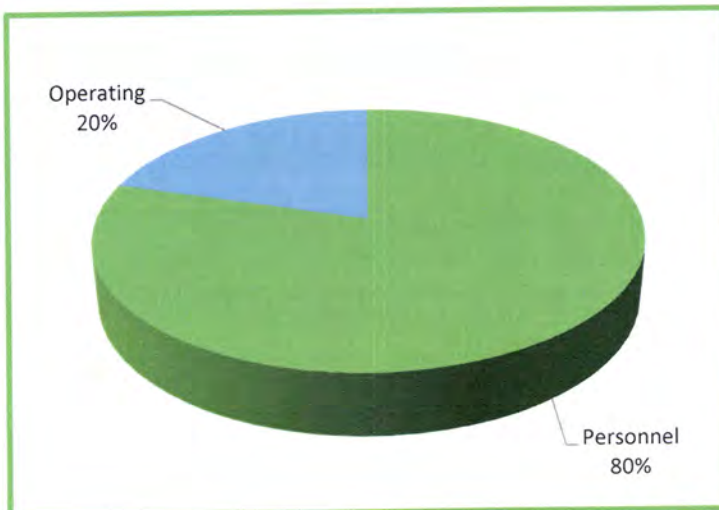
- Properly serve papers from respective courts within time lines associated with each JP, or out-of-county courts.
- Diligence in service of warrants issued out of the respective JP courts.
- Acquire deputy constables to better the Constable's Office in day to day operation.
- Maintain a monthly calendar in connection with the respective JP office's to ensure availability to handle all courts hearings scheduled by respective JP courts.
- Continue to assist the other constables and JP's when help is needed.
- Continue in assisting other Law Enforcement Agencies when extra officers are needed and maintaining law enforcement in Precinct I.
- Continue answering calls and complaints in the precinct.

Performance Measures	FY16	FY17	FY18
Civil's Processed	885	705	949
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1



As stated in Local Government Code Section 86.021, "A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer."

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 71,297.59	\$ 71,167.00	\$ 71,168.00
Operating	\$ 11,612.39	\$ 22,377.00	\$ 18,077.00
Capital	\$ -	\$ 55,000.00	\$ -
<b>Total Budget</b>	<b>\$ 82,909.98</b>	<b>\$ 148,544.00</b>	<b>\$ 89,245.00</b>



#### Major Accomplishments in 2018:

- Service of civil process in a timely manner issued by the courts.
- Maintain proper schedule with the JP office to bailiff court and provide security during court proceedings.
- Assisting of other law enforcement agencies when extra officers are needed.
- The process of modernizing my office to improve efficiency is going well and nearing completion.

#### Goals for 2019:

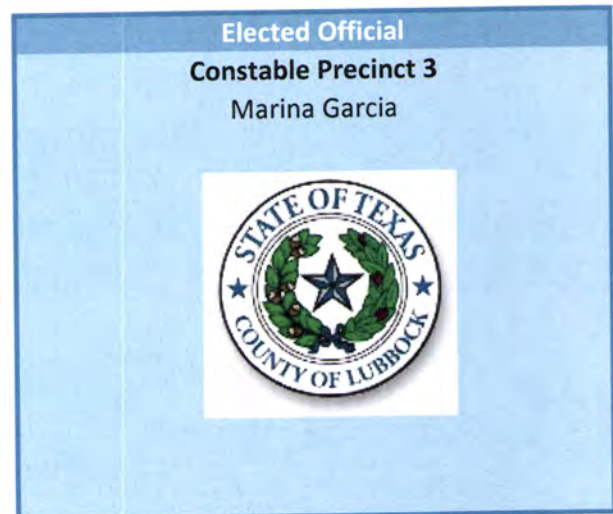
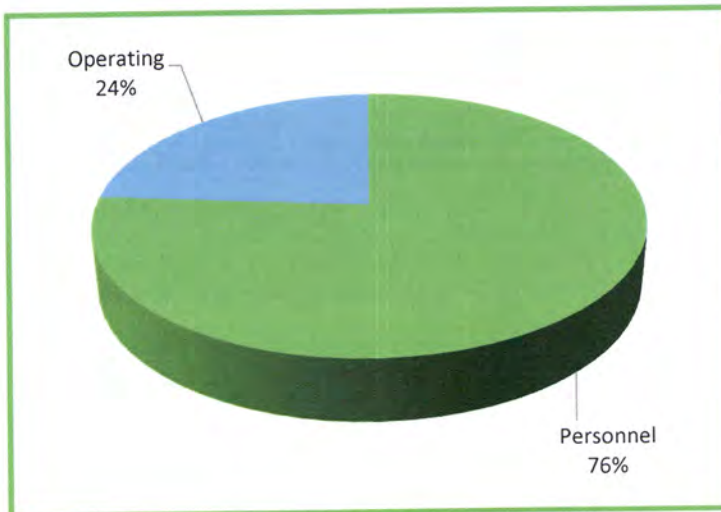
- Properly serve papers from respective courts within time lines associated with each JP, or out-of-county courts.
- Diligence in service of warrants issued out of the respective JP courts.
- Acquire reserve deputy constables to better the Constable's Office in day to day operation.
- Maintain a monthly calendar in connection with the respective JP office's to ensure availability to handle all court hearings scheduled by respective JP courts.
- Continue to assist the other constables and JP's when help is needed.
- Implementing new deputy position and getting everything in place to be able to better serve the court.

Performance Measures	FY16	FY17	FY18
Civil's Processed	1,159	955	1,021
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1



As stated in Local Government Code Section 86.021, "A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer."

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 68,407.04	\$ 71,167.00	\$ 71,168.00
Operating	\$ 8,821.57	\$ 21,324.00	\$ 22,100.00
Capital	\$ 27,315.00	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 104,543.61</b>	<b>\$ 92,491.00</b>	<b>\$ 93,268.00</b>



#### Major Accomplishments in 2018:

- Service of Civil Process in a timely manner issued by the courts.
- Maintain proper schedule with the JP office to bailiff court and provide security during court proceedings.
- Assisting of other law enforcement agencies when extra officers are needed.
- Maintain proper continuing education through TCOLE.
- Providing the public with a Spanish speaking officer.

#### Goals for 2019:

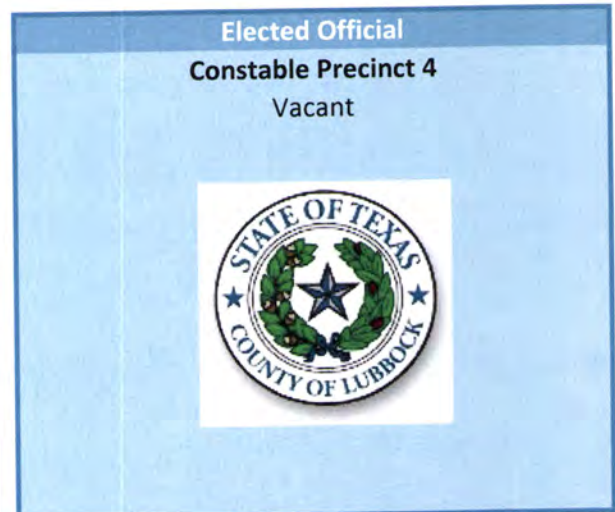
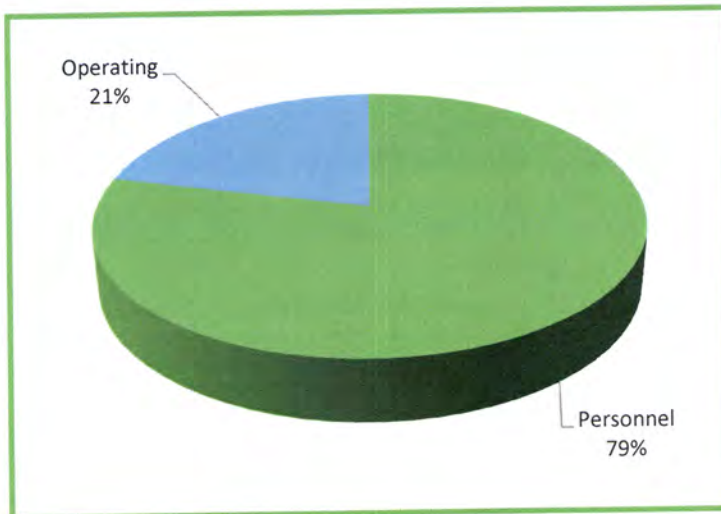
- Properly service papers from respective courts within time lines associated with each JP or out of county courts.
- Diligence in service of warrants issued out of the respective JP courts.
- Maintain a monthly calendar in connection with the respective JP office's to ensure availability to handle all court hearings scheduled by respective JP courts.
- Maintain proper training and continuing education through TCOLE.
- Continue to promote excellence and hard work for Lubbock County.
- Providing the public with a Spanish speaking officer.

Performance Measures	FY16	FY17	FY18
Civils Processed	1,897	2,110	N/A
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1



As stated in Local Government Code Section 86.021, "A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer."

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 68,958.24	\$ 71,167.00	\$ 71,168.00
Operating	\$ 20,135.51	\$ 20,767.00	\$ 18,995.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 89,093.75</b>	<b>\$ 91,934.00</b>	<b>\$ 90,163.00</b>



#### Major Accomplishments in 2018:

- Service of civil process in a timely manner issued by the courts.
- Maintain proper schedule with the JP office to bailiff court and provide security during court proceedings.
- Assisting of other law enforcement agencies when extra officers are needed.
- Maintaining law enforcement within the precinct.
- Answering calls and complaints in the precinct.

#### Goals for 2019:

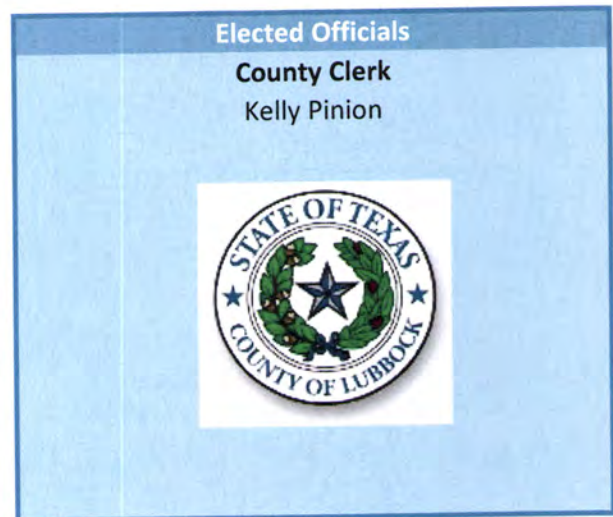
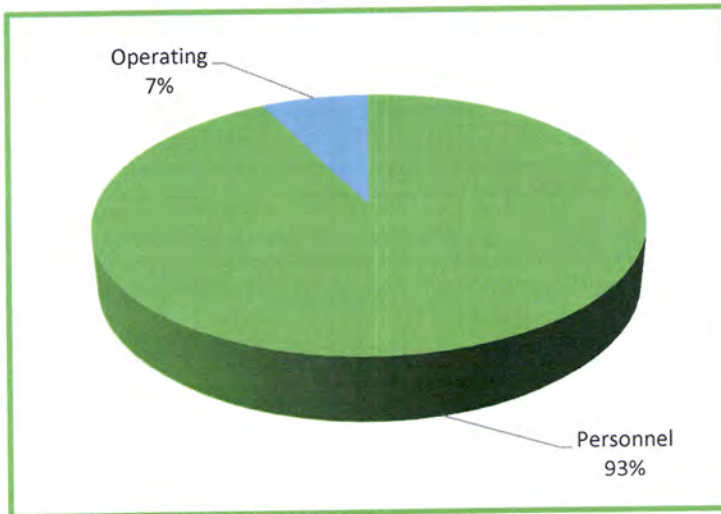
- Properly serve papers from respective courts within time lines associated with each JP or out-of-county courts.
- Diligence in service of warrants issued out of the respective JP courts.
- Acquire Deputy Constable's to better the Constable's Office in day to day operation.
- Maintain a monthly calendar in connection with the respective JP office's to ensure availability to handle all court hearings scheduled by respective JP courts.
- Continue to assist the other constables and JP's when help is needed.
- Continue in assisting other law enforcement agencies when extra officers are needed and maintaining law enforcement in Precinct 4.
- Continue answering calls and complaints in the precinct.

Performance Measures	FY16	FY17	FY18
Civils Processed	907	922	N/A
	FY17	FY18	FY19
Elected Official	1	1	1



The duties of the County Clerk are to record and keep the records of the County, the County Commissioners' Court and the three County Courts at Law. It is also the duty of the County Clerk to keep and record all Official Public Records and vital statistics, and to collect fines, fees, and court costs as ordered.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 1,078,461.77	\$ 1,319,773.00	\$ 1,319,773.00
Operating	\$ 20,765.82	\$ 39,580.00	\$ 104,305.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 1,099,227.59</b>	<b>\$ 1,359,353.00</b>	<b>\$ 1,424,078.00</b>



#### Major Accomplishments in 2018:

- Implemented e-filing in criminal courts.
- Improved credit card payment and copy order system on the county website.
- Progress towards full integration with Civil e-filing program.

#### Goals for 2019:

- Complete updates and utilize new commissioner court program.
- Update fees and procedures as needed to comply with new legislative session.
- Implement full integration with Civil e-filing program and current JMS system.

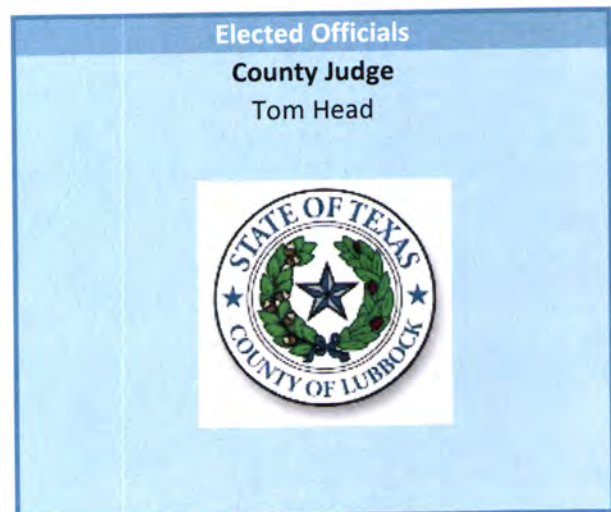
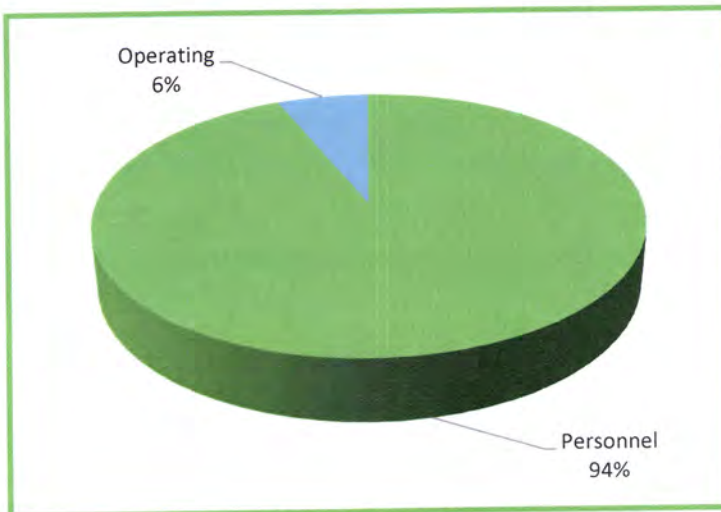
Performance Measures	FY16	FY17	FY18
Civil Cases Filed	940	895	917
Criminal Cases Filed	3,396	3,179	2,836
Guardianship Cases Filed	105	80	75
Mental Cases Filed	346	322	215
Formal Marriage License Filed	1,935	2,121	2,016
Informal Marriage License Filed	115	98	94
Probate Cases	820	809	937
OPR Documents Recorded	55,611	48,150	48,546

Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Administrative	1	1	1
Clerical	20	20	20



As outlined in the Texas Constitution Article V, Section 15, the County Judge is the chief executive officer of the County. The County Judge and the four County Commissioners comprise the Commissioners' Court. The County Judge presides at all meetings of the Commissioners' Court.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ 273,453.08	\$ 178,758.00	\$ 178,759.00	
Operating	\$ 9,812.67	\$ 9,070.00	\$ 11,770.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 283,265.75</b>	<b>\$ 187,828.00</b>	<b>\$ 190,529.00</b>	



#### Major Accomplishments in 2018:

- Continued improvement of transparency of the County website with information on Probates, Guardianships, and Mental Health.
- Training of its employees as efficiently and economically when new legislation is introduced, amended or mandated.
- Implementation of technology into its operations as it becomes feasible and applicable such as expanding court services via an e-government environment.
- Instrumental in emergency preparedness and continue to support and help coordinate preparation plans for Lubbock County Citizens.

#### Goals for 2019:

- Continue improving the Guardianship procedures and caseload with the Court.
- Protect individual rights and provide justice to all citizens, particularly the mentally ill, incapacitated persons and the heirs/devisees of deceased persons.
- Continue efficiency to oversee the administration of estates of decedents or incapacitated persons.
- Improve the working relationship between the County Clerk's office to improve efficiency with regards to the case load of the County Judge.

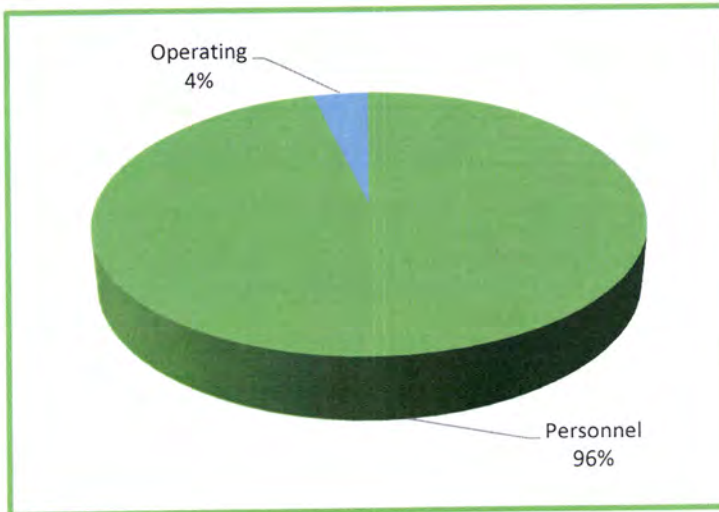
Performance Measures	FY16	FY17	FY18
Probate Cases Filed	820	806	846
Mental Health Cases Filed	276	325	208
Guardianship Cases Filed	105	80	65
Hearings Filed	703	492	911
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Clerical	2	0	0



The Courts are made up of six District Courts and three County Courts at Law. Each of the District Courts in the County has jurisdiction over criminal and civil cases. The Court sets hearings for pleas, arraignments, summary judgments, default judgments, pre-trial hearings and motions. County Courts at Law hear misdemeanor criminal cases, civil matters with limited jurisdiction, probate, condemnation and family law matters.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 3,668,814.23	\$ 3,928,137.00	\$ 3,993,039.00
<b>Operating</b>	\$ 107,022.15	\$ 155,120.00	\$ 155,120.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 3,775,836.38	\$ 4,083,257.00	\$ 4,148,159.00



**District Judges**

**72ND District** - Ruben Reyes  
**99TH District** - William Sowder  
**137TH District** - John McClendon III  
**140TH District** - Jim Bob Darnell  
**237TH District** - Leslie Hatch  
**364TH District** - William R. Eichman II

**County Court at Law Judges**

**Court at Law #1** - Mark Hocker  
**Court at Law #2** - Drue Farmer  
**Court at Law #3** - Phillip Hays

**Major Accomplishments in 2018:**

- The Courts, in conjunction with the County Judge's office, have continued cleaning up the guardianship caseload. Thus far, 900 cases have been removed from the caseload.
- Court Administration, along with its justice partners, completed the revision to the contract for the Managed Assigned Counsel program.

**Goals for 2019:**

- Court Administration would like to continue expanding and enhancing courtroom technology.
- Court Administration would like to see the county help advance case management systems to improve justice system efficiencies.

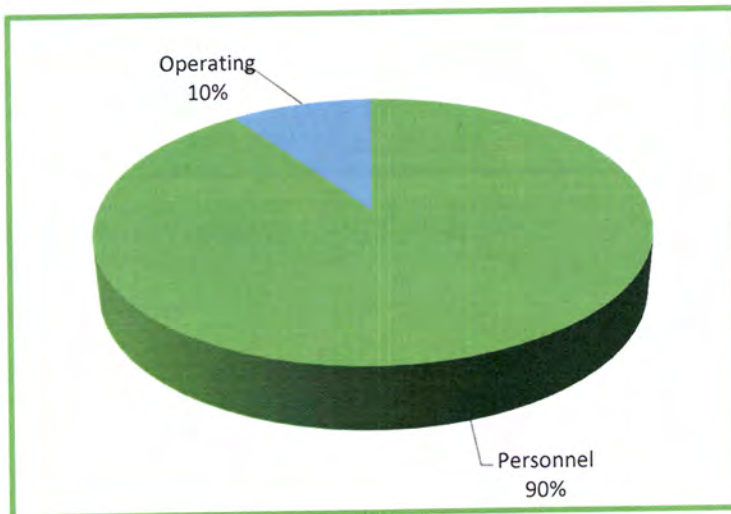
<b>Performance Measures</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
<b>Criminal Cases Disposed</b>	9,631	7,564	7,055
<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Elected Official</b>	9	9	9
<b>Appointed</b>	24	24	24
<b>Administrative</b>	1	1	1
<b>Professional</b>	1	1	2
<b>Clerical</b>	6	6	7
<b>Part-Time</b>	1	1	1



The County Jail is responsible for housing and managing offenders and is under the direct supervision of the Sheriff. Jail administration focuses on facilitating the operation and interaction of all sections, shifts and activities of the detention facility. The major jail function is to protect the public by securely and safely isolating from the community those convicted/accused of crimes.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 21,752,560.65	\$ 22,159,290.00	\$ 22,212,959.00
<b>Operating</b>	\$ 2,118,449.79	\$ 2,459,101.00	\$ 2,346,851.00
<b>Capital</b>	\$ 46,381.20	\$ 35,250.00	\$ -
<b>Total Budget</b>	\$ 23,917,391.64	\$ 24,653,641.00	\$ 24,559,810.00



**Elected Official**

**Sheriff**

Kelly Rowe



**Major Accomplishments in 2018:**

- Information not submitted by department.

**Goals for 2019:**

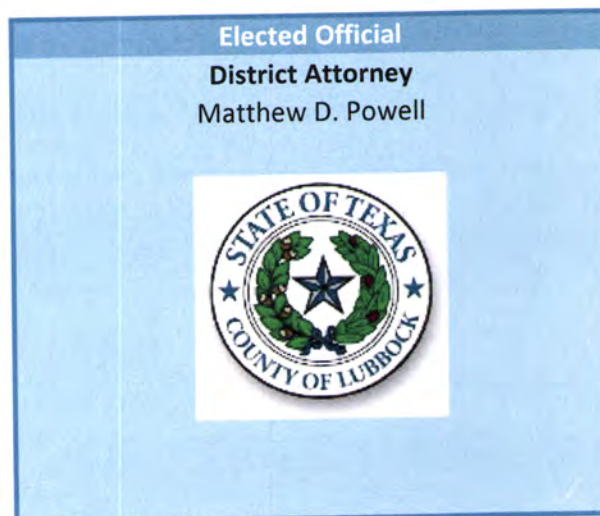
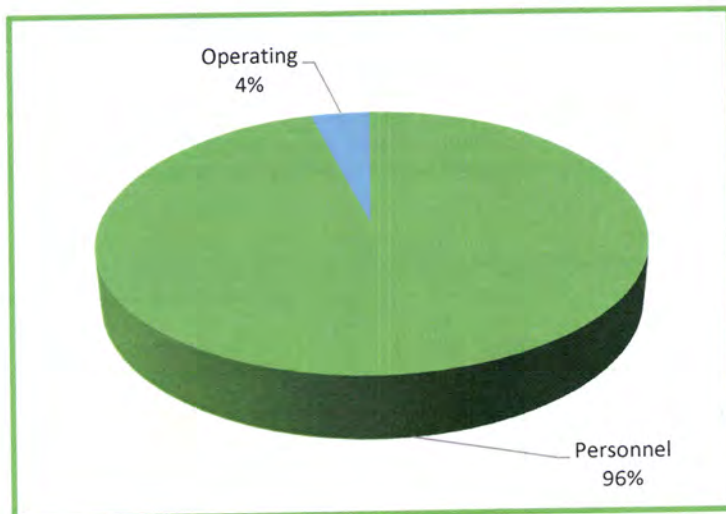
- Information not submitted by department.

Performance Measures	FY16	FY17	FY18
Average Daily Jail Population	1,123	1,149	1,244
Average Daily Number of Fed. Inmates	55	36	56
Staff by Classification	FY17	FY18	FY19
Administrative	3	3	3
Public Safety	286	286	287
Clerical	61	61	61



The Criminal District Attorney's Office functions to prosecute all criminal offenses presented to the office by law enforcement. The Criminal District Attorney's Office is also responsible for representing Lubbock County in all legal proceedings.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 6,056,097.82	\$ 6,671,739.00	\$ 6,789,513.00
Operating	\$ 74,838.59	\$ 134,340.00	\$ 285,789.00
Capital	\$ -	\$ 97,579.00	\$ -
<b>Total Budget</b>	<b>\$ 6,130,936.41</b>	<b>\$ 6,903,658.00</b>	<b>\$ 7,075,302.00</b>



#### Major Accomplishments in 2018:

- Changed and consolidated workflow of intake division for more efficient process of adding cases to JMS.

#### Goals for 2019:

- Acquire the ability to report single charges on multiple count indictments to DPS.
- Merge Juvenile system with JMS7 and have all documents point to a single location to eliminate double entries.
- Save server space by having all data and media files point to multiple defendants.

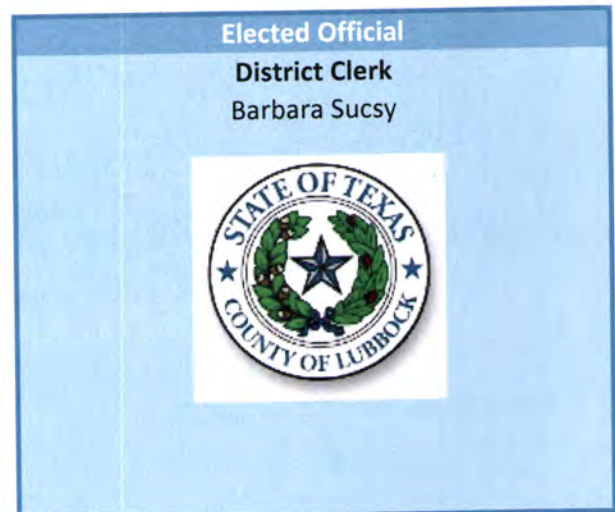
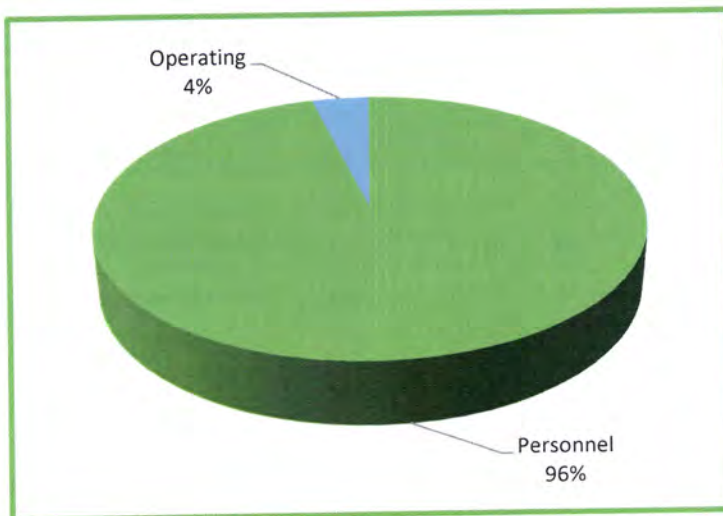
Performance Measures	FY16	FY17	FY18
Cases Received	14,058	13,749	14,261
Felony Cases Under Indictment	3,105	2,671	1,840
Misdemeanor Cases Under Indictment	3,404	3,179	2,073
Cases Filed	6,702	6,213	5,608
Felony Cases Closed	5,407	4,161	N/A
Misdemeanor Cases Closed	5,185	4,381	N/A
Total Jury Trials	24	39	37

Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Appointed	2	2	2
Administrative	1	1	1
Professional	32	33	34
Public Safety	15	15	15
Clerical	20	20	21
Part Time	3	3	3



As provided by Government Code Section 51.303 the District Clerk has "custody of and shall carefully maintain and arrange the records relating to or lawfully deposited in the clerk's office." The Lubbock County District Clerk is the custodian of records for civil, criminal, family law and adoption cases heard in the six District Courts of Lubbock County, as well as family law matters heard in the three County Courts at Law.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ 1,601,828.71	\$ 1,695,643.00	\$ 1,695,643.00	
Operating	\$ 50,432.11	\$ 87,915.00	\$ 67,943.00	
Capital	\$ -	\$ 12,000.00	\$ -	
Total Budget	\$ 1,652,260.82	\$ 1,795,558.00	\$ 1,763,586.00	



#### Major Accomplishments in 2018:

- Continued collections of court costs and fines through the Texas Department of Criminal Justice, including the revision of automated bill of costs, approval of orders through the Lubbock County Board of Judges, use of orders at time of disposition of criminal cases with sentencing to confinement at TDCJ, and mailing of copies of orders to the inmates.
- Continued to accept exhibits on a date-forward basis (April 2013) from court reporters, and accepted exhibits that were tendered prior to April 2013 from two retiring court reporters.
- Revised programming for efilings each time JCIT met in Austin, and updated our systems to coordinate with rule changes.
- Continue to improve the online reporting for jury duty as comments or suggestions are received from jurors and the courts.
- Continued working toward full disposition of funds to the Comptroller's Office for all funds held and unclaimed (referred to as escheating), including clearing many criminal cash bonds posted over the last 30 years.
- Continued to clear and correct conviction reporting to the Texas Department of Public Safety to improve percentage rates for accurate and timely reporting.

#### Goals for 2019:

- Complete full integration for criminal efilings.
- Improve mandatory efilings policies and procedures within the office and with the vendor.

**Goals for 2019 continued:**

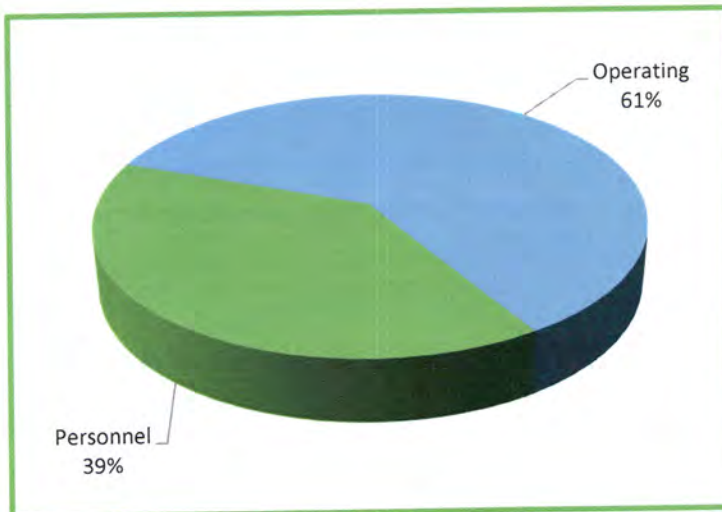
- Complete record retention plan for magistrate clerk records and destroy records as allowed by applicable State Library guidelines.
- Continue collection of fines and court costs from inmates convicted in Lubbock County and sentenced to the Texas Department of Criminal Justice.
- Assist Court Reporters with the destruction of exhibits, notes and tapes as allowed by law and within the guidelines of the State Library.
- Continue to escheat funds, with an emphasis on clearing older civil cases, on a regular basis to reduce the outstanding liability of assets on deposit with the District Clerk's Office.
- Improve employee retention and address any in-house problems that may be causing retention percentages to increase.
- Retain a vendor to go through all images to redact sensitive data such as SSN, DL numbers, etc.

Performance Measures	FY16	FY17	FY18
Civil Law Cases Filed	1,807	1,699	1,762
Family Law Cases Filed	2,830	2,618	2,657
Tax Law Cases Filed	128	124	130
Child Support Garnishments Filed	521	455	392
Juvenile Cases	331	252	240
Passports	1,081	1,086	1,312
Jury Summons	62,388	57,695	58,885
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Administrative	1	1	1
Clerical	28	28	28



It is the responsibility of the Elections Office to register citizens to vote and to conduct elections for all entities in the County of Lubbock. The Elections Department furnishes maps, labels and lists of registered voters to the candidates and to elected officials.

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 627,830.41	\$ 782,298.00	\$ 782,268.00
Operating	\$ 694,618.55	\$ 1,417,342.00	\$ 1,204,292.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 1,322,448.96</b>	<b>\$ 2,199,640.00</b>	<b>\$ 1,986,560.00</b>



**Department Head**  
**Elections Administrator**  
Dorothy Kennedy

The seal of the State of Texas, County of Lubbock, featuring a five-pointed star in the center, surrounded by a wreath, with the words 'STATE OF TEXAS' and 'COUNTY OF LUBBOCK' around the perimeter.

#### Major Accomplishments in 2018:

- Successfully conducted Constitutional Amendment Election in 2017, successfully conducted March 2018 Joint Party Primaries, May City/School Elections, and May Joint Party Primary Runoff Elections.
- Successfully conducted several area Junior High and High School Class Officer and Cheerleading elections.
- Conducted numerous Career Day demonstrations and public outreach demonstrations with the new election equipment.
- Maintained a balanced budget.

#### Goals for 2019:

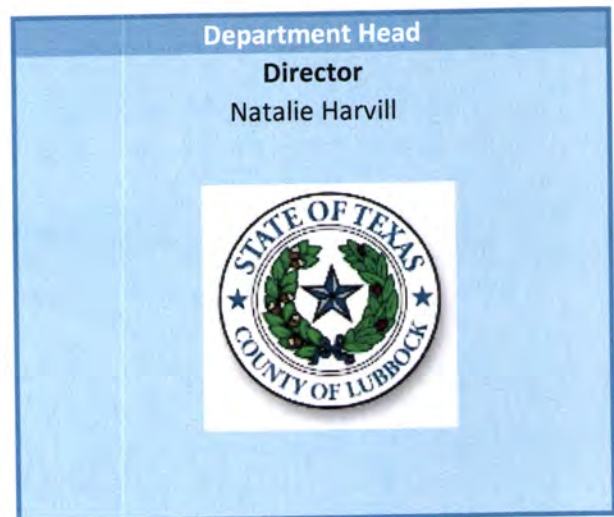
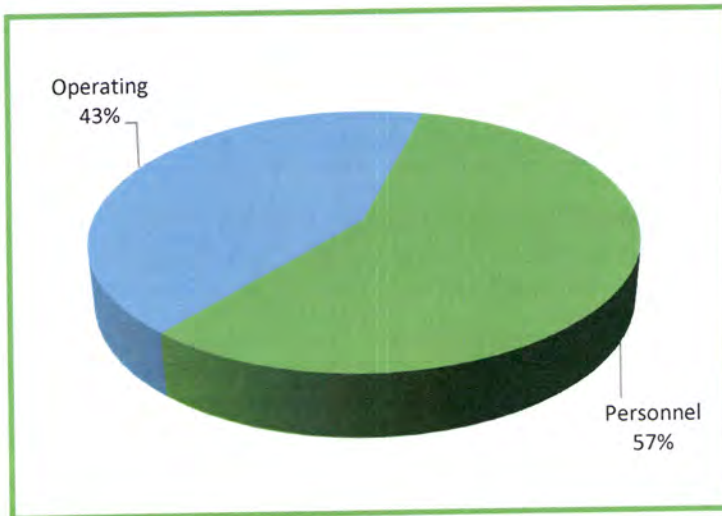
- Conduct transparent and equitable elections for those entities that contract with Lubbock County.
- Conduct a successful November Gubernatorial Election and a Mock Election for testing the new ballot paper size for the upcoming elections and Ballot by Mail.
- Successfully implement new legislation that is passed during the 2019 legislative session and any decisions from the Federal Courts that are currently in judicial review.
- Assist the TAEA Legislative Committee during the 2019 Legislative year on all Election related bills.
- Work with County entities with redistricting issues and the County Commissioners to implement these. Several annexations have been implemented within the county by various entities that will affect county voting precincts.
- Continue cross-training staff so that all are able to answer questions (or at least know where to seek the answers) and be able to fill-in when someone is absent from work.

Performance Measures	FY16	FY17	FY18
Total Mail Handled	105,517	40,006	86,945
Total Mail Ballot Requests	9,170	7,481	7,034
Election Workers Trained	175	490	334
Staff by Classification	FY17	FY18	FY19
Appointed	1	1	1
Administrative	1	1	1
Professional	1	1	1
Trades and Technical	2	2	2
Clerical	4	4	4



The Maintenance Department is responsible for maintaining seventy-nine facilities covering over 1,480,820 square feet of floor space. The department's goal is to maintain these facilities in a "responsive, pro-active, cost effective, and service oriented manner."

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 3,826,474.13	\$ 4,077,656.00	\$ 4,070,151.00
Operating	\$ 2,473,348.72	\$ 3,076,869.00	\$ 3,048,175.00
Capital	\$ 80,313.68	\$ 46,000.00	\$ -
<b>Total Budget</b>	<b>\$ 6,380,136.53</b>	<b>\$ 7,200,525.00</b>	<b>\$ 7,118,326.00</b>



#### Major Accomplishments in 2018:

- Started renovation of Second Floor at 916 Main.
- In-house remodel of the 10th Floor at 916 Main to accommodate the relocation of Human Resources.
- Completed the upgrade of Bosch Video Management System for Court Holding Cells at the Law Enforcement Center.
- In-house remodel of one complete Pod at the Lubbock County Detention Center.
- Completion of the in-house installation of a new fire-protection system for the Lubbock County Courthouse.
- Started the replacement of the intercom system at Lubbock County Detention Center.
- Started the boiler replacement project for the downtown Central Plant.
- Completed the elevator upgrade for the Lubbock County Courthouse.

#### Goals for 2019:

- Complete renovation of Second Floor at 916 Main.
- Progress the County from a work order and preventative maintenance system that is static to a cloud-based operations management software that will help track assets, improve workflow and make data-driven decisions for capital forecasting.
- Complete the new intercom installation for the Detention Center.
- Complete boiler replacement project for downtown central plant.
- Roof replacement for Jury Pool/Elections building.

**Goals for 2019 continued:**

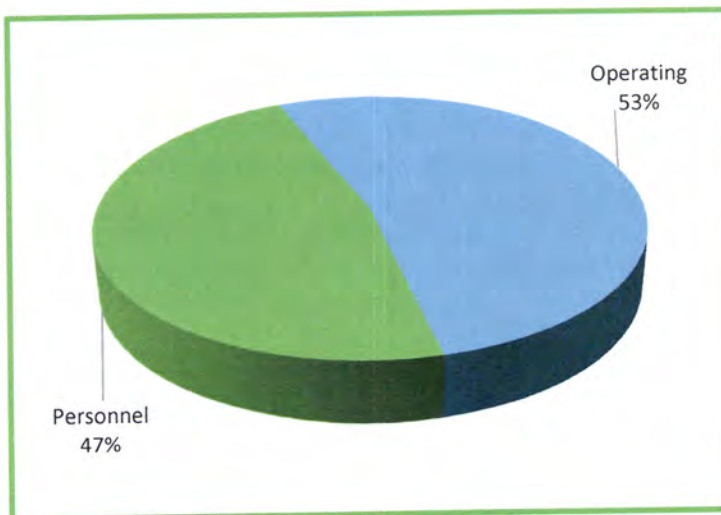
- Upgrade existing video and camera system from an analog system to a digital system at the Detention Center including a server upgrade.
- The Sally Port doors at the Detention Center are in constant use 24/7/365. The high usage has created the need of excessive repair and maintenance. Replacement doors will be the quick rollup type that are also safer than the bi-fold we currently have.
- Remodel of one complete pod and the shower & toilet areas of three pods at the Lubbock County Detention Center.
- Classroom & restroom remodel at the Sheriff's Shooting Range.

Performance Measures	FY16	FY17	FY18
Work Orders Completed	15,781	15,963	33,356
Oversaw Permanent Improvements	\$ 7,030,000.00	\$ 7,435,000.00	\$ 3,616,000.00
Staff by Classification	FY17	FY18	FY19
Administrative	2	2	2
Trades and Technical	63	63	63
Clerical	3	3	3
Part-Time	3	3	3



Lubbock County General Assistance is a public, tax-supported family agency established primarily to meet, on a temporary basis, the financial needs of the indigent families who are residents of Lubbock County. The Agency's amounts of assistance are set by the County Commissioners' Court which is solely responsible for all policies, requirements and changes. An advisory board assists the agency in recommending implementation of policies. The board is composed of seven Lubbock citizens appointed by the County Commissioners' Court.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 221,476.50	\$ 261,402.00	\$ 261,402.00
Operating	\$ 240,660.70	\$ 289,760.00	\$ 289,580.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 462,137.20</b>	<b>\$ 551,162.00</b>	<b>\$ 550,982.00</b>



**Department Head**

**Director**

Diana Gurule-Copado

#### Major Accomplishments in 2018:

- County Cremation Requests - started working directly with someone in the Sheriff's department to notify them when a former inmate has expired so that they can enter that information into their system for records purposes.

#### Goals for 2019:

- Continue providing a safe and secure environment for our staff and the public who visit our office.
- Continue providing the public with precise and helpful information/direction to other County departments.
- Complete the year without any accident reports or injuries.

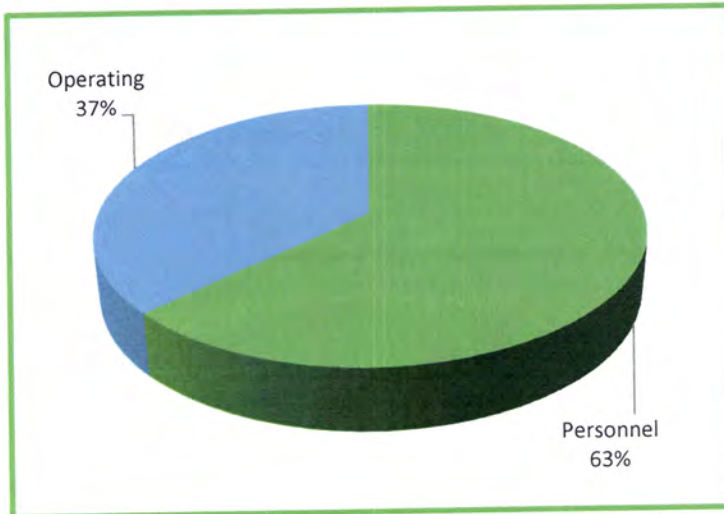
Performance Measures	FY16	FY17	FY18
Residents Assisted	1,404	1,652	1,447
Pauper Funerals	95	123	97
Staff by Classification	FY17	FY18	FY19
Administrative	1	1	1
Professional	2	2	2
Part-Time	1	1	1



The Human Resource Department is responsible for conducting the business of the County in the areas of personnel management, civil service and employee relations, risk management, human resource development and training, classification, compensation, benefits and employee assistance programs.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 451,197.20	\$ 477,972.00	\$ 431,511.00
<b>Operating</b>	\$ 220,587.79	\$ 251,300.00	\$ 251,300.00
<b>Capital</b>	\$ -	\$ 32,000.00	\$ -
<b>Total Budget</b>	\$ 671,784.99	\$ 761,272.00	\$ 682,811.00



**Department Head**  
**Director**  
Greg George

The seal of the State of Texas, County of Lubbock, featuring a five-pointed star in the center, surrounded by a wreath, with the words "STATE OF TEXAS" and "COUNTY OF LUBBOCK" around the perimeter.

**Major Accomplishments in 2018:**

- Implementation and conversion to NEOGOV online application system.
- Created Wellness Wednesday's with Wellness Today that includes bi-monthly on-site individual sessions for employees.
- Lubbock County designated as Texas Family-Friendly work place by Texas Department of State Health Services.

**Goals for 2019:**

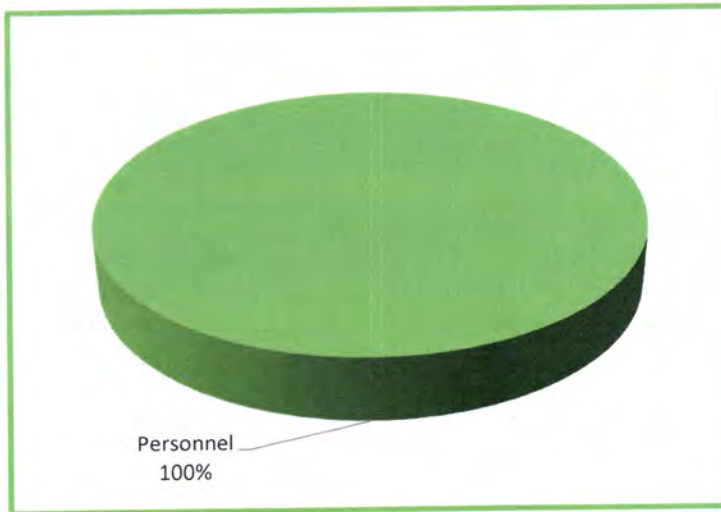
- Re-locate to 10th floor and furnish HR Training Center.
- Create Worker's Compensation Network.
- Obtain an HR Generalist position and staff it.

Performance Measures	FY16	FY17	FY18
Applications Accepted	6,787	7,116	5,959
New Hires Processed	256	231	256
Separations Processed	221	240	192
Staff by Classification	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Administrative	1	1	1
Professional	2	2	3
Clerical	1	1	1
Trades and Technical	1	1	0



The Lubbock County Information Technology Department provides computer services, installation, configuration, implementation, support and training for both hardware and software used throughout Lubbock County Departments. Information Technology supports third party software and customized application software.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 1,120,308.41	\$ 1,153,392.00	\$ 98,574.00	
Operating	\$ 3,302,838.14	\$ 4,105,018.00	\$ -	
Capital	\$ 1,873,424.77	\$ 950,042.00	\$ -	
<b>Total Budget</b>	<b>\$ 6,296,571.32</b>	<b>\$ 6,208,452.00</b>	<b>\$ 98,574.00</b>	



**Department Head**  
**Director**  
Mark Johnston

#### Major Accomplishments in 2018:

- Installed complete network infrastructure including wireless connectivity at the remodeled Law Enforcement Center including migration of Dispatch, Emergency Operations Center, and various other SO offices.
- Installed complete network infrastructure including wireless connectivity at the 6th Texas Anti-Gang multi-agency task force location.
- Completed phase 1 of upgrade and migration of Email to a cloud hosted solution (Office365).
- Implemented MGig switches in Courthouse, 916 Main, and LCDC locations to improve wireless connectivity and throughput.
- Complete overhaul and improved cable management of all wiring closets in the Courthouse, 916 Main, and LCDC locations.
- Started migration to clustered server environment for disaster recovery and improved uptime for the county network.
- Upgraded entire VMWare environment from mixed version environment to version 6.5.

#### Goals for 2019:

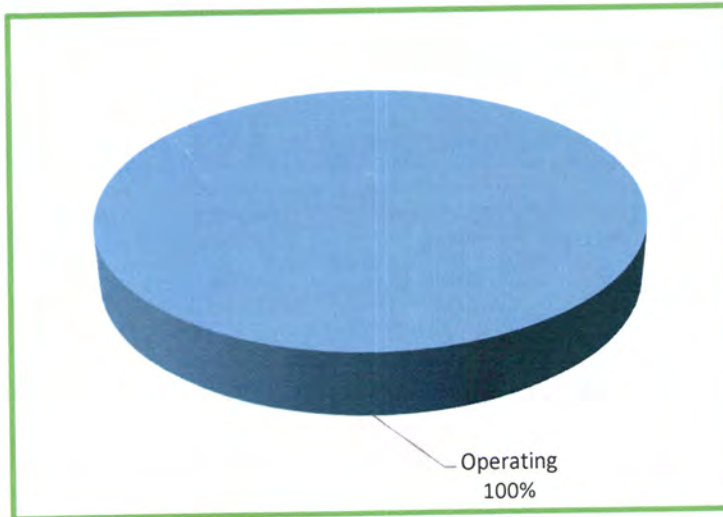
- N/A

Performance Measures	FY16	FY17	FY18
Work Orders Completed	7,289	7,505	5,995
Staff by Classification	FY17	FY18	FY19
Trades and Technical	13	13	1
Clerical	2	2	1

Note: The Technology & Information Systems department G/L 011-005 was created in FY 2019 with related appropriations recorded in that department.

This department provides for transport of prisoners, transporting juveniles if designated and transporting mental patients to the state hospital, if required.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 53,662.73	\$ 122,800.00	\$ 114,800.00	
Capital	\$ 29,685.00	\$ 30,000.00	\$ -	
<b>Total Budget</b>	<b>\$ 83,347.73</b>	<b>\$ 152,800.00</b>	<b>\$ 114,800.00</b>	

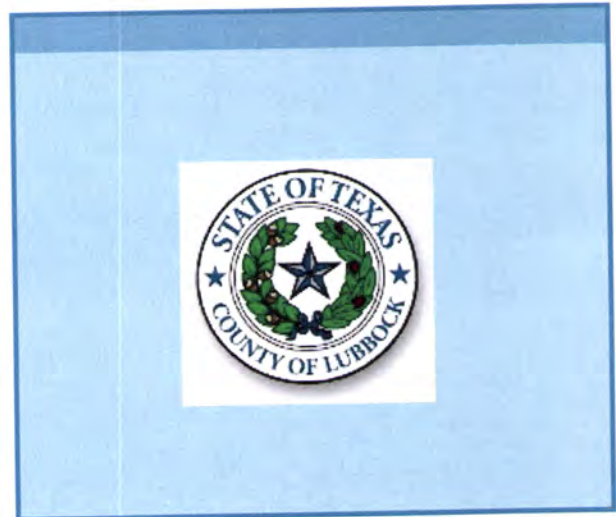
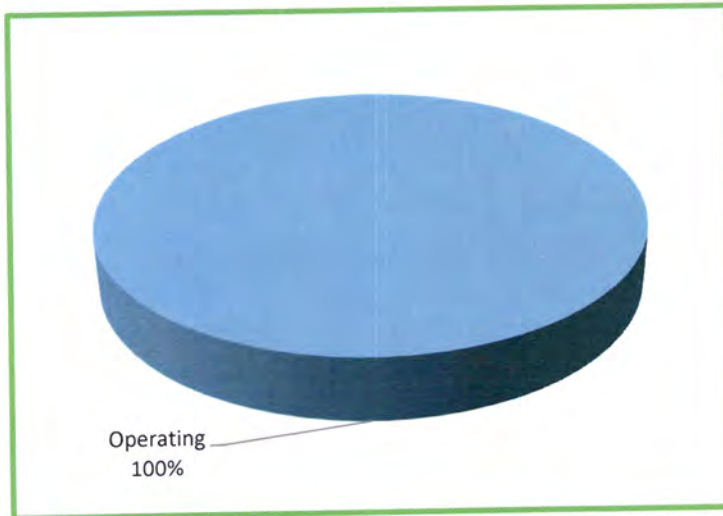


**Elected Official**  
**Sheriff**  
Kelly Rowe



To provide counsel for an accused who cannot afford or is unable to retain private counsel without substantial hardship. The department also provides interpreters, court reporters, expert witnesses and other judicial related expenses as required by law.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 6,236,206.75	\$ 7,068,353.00	\$ 7,066,853.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 6,236,206.75</b>	<b>\$ 7,068,353.00</b>	<b>\$ 7,066,853.00</b>	



#### Major Accomplishments in 2018:

- The criminal courts had a clearance rate of over 100%, meaning the courts are disposing of more cases than are being filed.
- The civil and family courts had a clearance rate of 100%, meaning the courts are disposing of more cases than are being filed.

#### Goals for 2019:

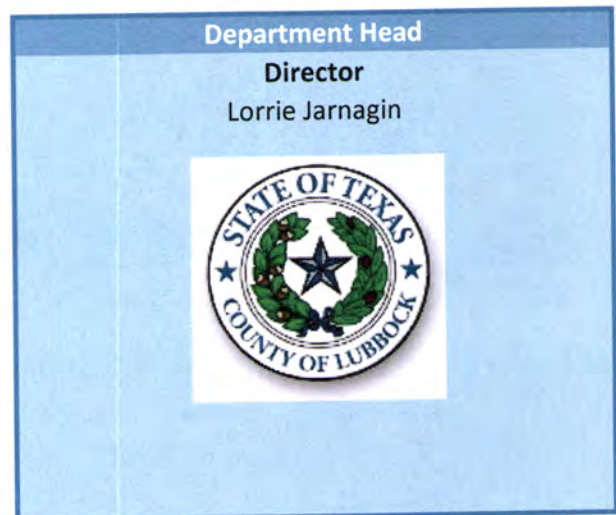
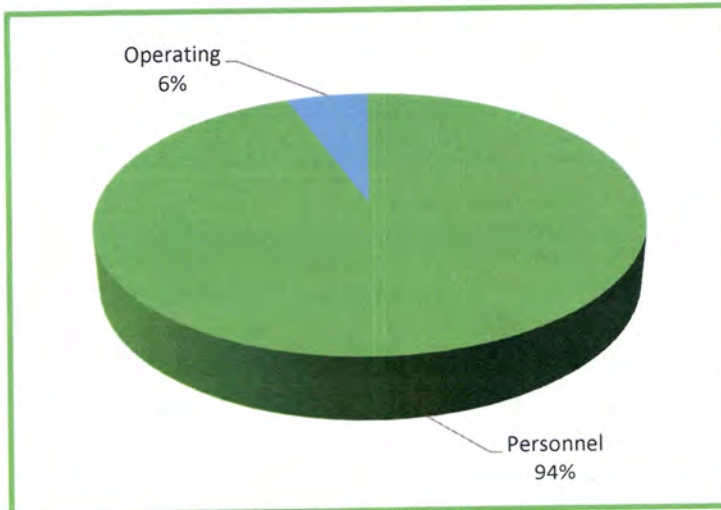
- The courts will strive to increase their clearance rate by the timely disposition of cases and decrease their backlog.
- The courts will strive to ensure that qualified defendants who request court-appointed counsel receive court-appointed counsel expeditiously.
- The courts will maintain good relationships with other justice partners to address challenges and promote efficiencies.



The Lubbock County Judicial Compliance Department assists the Lubbock County Criminal Courts at Law, Lubbock County District Courts and the Justices of the Peace with collection of Court-ordered fines, court costs, and attorney fees.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 330,624.51	\$ 378,841.00	\$ 375,088.00
<b>Operating</b>	\$ 21,222.34	\$ 24,825.00	\$ 22,125.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 351,846.85	\$ 403,666.00	\$ 397,213.00



**Major Accomplishments in 2018:**

- The Governmental Collector's Association of Texas presented the department with the award for Collection Program of the Year 2018.
- Implemented new department policies to increase collections and decrease county expense.
- Participated in Justice of the Peace Precinct 4 quarterly Saturday court.

**Goals for 2019:**

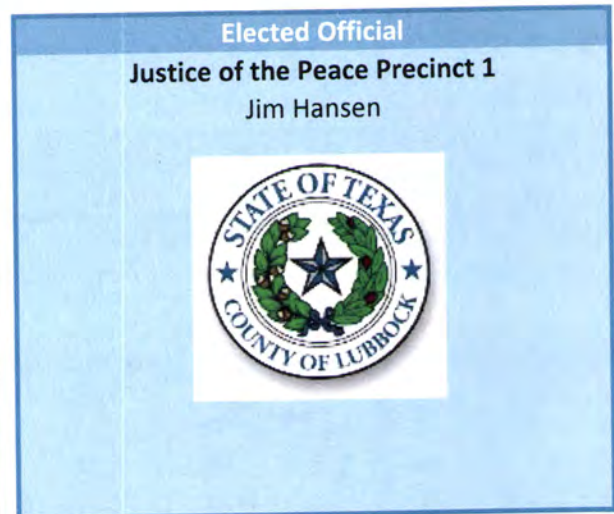
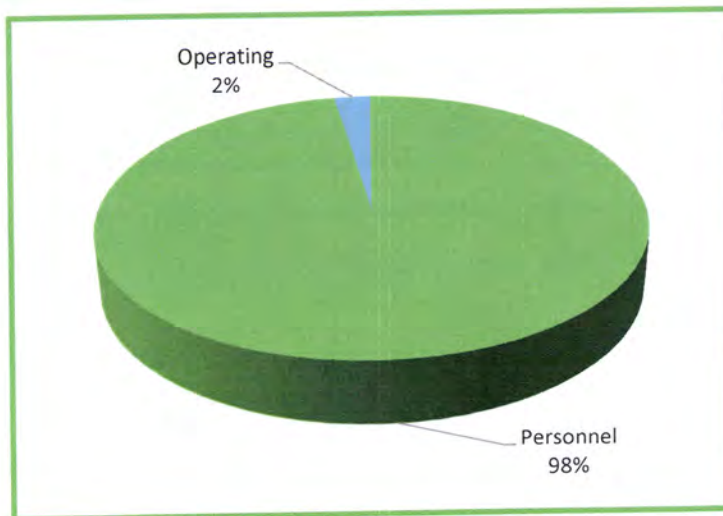
- Attend training seminars, conferences and The Office of Court Administration's training conference calls to stay compliant with new rules and regulations.
- Complete department training and operational manual and update as needed.
- Upgrade voice broadcasting messages and expand text and email messaging to obtain optimal compliance.

Performance Measures	FY16	FY17	FY18
<b>Total Number of Cases</b>	6,121	5,633	5,559
<b>Total Dollars Collected</b>	\$ 1,487,936.00	\$ 1,260,391.11	\$ 1,077,745.23
<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Administrative</b>	2	1	1
<b>Clerical</b>	4	5	5
<b>Part Time</b>	1	1	1



Each county is required to have a Justice of the Peace, and generally there is one for each precinct. The justice court has jurisdiction over civil, small claims, and eviction suits up to \$10,000. The Justice of the Peace Court serves as a trial court in Class C Misdemeanor Criminal Cases and in three kinds of civil law suits: Small Claims, Justice Court, Evictions and hear Civil Cases.

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 321,270.18	\$ 320,038.00	\$ 320,038.00
Operating	\$ 3,618.52	\$ 7,950.00	\$ 7,950.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 324,888.70</b>	<b>\$ 327,988.00</b>	<b>\$ 327,988.00</b>



#### Major Accomplishments in 2018:

- Staggered lunch hours to allow the court to be open 8:30 - 5:00pm.
- Implemented new indigence guidelines to follow State mandates. Coordinated with Collections department to ensure compliance.
- Working on legislation to help do away with surcharges.

#### Goals for 2019:

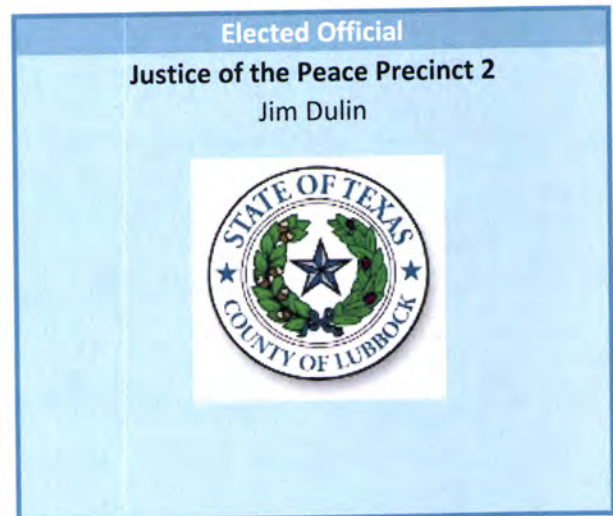
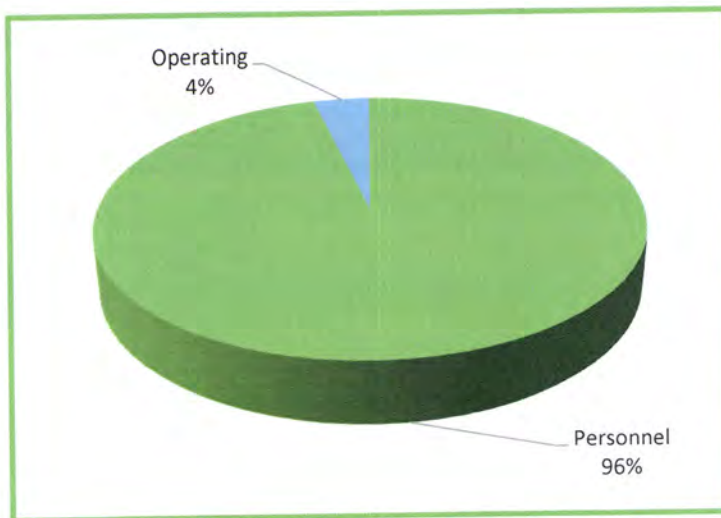
- Move to e-filing of civil cases once the system is capable. E-filing would not be mandatory, but the mega law firms who file 1000's of cases are anxious.
- Implement Juvenile Case Manager for juvenile/truant monitoring.
- Implement new filing system utilizing folders instead of shucks to streamline and add office space.

Performance Measures	FY16	FY17	FY18
Civil Cases Filed	1,262	1,868	2,358
Criminal Cases Filed	2,277	2,909	4,665
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Clerical	4	4	4



Each county is required to have a Justice of the Peace, and generally there is one for each precinct. The justice court has jurisdiction over civil, small claims, and eviction suits up to \$10,000. The Justice of the Peace Court serves as a trial court in Class C Misdemeanor Criminal Cases and in three kinds of civil law suits: Small Claims, Justice Court, Evictions and hear Civil Cases.

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 233,518.42	\$ 278,167.00	\$ 278,167.00
Operating	\$ 5,301.49	\$ 10,665.00	\$ 10,865.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 238,819.91</b>	<b>\$ 288,832.00</b>	<b>\$ 289,032.00</b>



#### Major Accomplishments in 2018:

- Judge Dulin is serving his fifth term as Justice of the Peace Precinct 2.
- Precinct 2 clerk received "Clerk of the Year" by the WTJPCA.
- Judge Dulin was elected for another term on Board of Directors for WTJPCA for 2019.
- Judge and staff participated in required educational classes, legislative update classes and associational training classes.

#### Goals for 2019:

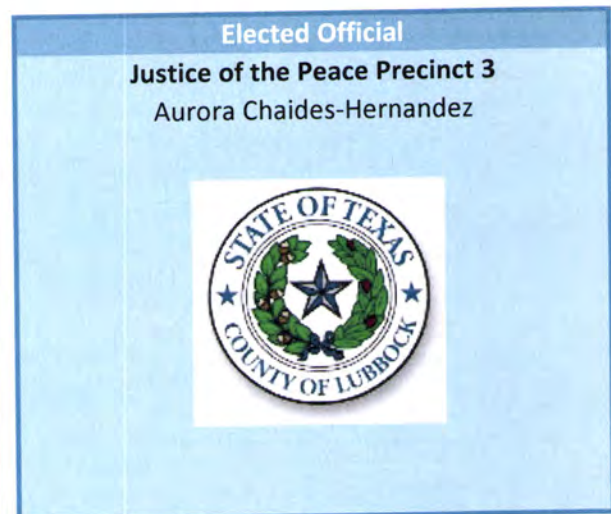
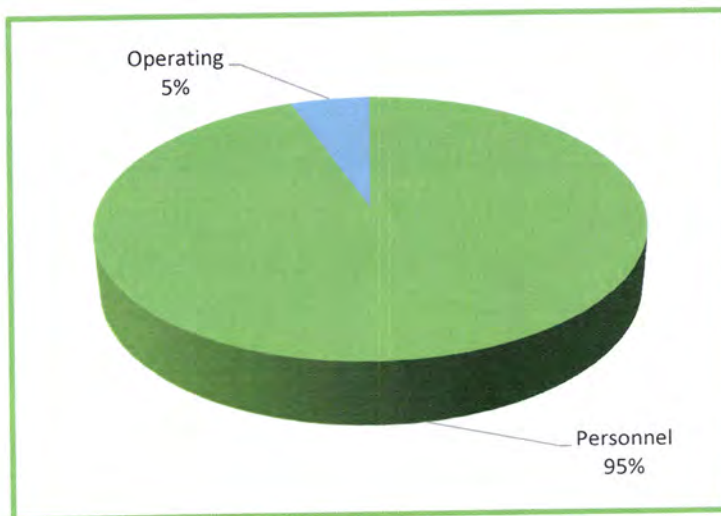
- Constantly improve and maintain the fairness and integrity of justice provided by the Court.
- Court clerks will continue to meet the needs of citizens with professional, courteous, and quality service.
- Clerks will be cross trained improving the court's ability to serve citizens even in the absence of one clerk.
- Be knowledgeable of new legislation being brought forth as it pertains to Justice Courts. Judge and all clerks will attend legislative update sponsored by Justice Court Training Center and New Clerk Seminars for all new statutes so the clerks and Judge can use the knowledge to apply in the office and courtroom.



Performance Measures		FY16	FY17	FY18
Civil Cases Filed		1,154	1,242	1,321
		2,224	2,599	901
Staff by Classification		FY17	FY18	FY19
Elected Official		1	1	1
		3	3	3
		1	1	1

Each county is required to have a Justice of the Peace, and generally there is one for each precinct. The justice court has jurisdiction over civil, small claims, and eviction suits up to \$10,000. The Justice of the Peace Court serves as a trial court in Class C Misdemeanor Criminal Cases and in three kinds of civil law suits: Small Claims, Justice Court, Evictions and hear Civil Cases.

Adopted Budget for the Fiscal Year 2018-2019			
	FY 17 Actual	FY 18 Estimates	FY 19 Budget
Personnel	\$ 274,372.69	\$ 289,158.00	\$ 289,158.00
Operating	\$ 12,834.94	\$ 16,232.00	\$ 16,432.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 287,207.63</b>	<b>\$ 305,390.00</b>	<b>\$ 305,590.00</b>



#### Major Accomplishments in 2018:

- Fair and impartial administration of justice met for 2017-2018. Implementation of mandated Truancy Conduct Proceedings.
- Collecting, receipting, and reporting fines and fees to Auditor and appropriate state agency - met 2017-2018.
- Safety environment for public and staff - met 2017-2018.

#### Goals for 2019:

- Fair and impartial administration of justice.
- Collecting, receipting and reporting fines and fees.
- Safety environment for public and staff.

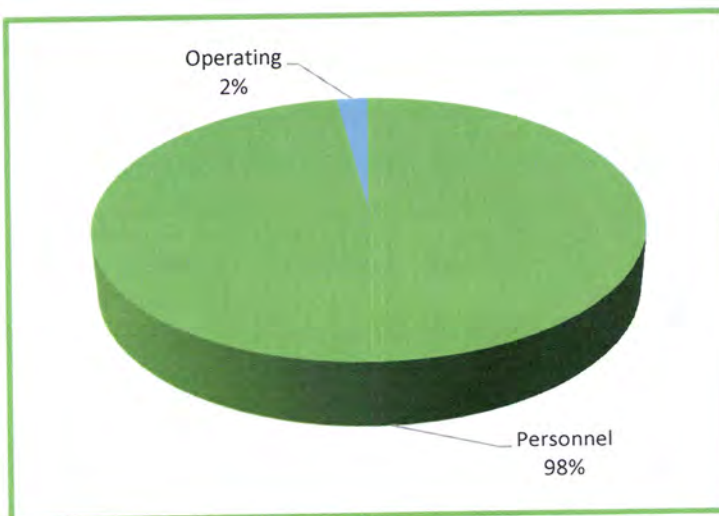
Performance Measures	FY16	FY17	FY18
Civil Cases Filed	1,256	1,493	1,506
Criminal Cases Filed	1,777	1,062	1,903
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Clerical	3	3	3



Each county is required to have a Justice of the Peace, and generally there is one for each precinct. The justice court has jurisdiction over civil, small claims, and eviction suits up to \$10,000. The Justice of the Peace Court serves as a trial court in Class C Misdemeanor Criminal Cases and in three kinds of civil law suits: Small Claims, Justice Court, Evictions and hear Civil Cases.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 309,876.42	\$ 325,238.00	\$ 335,538.00
Operating	\$ 16,029.61	\$ 17,655.00	\$ 7,075.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 325,906.03</b>	<b>\$ 342,893.00</b>	<b>\$ 342,613.00</b>



**Elected Official**  
**Justice of the Peace Precinct 4**  
Ann-Marie Carruth

The seal of the State of Texas, County of Lubbock, featuring a five-pointed star in the center, surrounded by a wreath of olive and oak branches, with the words 'STATE OF TEXAS' and 'COUNTY OF LUBBOCK' inscribed around the perimeter.

**Major Accomplishments in 2018:**

- During 2018, we have received more civil filings than in the entire previous year. However, we have processed them timely and without any backlog.
- The Texas Association of Counties featured our court as an example of what public education should look like.
- Saturday Court was our most prestigious accomplishment by working with numerous agencies to make it successful. Saturday Court proves a 70% appearance rate versus a 50% weekday rate.

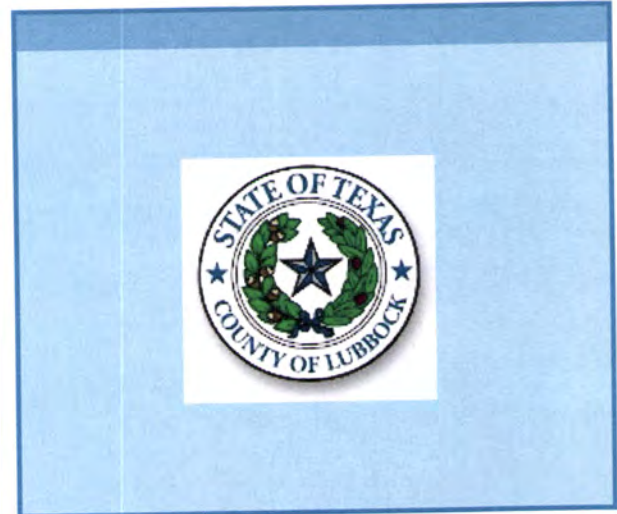
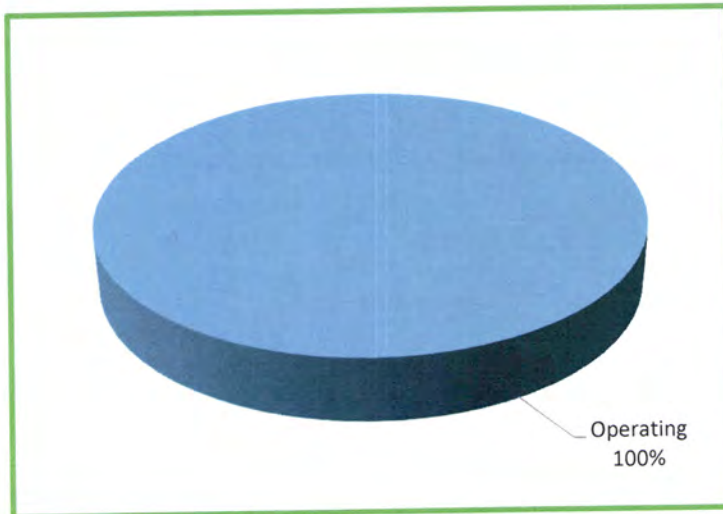
**Goals for 2019:**

- Continue our public education and make our resources more readily available by posting the videos on our website.
- Implement regimented staff development to ensure knowledge and the implementation of new processes.
- Continue tweaking and revising court documents for efficiency, effectiveness, and ease.

Performance Measures	FY16	FY17	FY18
Civil Cases Filed	1,120	1,112	1,182
Criminal Cases Filed	3,998	3,972	4,541
Civil Cases Disposed	1,001	988	1,015
Criminal Cases Disposed	2,750	3,063	1,618
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Clerical	4	4	4

The Library Services department is used to provide resources and support to libraries located within Lubbock County.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 229,728.00	\$ 239,728.00	\$ 247,105.00	
Capital	\$ -	\$ -	\$ -	
Total Budget	\$ 229,728.00	\$ 239,728.00	\$ 247,105.00	



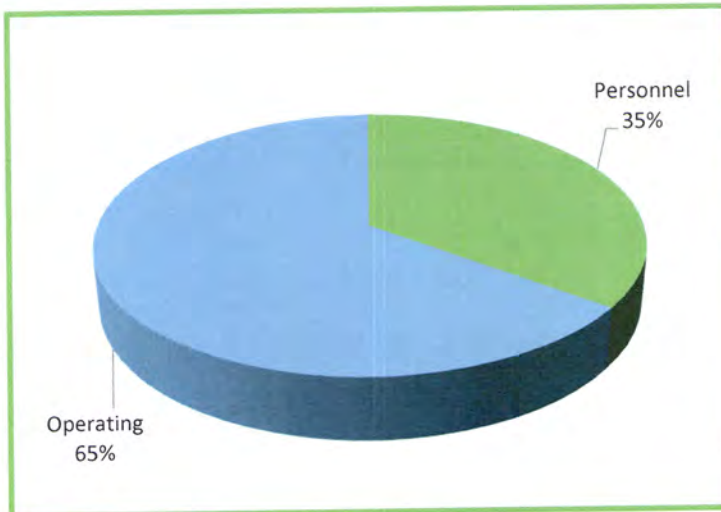
Performance Measures	FY16	FY17	FY18
Number of Libraries Supported	6	6	6



The Medical Examiner is responsible to conduct medicolegal death investigations according to the Texas Code of Criminal Procedures, Article 49.25, with integrity, compassion and professionalism in order to serve the public and the Criminal Justice System.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 1,988,548.00	\$ 2,072,101.00	\$ 844,264.00
<b>Operating</b>	\$ 496,960.44	\$ 605,200.00	\$ 1,545,041.00
<b>Capital</b>	\$ 25,364.94	\$ 42,875.00	\$ -
<b>Total Budget</b>	\$ 2,510,873.38	\$ 2,720,176.00	\$ 2,389,305.00



**Appointed Official**  
**Medical Examiner**  
Dr. Sam Andrews



**Major Accomplishments in 2018:**

- Six of expected six investigators have completed training and passed certification examinations for the American Board of Medico-Legal Death Investigators Credentialing.
- Procured and installed the electronic status board allowing the Medical Examiner's office to better serve the public in the delivery of requested information.

**Goals for 2019:**

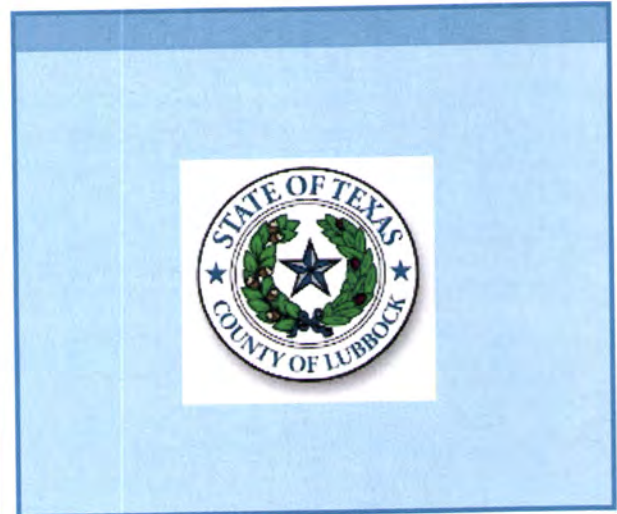
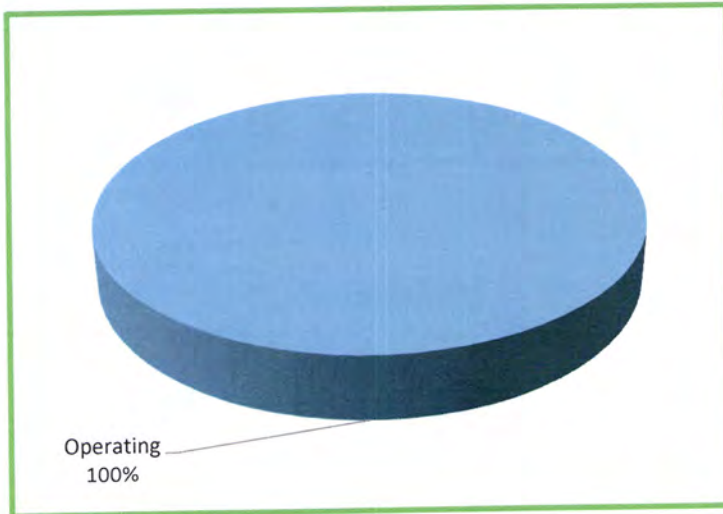
- Anticipate continued training and examinations process for American Board of Medico-Legal Death (ABMDI) for newest investigators in training for the ABMDI Investigators Credentialing.
- Successful implementation of the State of Texas Electronic Death certificate system (TXEver).

<b>Performance Measures</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Cases	601	614	638
Investigation	2,635	2,782	2,888
Life Gift Cases	1	0	24
Autopsy Report Requests	368	764	660
Allied Health Student Education	264	246	78
Cremation	1,156	1,288	1,377

Staff by Classification	FY17	FY18	FY19
Appointed	4	4	0
Administrative	1	1	0
Professional	1	1	1
Trades & Technical	8	8	8
Public Safety	1	1	1
Clerical	3	3	3

The Non-Departmental is used to handle overall general administrative expenses not attributable to any one department. To list a few expenses: utilities, county-wide association dues, independent audit, and an inter-local agreement with the Appraisal District.

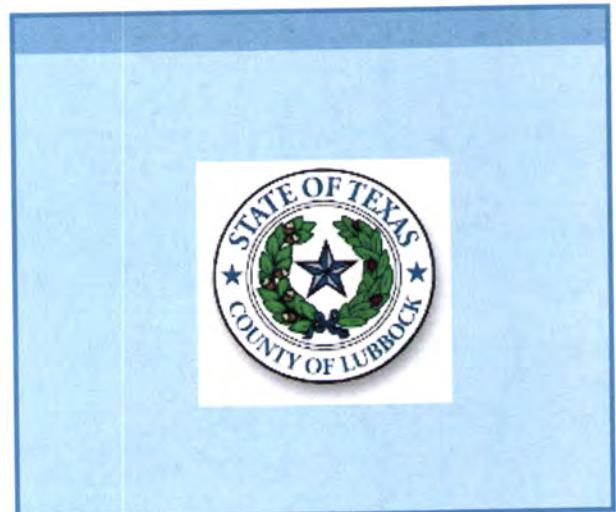
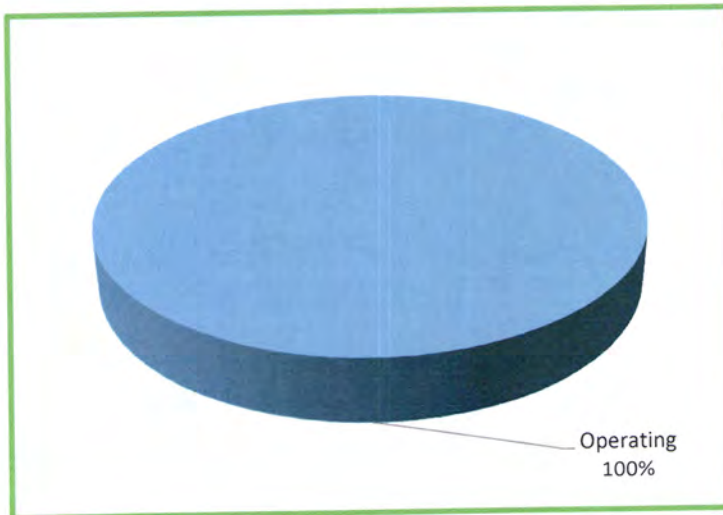
Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 2,037,970.48	\$ 4,697,110.00	\$ 12,148,493.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 2,037,970.48</b>	<b>\$ 4,697,110.00</b>	<b>\$ 12,148,493.00</b>	





Public Safety provides for the prevention of and protection from events that could endanger the safety of the general public. Functions of this department include support to Volunteer Fire Departments, Child Protective Services, and Children's Advocacy Center.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 963,061.10	\$ 1,094,828.00	\$ 1,094,828.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 963,061.10</b>	<b>\$ 1,094,828.00</b>	<b>\$ 1,094,828.00</b>	

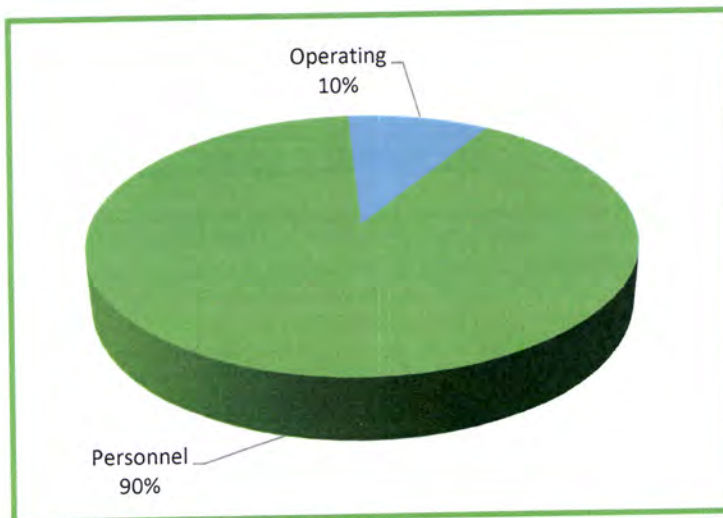


Performance Measures	FY16	FY17	FY18
Fire Departments Supported	11	11	11
Other Agencies Supported	3	3	3



In accordance with Texas State Law and County policies and subject to the supervision of the County Commissioners' Court, the Public Works Department assists in the maintenance of the county roads of Lubbock County. We plan, and inspect construction of county road projects. We assist in the planning of new subdivisions, commercial developments, and infrastructure. We also play a crucial role in responding to the needs of the public in the planning, preparing, mitigating and recovery from general emergencies and disasters.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ 114,719.00	\$ 174,184.00	
Operating	\$ 18,617.81	\$ 45,600.00	\$ 18,700.00	
Capital	\$ -	\$ 35,000.00	\$ -	
<b>Total Budget</b>	<b>\$ 18,617.81</b>	<b>\$ 195,319.00</b>	<b>\$ 192,884.00</b>	



**Department Head**  
**Director**  
Jennifer Davidson

#### Major Accomplishments in 2018:

- Provided consistency and knowledge to the platting and subdivision process.
- Increased coordination and communication among the municipalities within Lubbock County allowing increased efficiency of the utilization each entities resources in the roadway maintenance and subdivision and platting process.
- Provided support to the Consolidated Road and Bridge Department in creation and execution of the caliche and pavement improvement annual work plans.

#### Goals for 2019:

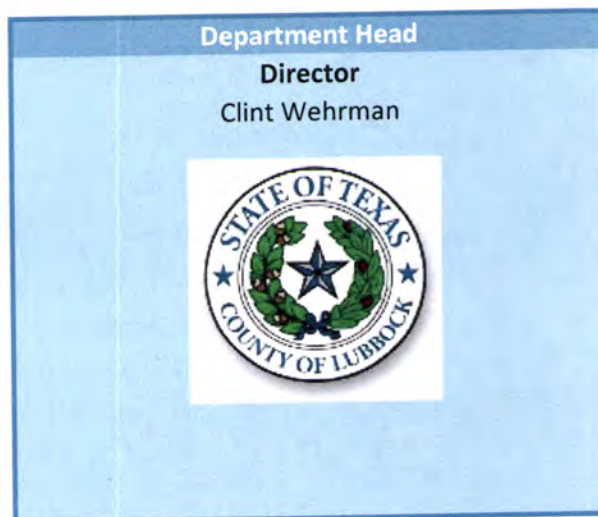
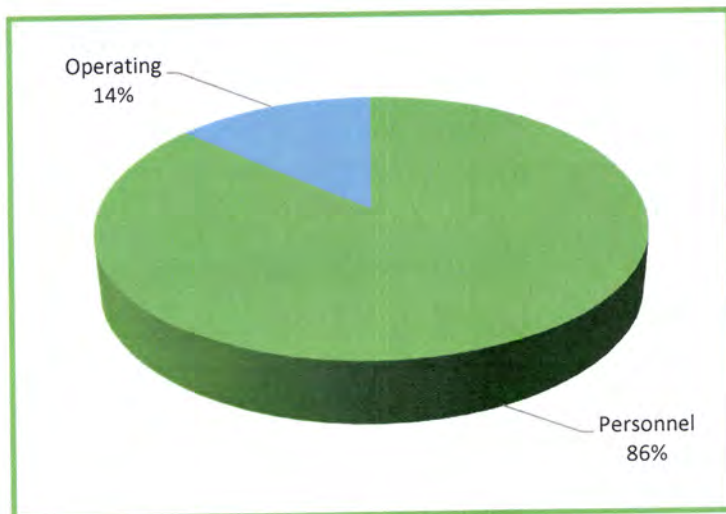
- Provide efficient and timely responses to inquiries regarding culvert, utility and platting applications from Lubbock County's citizens by having a more defined process and better coordination with other municipalities in the County.
- Provide technical advice and assistance to Consolidated Road and Bridge Department's long range maintenance and annual work plans for Lubbock County's roadways .
- Establish a County-wide Transportation Program by establishing project/roadway improvements evaluation criteria, create a list of transportation improvements and create an implementation plan.

Staff by Classification	FY17	FY18	FY19
Administrative	1	1	1
Clerical	0	0	1



In accordance with Texas State Law and county policies and subject to the supervision of the County Commissioners' Court, the Purchasing Department shall: Procure or supervise the procurement of all supplies, services, and construction needed by the county; exercise direct supervision over the county's central stores and general supervision over all other inventories of supplies belonging to the county; sell, trade, or otherwise dispose of surplus supplies belonging to the county; and establish and maintain programs of specifications development, and contract administration, inspection and acceptance, in cooperation with the agencies using the supplies, services and construction.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 265,502.19	\$ 361,145.00	\$ 367,010.00
Operating	\$ 32,656.81	\$ 57,615.00	\$ 57,615.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 298,159.00</b>	<b>\$ 418,760.00</b>	<b>\$ 424,625.00</b>



#### Major Accomplishments in 2018:

- Implemented the Bonfire Procurement Software to allow for vendor registration and incorporated electronic submittal of bids/proposals.
- Purchasing Specialist attended Public Purchasing 101: The Basics in Austin, Texas.
- Worked with county employees to better understand the role of purchasing and the statutory requirements that must be met. Worked to get more purchasing made through cooperative purchasing to meet those statutory requirements.

#### Goals for 2019:

- Increase staffing to the Purchasing Department to improve the efficiency of the procurement process.
- Work toward further education of County employees and elected officials, to help them better understand the role and needs of the purchasing department.
- Re-write the Purchasing Policy and Purchasing Card Program Policy and Procedures Manual.

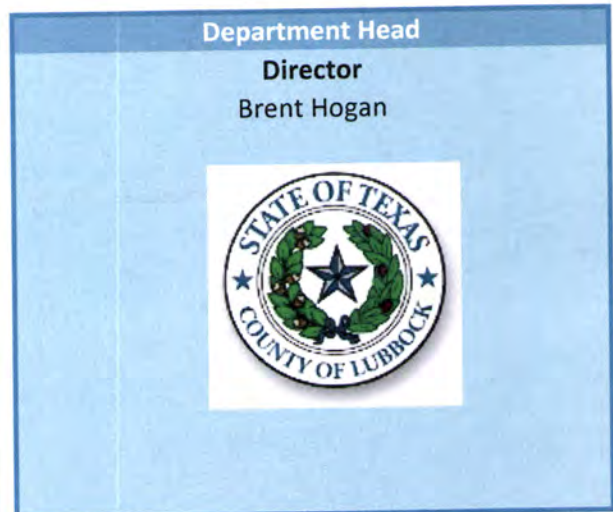
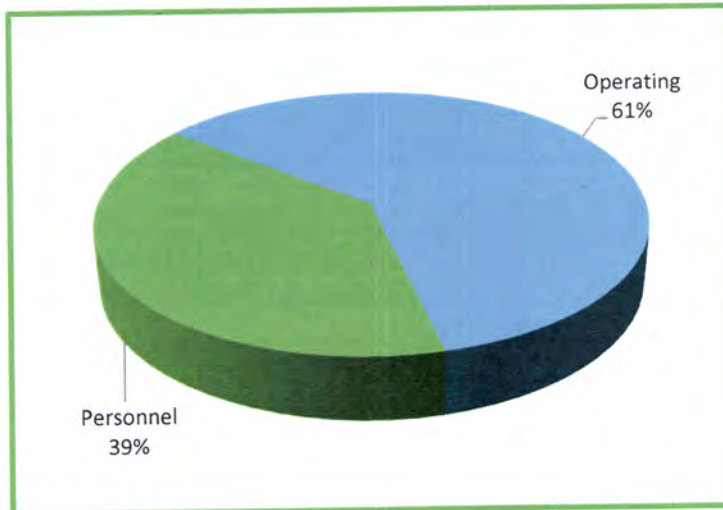
Performance Measures	FY16	FY17	FY18
Purchase Orders	2,125	2,148	2,106
Formal RFPs/Bids	19	30	18
Informal Bids/Quotes	65	69	103
New Contracts	75	111	87
Contract Renewals	156	146	178
Contract Modifications	6	5	6
Staff by Classification	FY17	FY18	FY19
Administrative	1	1	1
Professional	2	2	2
Clerical	2	2	2



The Safety & Environmental Department provides for the evaluation of risk and safety compliance of all Lubbock County Departments and routine inspection of sewer systems in the unincorporated areas of Lubbock County.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 122,404.07	\$ 99,603.00	\$ 99,603.00
Operating	\$ 169,817.59	\$ 209,815.00	\$ 154,559.00
Capital	\$ 31,920.00	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 324,141.66</b>	<b>\$ 309,418.00</b>	<b>\$ 254,162.00</b>



**Major Accomplishments in 2018:**

- Developed a strong working relationship with builders, developers, and installers to streamline operations and raise the level of expectation for installation of On-Site Sewage Facilities.
- Created, with the assistance of the Medical Examiner Office Manager, a respiratory protection program to reduce hazard exposure and increase safety awareness within their department.
- Worked with the Facility Maintenance Director to develop and implement departmental policy for safety procedures.

**Goals for 2019:**

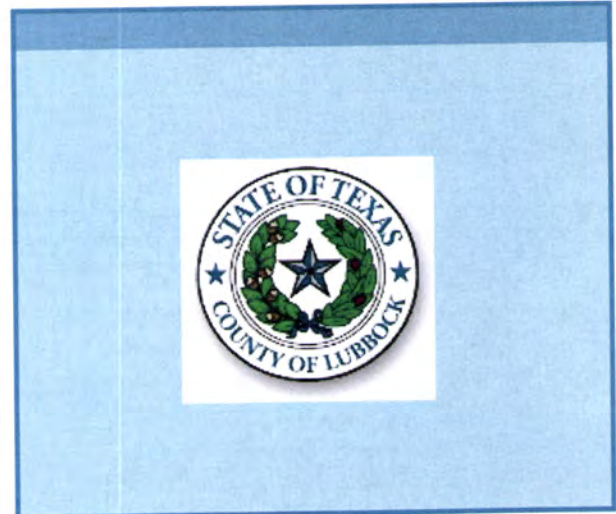
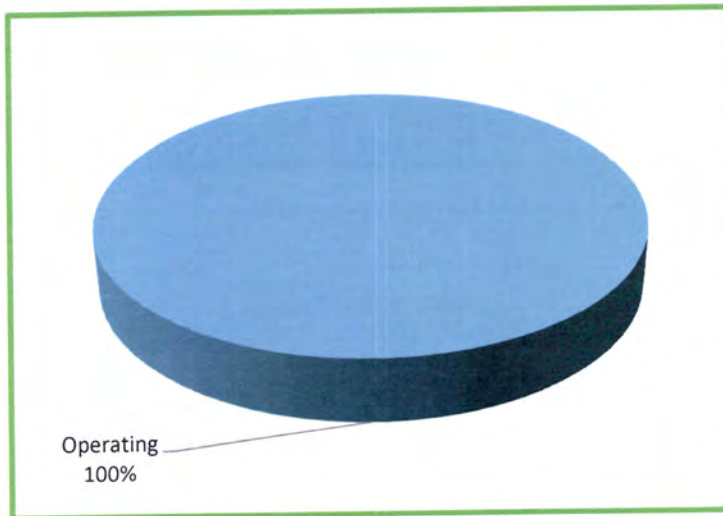
- With the assistance of additional personnel, create safety programs with other departments to reduce incidents and/or injuries and increase morale, production, and employee knowledge of hazard exposure and safe work practices.
- With the assistance of additional personnel, establish a working relationship with the Public Works Director to create a Flood Plain Management policy and procedure that serves Lubbock County.
- Maintain a responsive, proactive sanitation service to Lubbock County in the approval, inspection, and handling of complaints for on-site sewage facilities.

Performance Measures	FY16	FY17	FY18
Number of Properties Inspected	332	367	338
Number of New Properties Inspected	134	185	142
Number of Complaints Processed	N/A	22	36
Staff by Classification	FY17	FY18	FY19
Administrative	1 123	1	1



Self Insurance Claims serves as a mechanism to budget for large deductibles for umbrella insurance coverage due to a catastrophic event

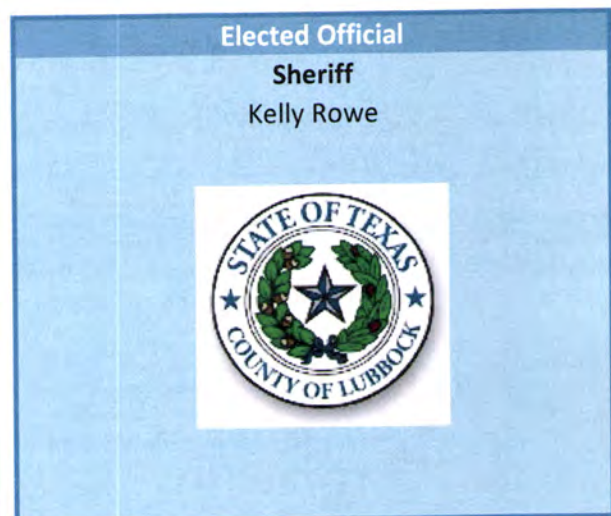
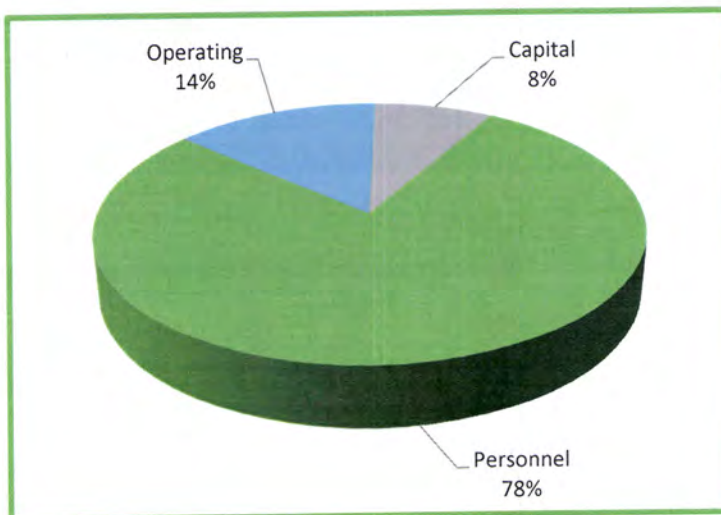
Adopted Budget for the Fiscal Year 2018-2019				
		<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$	-	\$ -	\$ -
Operating	\$	-	\$ 230,000.00	\$ 230,000.00
Capital	\$	-	\$ -	\$ -
<b>Total Budget</b>	\$	-	\$ 230,000.00	\$ 230,000.00



The Lubbock County Sheriff's Office is dedicated to a standard of excellence in promoting and maintaining a safe and peaceful community. We serve in a community partnership to preserve order, protect life and property, enforce laws and ordinances, and to safeguard individual liberties. We conduct ourselves according to the highest ethical standards, and treat others with fairness, dignity, and respect. We pledge to manage our organization with professionalism, leadership, and integrity.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 10,329,151.75	\$ 10,586,540.00	\$ 10,586,540.00
<b>Operating</b>	\$ 1,399,600.95	\$ 1,900,972.00	\$ 1,899,517.00
<b>Capital</b>	\$ 669,941.15	\$ 2,797,700.00	\$ 1,104,701.00
<b>Total Budget</b>	\$ 12,398,693.85	\$ 15,285,212.00	\$ 13,590,758.00



**Major Accomplishments in 2018:**

- Information not submitted by department.

**Goals for 2019:**

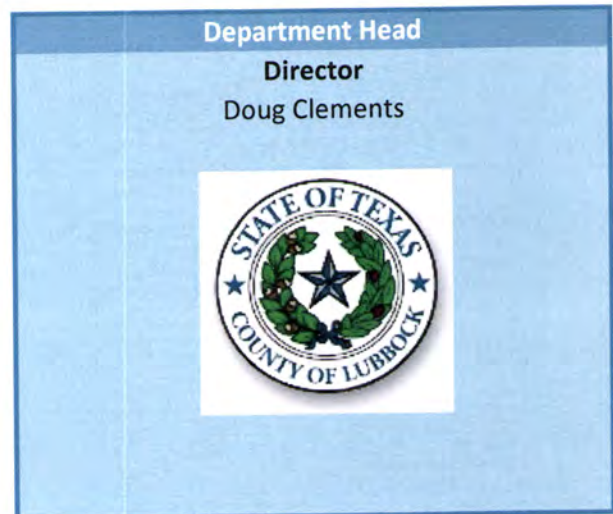
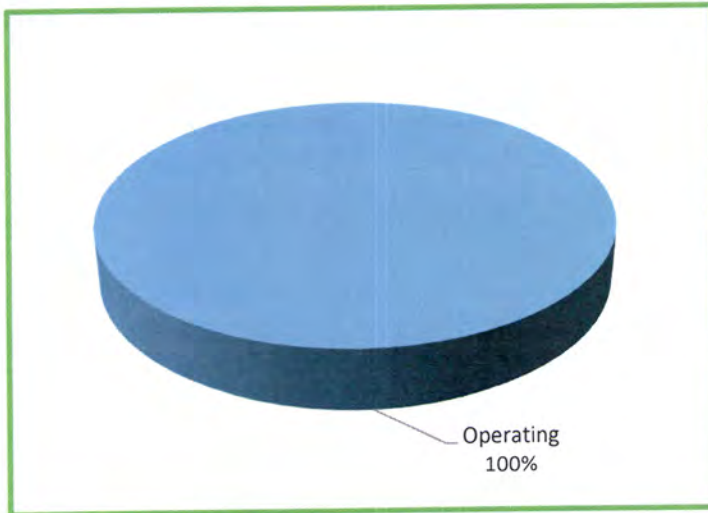
- Information not submitted by department.

Performance Measures	FY16	FY17	FY18
Active Warrants	19,401	17,936	17,540
Calls for Service - Patrol	10,924	11,612	12,284
Calls Received by Communications	155,699	127,655	151,915
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Administrative	2	2	2
Trades & Technical	1	1	1
Public Safety	119	119	119
Clerical	25	25	25
Part-Time	0	0	0



Funds set aside by Commissioners' Court to supplement the South Plains Auto Theft Task Force to purchase supplies not allowed under the grant. The South Plains Auto Theft Task Force specializes in auto theft and crime prevention in twenty-eight counties located in the south plains and panhandle of Texas.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ -	\$ 12,265.00	\$ 3,000.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ -</b>	<b>\$ 12,265.00</b>	<b>\$ 3,000.00</b>	



#### Major Accomplishments in 2018:

- During FY18, the Task Force replaced all Tactical Rifles and Tactical sights. These purchases were not permissible under the South Plains Auto Theft Task Force Grant.

#### Goals for 2019:

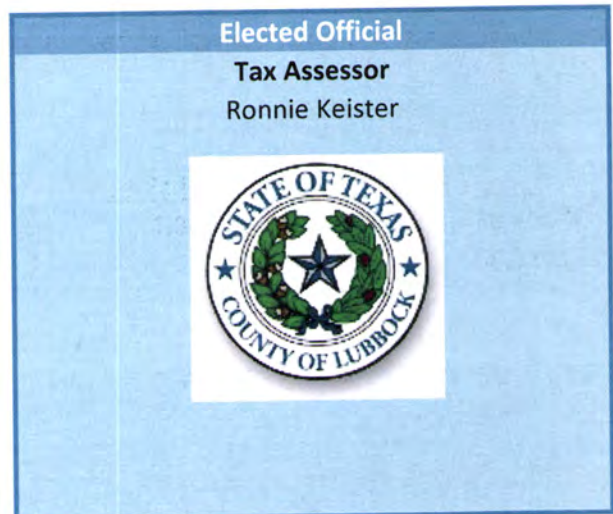
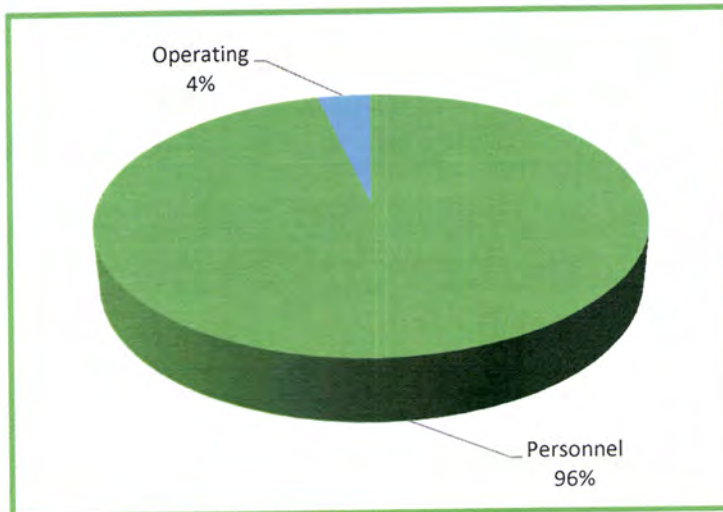
- Purchase ammunition, both duty and training and other miscellaneous supplies needed to meet minimum state standards and provide adequate training for Task Force Investigators with both handguns and rifles. These purchases are not permissible under the South Plains Auto Theft Task Force Grant.



The basic responsibilities of the Tax Assessor/Collector include: registering, licensing, and titling motor vehicles and maintaining accountability for public funds.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 1,616,574.71	\$ 1,866,400.00	\$ 1,866,401.00
<b>Operating</b>	\$ 55,174.67	\$ 65,885.00	\$ 68,920.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 1,671,749.38	\$ 1,932,285.00	\$ 1,935,321.00



**Major Accomplishments in 2018:**

- Alleviated customer wait times through the QLess software system.
- Implemented on-line credit card payments for beer and liquor fees.
- Developed new deputy training program and additional training for existing deputies.

**Goals for 2019:**

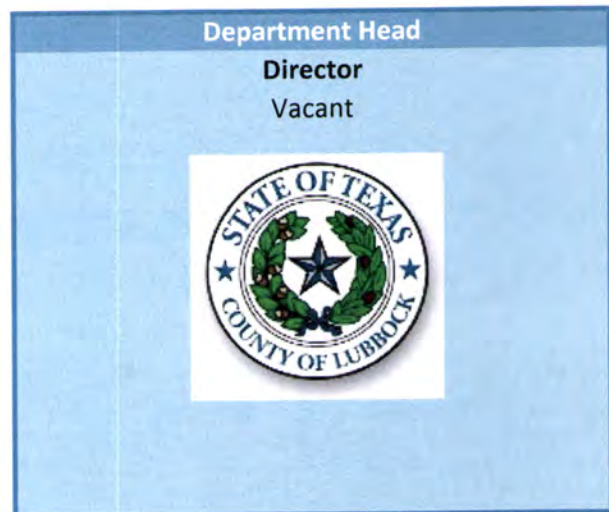
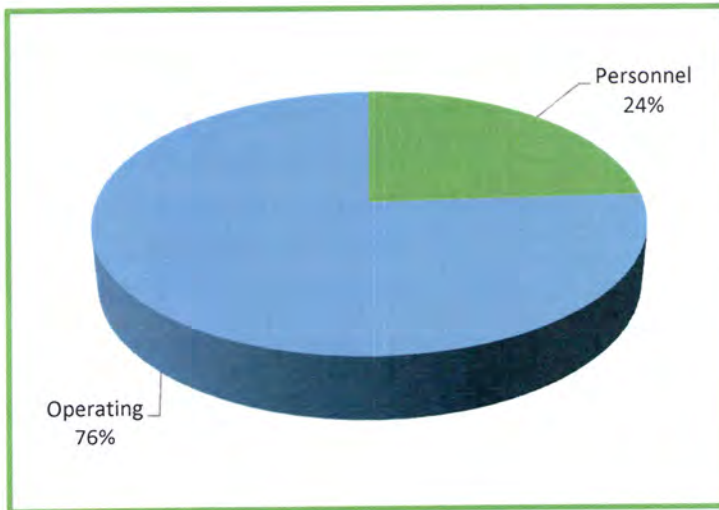
- Enter into a lease agreement for additional space for City Bank branch to alleviate customer wait times.
- Enhance the TA-C web page for additional flexibility and customer service, coordinating with Qless.

Performance Measures	FY16	FY17	FY18
Registrations	200,500	224,140	252,151
Title Transactions	60,492	75,869	79,748
Beer and Liquor Fees	254	184	229
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Administrative	2	2	2
Clerical	29	32	32
Part-Time	1	1	1



The Lubbock County Technology & Information Systems Department provides computer services, installation, configuration, implementation, support and training for both hardware and software used throughout Lubbock County Departments. Technology & Information Systems supports third party software and customized application software.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ 1,314,193.00	
Operating	\$ -	\$ -	\$ 4,122,774.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,436,967.00</b>	



#### Major Accomplishments in 2018:

- N/A

#### Goals for 2019:

- Complete migration of desktop workstations to Windows 10 environment.
- Implement multi-factor authentication solution for all county users in order to improve security and identity verification.
- Introduce next generation security appliances in to existing network infrastructure to improve our overall security posture and data integrity.
- Upgrade Mobile Device Management (MDM) to AirWatch solution to maintain CJIS compliance.
- Complete next phase of core switch upgrade by replacing existing equipment at the LCDC location.
- Implement cloud based data archive solution for storage of videos from in-car and body cameras.
- Upgrade current endpoint protection on desktop workstations.
- Implement new helpdesk software that will allow our techs to utilize mobile devices to interact with our end users. The new software will also allow easier accessibility to place trouble calls to our helpdesk which will create a smoother flowing workflow.

Performance Measures	FY16	FY17	FY18
Work Orders Completed	N/A	N/A	5,995
Staff by Classification	FY17	FY18	FY19
Administrative	N/A	N/A	1
Clerical	N/A	N/A	1
Trades and Technical	N/A	N/A	13

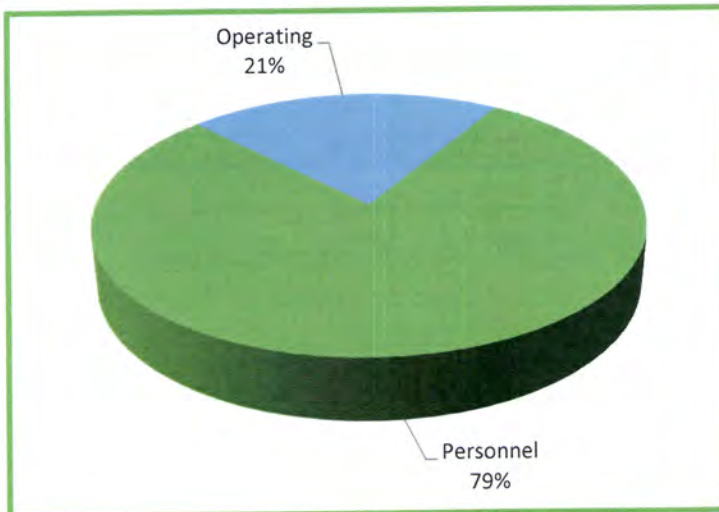
Note: The Technology & Information Systems department G/L 011-005 was created in FY 2019 with related appropriations recorded in this department.



Primary Focus: Agriculture and Natural Resources, Family & Consumer Sciences, 4-H & Youth Development, Community Resource & Economic Development.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 219,412.22	\$ 278,103.00	\$ 266,627.00
<b>Operating</b>	\$ 49,994.08	\$ 72,788.00	\$ 71,788.00
<b>Capital</b>	\$ 33,180.00	\$ -	\$ -
<b>Total Budget</b>	\$ 302,586.30	\$ 350,891.00	\$ 338,415.00



**Department Head**  
**Director**  
Ronda Alexander

The seal of the State of Texas, County of Lubbock, is displayed below the director's name. It features a five-pointed star in the center, surrounded by a wreath, with the words "STATE OF TEXAS" and "COUNTY OF LUBBOCK" inscribed around the perimeter.

**Major Accomplishments in 2018:**

- In-depth educational programs with measurable results were implemented to address the following critical issues identified in 2015: Urban Water Use, Small Acreage Landowner Education, Agricultural Risk Management, Youth Life Skills, Parenting Education, Health and Wellness, and BLT/Snap-Ed Programming. Year-end results will be posted at: <http://lubbock.agrilife.org>.
- Two Lubbock County 4-H senior members received Texas 4-H Scholarships totaling \$41,000. Two Lubbock County 4-H Livestock Exhibitors each received \$10,000 scholarships through major livestock shows. Lubbock County 4-H Livestock exhibitors won a total of \$391,300 in prize money. Lubbock County 4-H has seen a 6% growth in enrollment this year.
- Food Handler classes have been conducted for 26 day-care and restaurant employees as a result of the 2016 State Law requiring certification: 24 employees participated in the Food Protection Management Classes with 63% passing the 5 year certification test.

**Goals for 2019:**

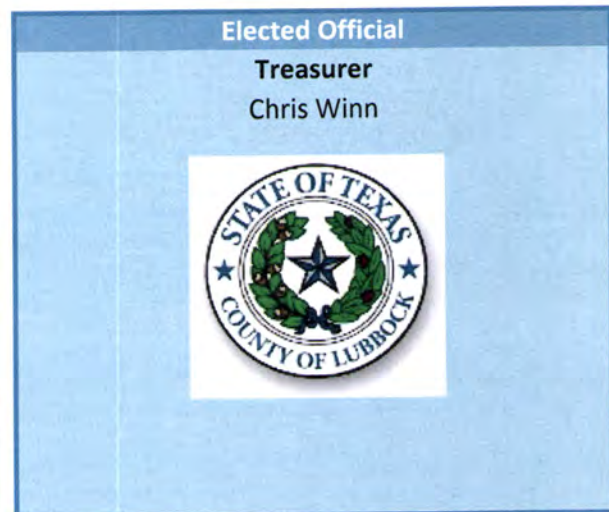
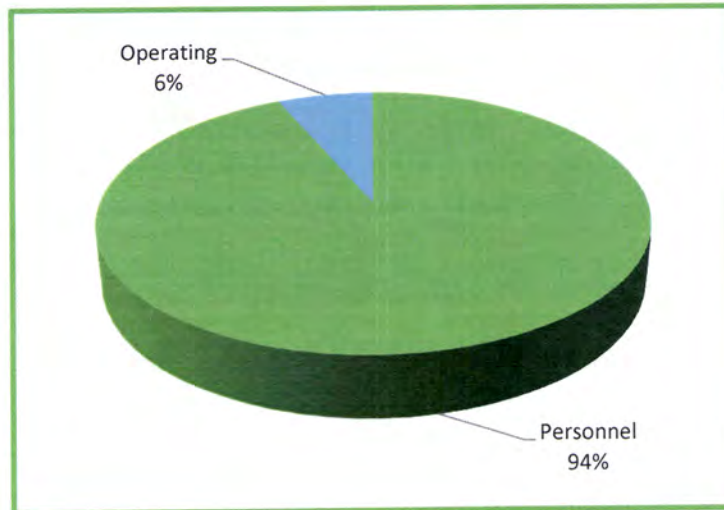
- Continue to provide quality and relevant educational programs to the citizens of Lubbock County, as identified by key leaders of Lubbock County.
- The traditional Lubbock County 4-H Youth Development program will be managed for continued sustainable growth, developing leadership and citizenship skills in our youth.
- With the lifting of the state hiring freeze, we hope to have the following staff positions filled the end of the summer: CEA-Agriculture, CEA-Urban Youth and CEA-Horticulture. This will allow for the continuation of the crop production pilot program between Hale and Lubbock Counties, continue support of the Horticulture and Master Gardener Program, and expand the educational program outreach to more youth in Lubbock County.

Performance Measures	FY16	FY17	FY18
Educational Contacts by Newsletters	7,217	8,596	8,458
Total Attendance at Group Meetings	32,023	88,135	63,225
Contact Hours	105,701	132,178	77,852
Total 4-H Enrollment-Lubbock County	3,150	4,350	3,510
Number of Traditional 4-H Members	345	399	450
Staff by Classification	FY17	FY18	FY19
Appointed	6	6	6
Clerical	2	2	2
Part-Time	1	1	1



The County Treasurer serves as the chief custodian of county funds, preserving the system of checks and balances within the administration of county finances. Basic duties include receiving, keeping, paying and disbursing funds as the Commissioners' Court allows, all monies belonging to the county.

Adopted Budget for the Fiscal Year 2018-2019				
	FY 17 Actual	FY 18 Estimates	FY 19 Budget	
Personnel	\$ 296,184.76	\$ 327,500.00	\$ 327,500.00	
Operating	\$ 26,787.54	\$ 26,533.00	\$ 22,666.00	
Capital	\$ -	\$ -	\$ -	
Total Budget	\$ 322,972.30	\$ 354,033.00	\$ 350,166.00	



#### Major Accomplishments in 2018:

- The quarterly Audit evaluating the Treasurer's Office has continued to decrease in findings and receipting errors.
- Identified the Bail Bond Securities account beginning balance as of 1/1/2003. We are currently awaiting auditor confirmation.
- Assisted in balancing Extradition funds received, dispersed, and outstanding liabilities from 2003 to the present.

#### Goals for 2019:

- Identify discrepancies in the Bail Bond Securities bank accounts.
- Accomplish a quarter with zero receipting errors.
- Complete the reconciliation for the Cash Bond account from 1996 to the present. We are currently working through the early 2000's.

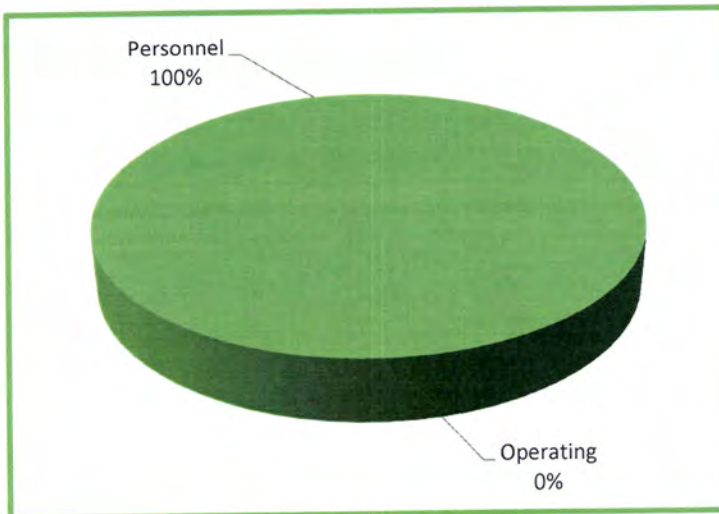
Performance Measures	FY16	FY17	FY18
Cash Receipts Processed	5,871	4,838	4,536
Jury Checks Issued	3,743	3,722	4,426
Staff by Classification	FY17	FY18	FY19
Elected Official	1	1	1
Administrative	1	1	1
Clerical	2	2	2
Part-Time	1	1	1



The office is responsible for assisting veterans with Federal programs of Veterans' benefits for veterans, their families, and survivors.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY 17 Actual</u>	<u>FY 18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 62,935.30	\$ 60,642.00	\$ 60,642.00
<b>Operating</b>	\$ 60.95	\$ 500.00	\$ -
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 62,996.25	\$ 61,142.00	\$ 60,642.00



**Department Head**  
**Director**  
Nick Sisk

**Major Accomplishments in 2018:**

- Provided outstanding service to Lubbock's Veteran population, including surviving spouses and children.
- In process of transitioning to a new database and electronic means of filing claims more efficiently.
- Supported West Texas Salute to Veterans and other Veterans outreach events.

**Goals for 2019:**

- Continue to provide top-notch service to Lubbock County's Veteran population.
- Use new systems to increase efficiency in filing and tracking claims.
- More outreach!

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Clerical</b>	1	1	1

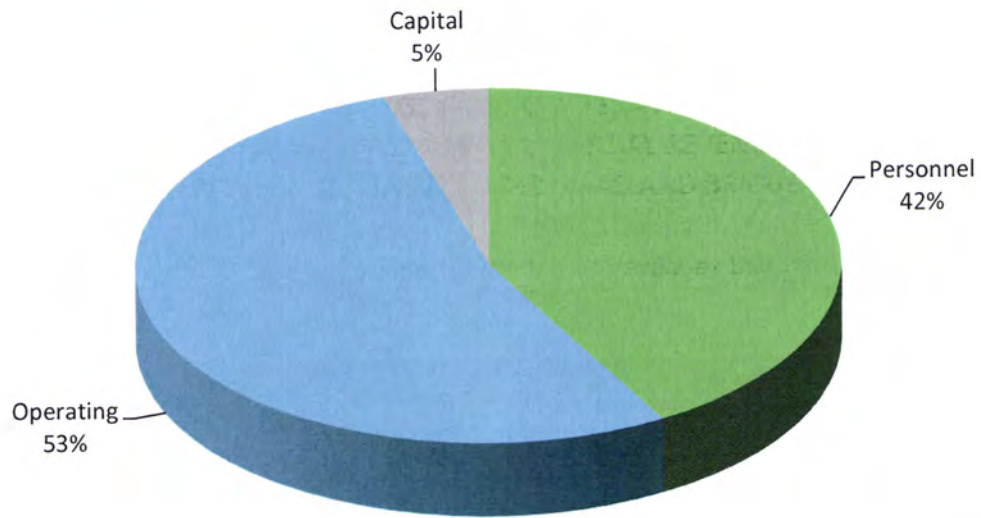
**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



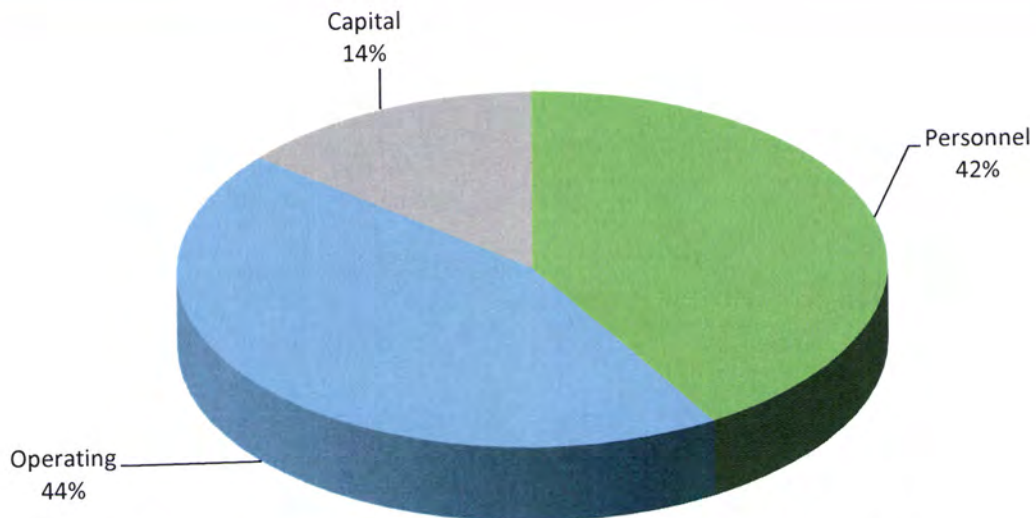
Special Revenue Funds  
Revenue & Expenditure  
Summaries

LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. ALL SPECIAL REVENUE FUNDS  
EXCLUDING CONSOLIDATED ROAD AND BRIDGE

Special revenue funds are used to account for special earmarked revenues that have legal restrictions as to the specific purpose of the expenditure.



Total Budget All Funds



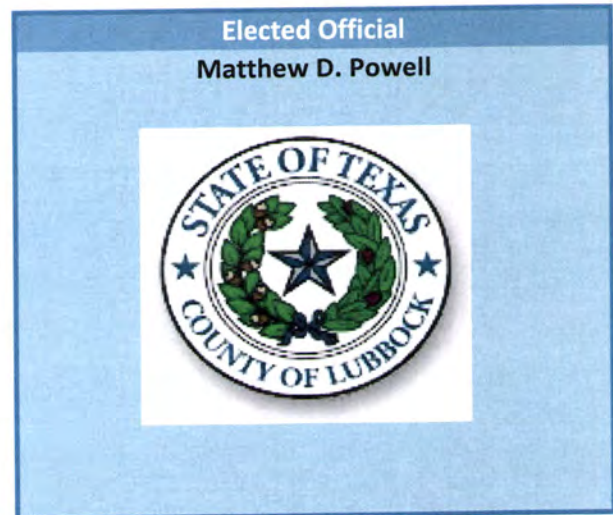
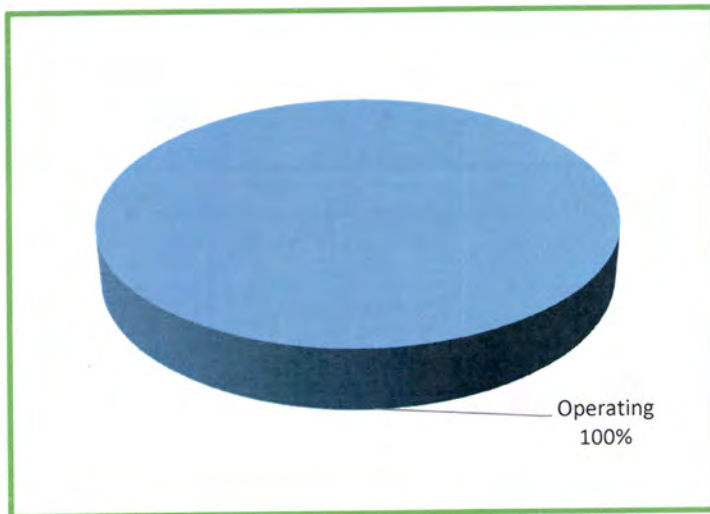
All Special Revenue Funds excluding Consolidated Road and Bridge Fund



	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	67,850	76,000	60,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	335	244	380
Other Revenue	30,509	25,000	48,120
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 98,693	\$ 101,244	\$ 108,500
<b>EXPENDITURES</b>			
Personnel	7,686	-	-
Operating	115,828	101,244	108,500
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (24,821)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	34,663	9,842	9,842
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 9,842	\$ 9,842	\$ 9,842

This fund accounts for the use of criminal investigation funds such as seized property that has been forfeited to the County by court orders.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 7,686.37	\$ -	\$ -
Operating	\$ 115,827.90	\$ 101,244.00	\$ 108,500.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 123,514.27</b>	<b>\$ 101,244.00</b>	<b>\$ 108,500.00</b>



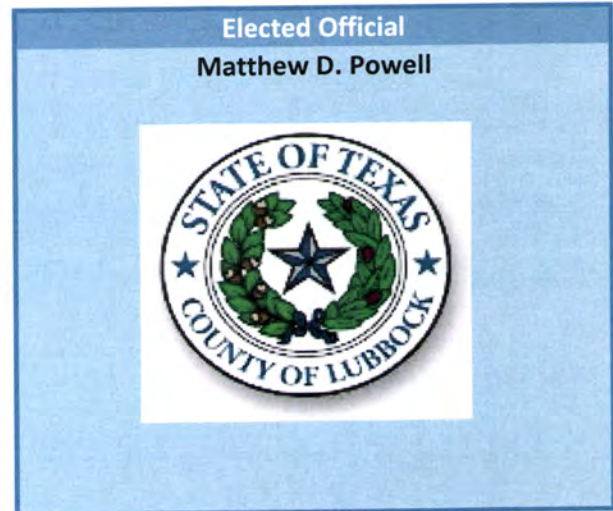
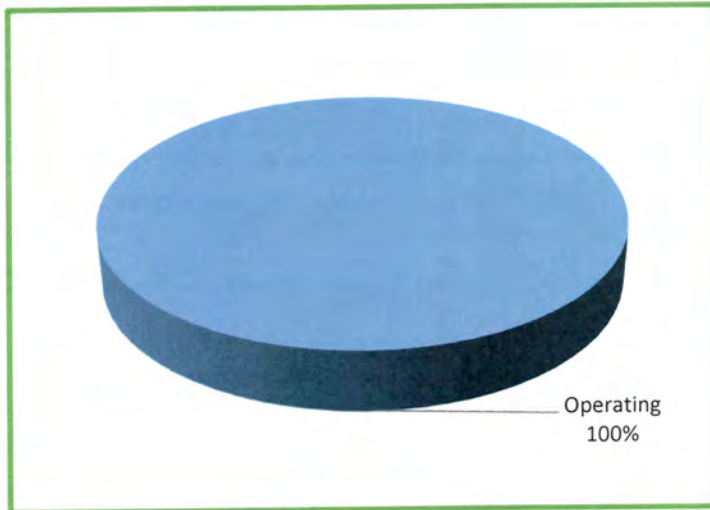
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CDA CONTRABAND

G/L 163

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	368	380	135
Other Revenue	193,251	149,620	76,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In			
<b>TOTAL REVENUE</b>	\$ 193,619	\$ 150,000	\$ 76,135
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	191,634	150,000	76,135
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 1,985	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	469	2,454	2,454
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 2,454	\$ 2,454	\$ 2,454

This fund accounts for the use of criminal investigation funds such as seized property that has been forfeited to the County by court orders.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 191,633.58	\$ 150,000.00	\$ 76,135.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 191,633.58</b>	<b>\$ 150,000.00</b>	<b>\$ 76,135.00</b>





LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CDA JAG GRANT

G/L 166

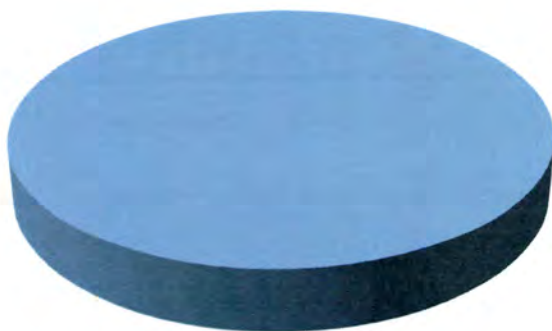
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	163,342	57,464	27,698
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,786	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 165,128	\$ 57,464	\$ 27,698
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	54,263	45,207	27,698
Capital	110,865	12,257	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

## CDA JAG GRANT

The Edward Byrne Memorial Justice Assistance Grant (JAG) distributes funds to meet local criminal justice needs. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice in the areas of law enforcement programs, prosecution and court programs, prevention and education programs, corrections programs, drug treatment programs, and planning, evaluation, and technology improvement programs.

## Adopted Budget for the Fiscal Year 2018-2019

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 54,262.92	\$ 45,207.00	\$ 27,698.00
Capital	\$ 110,865.19	\$ 12,257.00	\$ -
<b>Total Budget</b>	<b>\$ 165,128.11</b>	<b>\$ 57,464.00</b>	<b>\$ 27,698.00</b>



Operating  
100%

## Elected Official

**Matthew D. Powell**



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CDA SPATTF GRANT

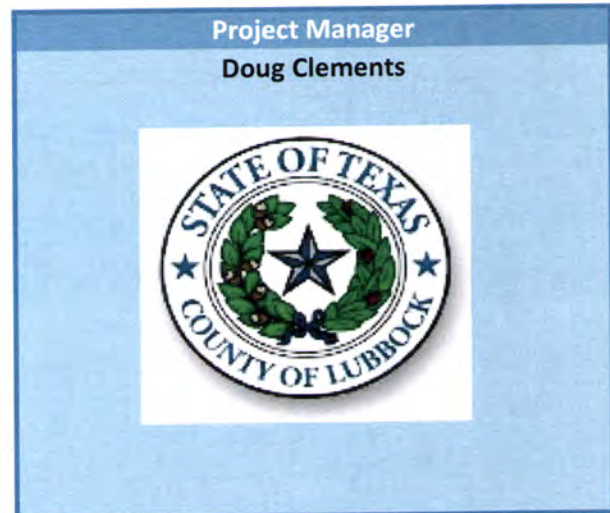
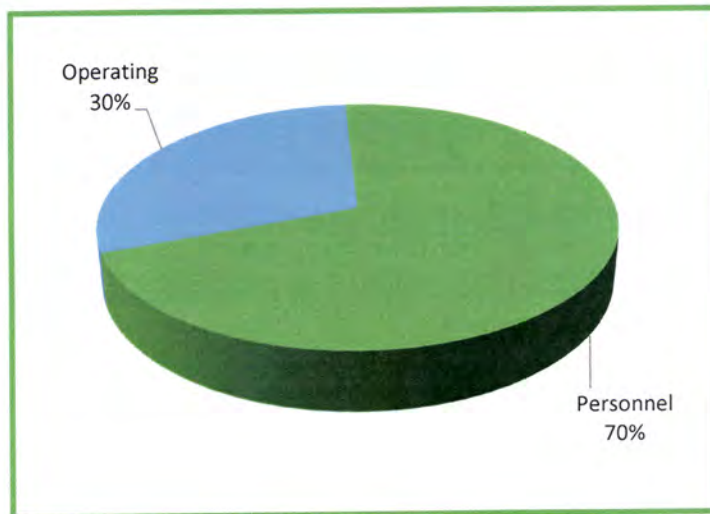
G/L 164

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	404,499	404,523	404,523
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	137,474	139,602	139,602
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	135,491	138,020	138,020
<b>TOTAL REVENUE</b>	\$ 677,464	\$ 682,145	\$ 682,145
<b>EXPENDITURES</b>			
Personnel	456,798	479,815	479,815
Operating	220,666	202,330	202,330
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The South Plains Auto Theft Task Force specializes in auto theft and crime prevention in twenty-eight counties located in the south plains and panhandle of Texas.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 456,797.84	\$ 479,815.00	\$ 479,815.00
<b>Operating</b>	\$ 220,665.90	\$ 202,330.00	\$ 202,330.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 677,463.74	\$ 682,145.00	\$ 682,145.00



**Major Accomplishments in 2018:**

- The South Plains Auto Theft Task Force met all ABTPA goals, strategies and activities for FY17 and is currently projected to accomplish all goals, strategies, and activities for FY18.
- Completed purchasing new mobile radios and walkies to be compliant with the new radio system. These were purchased over the past few years through the grant funds with no additional cost to the county.
- Upgraded the Task Force Fleet by purchasing two new vehicles in FY18 at no cost to the county through program income.

**Goals for 2019:**

- The Task Force was awarded a grant for FY19 in the same amount as FY18. The FY19 goals and strategies are outlined in the Grant Application.
- Bring the Task Force personnel's salary more in line with that of the Criminal District Attorney's Investigators.
- Explore ways to upgrade the trackers currently in use by the Task Force, which are quickly becoming obsolete and will no longer work after the completion of Verizon's tower upgrade.
- Long range goal - new inspection station when the 15th and Ave G property sells.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Administrative</b>	1	1	1
<b>Public Safety</b>	4	4	4
<b>Clerical</b>	1	1	1



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CDA VOCA VICTIM ADVOCACY GRANT

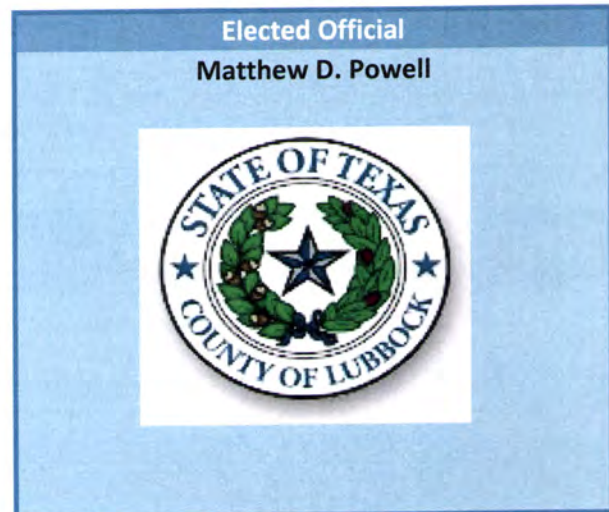
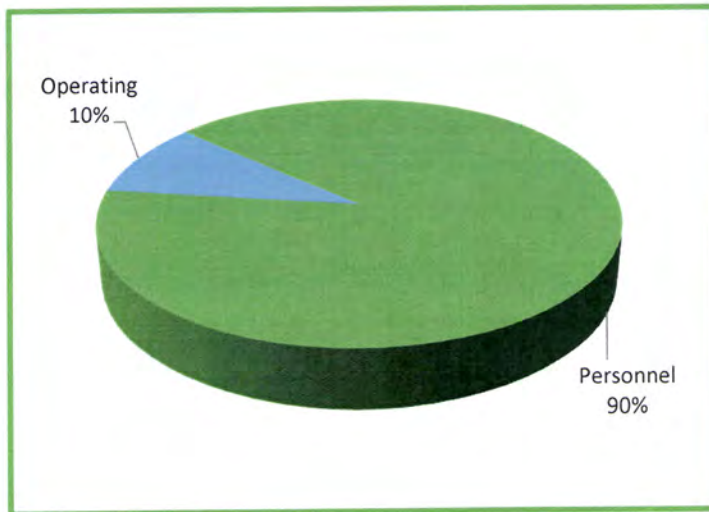
G/L 171

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	83,879	204,495	118,453
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	20,970	51,124	29,613
<b>TOTAL REVENUE</b>	\$ 104,849	\$ 255,619	\$ 148,066
<b>EXPENDITURES</b>			
Personnel	101,797	239,809	133,880
Operating	3,052	15,810	14,186
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The VOCA grant establishes two advocate positions that will serve victims of crimes by responding to the emotional and physical needs of crime victims, assessing the victims' safety needs, and assisting to stabilize their lives after they have been victimized.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 101,797.40	\$ 239,809.00	\$ 133,880.00
<b>Operating</b>	\$ 3,051.81	\$ 15,810.00	\$ 14,186.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 104,849.21	\$ 255,619.00	\$ 148,066.00



<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Clerical	2	2	2

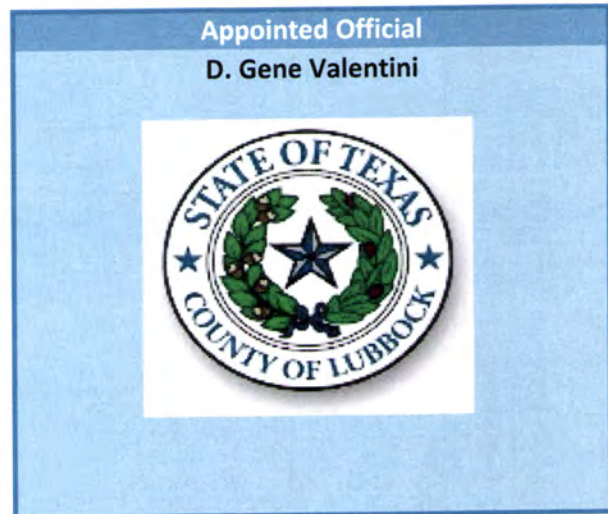
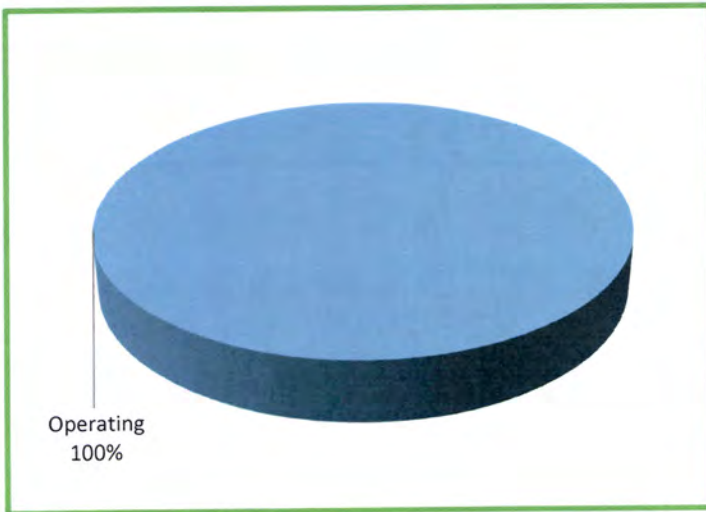
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CHILD ABUSE PREVENTION

G/L 097

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	473	400	400
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	47	25	25
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 520	\$ 425	\$ 425
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	425	425
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 520	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	2,461	2,981	2,981
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 2,981	\$ 2,981	\$ 2,981

This fund is established in Chapter 102, Article 102.0186 of the Code of Criminal Procedure. Funds can only be utilized to fund child abuse prevention programs in the county where the court is located.

Adopted Budget for the Fiscal Year 2018-2019					
	<u>FY17 Actual</u>		<u>FY18 Estimates</u>		<u>FY 19 Budget</u>
Personnel	\$	-	\$	-	\$ -
Operating	\$	-	\$	425.00	\$ 425.00
Capital	\$	-	\$	-	\$ -
Total Budget	\$	-	\$	425.00	\$ 425.00

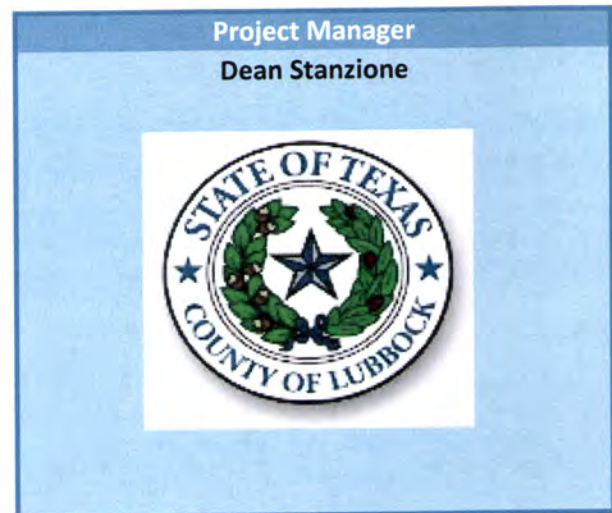
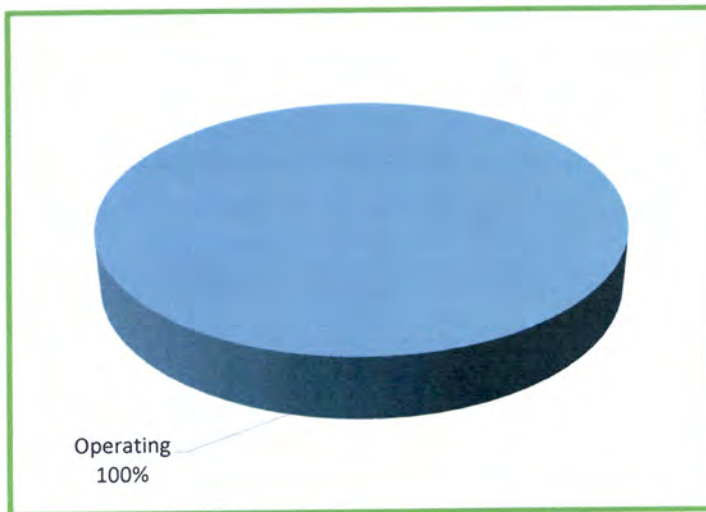




	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	50,424	48,991	48,991
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 50,424	\$ 48,991	\$ 48,991
<b>EXPENDITURES</b>			
Personnel	12,341	-	-
Operating	38,082	48,991	48,991
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The funds from the Lubbock County Adult Drug Court are used to achieve the following goals: 1) to provide early screening, assessment, and court intervention, 2) to provide effective court supervision, 3) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4) to promote public safety by reducing repeat offenders.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ 12,341.42	\$ -	\$ -	
Operating	\$ 38,082.32	\$ 48,991.00	\$ 48,991.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 50,423.74</b>	<b>\$ 48,991.00</b>	<b>\$ 48,991.00</b>	



#### Major Accomplishments in 2018:

- The Re-Entry team has been able to greatly utilize the software purchased from last year and is more efficient in producing reports for the courts and state agencies.

#### Goals for 2019:

- The Drug Court will continue to provide services to rehabilitate offenders and reduce recidivism.
- The Drug Court will continue educating their team in best practices by providing training opportunities both in-state and out-of-state.

Performance Measures	FY16	FY17	FY18
Number of Graduates	13	10	9

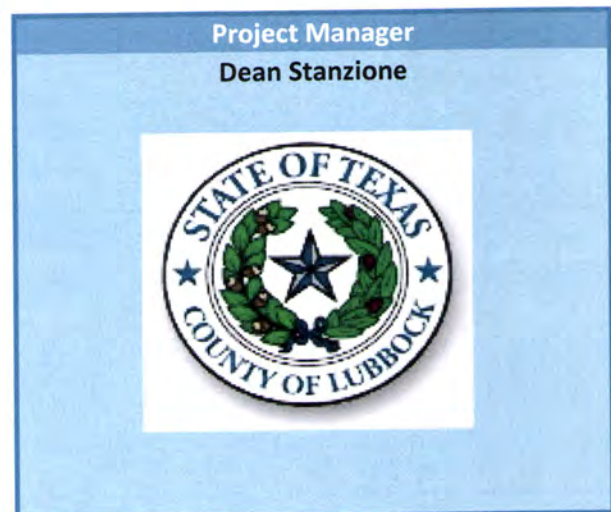
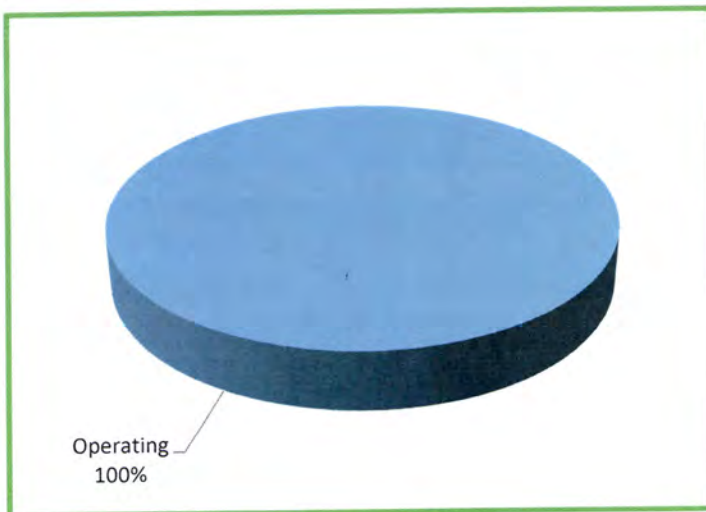
\* Employees partially paid from this fund are counted in the District Attorney department.

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	43,678	36,751	36,612
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 43,678</b>	<b>\$ 36,751</b>	<b>\$ 36,612</b>
<b>EXPENDITURES</b>			
Personnel	12,341	-	-
Operating	31,336	36,751	36,612
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



The Funds from the Lubbock County Adult DWI Court are used to achieve the following goals: 1) to provide early screening, assessment, and court intervention. 2) to provide effective court supervision, 3) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4) to promote public safety by reducing repeat offenders.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ 12,341.42	\$ -	\$ -	
Operating	\$ 31,336.37	\$ 36,751.00	\$ 36,612.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 43,677.79</b>	<b>\$ 36,751.00</b>	<b>\$ 36,612.00</b>	



#### Major Accomplishments in 2018:

- The Re-Entry team has been able to greatly utilize the software purchased and is more efficient in producing reports for the courts and state agencies.

#### Goals for 2019:

- The DWI Court will continue to provide services to rehabilitate offenders and reduce recidivism.
- The DWI Court will continue educating their team in best practices by providing training opportunities both in-state and out-of-state.

Performance Measures	FY16	FY17	FY18
Number of Graduates	12	8	10



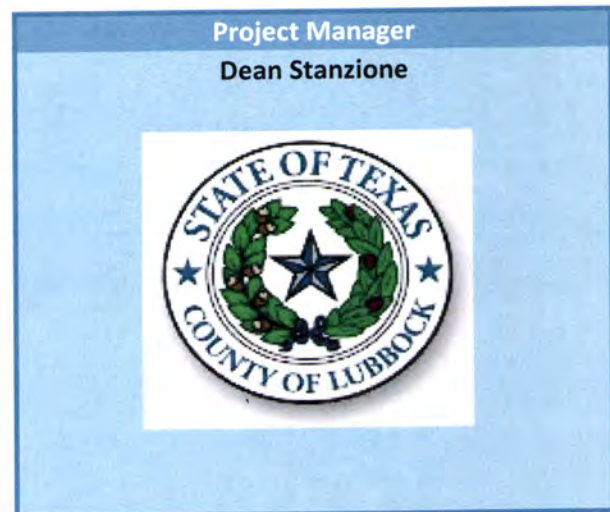
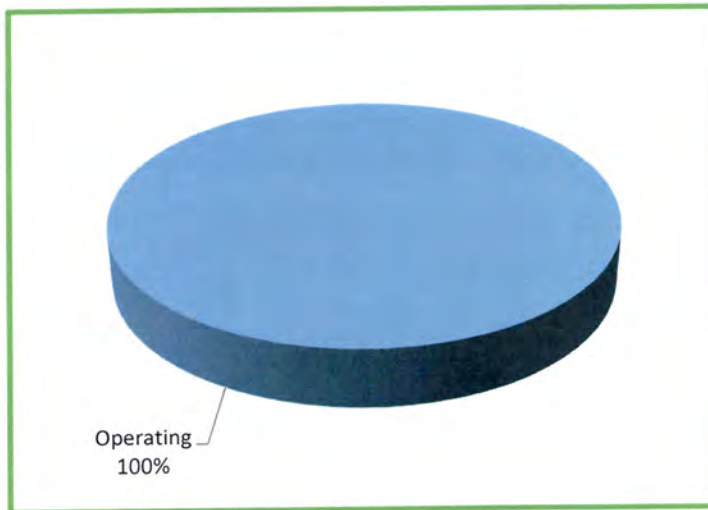
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CJD RE ENTRY DRUG COURT GRANT

G/L 066

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	41,635	40,953	40,953
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 41,635	\$ 40,953	\$ 40,953
<b>EXPENDITURES</b>			
Personnel	12,341	-	-
Operating	29,294	40,953	40,953
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The funds from the Lubbock County Re-Entry Drug Court are used to achieve the following goals: 1) to provide early assessment and intervention, 2) to provide effective court supervision, 3) to provide an integrated program of drug and alcohol treatment, substance abuse education, and rehabilitation service, and 4) to promote public safety by reducing repeat offenders.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ 12,341.42	\$ -	\$ -	
Operating	\$ 29,293.81	\$ 40,953.00	\$ 40,953.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 41,635.23</b>	<b>\$ 40,953.00</b>	<b>\$ 40,953.00</b>	



#### Major Accomplishments in 2018:

- The Re-Entry team has been able to greatly utilize the software purchased and is more efficient in producing reports for the courts and state agencies.

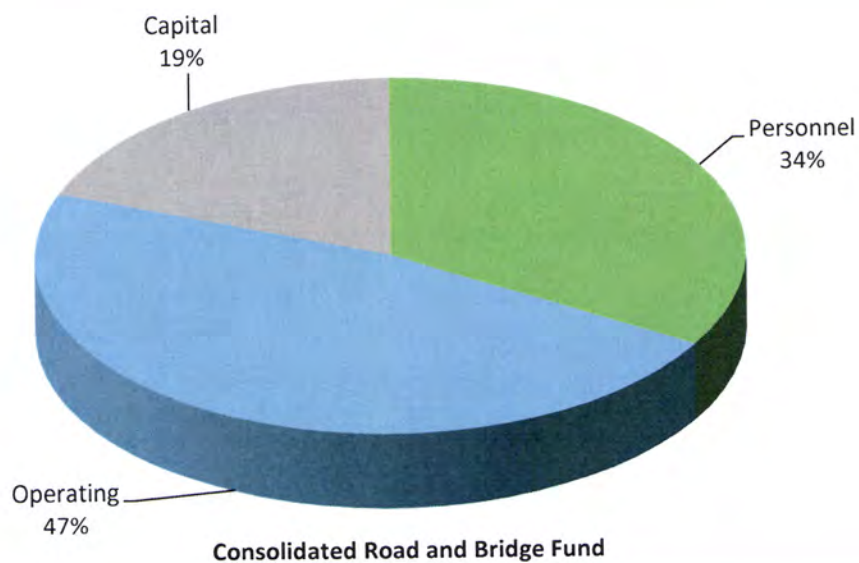
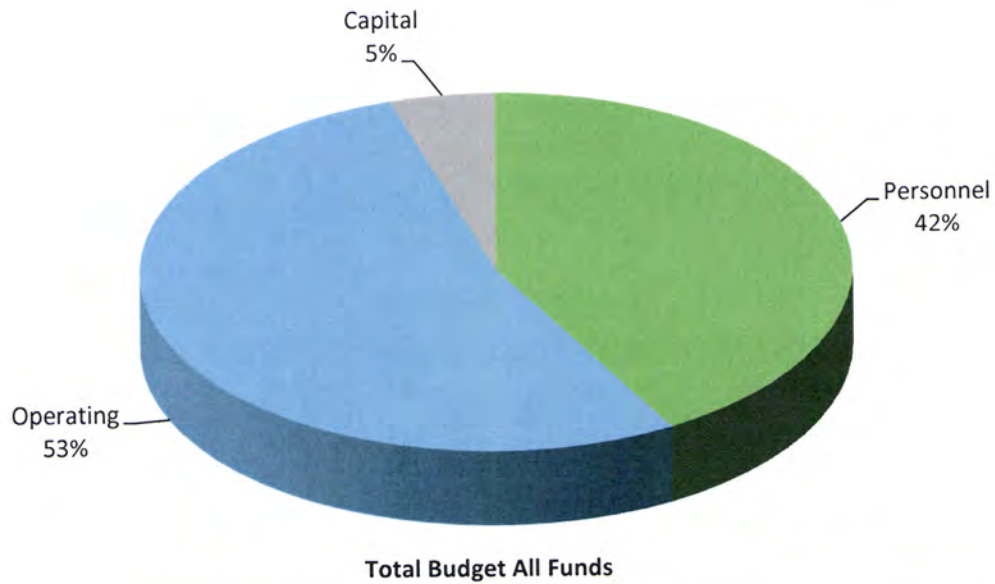
#### Goals for 2019:

- The Re-Entry Court will continue to provide services to rehabilitate offenders and reduce recidivism.
- The Re-Entry Court will continue educating their team in best practices by providing training opportunities both in-state and out-of-state.

Performance Measures	FY16	FY17	FY18
Number of Graduates	17	35	44

LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. CONSOLIDATED ROAD AND BRIDGE

Special revenue funds are used to account for special earmarked revenues that have legal restrictions as to the specific purpose of the expenditures. The Consolidated Road and Bridge Fund includes expenditures for the operation, repair and maintenance of roads and bridges located in Lubbock County. The primary source of revenue to the Road and Bridge Fund consists of a portion of the \$10 fee assessed on motor vehicle registrations (as provided by statute) and a transfer from the general fund.



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CONSOLIDATED ROAD AND BRIDGE

G/L 020

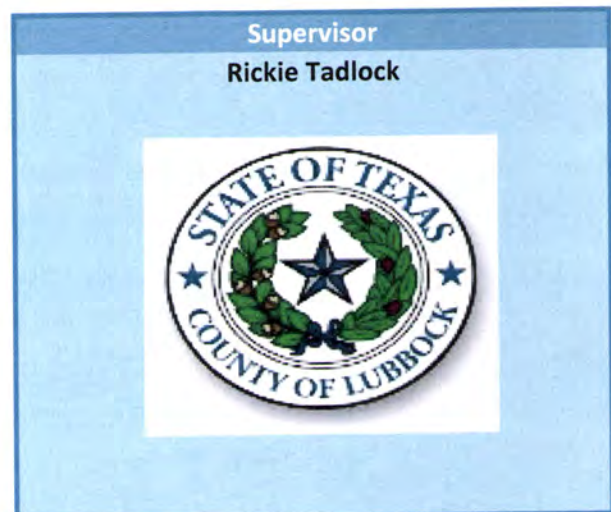
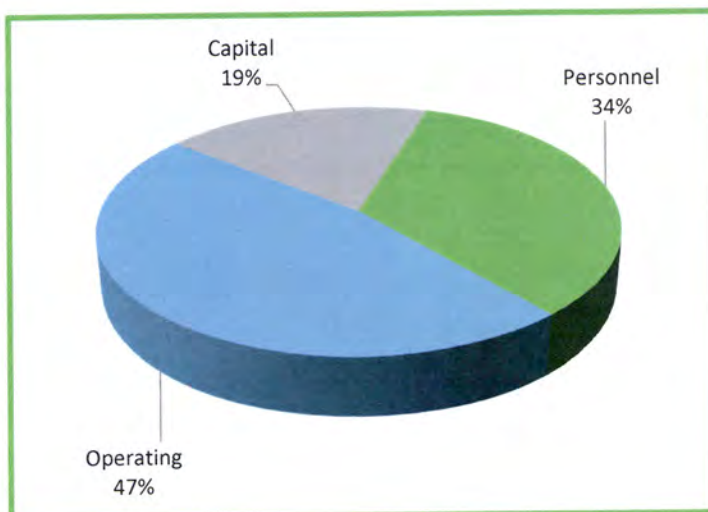
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	504,428	415,000	415,000
Fees	-	-	-
Commissions	-	-	-
Charges for Service	2,006,670	2,210,000	2,757,000
Fines/Forfeitures	-	-	-
Interest	85,498	60,000	14,000
Other Revenue	506,069	510,000	259,500
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	2,732,828	3,033,648	5,228,943
<b>TOTAL REVENUE</b>	\$ 5,835,492	\$ 6,228,648	\$ 8,674,443
<b>EXPENDITURES</b>			
Personnel	2,485,395	3,033,647	3,038,943
Operating	4,935,450	3,684,896	4,252,300
Capital	1,967,158	1,188,000	1,720,040
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (3,552,511)	\$ (1,677,895)	\$ (336,840)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	6,583,891	3,031,380	1,353,485
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 3,031,380	\$ 1,353,485	\$ 1,016,645



In accordance with Texas State Law and County policies and subject to the supervision of the County Commissioners' Court, Consolidated Road and Bridge assists in the maintenance of the county roads of Lubbock County. Plans and inspects construction of county road projects. Assists in the planning of new subdivisions, commercial developments, and infrastructure. Plays a crucial role in responding to the needs of the public in the planning, preparing, mitigating and recovery from general emergencies and disasters.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 2,485,394.70	\$ 3,033,647.00	\$ 3,038,943.00
Operating	\$ 4,935,449.82	\$ 3,684,896.00	\$ 4,252,300.00
Capital	\$ 1,967,158.42	\$ 1,188,000.00	\$ 1,720,040.00
<b>Total Budget</b>	<b>\$ 9,388,002.94</b>	<b>\$ 7,906,543.00</b>	<b>\$ 9,011,283.00</b>



**Major Accomplishments in 2018:**

- Completed over 75 miles of roadway in the Caliche Program.
- Presented six new positions to personnel committee.
- The average number of open work orders this year is down by 10%.

**Goals for 2019:**

- Maintain under 150 open work orders in the Iworq system.
- Conduct surface treatments/improvements for paved and unpaved roads.
- Decrease the completion time for work order requests by increasing productivity and efficiency.

Performance Measures	FY16	FY17	FY18
Work Orders Completed	1,712	1,637	1,385
Miles of County Road Maintained	1,180	1,174	1,122
Miles of Road Caliched	N/A	N/A	94
Miles of Road Seal Coated	36	152	0
Staff by Classification	FY17	FY18	FY19
Clerical	1	3	3
Trades & Technical	42	45	45

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
COUNTY AND DISTRICT COURT TECHNOLOGY

G/L 099

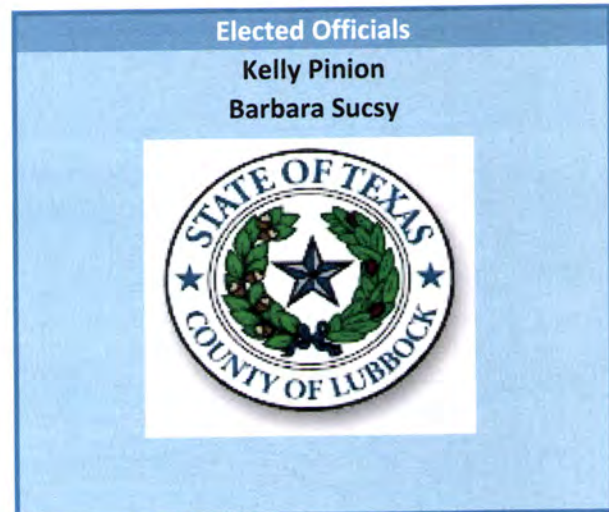
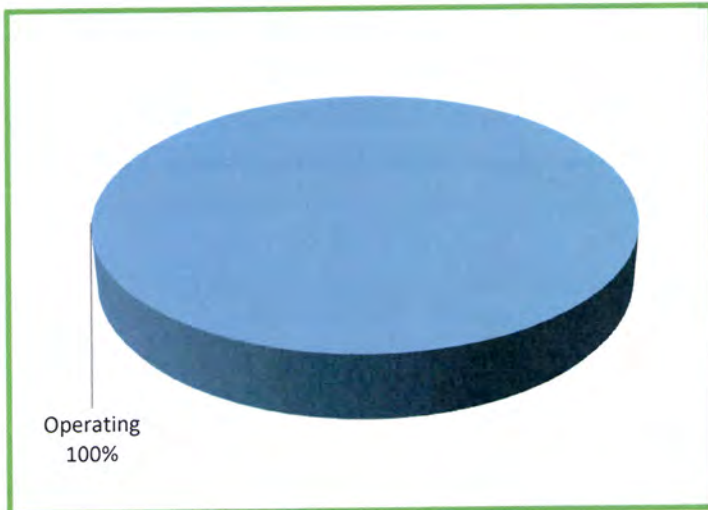
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	7,251	8,500	6,100
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	893	400	500
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 8,144</b>	<b>\$ 8,900</b>	<b>\$ 6,600</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	8,900	8,900
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 8,144</b>	<b>\$ -</b>	<b>\$ (2,300)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	49,684	57,828	57,828
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 57,828</b>	<b>\$ 57,828</b>	<b>\$ 55,528</b>



This fund was established to account for fees collected upon conviction of a criminal offense in a county court, statutory county court, or district court. The funds can only be used in compliance with Article 102.0169 Code of Criminal Procedures.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ -	\$ 8,900.00	\$ 8,900.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ -</b>	<b>\$ 8,900.00</b>	<b>\$ 8,900.00</b>



**Major Accomplishments in 2018:**

- Progress in scanning court documents.
- Continued to collect the underlying criminal court cost of \$4 per conviction.

**Goals for 2019:**

- Continue to address scanning of court documents.
- Use funds available to purchase three Fujitsu Scansnap IXSOO scanners to facilitate the e-filing process.
- Continue to save this fee until it can be used for purchases to enhance court processes, which purchases are generally more costly than the revenue income this fee generates.

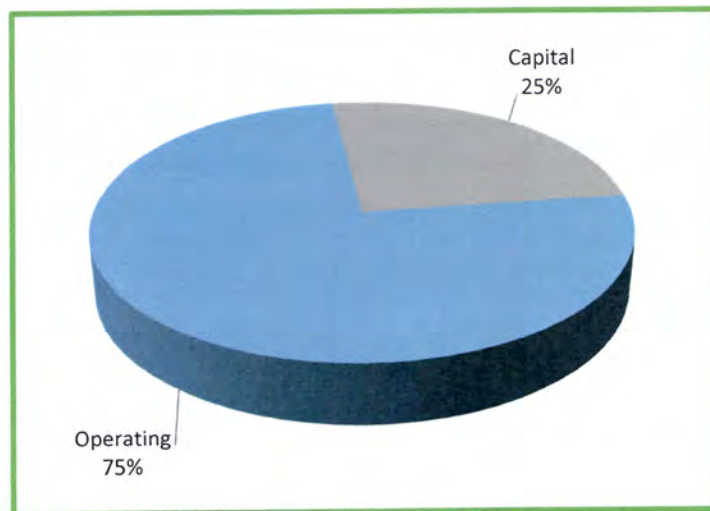
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	506,245	550,000	543,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	28,810	12,000	20,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 535,055</b>	<b>\$ 562,000</b>	<b>\$ 563,000</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	91,885	100,000	745,000
Capital	-	-	250,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 443,170</b>	<b>\$ 462,000</b>	<b>\$ (432,000)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	1,674,856	2,118,026	2,580,026
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 2,118,026</b>	<b>\$ 2,580,026</b>	<b>\$ 2,148,026</b>



Lubbock County has two archive funds. These funds were established through a fee collected of up to \$10 on all documents filed in the clerks' offices and can only be spent in accordance with a records archive plan filed by the clerks and approved by the Commissioners' Court. Funds can only be used for the specific purpose of archiving and preserving records filed in the clerks' offices prior to 1974.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 91,885.38	\$ 100,000.00	\$ 745,000.00
Capital	\$ -	\$ -	\$ 250,000.00
<b>Total Budget</b>	<b>\$ 91,885.38</b>	<b>\$ 100,000.00</b>	<b>\$ 995,000.00</b>



**Major Accomplishments in 2018:**

- Recreate additional damaged books as needed.
- Download additional document images into current database.
- Continued indexing historical documents and Commissioners' Court minutes.

**Goals for 2019:**

- Identify damaged books needing recreation and preservation.
- Download additional document images into current database.
- Continue indexing historical documents and Commissioners' Court minutes.

Performance Measures	FY16	FY17	FY18
Number of Books Restored	10	22	10
Volumes of Records Restored	N/A	4	11

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
COUNTY CLERK RECORDS MGT AND PRESERVATION

G/L 091

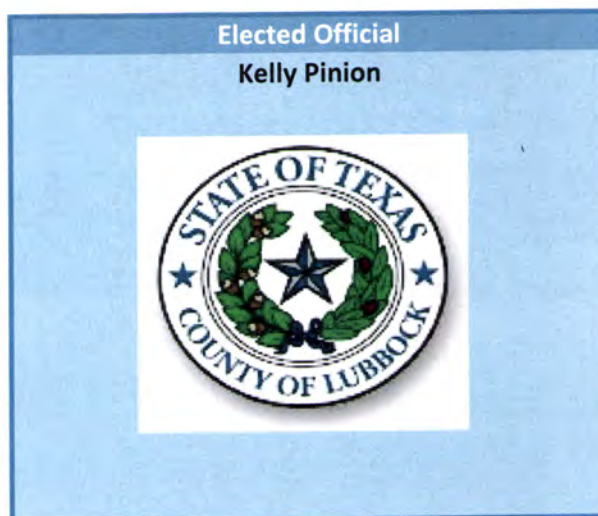
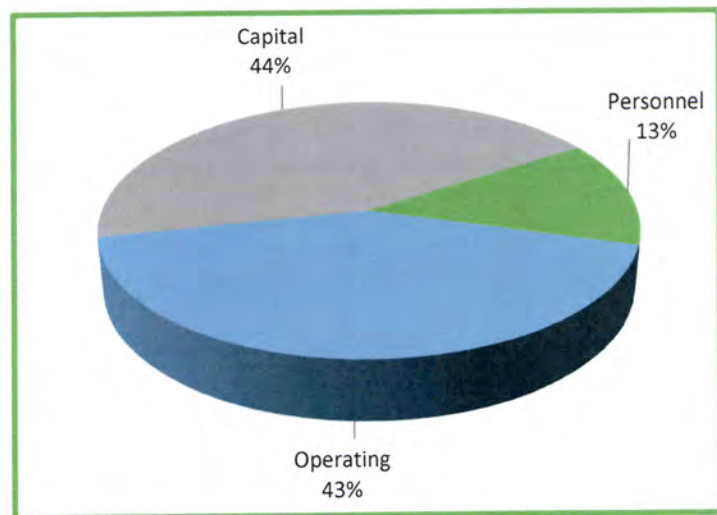
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	508,915	525,000	545,725
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	46,705	35,000	27,200
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 555,620</b>	<b>\$ 560,000</b>	<b>\$ 572,925</b>
<b>EXPENDITURES</b>			
Personnel	71,765	165,126	166,653
Operating	18,907	-	530,176
Capital	-	50,000	550,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 464,948</b>	<b>\$ 344,874</b>	<b>\$ (673,904)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	2,578,868	3,043,816	3,388,690
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 3,043,816</b>	<b>\$ 3,388,690</b>	<b>\$ 2,714,786</b>



Lubbock County has four preservation funds, County Clerk, District Clerk, Commissioners' Court, and Court Record. A defendant convicted of an offense in a county court, a county court at law, or a district court is required to pay a records management and preservation fee. The fee was approved by the State legislature to help fund the requirement to maintain certain records for an extended period of time for the County Clerk.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 71,765.12	\$ 165,126.00	\$ 166,653.00
<b>Operating</b>	\$ 18,907.02	\$ -	\$ 530,176.00
<b>Capital</b>	\$ -	\$ 50,000.00	\$ 550,000.00
<b>Total Budget</b>	\$ 90,672.14	\$ 215,126.00	\$ 1,246,829.00



**Major Accomplishments in 2018:**

- Increased digital data base by continued back indexing of historical documents.
- Electronics upgrade to mobile shelving units housing deed records.
- Identified records meeting retention requirements and disposing of by statute.

**Goals for 2019:**

- Increase document images available on public system.
- Identify books needing repair or reproduction.
- Continue to audit and monitor the process of proper records retention and preservation.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Clerical	2	2	2
Regular Part-Time	1	1	1

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
COUNTY DRUG COURT COURT COST

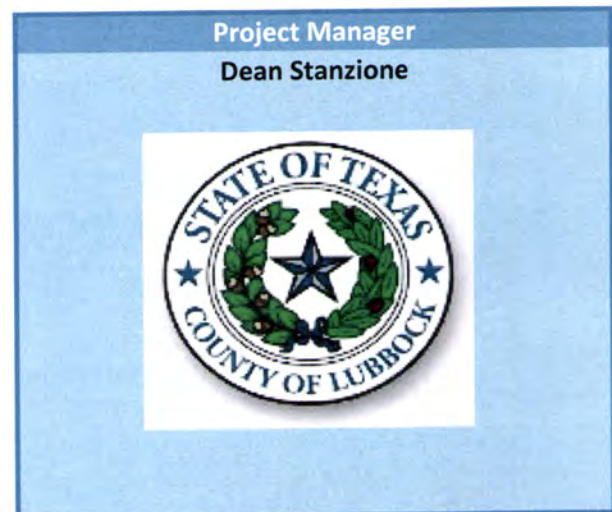
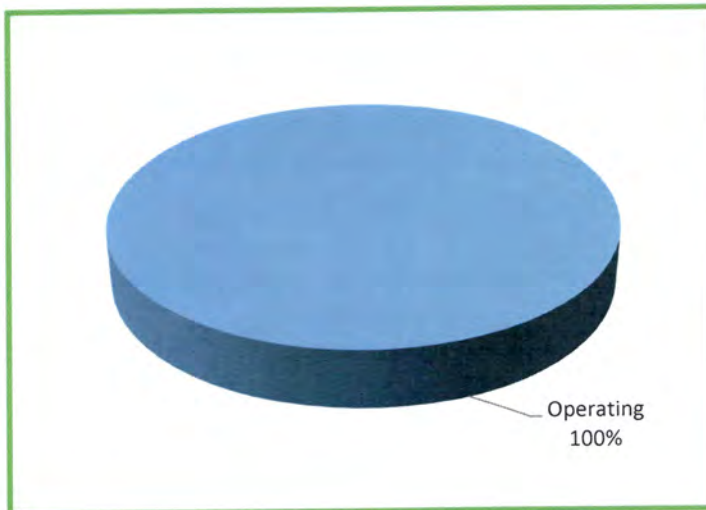
G/L 074

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	33,548	38,740	20,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	3,049	-	1,700
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 36,597</b>	<b>\$ 38,740</b>	<b>\$ 21,700</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	9,825	27,168	38,740
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 26,772</b>	<b>\$ 11,572</b>	<b>\$ (17,040)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	166,970	193,743	205,315
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 193,743</b>	<b>\$ 205,315</b>	<b>\$ 188,275</b>



Code of Criminal Procedures Article 102.0178 requires a person to pay \$50 as a cost of court on conviction of an offense punishable as a Class B misdemeanor or any higher category of offense under Chapter 49 of the Penal Code or Chapter 481 of the Health and Safety Code. The county is entitled to 50% of the court cost plus an additional 10% as a service fee. The funds collected are to be used exclusively for the maintenance of drug court programs operated by the county.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 9,824.53	\$ 27,168.00	\$ 38,740.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 9,824.53</b>	<b>\$ 27,168.00</b>	<b>\$ 38,740.00</b>



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
COUNTY RECORDS MGT AND PRESERVATION

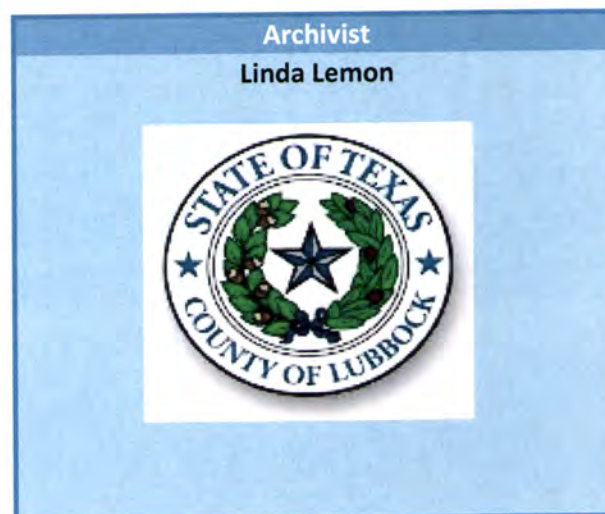
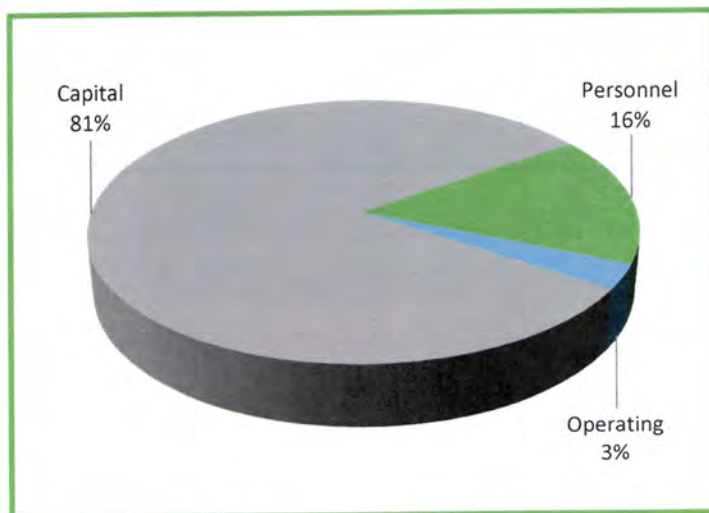
G/L 092

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	80,084	90,000	69,400
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	8,660	5,500	5,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 88,744	\$ 95,500	\$ 74,400
<b>EXPENDITURES</b>			
Personnel	56,089	67,676	67,676
Operating	839	9,227	13,000
Capital	115,644	-	345,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (83,829)	\$ 18,597	\$ (351,276)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	606,839	523,010	541,607
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 523,010	\$ 541,607	\$ 190,331

Lubbock County has four preservation funds, County Clerk, District Clerk, Commissioners' Court, and Court Record. A defendant convicted of an offense in a county court, a county court at law, or a district court is required to pay a records management and preservation fee. The fee was approved by the State legislature to help fund the requirement to maintain certain records for an extended period of time for the County.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 56,089.43	\$ 67,676.00	\$ 67,676.00
<b>Operating</b>	\$ 838.92	\$ 9,227.00	\$ 13,000.00
<b>Capital</b>	\$ 115,644.35	\$ -	\$ 345,000.00
<b>Total Budget</b>	\$ 172,572.70	\$ 76,903.00	\$ 425,676.00



**Major Accomplishments in 2018:**

- Started scheduled work days with department to transfer record series from record boxes and file cabinets into newly installed open-shelf filing system.
- Completed the inventory of archival records with the help of Historical Commission volunteers.
- Began using the Records Retention program developed to track physical records, starting with those held in the Records Center.

**Goals for 2019:**

- Continue working with departments to move record series from boxes and file cabinets to mobile open-filing system.
- Continue working with individual departments on management of physical record storage, focusing on backlogs, and budgeting for their secure destruction.
- Continue working with individual departments on specific records management issues.
- Continue working with IT and individual departments on electronic records issues.
- Work with the Records Management Committee on developing the Records Management Plan.



Performance Measures	FY16	FY17	FY18
Records Requests	176	160	203
Number of Boxes of Records	3,363	3,631	3,638
Cubic Feet of Records Destroyed	701	581	487
Number of CDs/DVDs Destroyed	N/A	2,241	0
Staff by Classification	FY17	FY18	FY19
Professional	1	1	1



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
COURT RECORD PRESERVATION

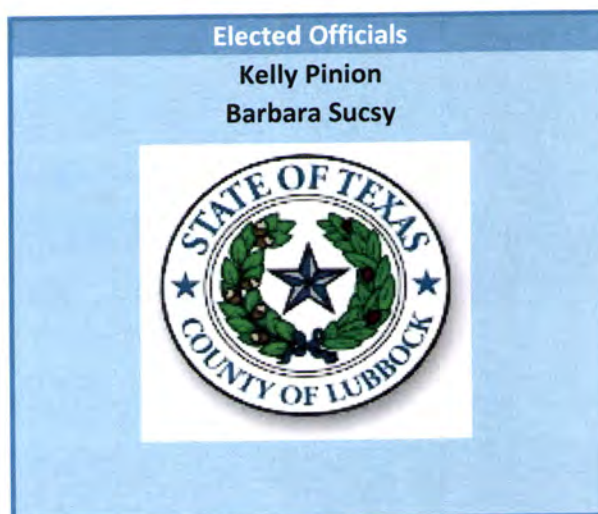
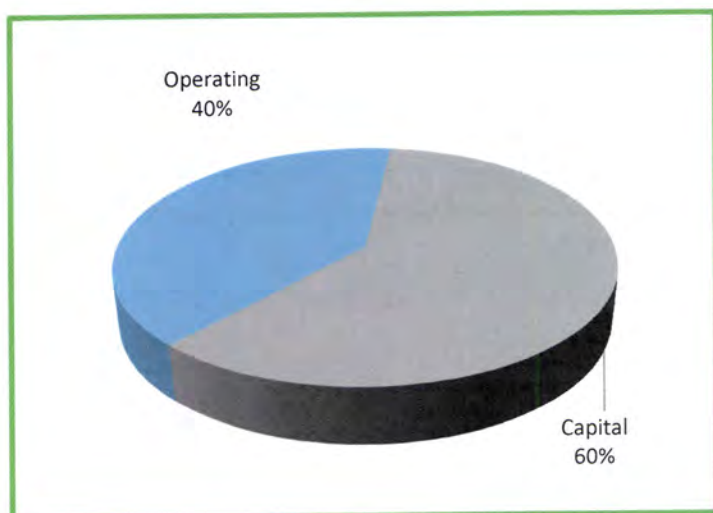
G/L 094

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	46,541	41,600	48,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	3,447	1,800	2,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 49,988	\$ 43,400	\$ 50,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	20,735	43,400	50,000
Capital	-	-	75,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 29,253	\$ -	\$ (75,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	196,285	225,538	225,538
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 225,538	\$ 225,538	\$ 150,538

Lubbock County has four preservation funds, County Clerk, District Clerk, Commissioners' Court, and Court Record. A defendant convicted of an offense in a county court, a county court at law, or a district court is required to pay a records management and preservation fee. The fee was approved by the State legislature to help fund the requirement to maintain certain records for an extended period of time for the County and District Courts.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ -	\$ -	\$ -
<b>Operating</b>	\$ 20,735.00	\$ 43,400.00	\$ 50,000.00
<b>Capital</b>	\$ -	\$ -	\$ 75,000.00
<b>Total Budget</b>	\$ 20,735.00	\$ 43,400.00	\$ 125,000.00



**Major Accomplishments in 2018:**

- At a cost of \$20,000.00, record/judgment books stored at the warehouse were restored and preserved. These books were deteriorating due to age and storage conditions.
- Continued back scanning old case files.
- Replaced some banker boxes with archival quality storage boxes.

**Goals for 2019:**

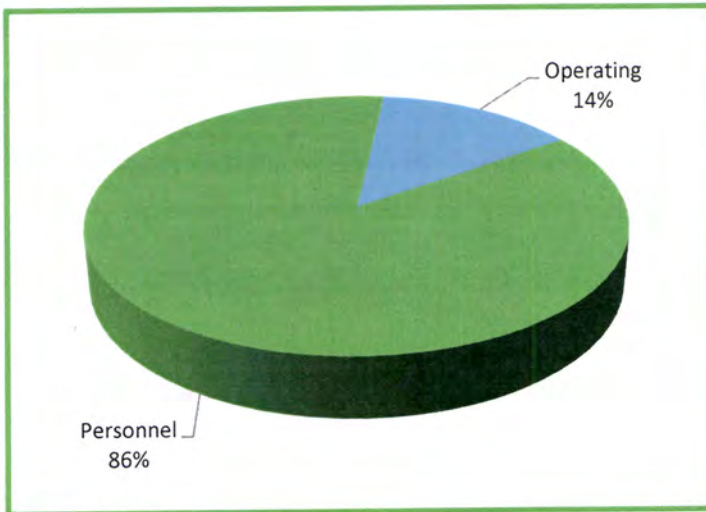
- Continue to restore and preserve record/judgment books to prevent deterioration of historical records.
- Continue to back scan old case files.
- Replace additional banker boxes with archival quality storage boxes.

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	102,413	110,000	110,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	(5)	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 102,408	\$ 110,000	\$ 110,000
<b>EXPENDITURES</b>			
Personnel	87,061	94,956	94,956
Operating	10,162	15,044	15,044
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	5,184	5,184	5,184
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 5,184	\$ 5,184	\$ 5,184

This fund accounts for the cost of providing security services for all district, county, and justice courtrooms, and protection for the judges, staff, victims, and the public.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 87,061.11	\$ 94,956.00	\$ 94,956.00
Operating	\$ 10,162.33	\$ 15,044.00	\$ 15,044.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 97,223.44</b>	<b>\$ 110,000.00</b>	<b>\$ 110,000.00</b>



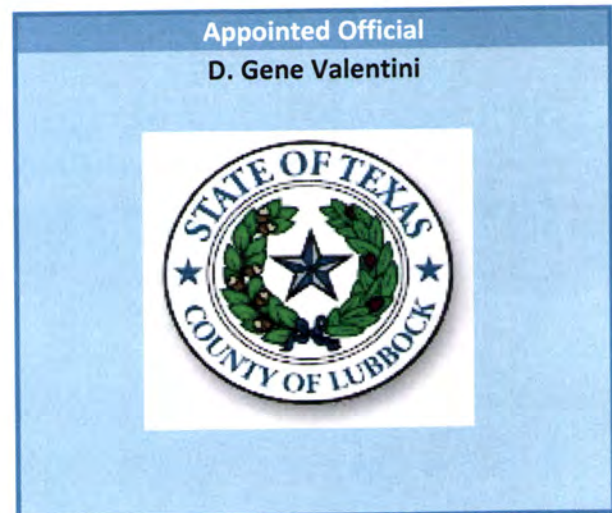
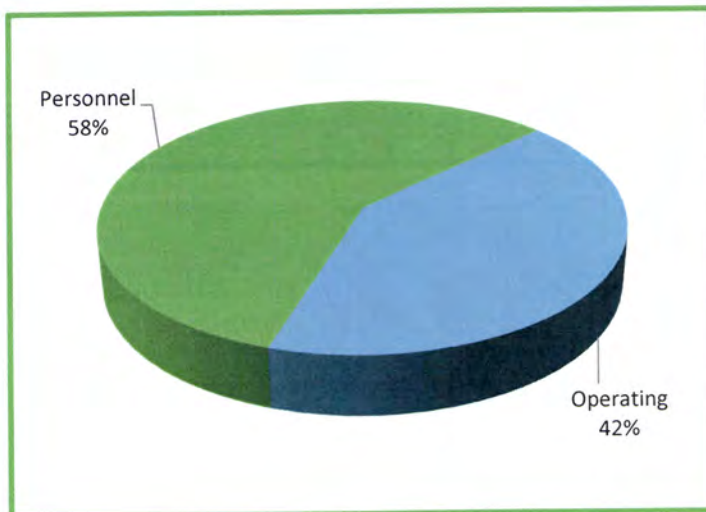
<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Public Safety	3	3	3



	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	304,232	328,600	328,600
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	(68)	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 304,163	\$ 328,600	\$ 328,600
<b>EXPENDITURES</b>			
Personnel	197,767	191,430	191,430
Operating	100,256	137,170	137,170
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 6,140	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	24,157	30,297	30,297
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 30,297	\$ 30,297	\$ 30,297

This fund was established under Texas Civil Practice and Remedies Code Chapter 152 for the purpose of maintaining an alternative dispute resolution system.

Adopted Budget for the Fiscal Year 2018-2019			
	FY17 Actual	FY18 Estimates	FY 19 Budget
Personnel	\$ 197,767.17	\$ 191,430.00	\$ 191,430.00
Operating	\$ 100,255.91	\$ 137,170.00	\$ 137,170.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 298,023.08</b>	<b>\$ 328,600.00</b>	<b>\$ 328,600.00</b>



#### Major Accomplishments in 2018:

- Completed needed legislative housekeeping bills for the department.
- Developed new venues for the use of ADR.

#### Goals for 2019:

- Refine the adoption evaluation activity and monitor the impact of Rule 145 on the services.
- Fully implement Juvenile Case Manager.

Performance Measures	FY16	FY17	FY18
Inquiries and referrals	2,393	2,481	2,328
Number Assisted	4,572	4,770	4,490
Average Monthly Collections	\$136,928	\$109,943	\$99,316
Training Participants	242	242	230
Number of Training Sessions	9	11	11
Training Hours Provided	112	139	158
Staff by Classification	FY17	FY18	FY19
Appointed	1	1	1
Professional	1	1	1
Clerical	1	1	1

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
DISTRICT CLERK RECORDS MGT AND PRESERVATION

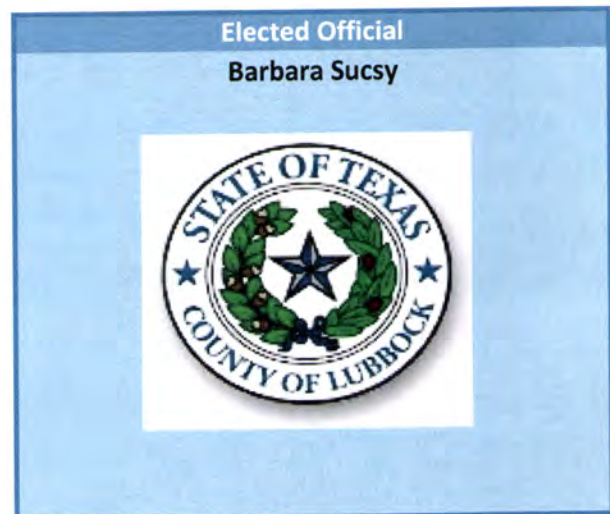
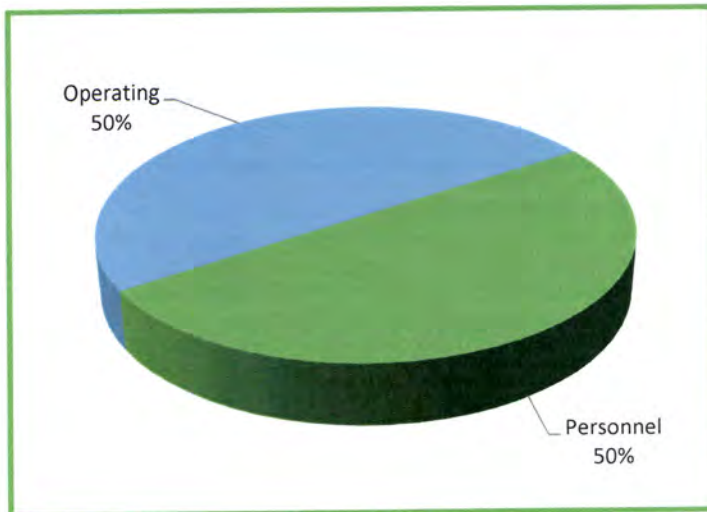
G/L 090

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	17,397	16,000	18,800
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,144	600	600
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 18,541</b>	<b>\$ 16,600</b>	<b>\$ 19,400</b>
<b>EXPENDITURES</b>			
Personnel	12,524	12,250	22,251
Operating	10,197	9,450	22,450
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ (4,181)</b>	<b>\$ (5,100)</b>	<b>\$ (25,301)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	74,739	70,559	65,459
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 70,559</b>	<b>\$ 65,459</b>	<b>\$ 40,158</b>



Lubbock County has four preservation funds, County Clerk, District Clerk, Commissioners' Court, and Court Record. A defendant convicted of an offense in a county court, a county court at law, or a district court is required to pay a records management and preservation fee. The fee was approved by the State legislature to help fund the requirement to maintain certain records for an extended period of time for the District Clerk.

Adopted Budget for the Fiscal Year 2018-2019			
	FY17 Actual	FY18 Estimates	FY 19 Budget
Personnel	\$ 12,524.46	\$ 12,250.00	\$ 22,251.00
Operating	\$ 10,197.25	\$ 9,450.00	\$ 22,450.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 22,721.71</b>	<b>\$ 21,700.00</b>	<b>\$ 44,701.00</b>



#### Major Accomplishments in 2018:

- Purchased court shucks.
- Continued accepting and organizing storage of exhibits from court reporters and have scanned and filed those exhibits.
- Assisted retiring court reporters with transition of exhibits from their storage areas to our exhibit room.
- Reviewed State Library guidelines on retention of capital case and permanent exhibits.
- Assigned duties of maintaining the exhibits to an experienced deputy clerk who has accepted, recorded and stored the exhibits as received, both for current year and past years.

#### Goals for 2019:

- Work with Courts to receive more exhibits, notes and tapes from various court reporter closets, destroy those exhibits, notes and tapes subject to Texas State Library retention schedules.
- Organize items to be destroyed for shredding by Goodwill Industries.
- Accurately label, organize and store all exhibits, notes and tapes which are not subject to the Texas State Library retention schedules.
- Continue to scan all exhibits which are permanent records.
- Train another seasonal employee to utilize State Library retention schedules to cull out non-essential records at the warehouse.

District Clerk Records Preservation employs temporary staff, which is not a counted classification.



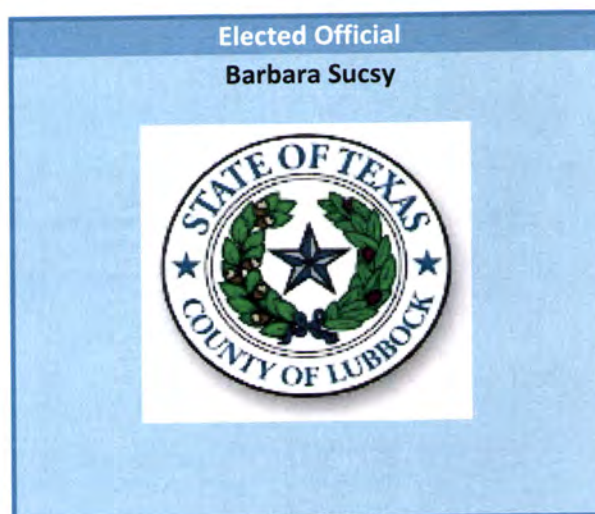
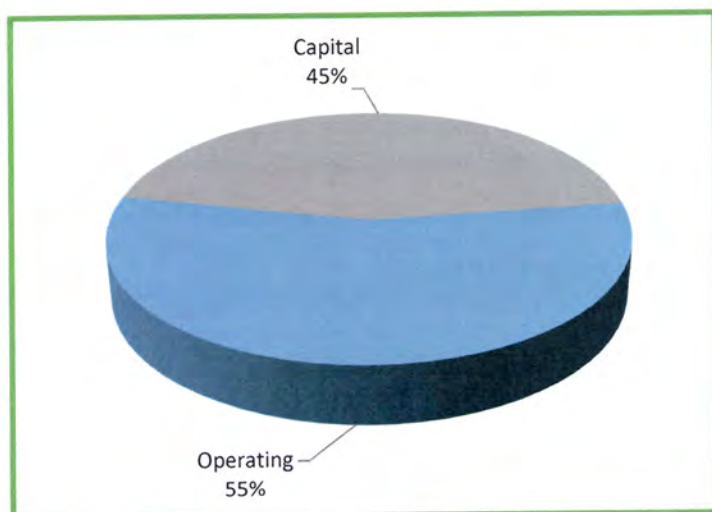
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
DISTRICT COURT RECORD TECHNOLOGY

G/L 102

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	33,009	30,000	30,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,687	700	1,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 34,696	\$ 30,700	\$ 31,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	16,040	1,000	31,000
Capital	-	-	25,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 18,656	\$ 29,700	\$ (25,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	86,862	105,518	135,218
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 105,518	\$ 135,218	\$ 110,218

The Commissioners' Court adopts a district court records archive fee as allowed under Government Code Section 51.305. The fee is for preservation and restoration services performed in connection with maintaining district court records.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 16,040.00	\$ 1,000.00	\$ 31,000.00
Capital	\$ -	\$ -	\$ 25,000.00
<b>Total Budget</b>	<b>\$ 16,040.00</b>	<b>\$ 1,000.00</b>	<b>\$ 56,000.00</b>



#### Major Accomplishments in 2018:

- Additional record/judgment books stored at the warehouse will be restored and preserved. These books were deteriorating due to age and storage conditions.

#### Goals for 2019:

- Continue to restore and preserve record/judgment books to prevent deterioration of historical records.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
DOMESTIC RELATIONS OFFICE

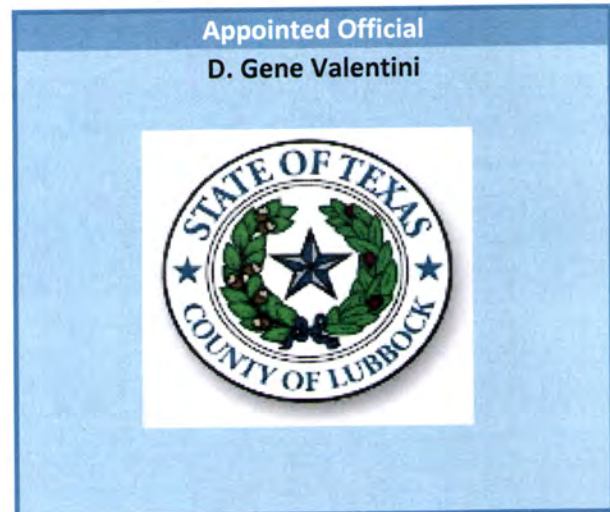
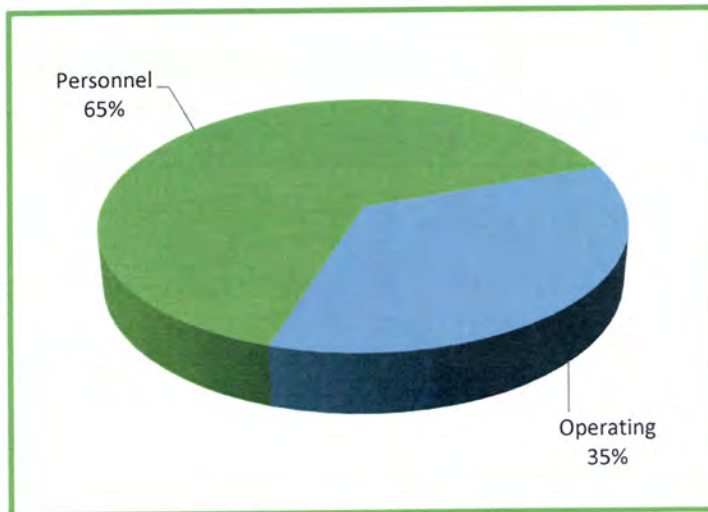
G/L 077

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental			
Fees	208,120	211,600	211,600
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 208,120	\$ 211,600	\$ 211,600
<b>EXPENDITURES</b>			
Personnel	133,115	137,080	137,080
Operating	66,825	74,520	74,520
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 8,180	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	21,166	29,346	29,346
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 29,346	\$ 29,346	\$ 29,346

This fund is used for the purpose of providing money for services authorized under Texas Family Code, Chapter 203.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 133,114.59	\$ 137,080.00	\$ 137,080.00
<b>Operating</b>	\$ 66,825.40	\$ 74,520.00	\$ 74,520.00
<b>Capital</b>	\$ -	\$ -	\$ -
<b>Total Budget</b>	\$ 199,939.99	\$ 211,600.00	\$ 211,600.00



**Major Accomplishments in 2018:**

- Served as President for the Texas Association of Domestic Relations Offices for the first time.

**Goals for 2019:**

- For the first time, host the annual conference for Texas Association of Domestic Relations Offices.
- Explore additional DRO services with Office of the Attorney General.
- Start negotiations with the Office of the Attorney General for the child support services contract.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Clerical</b>	3	3	3



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
DOMESTIC VIOLENCE PROSECUTION GRANT

G/L 175

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	58,954	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	36,979	-	-
<b>TOTAL REVENUE</b>	\$ 95,933	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	95,933	-	-
Operating	-	-	-
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The Domestic Violence Prosecution grant program provides assistance in developing and strengthening effective law enforcement, prosecution, and court strategies to combat violent crimes against women and in developing and strengthening victim services in such cases.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 95,933.00	\$ -	\$ -	
Operating	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 95,933.00</b>	<b>\$ -</b>	<b>\$ -</b>	



Staff by Classification	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Professional	1	0	0

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
ELECTION ADMINISTRATION

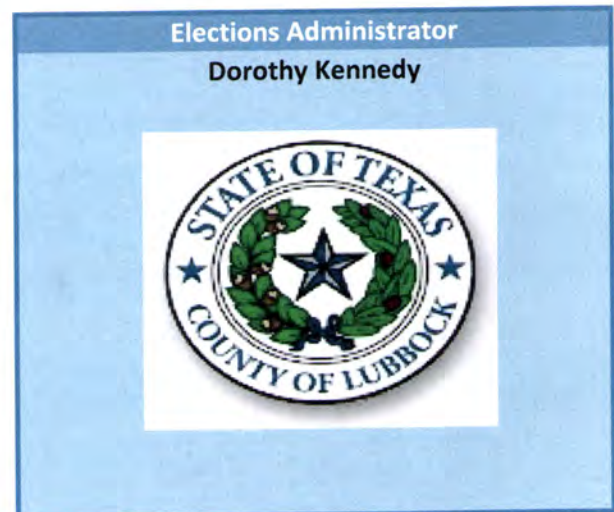
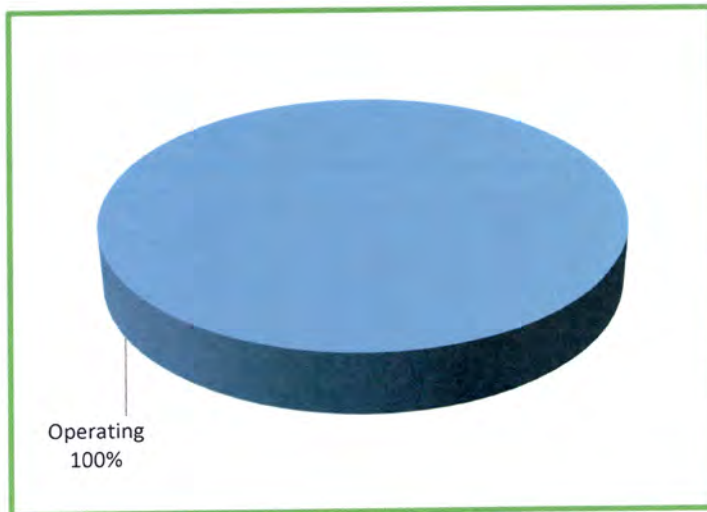
G/L 085

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	3,247	42,000	112,500
Fines/Forfeitures	-	-	-
Interest	2,887	1,000	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 6,134	\$ 43,000	\$ 112,500
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	24,000	43,000	112,500
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (17,866)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	204,239	186,374	186,374
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 186,374	\$ 186,374	\$ 186,374



Lubbock County is allowed to charge all entities a 10% administrative fee for conducting their elections. As per Texas Elections Administrative Code, a fee charged by the officer may not exceed 10% of the total amount of the contract, but may not be less than \$75 and cannot be considered as part of the County's General Revenue Fund.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 24,000.00	\$ 43,000.00	\$ 112,500.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 24,000.00</b>	<b>\$ 43,000.00</b>	<b>\$ 112,500.00</b>	



#### Major Accomplishments in 2018:

- Our department was able to use funds from the 10% Election Administration Fee to maintain and pay licensing fees for our website [www.votelubbock.org](http://www.votelubbock.org), Election Night Reporting Program and Control. The website houses voting results for past elections, voters are able to check voter registration status, and various other items pertaining to voters and elections.

#### Goals for 2019:

- To continue using funds from this account to maintain Elections Department website and all items associated with it.
- To upgrade website with vendor as they will no longer be supporting the current version of the Elections Department website.
- To use some funds to help fund travel for continuing education classes and conferences to achieve and maintain staff's CERA certifications.

Performance Measures	FY16	FY17	FY18
Number of Contracts	20	11	15

\*\*10% fee is allowable under Texas Election Code Section 31.100(d).

\*\*Texas Administrative Code Title 1, Part 4, Chapter 81, Subchapter H, Rule §81.161.



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
ELECTION EQUIPMENT

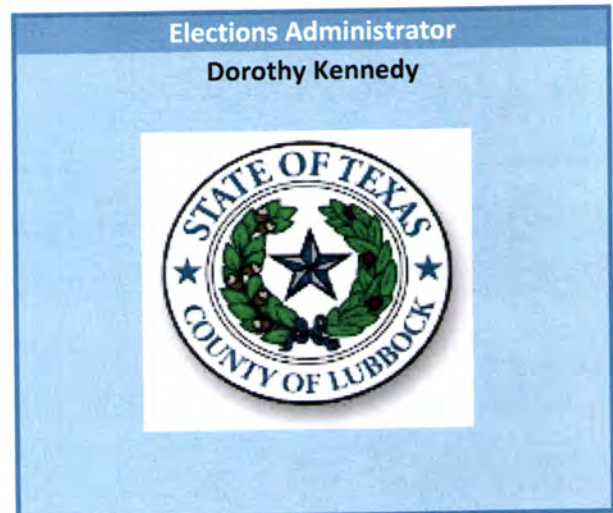
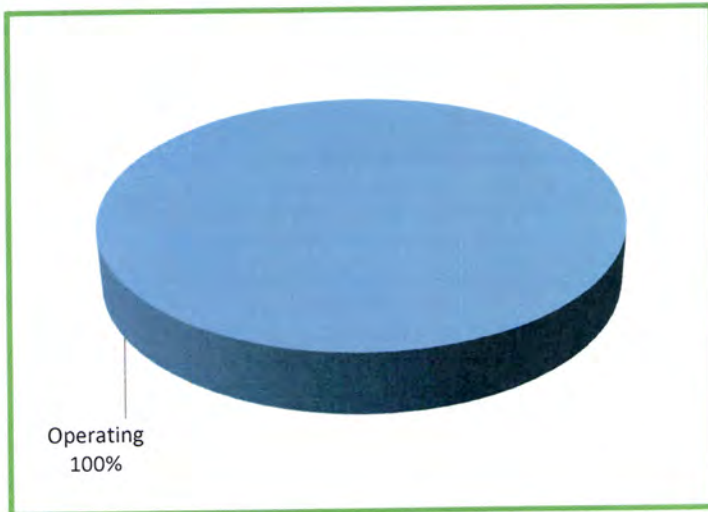
G/L 086

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	6,400	30,000	79,500
Fines/Forfeitures	-	-	-
Interest	4,541	856	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	5,600,000	-	-
<b>TOTAL REVENUE</b>	\$ 5,610,941	\$ 30,856	\$ 79,500
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	5,939,766	30,856	79,500
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (328,825)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	637,511	308,686	308,686
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 308,686	\$ 308,686	\$ 308,686

This fund contains monies charged to the parties and entities for the rental of Controller, Touch, and Touch with Access. Monies expended from this fund are used to replace or to purchase more electronic voting equipment.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 5,939,765.73	\$ 30,856.00	\$ 79,500.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 5,939,765.73</b>	<b>\$ 30,856.00</b>	<b>\$ 79,500.00</b>



**Major Accomplishments in 2018:**

- We were able to continue collecting funds for rental of new election equipment for future election equipment purchases.

**Goals for 2019:**

- To continue accruing these funds for future electronic election equipment purchases.
- To be able to use some of these funds for an Extended Warranty for the Hart Verity election equipment.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
ELECTION SERVICES

G/L 083

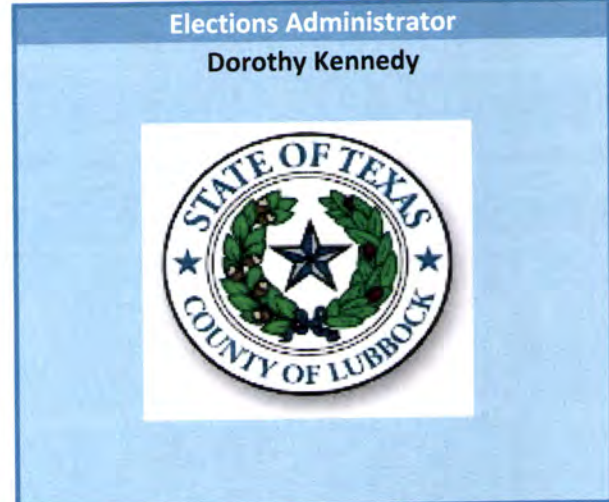
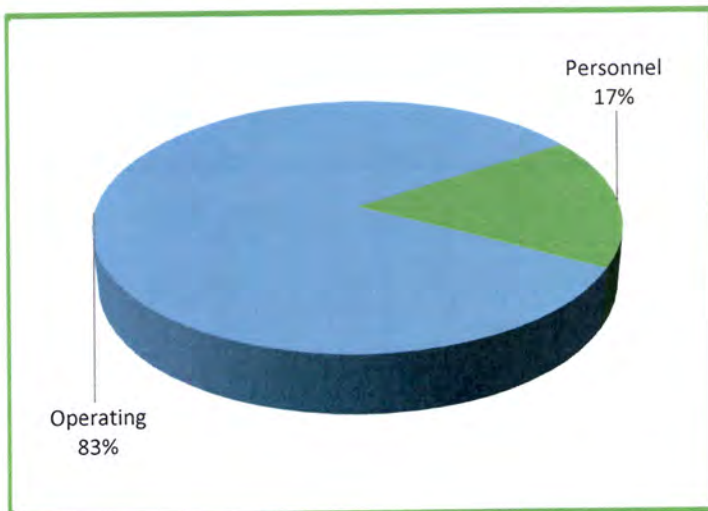
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	29,423	700,000	744,775
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 29,423	\$ 700,000	\$ 744,775
<b>EXPENDITURES</b>			
Personnel	5,261	125,775	125,775
Operating	24,162	574,225	619,000
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	119,333	119,333	119,333
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 119,333	\$ 119,333	\$ 119,333



Reimbursable services provided to the Lubbock County Democratic and Republican parties, Lubbock County cities, schools, and other political subdivisions as well as election services for those entities within Lubbock County that have voters in outlying counties. Lubbock County provides all services related to conducting elections for the above mentioned entities and parties in regards to their needs for their elections and then the entities reimburse Lubbock County.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 5,260.98	\$ 125,775.00	\$ 125,775.00
Operating	\$ 24,162.12	\$ 574,225.00	\$ 619,000.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 29,423.10</b>	<b>\$ 700,000.00</b>	<b>\$ 744,775.00</b>



**Major Accomplishments in 2018:**

- Successfully conducted March 2018 Joint Party Primary Elections, May 2018 City/School Elections, and May 2018 Joint Party Primary Runoff Elections.
- Maintained a balanced election budget.

**Goals for 2019:**

- Conduct transparent and equitable elections for those entities that contract with Lubbock County during the calendar year.
- Educate contracting entities and their staff on use of new Verity election equipment.
- Train additional staff in maintaining and documenting receipts in order to bill election-contracting entities.
- Continue training said staff on how to audit billing cost as they go so that they may produce the invoices.
- Successfully implement new legislation and Federal Courts' decisions that are currently in judicial review.

Performance Measures	FY16	FY17	FY18
Number of County Elections	6	1	1
Number of Contracted Elections	14	5	15
Election Workers Trained	725	17	507
Total Mail Ballot Requests	8,190	105	9,400

\* Staff is composed of County employees (already counted in other departmental funds) and non-County staff from a third party.



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
HISTORICAL CANNON RESTORATION

G/L 089

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	-	-
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The purpose of the Historical Cannon Restoration is to promote and restore a historic WWI cannon used in Lubbock County.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



#### Major Accomplishments in 2018:

- Relocated WWI cannon from soon-to-be abandoned City Parks lot to the county storage lot in Shallowater. Conducted research on the provenance of the cannon and identified a restoration company.
- Worked with County Facilities to determine structural needs for installation.
- Awarded \$5,000 grant from E. J. Matsler Trust for Historic Preservation through the Community Foundation of West Texas.

#### Goals for 2019:

- Secure location for cannon with formalized agreement. Contract with restoration company to restore the cannon. Erect proper foundation for cannon.
- Pursue fund-raising for the cannon.
- Install cannon and hold dedication ceremony November 11, 2019.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
HISTORICAL COMMISSION

G/L 096

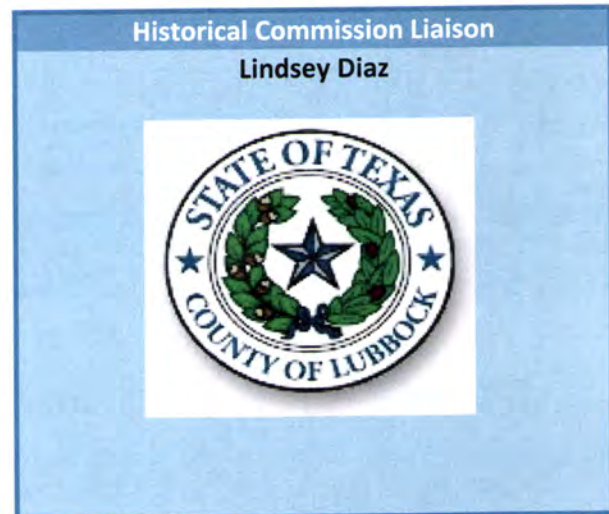
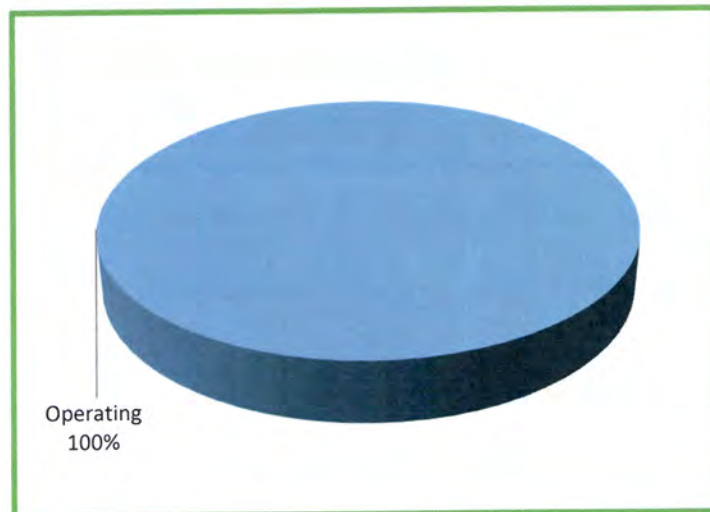
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,975	1,200	600
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	3,800	3,800	8,100
<b>TOTAL REVENUE</b>	\$ 5,775	\$ 5,000	\$ 8,700
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	10,943	9,907	8,700
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (5,168)	\$ (4,907)	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	10,075	4,907	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 4,907	\$ -	\$ -



The purpose of the Lubbock County Historical Commission is to identify, protect and interpret the history of Lubbock County.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY15 Actual</u>	<u>FY 16 Estimates</u>	<u>FY 17 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 10,942.57	\$ 9,907.00	\$ 8,700.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 10,942.57</b>	<b>\$ 9,907.00</b>	<b>\$ 8,700.00</b>



**Major Accomplishments in 2018:**

- Received the 2017 Distinguished Service Award for the Historical Commission.
- Reviewed, revised and adopted new bylaws for the Commission.
- Placed and dedicated three Historical Markers in Lubbock County.
- Relocated WWI cannon from soon-to-be abandoned City Parks lot to the county storage lot in Shallowater.
- Restored the first Lubbock County Land records of the Texas Land Office found in the Lubbock County Records Center.

**Goals for 2019:**

- To receive the Distinguished Service Award from The Texas Historical Commission.
- Work towards the Preservation of Historical Records.
- Work for the placement of two Historical Markers in Lubbock County and hold marker dedications for those markers.
- Educate the community on the historical Information of Lubbock County.
- Install WWI Historical cannon and hold dedication ceremony November 11, 2019.

<b>Performance Measures</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
<b>Number of Markers Unveiled</b>	<b>2</b>	<b>2</b>	<b>3</b>



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
HOMELAND SECURITY GRANT

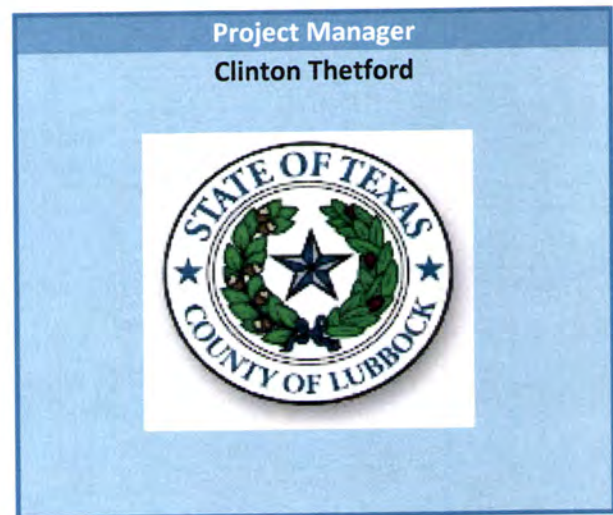
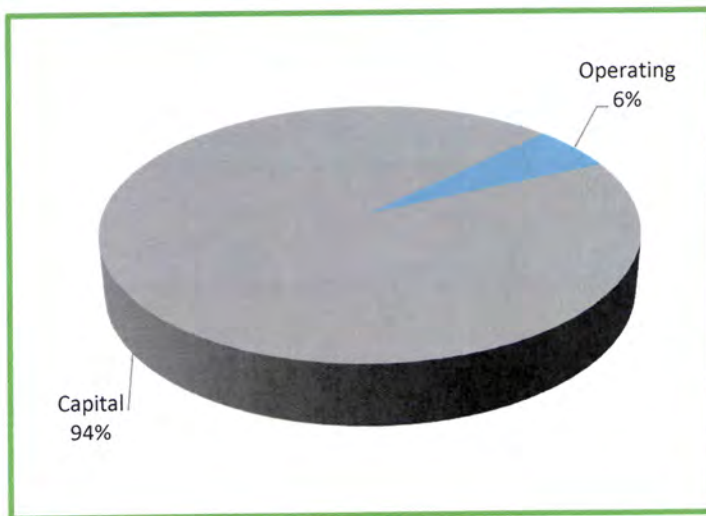
G/L 128

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	100,736	118,085	140,234
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 100,736	\$ 118,085	\$ 140,234
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	35,392	50,809	8,000
Capital	65,344	67,276	132,234
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The Homeland Security/Hazard Mitigation grant is designated to fund the development of a Federal Emergency Management Agency (FEMA) approved county-wide Hazard Mitigation Action Plan for the South Plains Association of Governments. FEMA requires the Hazard Mitigation Actions Plans be updated and approved every five years.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ -	\$ -	\$ -
<b>Operating</b>	\$ 35,391.63	\$ 50,809.00	\$ 8,000.00
<b>Capital</b>	\$ 65,344.04	\$ 67,276.00	\$ 132,234.00
<b>Total Budget</b>	\$ 100,735.67	\$ 118,085.00	\$ 140,234.00

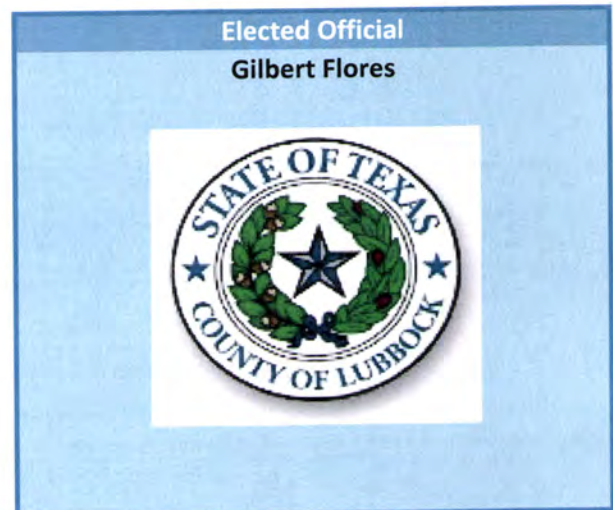
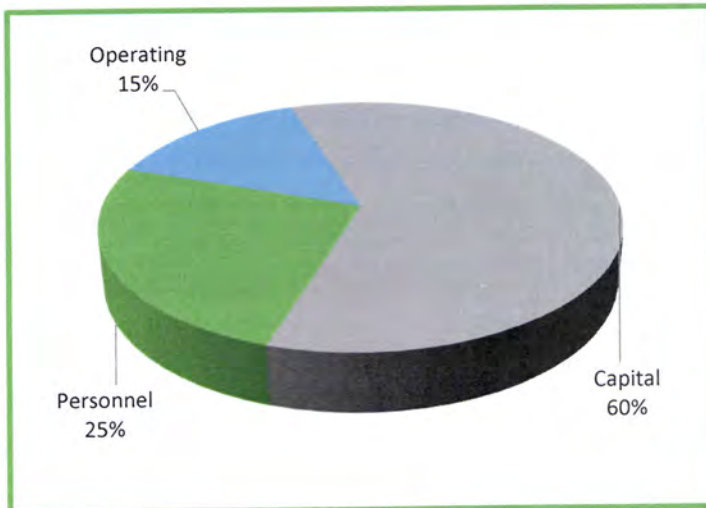


	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 89,836	\$ 90,611	\$ 101,926
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	5,445	3,000	3,000
Other Revenue	6,100	6,000	6,200
Licenses/Permits			
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 101,382	\$ 99,611	\$ 111,126
<b>EXPENDITURES</b>			
Personnel	57,349	66,228	66,228
Operating	11,939	38,000	38,000
Capital	-	31,000	156,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 32,093	\$ (35,617)	\$ (149,102)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	250,500	282,593	246,976
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 282,593	\$ 246,976	\$ 97,874

Expenditures from the Park Funds are generally for the operation, repair, maintenance, and upkeep associated with county owned parks. The majority of revenue comes from ad valorem taxes, along with some interest income and miscellaneous usage fees.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 57,349.39	\$ 66,228.00	\$ 66,228.00
Operating	\$ 11,939.39	\$ 38,000.00	\$ 38,000.00
Capital	\$ -	\$ 31,000.00	\$ 156,000.00
<b>Total Budget</b>	<b>\$ 69,288.78</b>	<b>\$ 135,228.00</b>	<b>\$ 260,228.00</b>



**Major Accomplishments in 2018:**

- Started the major renovations of the New Deal Community Center building.

**Goals for 2019:**

- Complete the next phase of the renovations of the New Deal Community Center building.
- Buy new stove, new tables and chairs for the newly renovated New Deal Community Center.

Staff by Classification	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Trades & Technical	1	0	0
Regular Part-Time	1	1	1



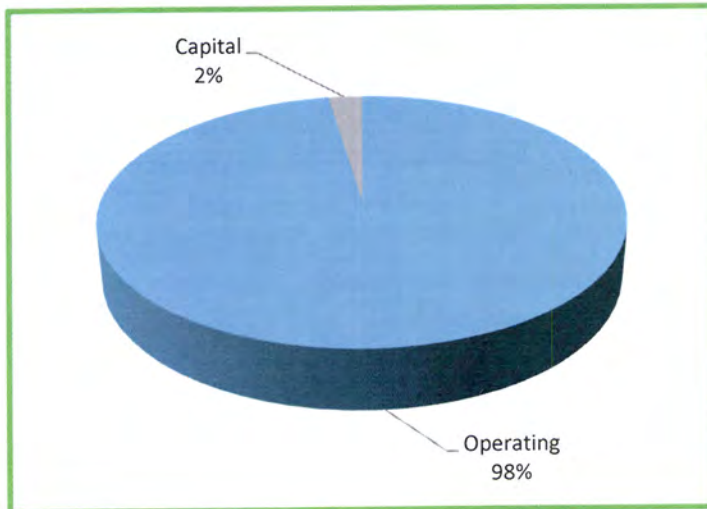
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
INMATE SUPPLY

G/L 124

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	4,818	700	10,500
Other Revenue	827,707	785,110	830,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 832,525	\$ 785,810	\$ 840,500
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	608,926	785,810	820,500
Capital	-	-	20,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 223,599	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	2,369,267	2,592,866	2,592,866
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 2,592,866	\$ 2,592,866	\$ 2,592,866

This is a discretionary fund of the Sheriff's Office. It is used to maintain the Sheriff's Commissary accounts.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 608,926.34	\$ 785,810.00	\$ 820,500.00
Capital	\$ -	\$ -	\$ 20,000.00
<b>Total Budget</b>	<b>\$ 608,926.34</b>	<b>\$ 785,810.00</b>	<b>\$ 840,500.00</b>



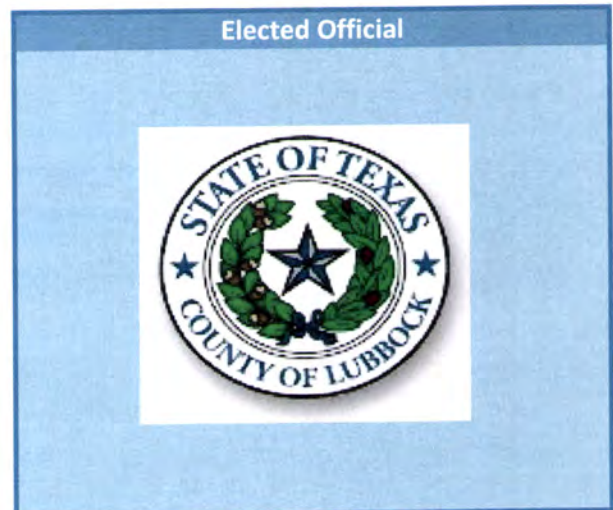
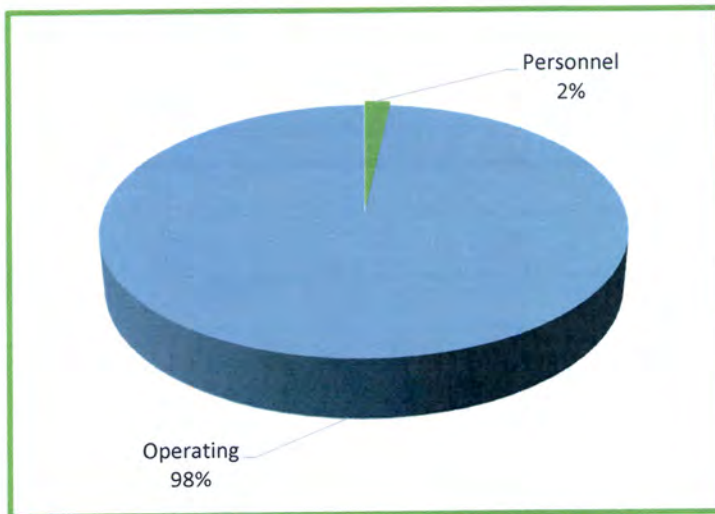
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
JMHCP GRANT

G/L 152

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	199,436
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	130,377
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ 329,813
<b>EXPENDITURES</b>			
Personnel	-	-	5,993
Operating	-	-	323,820
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

Provide coordinated and accessible mental health services for people with mental illnesses who come in contact with the criminal justice system of Lubbock County by: collecting data, developing screening and assessment tools, and collecting baseline data on the general inmate population.

Adopted Budget for the Fiscal Year 2018-2019					
	<u>FY17 Actual</u>		<u>FY18 Estimates</u>		<u>FY 19 Budget</u>
Personnel	\$	-	\$	-	\$ 5,993.00
Operating	\$	-	\$	-	\$ 323,820.00
Capital	\$	-	\$	-	\$ -
Total Budget	\$	-	\$	-	\$ 329,813.00



\* JMHCP Grant employs temporary staff, which is not a counted classification.



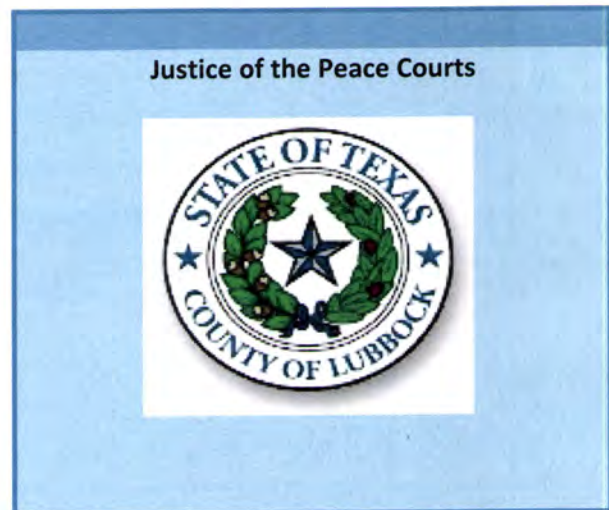
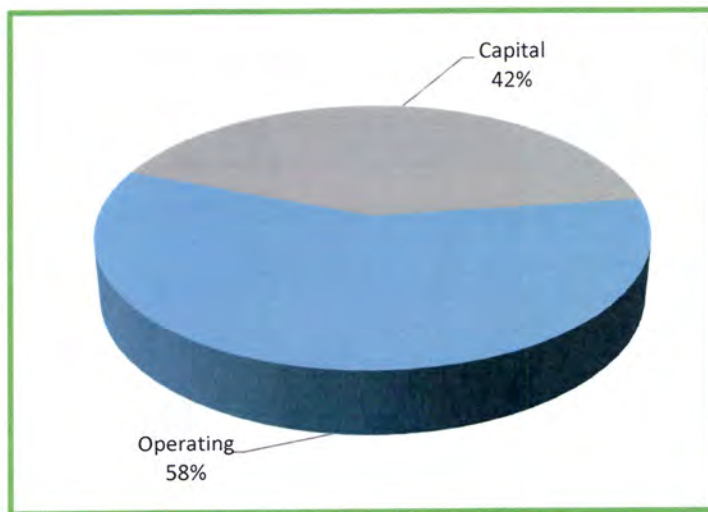
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
JUSTICE COURT TECHNOLOGY

G/L 098

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	22,757	32,500	27,400
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	5,252	4,200	2,900
Other Revenue	40	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 28,049</b>	<b>\$ 36,700</b>	<b>\$ 30,300</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	6,039	40,000	103,088
Capital	-	-	75,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 22,009</b>	<b>\$ (3,300)</b>	<b>\$ (147,788)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	312,108	334,118	330,818
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 334,118</b>	<b>\$ 330,818</b>	<b>\$ 183,030</b>

This fund was established in FY 2006 to account for fees collected upon conviction of a misdemeanor offense in a justice court. Funds can only be utilized to finance the purchase and maintenance of technological enhancements for justice courts and for the cost of continuing education and training regarding technological enhancements for judges and justice court clerks.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 6,039.29	\$ 40,000.00	\$ 103,088.00	
Capital	\$ -	\$ -	\$ 75,000.00	
<b>Total Budget</b>	<b>\$ 6,039.29</b>	<b>\$ 40,000.00</b>	<b>\$ 178,088.00</b>	



#### Major Accomplishments in 2018:

- Attended and participated in various meetings regarding JP ticket system and possible change in vendors. Conducted statewide input from other JP's.
- Worked in coordination with Civil DA to streamline the process for occupational driver's license.
- Implemented the use of handheld scanners to cut down on typing and re-creation time.
- Enhanced and improved computer protocols for new truancy systems.
- By the beginning of FY2018, JP4 Court eliminated another 30,000 backlogged and state cases from the computer system.

#### Goals for 2019:

- Implement non-mandatory civil e-filing along with the online filing fee.
- Preparing to implement changes in court costs/statutes that will affect our computer operations in the 2019 legislative session.
- Added dual monitors for two civil clerks to improve efficiency/data entry.
- Equip office to accept paperless, electronic filings from all law enforcement agencies.
- Continue accessibility to public via electronic filing and partial payments.
- Continue to review policies and procedures to ensure compliance with rules and legislation.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
JUVENILE DETENTION

G/L 055

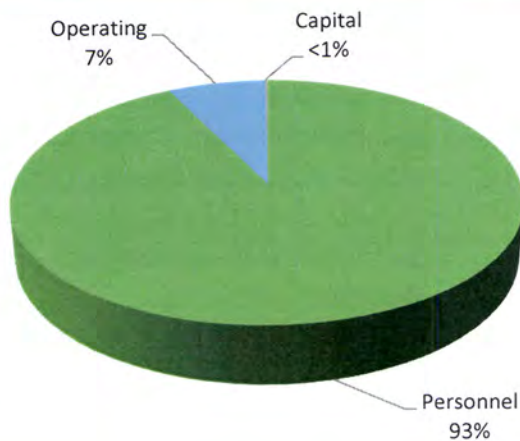
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	260,230	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	723,625	500,000	500,000
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	2,444,889	3,612,123	3,904,048
<b>TOTAL REVENUE</b>	\$ 3,428,744	\$ 4,112,123	\$ 4,404,048
<b>EXPENDITURES</b>			
Personnel	3,225,437	3,791,051	4,082,976
Operating	199,850	313,072	313,072
Capital	3,458	8,000	8,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 3,225,436.54	\$ 3,791,051.00	\$ 4,082,976.00
<b>Operating</b>	\$ 199,849.97	\$ 313,072.00	\$ 313,072.00
<b>Capital</b>	\$ 3,457.75	\$ 8,000.00	\$ 8,000.00
<b>Total Budget</b>	\$ 3,428,744.26	\$ 4,112,123.00	\$ 4,404,048.00



**Appointed Official**

**William A. Carter II**



**Major Accomplishments in 2018:**

- This fund is the basic operating fund for our secure facility including pre-adjudication and post adjudication. It includes state funding for Mental Health. Our Sex Offender unit is funded with this fund. The major accomplishment for this fund is that it diverted 17 youth from very costly residential placement outside of Lubbock County and diverted numerous youth from commitment to the state facility.

**Goals for 2019:**

- Continue to work with a larger population of juveniles than in recent past years.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Administrative	1	1	1
Professional	3	3	3
Public Safety	53	53	59
Clerical	1	1	1
Regular Part-Time	3	3	3

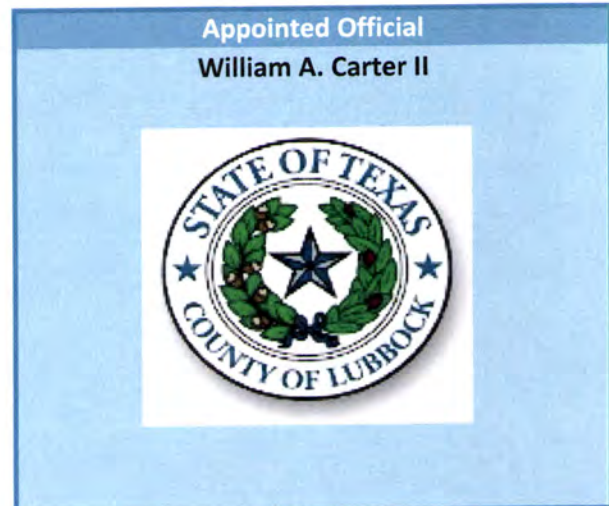
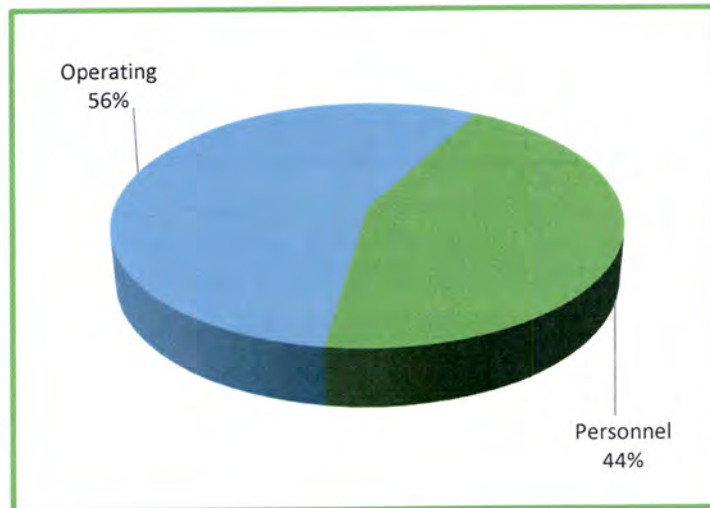


	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	200,758	157,449	157,449
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	147,877	217,633	217,633
<b>TOTAL REVENUE</b>	<b>\$ 348,635</b>	<b>\$ 375,082</b>	<b>\$ 375,082</b>
<b>EXPENDITURES</b>			
Personnel	115,749	166,132	166,132
Operating	204,116	208,950	208,950
Capital	28,770	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes General Fund Transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 115,748.50	\$ 166,132.00	\$ 166,132.00
Operating	\$ 204,115.69	\$ 208,950.00	\$ 208,950.00
Capital	\$ 28,770.32	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 348,634.51</b>	<b>\$ 375,082.00</b>	<b>\$ 375,082.00</b>



**Major Accomplishments in 2018:**

- Completed a federal food service audit and passed with a few minor corrective action items.
- Met all the National School Lunch Program requirements to provide healthy food for the juveniles in our care.

**Goals for 2019:**

- Continue to meet all the National School Lunch Program requirements to provide healthy food for the juveniles in our care.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Trades & Technical	3	3	3

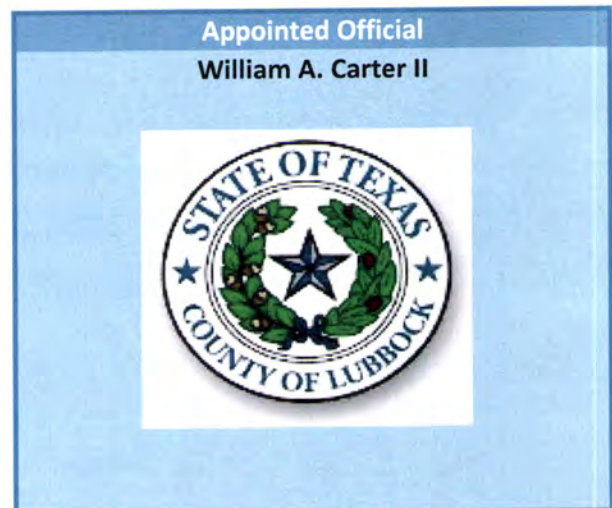
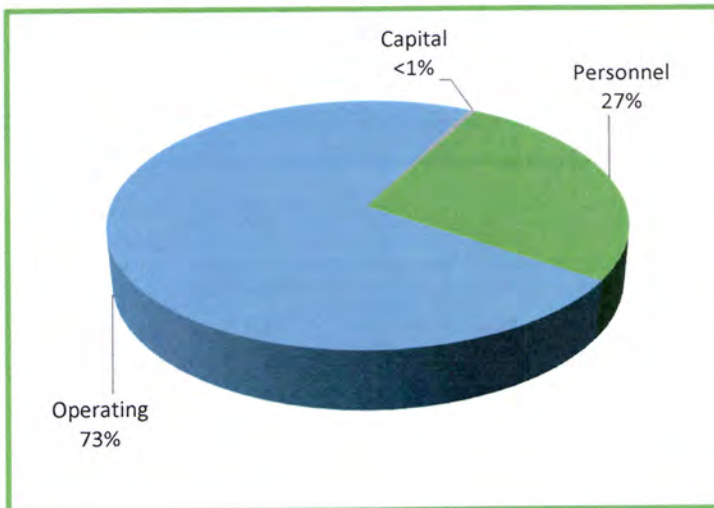
	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	7,006	6,000	5,000
Fines/Forfeitures	-	-	-
Interest	60,578	32,000	32,000
Other Revenue	2,039	800,000	800,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	6,000,000	6,000,000	6,000,000
<b>TOTAL REVENUE</b>	\$ 6,069,623	\$ 6,838,000	\$ 6,837,000
<b>EXPENDITURES</b>			
Personnel	1,611,462	1,914,429	1,914,429
Operating	280,956	395,594	408,261
Capital	-	33,500	35,500
<b>OTHER SOURCES (USES)</b>			
Transfers out	2,925,661	3,124,256	4,849,368
<b>NET REVENUE (EXPENDITURES)</b>	\$ 1,251,544	\$ 1,370,221	\$ (370,558)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	1,642,841	2,894,385	4,264,606
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 2,894,385	\$ 4,264,606	\$ 3,894,048



Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 1,611,461.72	\$ 1,914,429.00	\$ 1,914,429.00
<b>Operating</b>	\$ 3,206,616.71	\$ 3,519,850.00	\$ 5,257,629.00
<b>Capital</b>	\$ -	\$ 33,500.00	\$ 35,500.00
<b>Total Budget</b>	\$ 4,818,078.43	\$ 5,467,779.00	\$ 7,207,558.00



**Major Accomplishments in 2018:**

- The Lubbock County Juvenile Probation Department successfully handled a significant increase in juvenile referrals within the allotted budget.
- The Lubbock County Juvenile Probation Department, utilizing the Noble P.A.C.T. Risk and Needs Assessment Tool, diverted more first time offenders from further activity in the juvenile justice system.

**Goals for 2019:**

- Develop a vocational education program designed to provide job skills to young adults, both male and female, by providing instruction in wood working, metal working, and nursing skills.
- Continue to develop and implement a literacy program for youth and their parents served within the facility.

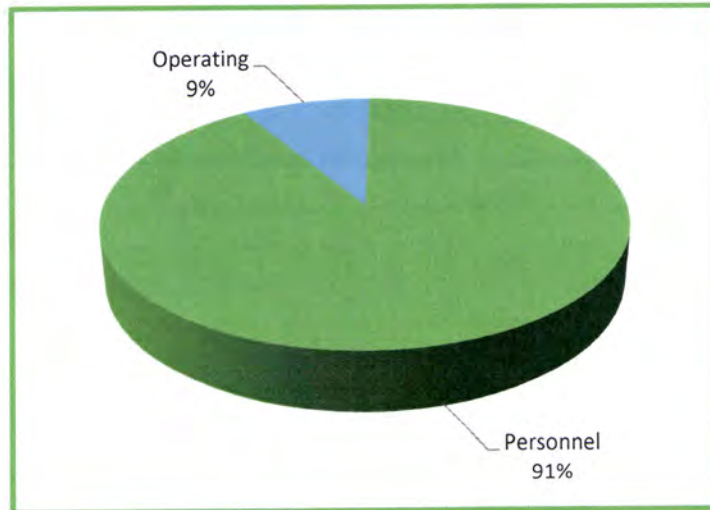
Performance Measures	FY16	FY17	FY18
Juveniles Served	25,080	26,517	26,184
Community Service Hours Performed	10,473	8,660	8,528
Staff by Classification	FY17	FY18	FY19
Appointed	1	1	1
Administrative	2	2	2
Professional	16	16	16
Trades & Technical	1	1	1
Public Safety	4	4	4
Clerical	3	3	3



	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	304,386	350,490	425,000
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	152,193	175,245	121,735
<b>TOTAL REVENUE</b>	\$ 456,579	\$ 525,735	\$ 546,735
<b>EXPENDITURES</b>			
Personnel	443,847	497,260	497,260
Operating	12,733	28,475	49,475
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 443,846.69	\$ 497,260.00	\$ 497,260.00
Operating	\$ 12,732.67	\$ 28,475.00	\$ 49,475.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 456,579.36</b>	<b>\$ 525,735.00</b>	<b>\$ 546,735.00</b>



#### Major Accomplishments in 2018:

- Continued to provide juveniles who have been expelled for any discretionary offense from their regular campus a place to continue their education.
- Continued to work with "at-risk" youth who are referrals from their home campus or parents but not yet committed a delinquent act.
- Completed a very successful first year of a robotics team moving into the quarter finals of a regional tournament.

#### Goals for 2019:

- Continue to provide juveniles who have been expelled for any discretionary offense from their regular campus a place to continue their education.
- Continue to work with "at-risk" youth who are referrals from their home campus or parents but not yet committed a delinquent act.
- Focus on service learning and vocational training for the older aged juveniles.

Staff by Classification	FY17	FY18	FY19
Public Safety	8	8	8

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LAW LIBRARY

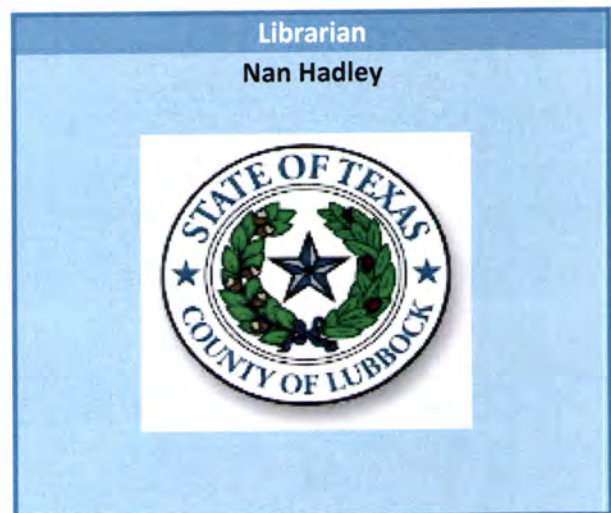
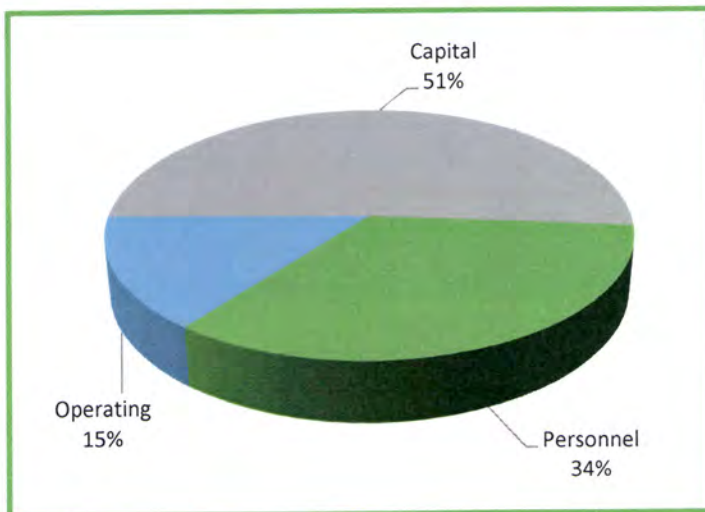
G/L 081

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	162,592	172,000	172,200
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	1,278	500	300
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	5,000	7,639	8,198
<b>TOTAL REVENUE</b>	\$ 168,871	\$ 180,139	\$ 180,698
<b>EXPENDITURES</b>			
Personnel	52,922	61,833	61,833
Operating	27,484	22,152	26,365
Capital	98,024	96,841	92,500
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (9,560)	\$ (687)	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	10,245	686	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 686	\$ -	\$ -



The Law Library Fund provides library services to residents, attorneys, judges, and county departments for researching areas of the law. These services are provided by fees collected on court case filings that are set at a level that will sufficiently operate the department.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 52,922.07	\$ 61,833.00	\$ 61,833.00	
Operating	\$ 27,484.19	\$ 22,152.00	\$ 26,365.00	
Capital	\$ 98,024.00	\$ 96,841.00	\$ 92,500.00	
<b>Total Budget</b>	<b>\$ 178,430.26</b>	<b>\$ 180,826.00</b>	<b>\$ 180,698.00</b>	



#### Major Accomplishments in 2018:

- Reorganized and relocated a portion of the current Civil Law materials. The collection had "out-grown" its previous location.
- Completed an inventory and location guide for every title in the Law Library.
- Renegotiated a new three year agreement for our WestLaw Next database. We reduced our monthly payment without losing any "relevant" content.

#### Goals for 2019:

- We hope to continue the practice of inserting notices in the L.A.B.A. Bulletin informing area attorneys of specific content titles available to them on the Library's Westlaw database subscription.
- Create Subject Guides listing available library print materials covering various, specific areas of Texas and Federal law.
- Flip the numerous book shelves that have become bowed from the weight of heavy books.

Performance Measures	FY16	FY17	FY18
Library Patrons	4,501	4,318	3,997
Library Volumes	14,268	14,396	14,516
Texas Law Forms Distributed	748	856	960
Inmate Letters Answered	76	230	365
Staff by Classification	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Professional	1	1	1



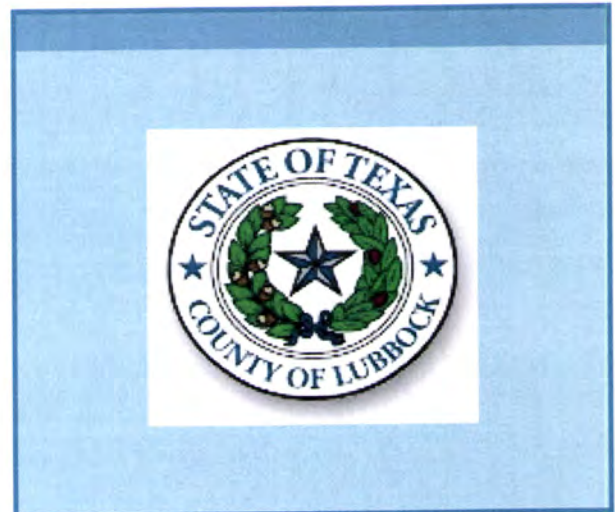
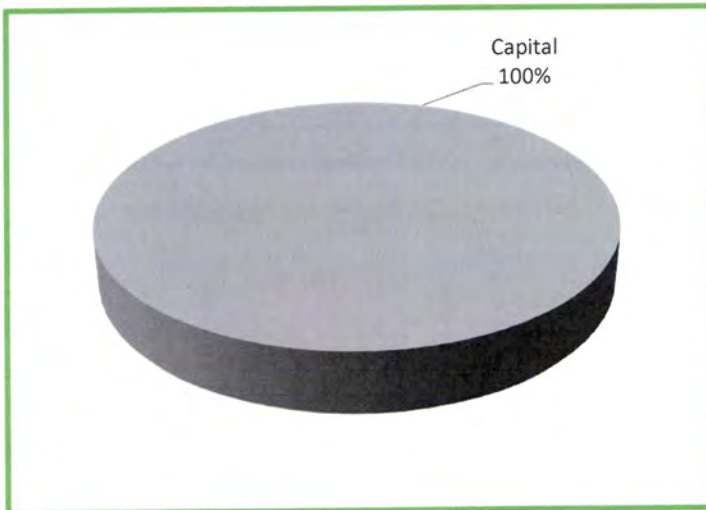
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LCETRZ NO1 TAX INCREMENT FUND

G/L 043

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	-	-
Capital	-	-	254,655
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ (254,655)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	254,655	254,655
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ 254,655	\$ -

These are funds collected from a county energy transportation reinvestment zone formed by order of the Commissioners' Court. The funds in the Lubbock County Energy Transportation Reinvestment Zone NO1 Tax Increment Fund may only be used according to Texas Transportation Code 222.1071.

Adopted Budget for the Fiscal Year 2018-2019					
	<u>FY17 Actual</u>		<u>FY18 Estimates</u>		<u>FY 19 Budget</u>
Personnel	\$	-	\$	-	\$ -
Operating	\$	-	\$	-	\$ -
Capital	\$	-	\$	-	\$ 254,655.00
<b>Total Budget</b>	\$	-	\$	-	\$ 254,655.00



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LECD EMERGENCY COMMUNICATION GRANT

G/L 146

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	69,152	29,002	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 69,152	\$ 29,002	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	34,815	16,737	-
Capital	34,337	12,265	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The LECD (Lubbock Emergency Communications District) Technology Grant provides funds to local emergency services providers to underwrite projects that enhance the delivery of 9-1-1 services.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 34,815.44	\$ 16,737.00	\$ -	
Capital	\$ 34,336.84	\$ 12,265.00	\$ -	
<b>Total Budget</b>	<b>\$ 69,152.28</b>	<b>\$ 29,002.00</b>	<b>\$ -</b>	





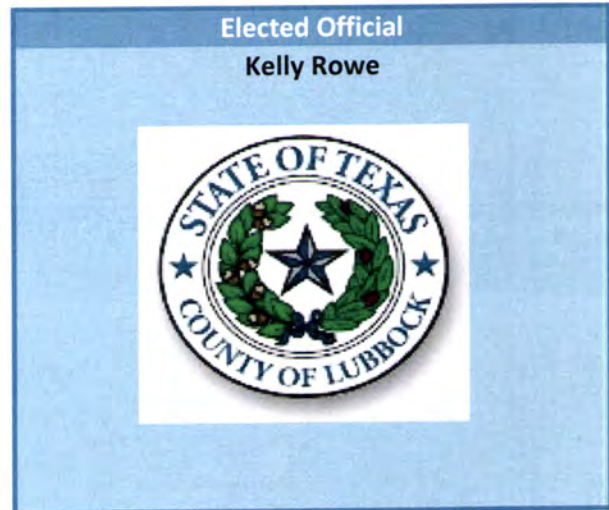
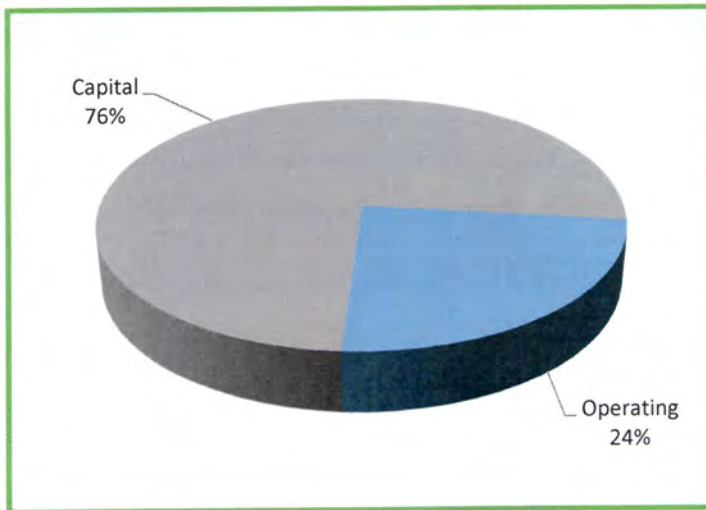
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LEOSE SHERIFF

G/L 142

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	24,370	85,000	98,631
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,702	1,000	250
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 26,072	\$ 86,000	\$ 98,881
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	6,000	30,000	23,881
Capital	-	78,000	75,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 20,072	\$ (22,000)	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	84,684	104,755	82,755
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 104,755	\$ 82,755	\$ 82,755

According to Section 1701.157 of the Texas Occupations Code, each year the Comptroller allocates funds to the law enforcement officer standards and education fund (LEOSE). These funds are used for expenses related to the continuing education of law enforcement officers.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 6,000.00	\$ 30,000.00	\$ 23,881.00	
Capital	\$ -	\$ 78,000.00	\$ 75,000.00	
<b>Total Budget</b>	<b>\$ 6,000.00</b>	<b>\$ 108,000.00</b>	<b>\$ 98,881.00</b>	



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LEPC GRANT

G/L 088

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	1,929	92,663	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 1,929	\$ 92,663	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	1,929	68,163	-
Capital	-	24,500	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The Local Emergency Planning Committee (LEPC) Hazardous Material Grant is designed to provide training programs to LEPC volunteers, increase information to the public on chemicals, and assist in responding to populations affected by chemical releases.

Adopted Budget for the Fiscal Year 2016-2017				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	-
Operating	\$ 1,929.19	\$ 68,163.00	\$ -	-
Capital	\$ -	\$ 24,500.00	\$ -	-
Total Budget	\$ 25.00	\$ 92,663.00	\$ -	-



#### Major Accomplishments in 2018:

- Worked on the expansion of the LEPC membership with the private sector.
- Began the process of reviewing by-laws and committees to help the efficiency of the organization.
- Voted in new organization leadership.

#### Goals for 2019:

- N/A



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
NEW ROAD

G/L 042

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	487,076	527,910	-
Fines/Forfeitures	-	-	-
Interest	21,583	11,000	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	1,500,000	-
<b>TOTAL REVENUE</b>	\$ 508,659	\$ 2,038,910	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	105,215	2,350,155	-
Capital	-	450,000	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	690,000
<b>NET REVENUE (EXPENDITURES)</b>	\$ 403,444	\$ (761,245)	\$ (690,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	1,047,802	1,451,245	690,000
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 1,451,245	\$ 690,000	\$ -

The New Road Fund is for the accumulation of resources for the development and construction of new roads within Lubbock County. Revenues are derived from a portion of the \$10 fee assessed on motor vehicle registration, TXDOT income, and interest income.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	-
Operating	\$ 105,215.00	\$ 2,350,155.00	\$ -	-
Capital	\$ -	\$ 450,000.00	\$ -	-
<b>Total Budget</b>	<b>\$ 105,215.00</b>	<b>\$ 2,800,155.00</b>	<b>\$ -</b>	<b>-</b>



Note: New Road Fund G/L 042 was abolished in FY19 and consolidated into Consolidated Road and Bridge G/L 020.

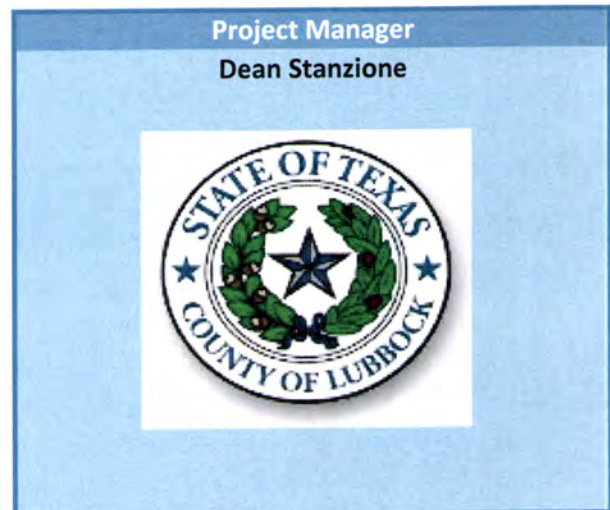
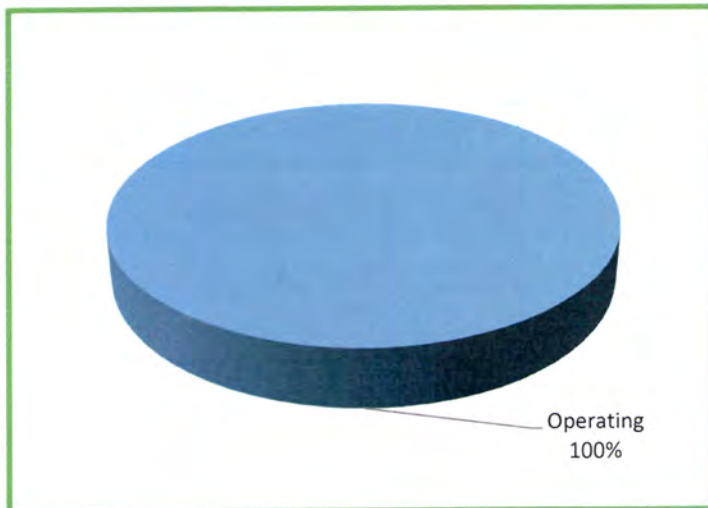
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
ON LINE ACCESS

G/L 070

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	39,083	40,000	40,000
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	3,537	3,000	3,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 42,620	\$ 43,000	\$ 43,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	7,552	50,000	100,000
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 35,068	\$ (7,000)	\$ (57,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	191,959	227,027	220,027
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 227,027	\$ 220,027	\$ 163,027

The online access fund is used to account for fees received by the courts for public access to court documents that are public information. Local Government Code, 191.008, gives the county the authority to set a reasonable fee for use of the system. The fee is dedicated to the enhancement of courtroom technology.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 7,552.17	\$ 50,000.00	\$ 100,000.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 7,552.17</b>	<b>\$ 50,000.00</b>	<b>\$ 100,000.00</b>	



#### Major Accomplishments in 2018:

- Case Access continues to be stable and permits attorneys to view criminal discovery and the public case file.

#### Goals for 2019:

- Develop criteria and a plan of action for soliciting vendors for courtroom technology through an RFP process.

Performance Measures	FY16	FY17	FY18
Number of Subscriptions	229	708	719



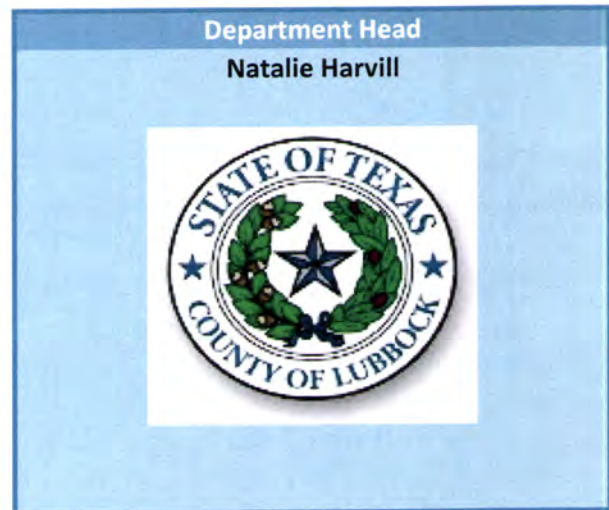
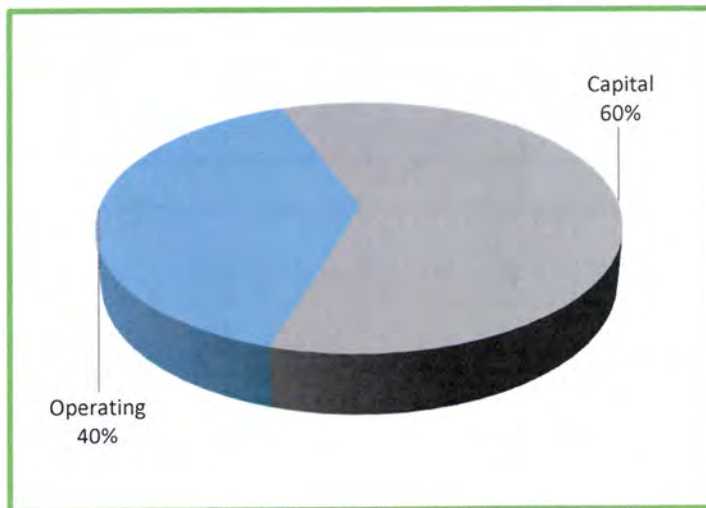
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
PERMANENT IMPROVEMENT

G/L 041

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 1,796,729	\$ 1,919,266	\$ 2,037,749
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	41,390	35,700	35,000
Other Revenue	484,278	483,732	483,732
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	1,000,000	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,322,398</b>	<b>\$ 2,438,698</b>	<b>\$ 2,556,481</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	526,107	1,407,200	1,754,756
Capital	3,945,765	1,038,544	2,668,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ (1,149,474)</b>	<b>\$ (7,046)</b>	<b>\$ (1,866,275)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	3,022,794	1,873,321	1,866,275
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 1,873,321</b>	<b>\$ 1,866,275</b>	<b>\$ -</b>

Projects in the Permanent Improvement Fund are those capital projects that do not require the expenditure of bond funds but are still necessary to the efficient operation of the County. Revenues come from ad valorem taxes as required in the Constitution, interest income, rental of the Court Residential Treatment Center Facility and transfer from the General Fund.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 526,106.56	\$ 1,407,200.00	\$ 1,754,756.00
Capital	\$ 3,945,765.01	\$ 1,038,544.00	\$ 2,668,000.00
<b>Total Budget</b>	<b>\$ 4,471,871.57</b>	<b>\$ 2,445,744.00</b>	<b>\$ 4,422,756.00</b>



#### Major Accomplishments in 2018:

- Began renovation of second floor at 916 Main.
- In-house remodel of the 10th Floor at 916 Main to accommodate the relocation of Human Resources.
- Completed the upgrade of Bosch Video Management System for court holding cells at the Law Enforcement Center.
- In-house remodel of one complete pod at the Lubbock County Detention Center.
- Completion of the in-house installation of a new fire-protection system for the Lubbock County Courthouse.
- Started the replacement of the intercom system at Lubbock County Detention Center.
- Started the boiler replacement project for the downtown central plant.
- Completed the elevator upgrade for the Lubbock County Courthouse.

#### Goals for 2019:

- Complete renovation of second floor at 916 Main.
- Progress the County from a work order and preventative maintenance system that is static to a cloud-based operations management software that will help track assets, improve workflow, and make data-driven decisions for capital forecasting.

**Goals for 2019 continued:**

- Complete the new intercom installation for the Detention Center.
- Complete boiler replacement project for downtown central plant.
- Roof replacement for Jury Pool/Elections building.
- Upgrade existing video and camera system from an analog system to a digital system at the Detention Center including a server upgrade.
- The Sally Port doors at the Detention Center are in constant use 24/7/365. The high usage has created the need for excessive repair and maintenance. Replacement doors will be the quick rollup type that are also safer than the bi-fold we currently have.
- Remodel of one complete pod and the shower and toilet areas of three pods at the Lubbock County Detention Center.
- Classroom and restroom remodel at the Sheriff's Shooting Range.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
PRECINCT 1 PARK

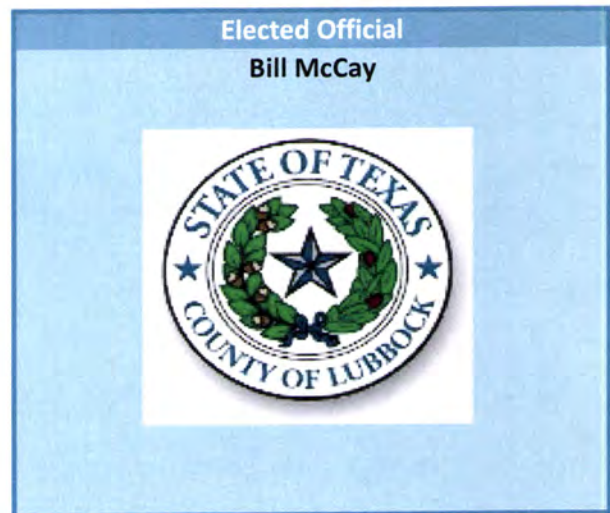
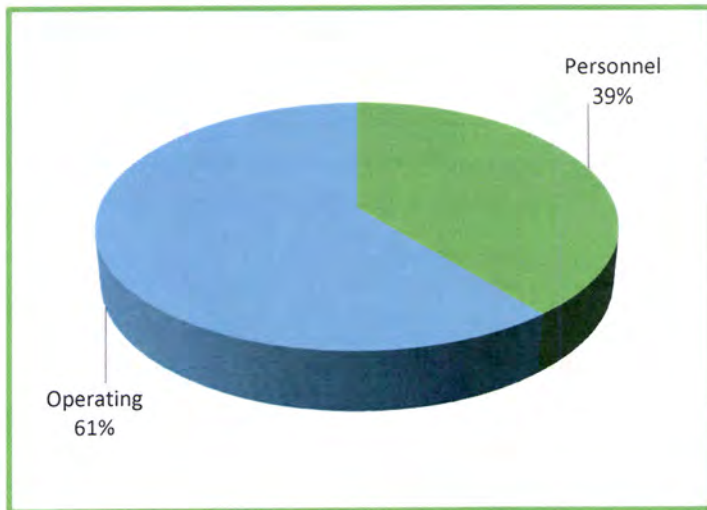
G/L 031

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 89,836	\$ 90,611	\$ 101,926
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	9,548	8,000	8,000
Other Revenue	6,110	9,000	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 105,494</b>	<b>\$ 107,611</b>	<b>\$ 109,926</b>
<b>EXPENDITURES</b>			
Personnel	70,348	76,083	76,083
Operating	10,464	31,528	118,000
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 24,682</b>	<b>\$ -</b>	<b>\$ (84,157)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	558,075	582,757	582,757
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 582,757</b>	<b>\$ 582,757</b>	<b>\$ 498,600</b>



Expenditures from the Park Funds are generally for the operation, repair, maintenance, and upkeep associated with county owned parks. The majority of revenue comes from ad valorem taxes, along with some interest income and miscellaneous usage fees.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 70,348.08	\$ 76,083.00	\$ 76,083.00	
Operating	\$ 10,464.37	\$ 31,528.00	\$ 118,000.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 80,812.45</b>	<b>\$ 107,611.00</b>	<b>\$ 194,083.00</b>	



#### Major Accomplishments in 2018:

- Revamped clubhouse page on the City of Wolfforth's website to include the calendar, policies, and procedures.
- Reorganized voicemail system to reflect web page changes.
- Established a schedule with a pest control company.

#### Goals for 2019:

- Re-stripe parking lot.
- Purge the tables and chairs.
- Set up photo page for prospective renters to view online.

Staff by Classification	FY17	FY18	FY19
Trades & Technical	1	1	1
Regular Part-Time	1	1	1

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
REGIONAL PUBLIC DEFENDER GRANT

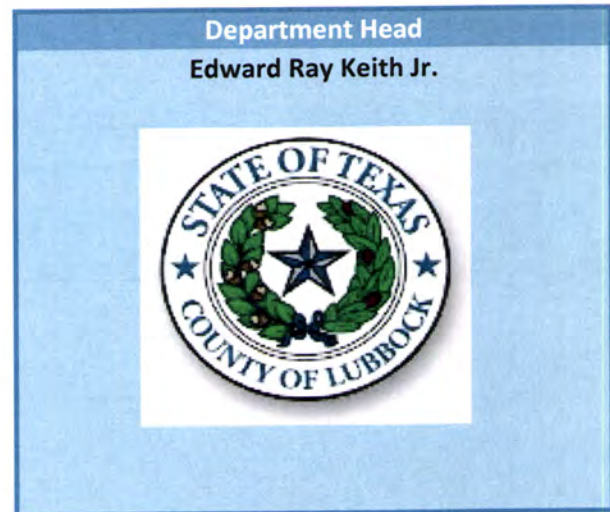
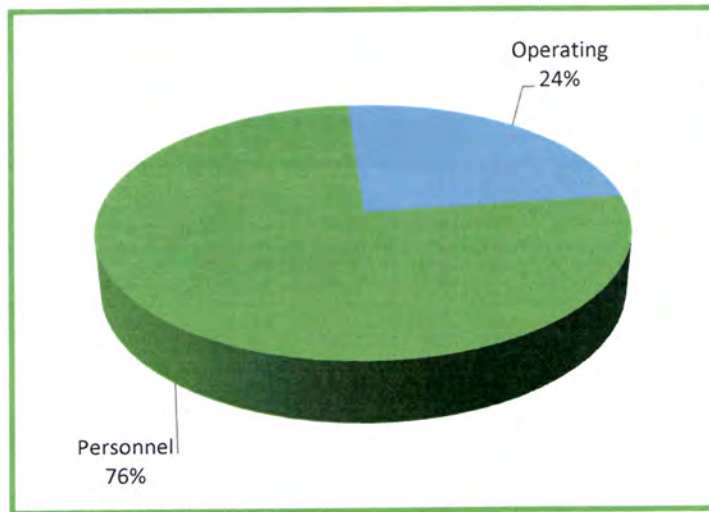
G/L 113

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	4,423,547	5,388,494	5,388,494
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	24,075	-	-
Other Revenue	40	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	84,051	127,877	127,877
<b>TOTAL REVENUE</b>	\$ 4,531,712	\$ 5,516,371	\$ 5,516,371
<b>EXPENDITURES</b>			
Personnel	3,761,054	4,347,054	4,347,054
Operating	872,731	1,169,317	1,383,547
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (102,072)	\$ -	\$ (214,230)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	2,491,639	2,389,567	2,389,567
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 2,389,567	\$ 2,389,567	\$ 2,175,337



In FY 2008, Lubbock County was awarded a grant from the Task Force for Capital Murder Cases. The office is based in Lubbock County and currently has inter-local agreements with 181 counties to provide public defense for capital murders. Each county pays a pre-determined rate based on historical information relating to capital murders in that respective county.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 3,761,053.74	\$ 4,347,054.00	\$ 4,347,054.00
Operating	\$ 872,730.90	\$ 1,169,317.00	\$ 1,383,547.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 4,633,784.64</b>	<b>\$ 5,516,371.00</b>	<b>\$ 5,730,601.00</b>



#### Major Accomplishments in 2018:

- Had 181 counties join the program.
- Completed 2 jury trials.
- IT switch.

#### Goals for 2019:

- Retain current 181 counties, and complete more cases.
- Finish strategic plan.
- Finish with IT switch.

Performance Measures	FY16	FY17	FY18
Cases Opened	14	6	19
Cases Closed	11	9	19
Staff by Classification	FY17	FY18	FY19
Appointed	21	21	21
Administrative	1	1	1
Professional	15	15	16
Public Safety	8	8	8
Clerical	10	10	10

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
SHALLOWATER PARK

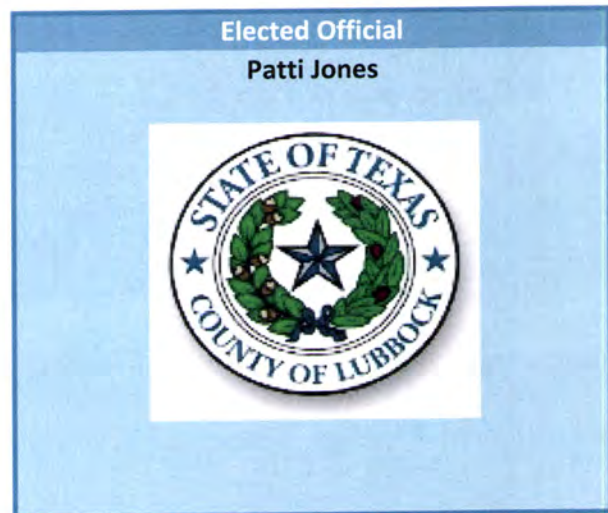
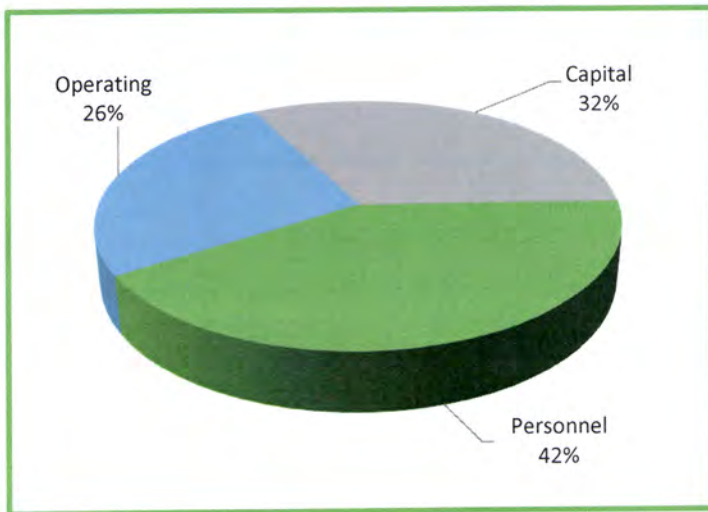
G/L 034

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 89,836	\$ 90,611	\$ 101,926
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	5,202	4,000	4,500
Other Revenue	2,767	2,000	2,500
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 97,804	\$ 96,611	\$ 108,926
<b>EXPENDITURES</b>			
Personnel	64,351	64,211	64,211
Operating	22,559	39,500	40,500
Capital	-	50,000	50,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 10,894	\$ (57,100)	\$ (45,785)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	297,013	307,907	250,807
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 307,907	\$ 250,807	\$ 205,022



Expenditures from the Park Funds are generally for the operation, repair, maintenance, and upkeep associated with county owned parks. The majority of revenue comes from ad valorem taxes, along with some interest income and miscellaneous usage fees.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ 64,351.30	\$ 64,211.00	\$ 64,211.00	
Operating	\$ 22,559.42	\$ 39,500.00	\$ 40,500.00	
Capital	\$ -	\$ 50,000.00	\$ 50,000.00	
<b>Total Budget</b>	<b>\$ 86,910.72</b>	<b>\$ 153,711.00</b>	<b>\$ 154,711.00</b>	



#### Major Accomplishments in 2018:

- Expanded Little League field by building adjacent T-Ball field.
- Cooperated with City of Shallowater to improve drainage.
- Began assisting Shallowater Lions Club on renovation of Senior Citizen Center by furnishing materials while they donate the labor as part of their service project.

#### Goals for 2019:

- Repair and repaint covered picnic tables and grill at Shallowater Community Center.
- Assist Shallowater Little League in either renovating or rebuilding concession stand.
- Continue scheduled fertilization of grass and trees in all park areas.
- Irrigation to T-Ball field.

Staff by Classification	FY17	FY18	FY19
Trades & Technical	1	1	1
Regular Part-Time	1	1	1

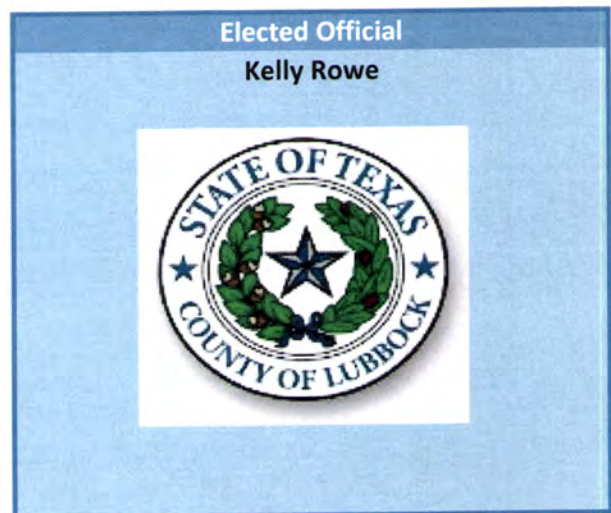
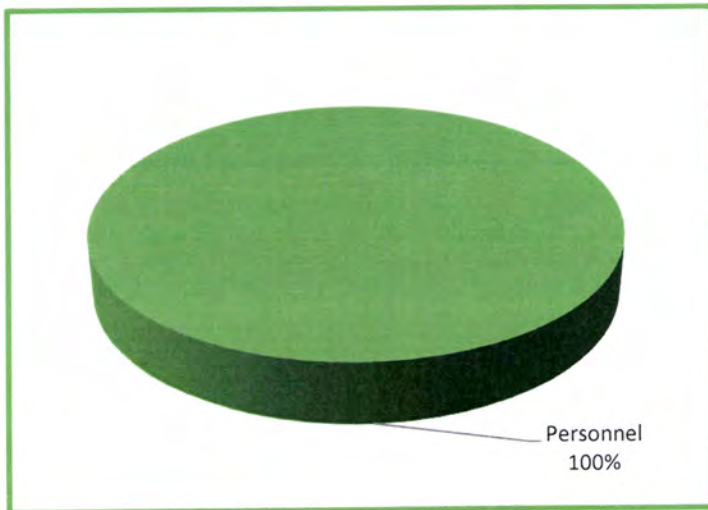
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
SHERIFF COMMISSARY SALARY

G/L 145

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	483,080	588,405	588,405
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 483,080	\$ 588,405	\$ 588,405
<b>EXPENDITURES</b>			
Personnel	455,717	588,405	588,405
Operating	-	-	-
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 27,363	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	52,144	79,506	79,506
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 79,506	\$ 79,506	\$ 79,506

The Sheriff Commissary Salary fund is funded through inmate purchases from the commissary. The funds generated through commissary sales are used to establish, staff, and equip the commissary operation and fund the salaries of staff responsible for managing the inmates' commissary accounts.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 455,717.49	\$ 588,405.00	\$ 588,405.00	
Operating	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 455,717.49</b>	<b>\$ 588,405.00</b>	<b>\$ 588,405.00</b>	



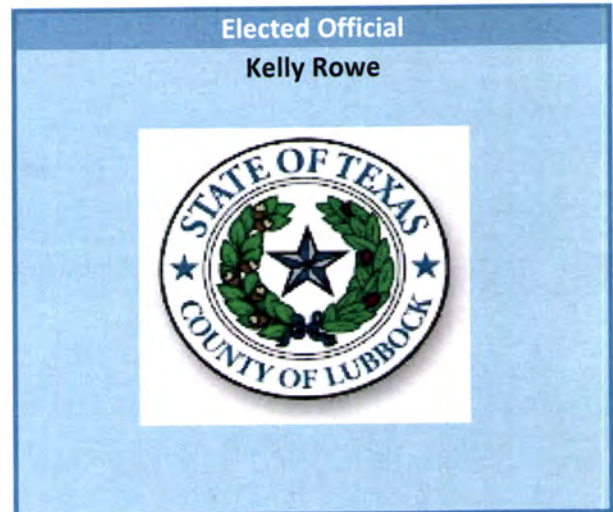
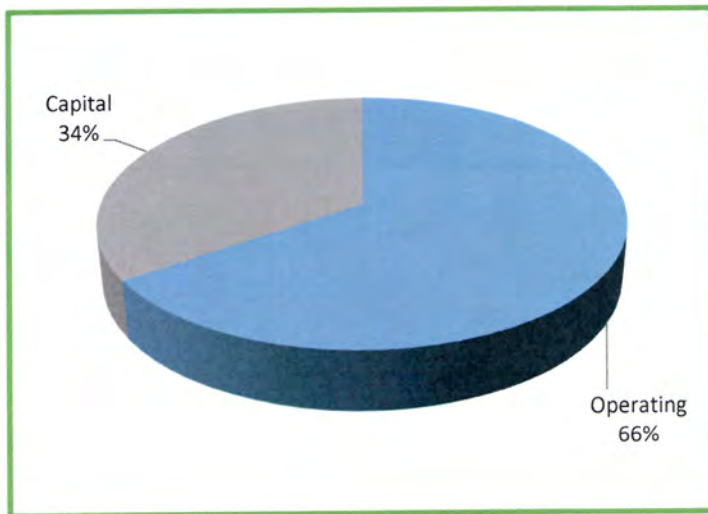
Staff by Classification	FY17	FY18	FY19
Professional	3	3	3
Trades & Technical	1	1	1
Public Safety	2	2	2
Clerical	1	1	1
Regular Part-Time	1	1	1

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	111,856	300,000	350,000
Interest	4,165	2,000	3,500
Other Revenue	99,470	10,000	10,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 215,490	\$ 312,000	\$ 363,500
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	235,238	195,000	238,500
Capital	85,358	117,000	125,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (105,105)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	383,825	278,719	278,719
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 278,719	\$ 278,719	\$ 278,719



This is a discretionary fund of the Sheriff's Office and it is supported by funds and assets that are seized and subsequently awarded to the County by court orders.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 235,237.84	\$ 195,000.00	\$ 238,500.00	
Capital	\$ 85,357.85	\$ 117,000.00	\$ 125,000.00	
<b>Total Budget</b>	<b>\$ 320,595.69</b>	<b>\$ 312,000.00</b>	<b>\$ 363,500.00</b>	

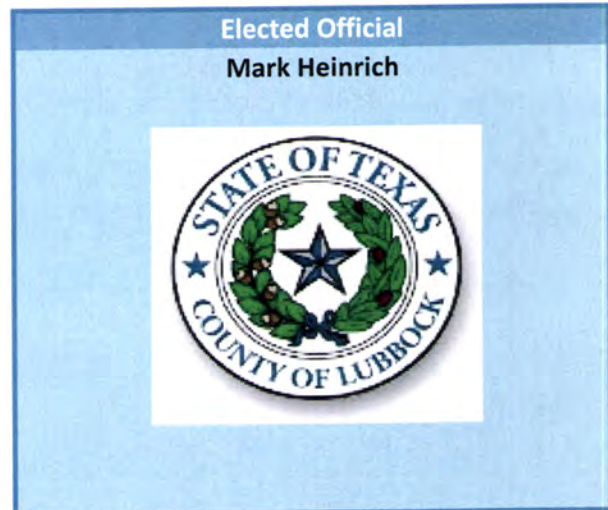
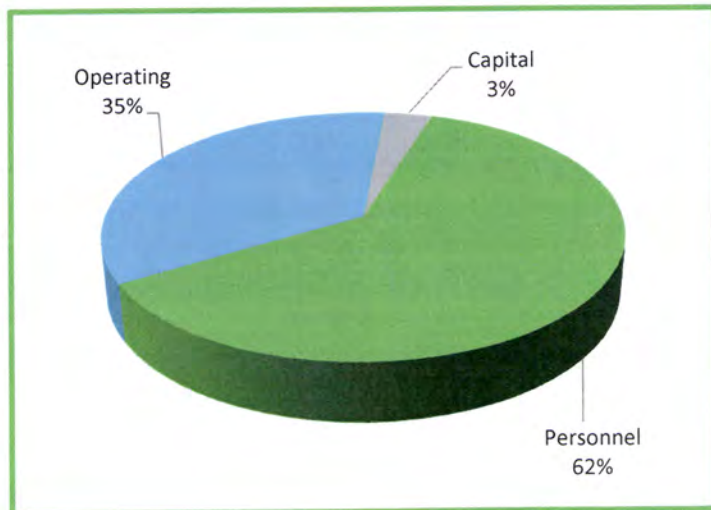


	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 89,836	\$ 90,611	\$ 101,926
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	2,142	2,000	3,000
Other Revenue	7,648	8,150	8,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 99,626</b>	<b>\$ 100,761</b>	<b>\$ 112,926</b>
<b>EXPENDITURES</b>			
Personnel	67,510	107,049	107,049
Operating	12,810	59,100	60,600
Capital	8,021	11,000	6,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 11,284</b>	<b>\$ (76,388)</b>	<b>\$ (60,723)</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	150,155	161,439	85,051
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 161,439</b>	<b>\$ 85,051</b>	<b>\$ 24,328</b>

Expenditures from the Park Funds are generally for the operation, repair, maintenance, and upkeep associated with county owned parks. The majority of revenue comes from ad valorem taxes, along with some interest income and miscellaneous usage fees.

**Adopted Budget for the Fiscal Year 2018-2019**

	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
<b>Personnel</b>	\$ 67,510.49	\$ 107,049.00	\$ 107,049.00
<b>Operating</b>	\$ 12,810.21	\$ 59,100.00	\$ 60,600.00
<b>Capital</b>	\$ 8,021.26	\$ 11,000.00	\$ 6,000.00
<b>Total Budget</b>	\$ 88,341.96	\$ 177,149.00	\$ 173,649.00



**Major Accomplishments in 2018:**

- Planted trees.
- Built Veteran's Memorial.
- Continued drilling wells.

**Goals for 2019:**

- Continue and finish FY2018 goals.

<b>Staff by Classification</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Trades & Technical	1	1	1
Regular Part-Time	1	1	1

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
TAG GRANT

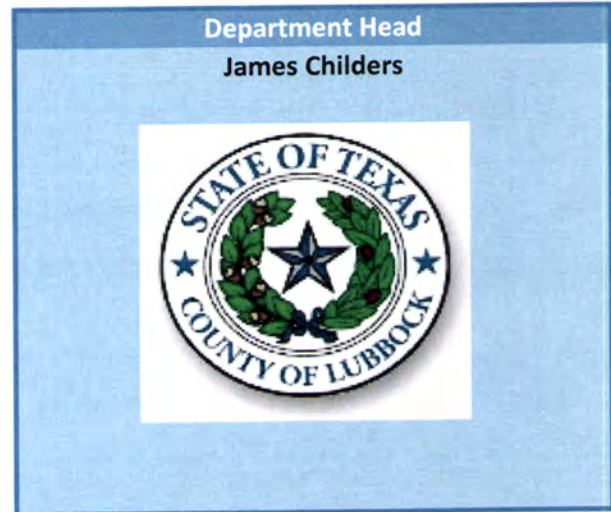
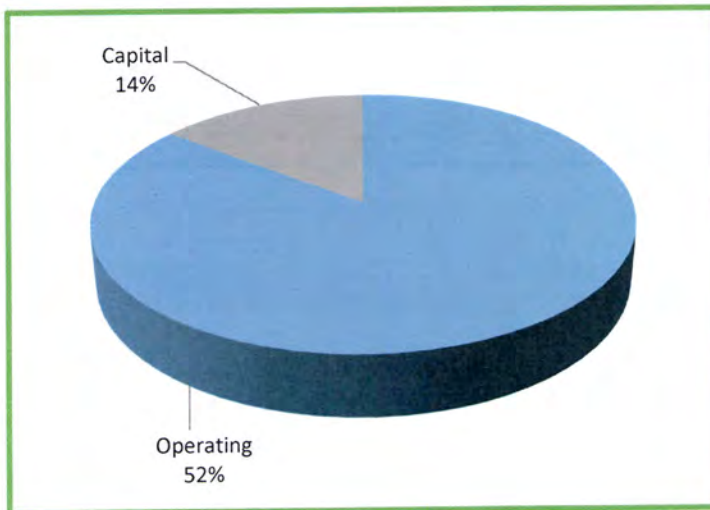
G/L 150

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	1,151,331	784,344
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ -	\$ 1,151,331	\$ 784,344
<b>EXPENDITURES</b>			
Personnel	-	-	266,816
Operating	-	1,115,331	404,384
Capital	-	36,000	113,144
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



The Texas Anti-Gang Program, or TAG Grant, is designated to enhance coordinated law enforcement activity targeted at gangs and other criminal organizations operating in or affecting the region.

Adopted Budget for the Fiscal Year 2016-2017				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$	266,816.00
Operating	\$ -	\$ 1,115,331.00	\$	404,384.00
Capital	\$ -	\$ 36,000.00	\$	113,144.00
<b>Total Budget</b>	\$ -	\$ 1,151,331.00	\$	784,344.00



#### Major Accomplishments in 2018:

- N/A

#### Goals for 2019:

- The goals for the TAG Grant are to increase the number of gang members arrested for felony and misdemeanor offenses.
- Increase the number of weapons seized.
- Increase the number of gang members convicted.

Staff by Classification	FY17	FY18	FY19
Administrative	0	0	1
Clerical	0	0	1

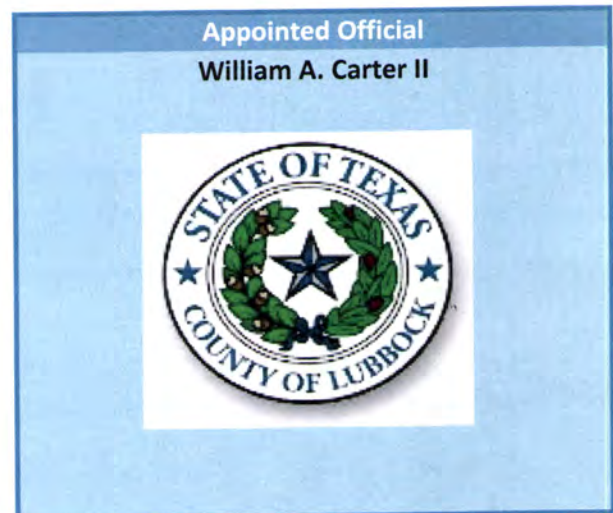
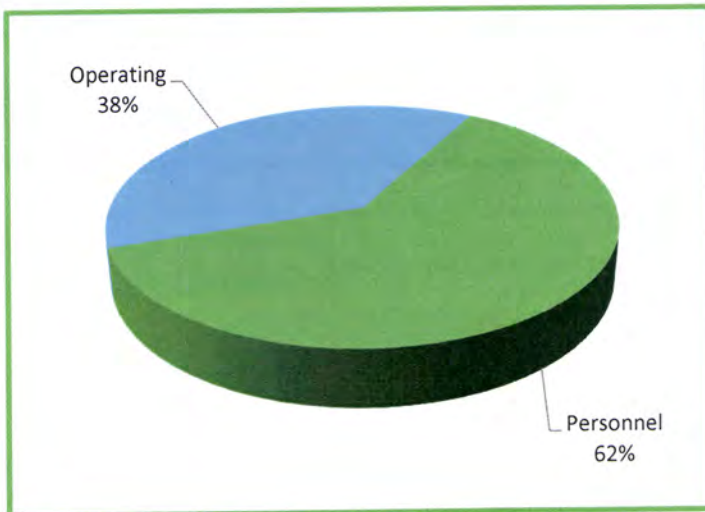
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
TJJD (A) JUVENILE PROBATION COMMISSION GRANT

G/L 054

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	1,669,699	1,639,726	1,636,358
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	81,125	429,162	432,530
<b>TOTAL REVENUE</b>	\$ 1,750,825	\$ 2,068,888	\$ 2,068,888
<b>EXPENDITURES</b>			
Personnel	983,994	1,283,251	1,283,251
Operating	766,830	785,637	785,637
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ 983,994.44	\$ 1,283,251.00	\$ 1,283,251.00
Operating	\$ 766,830.30	\$ 785,637.00	\$ 785,637.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 1,750,824.74</b>	<b>\$ 2,068,888.00</b>	<b>\$ 2,068,888.00</b>



**Appointed Official**

**William A. Carter II**

**Major Accomplishments in 2018:**

- State Aid is a basic operating fund from the Texas Juvenile Justice Department covering anything from basic salaries to residential placement.
- The Parent Education Program funded by this state aid grant continues to provide successful education to parents and extended family during in-home sessions.

**Goals for 2019:**

- Continue to work with an ever decreasing state funding stream.

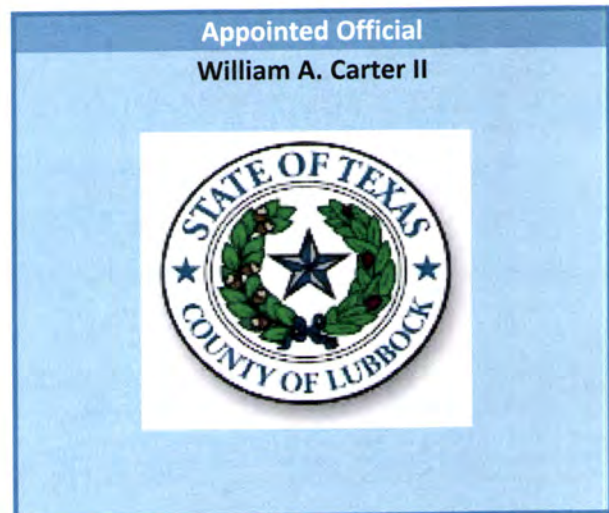
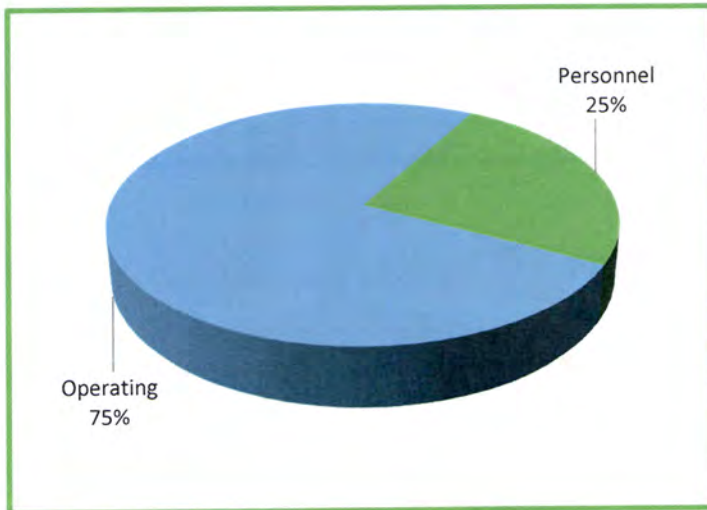
Staff by Classification	FY17	FY18	FY19
Professional	8	8	8
Public Safety	6	6	6

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	30,289	99,000	99,000
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	90,974	173,422	173,422
<b>TOTAL REVENUE</b>	\$ 121,263	\$ 272,422	\$ 272,422
<b>EXPENDITURES</b>			
Personnel	69,118	68,022	68,022
Operating	52,145	204,400	204,400
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 69,117.93	\$ 68,022.00	\$ 68,022.00	
Operating	\$ 52,145.11	\$ 204,400.00	\$ 204,400.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 121,263.04</b>	<b>\$ 272,422.00</b>	<b>\$ 272,422.00</b>	



#### Major Accomplishments in 2018:

- Continued to screen juveniles for eligibility to be placed utilizing these federal funding streams.

#### Goals for 2019:

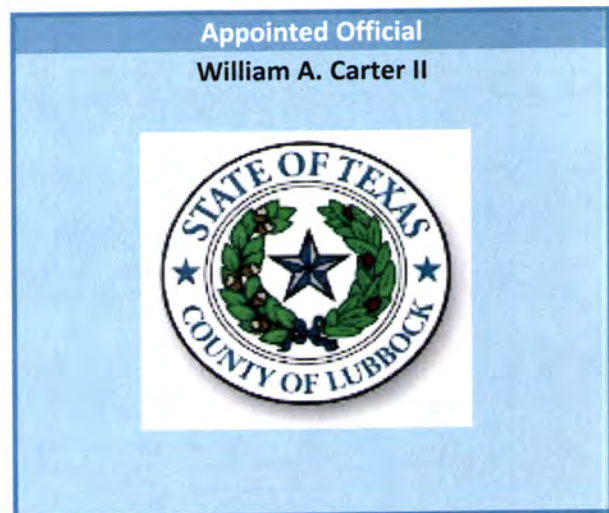
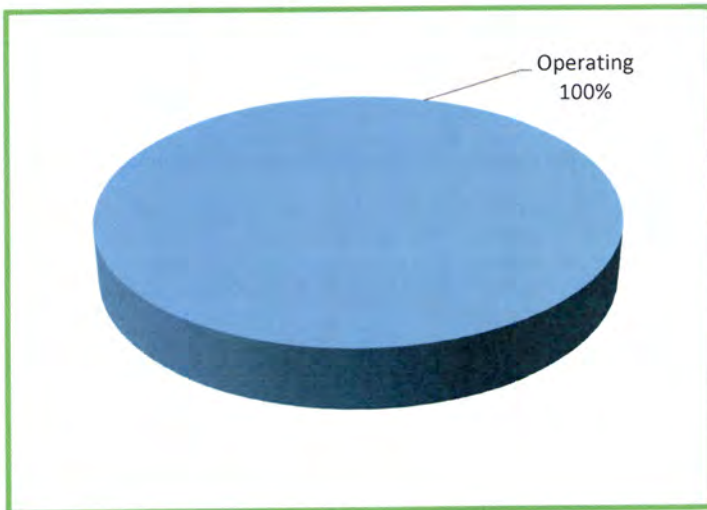
- Continue to screen juveniles for eligibility to be placed utilizing these federal funding streams.

Staff by Classification	FY17	FY18	FY19
Professional	1	1	1

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	60,404	23,853	80,000
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 60,404	\$ 23,853	\$ 80,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	60,404	23,853	80,000
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

Juvenile Probation Funds are used to account for the cost of administering the Juvenile Probation Department including Juvenile Detention functions. Funding includes general fund transfer, grant proceeds, probation fees, interest income, and other miscellaneous revenue.

Adopted Budget for the Fiscal Year 2018-2019			
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$ -	\$ -
Operating	\$ 60,404.00	\$ 23,853.00	\$ 80,000.00
Capital	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 60,404.00</b>	<b>\$ 23,853.00</b>	<b>\$ 80,000.00</b>



#### Major Accomplishments in 2018:

- Continued to provide juveniles who have been expelled for any mandatory offense from their regular campus a place to continue their education.
- Facilitated moving the operations of the JJAEP from the LISD DAEP campus back to the JJAEP site at LCJJC.

#### Goals for 2019:

- Continue to provide juveniles who have been expelled for any mandatory offense from their regular campus a place to continue their education.
- Begin more "service learning" programs.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
TJJD (R) REGIONAL DIVERSION GRANT

G/L 047

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	57,011	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 57,011	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	57,011	-	-
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



Grant R - Regional Diversions Alternatives (FY2017) provides resources to local juvenile probation departments for an array of programs, services, placements, other operating costs and capital purchases.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 57,010.96	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 57,010.96</b>	<b>\$ -</b>	<b>\$ -</b>	



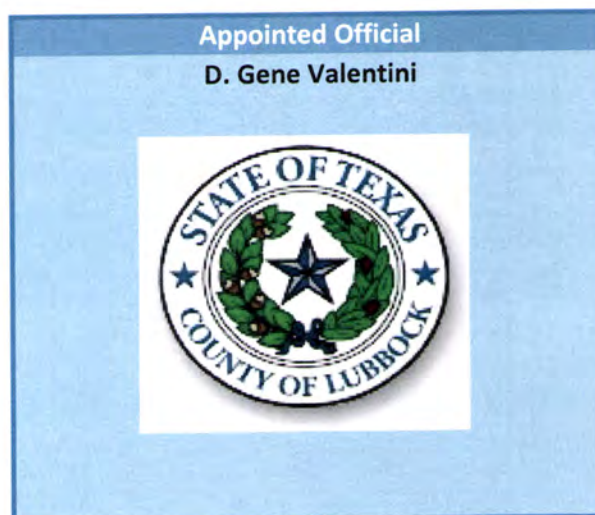
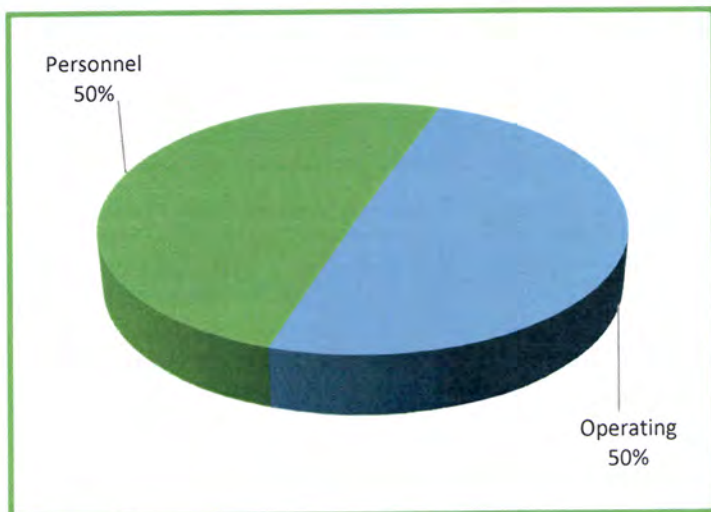
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
USDA AG MEDIATION GRANT

G/L 076

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	65,370	125,000	125,000
Fees	1,094	500	500
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	26,922	50,000	50,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 93,386	\$ 175,500	\$ 175,500
<b>EXPENDITURES</b>			
Personnel	44,788	88,565	88,565
Operating	48,598	86,935	86,935
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

The USDA Ag Mediation fund is used for tracking grant revenues and expenses for the USDA state certified agricultural mediation program. Each state has the option of designating one entity to provide this service, and Lubbock County is the entity designated for the state of Texas.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ 44,788.07	\$ 88,565.00	\$ 88,565.00	
Operating	\$ 48,598.29	\$ 86,935.00	\$ 86,935.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 93,386.36</b>	<b>\$ 175,500.00</b>	<b>\$ 175,500.00</b>	



#### Major Accomplishments in 2018:

- Increased attendance at AgLaw (co-sponsorship).

#### Goals for 2019:

- Equitable funding with other states.
- Expand outreach with private sector credit institutions.

Staff by Classification	FY17	FY18	FY19
Clerical	1	2	2

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
VINE GRANT

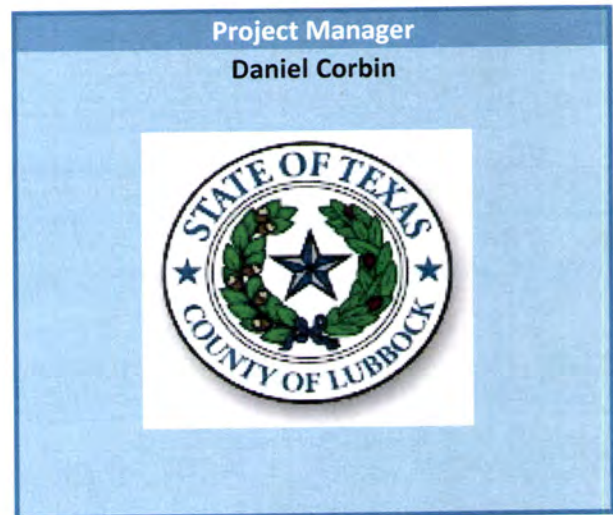
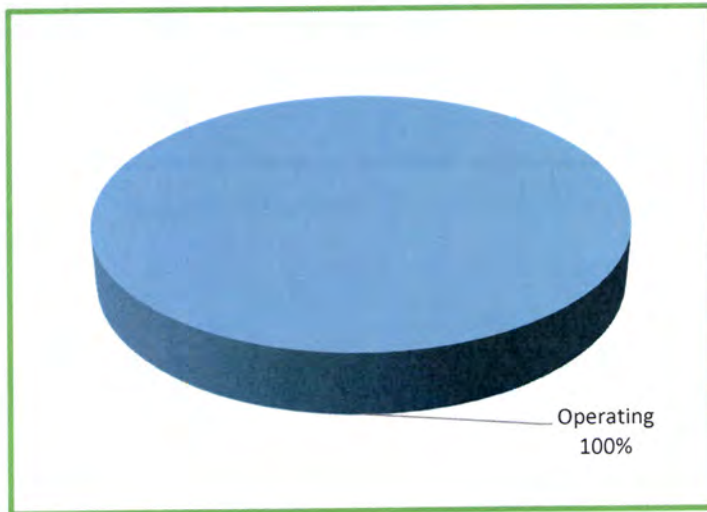
G/L 126

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	27,715	27,716	27,716
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 27,715	\$ 27,716	\$ 27,716
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	27,715	27,716	27,716
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



The purpose of the VINE (Victim Information Notification Everyday) Grant is to maintain Lubbock County in a statewide system that provides relevant offender release information, notification of relevant court settings or events, promote public safety and support the rights of victims of crime.

Adopted Budget for the Fiscal Year 2018-2019					
	<u>FY17 Actual</u>		<u>FY18 Estimates</u>		<u>FY 19 Budget</u>
Personnel	\$	-	\$	-	\$ -
Operating	\$	27,715.32	\$	27,716.00	\$ 27,716.00
Capital	\$	-	\$	-	\$ -
Total Budget	\$	27,715.32	\$	27,716.00	\$ 27,716.00



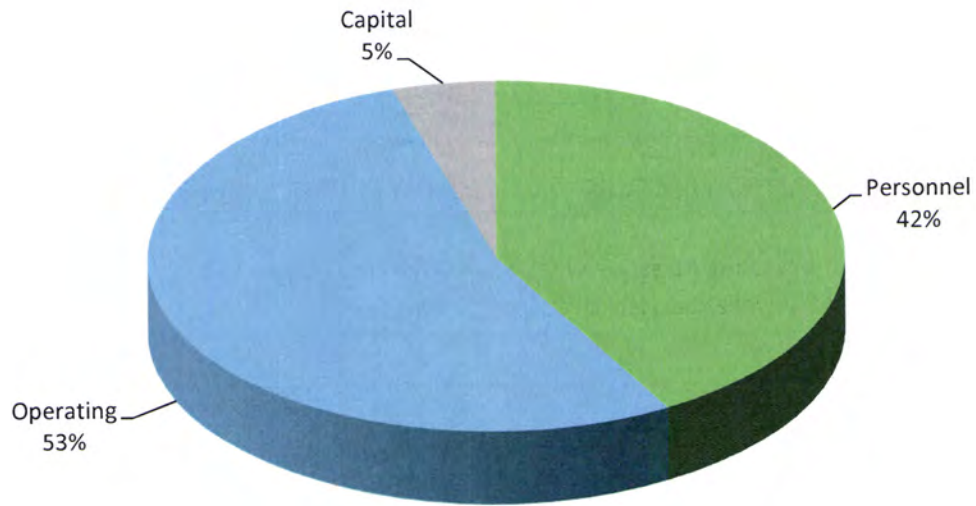
**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



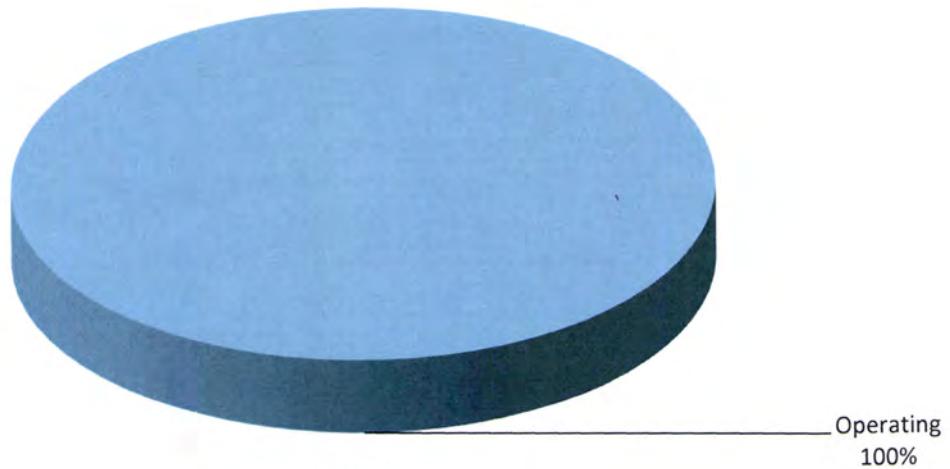
Debt Service Funds  
Revenue & Expenditure  
Summaries

LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. ALL DEBT SERVICE FUNDS

These funds are used to accumulate monies for payment of debt service on general obligation bonds, tax notes and certificates of obligation which are due in annual installments. Property tax is levied to finance the debt service.



Total Budget All Funds



All Debt Service Funds

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007

G/L 203

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 4,035,699	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	5,866	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 4,041,566	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	4,855,500	-	-
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (813,934)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	813,934	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	-	\$ -	\$ -



The Debt Service Funds are used to accumulate monies for payment of debt service on general obligation bonds, certificates of obligation and tax notes which are due in annual installments. Property tax is levied to finance the debt service.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 4,855,500.00	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
Total Budget	\$ 4,855,500.00	\$ -	\$ -	



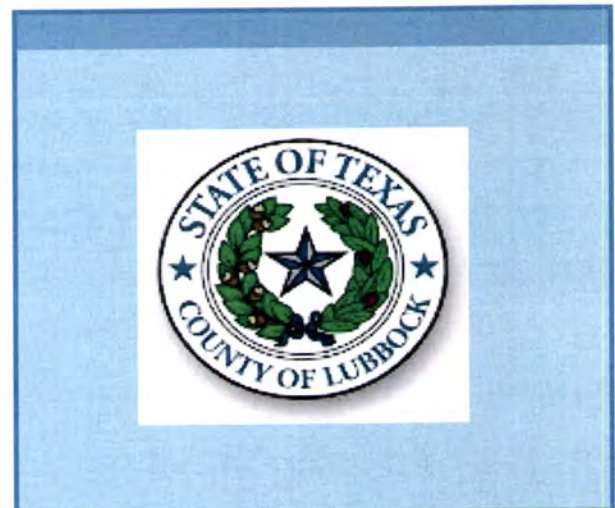
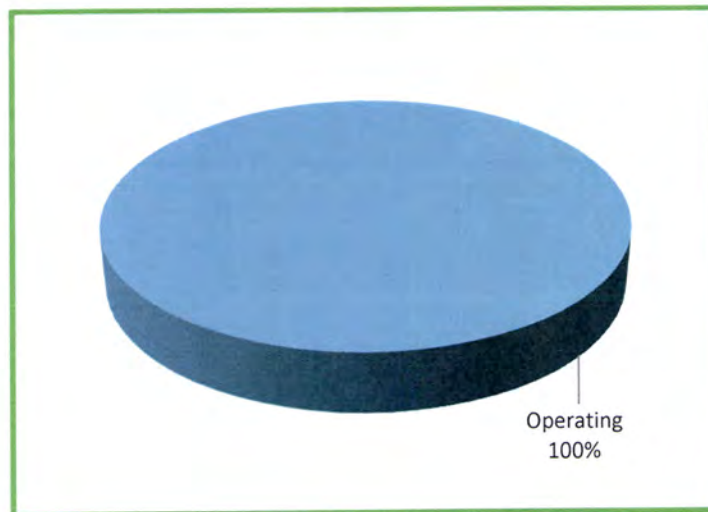
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013

G/L 206

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 177,230	\$ 178,827	\$ 197,209
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	3,678	2,000	2,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 180,907	\$ 180,827	\$ 199,209
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	173,200	180,827	199,209
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 7,707	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	177,636	185,343	185,343
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 185,343	\$ 185,343	\$ 185,343

The Debt Service Funds are used to accumulate monies for payment of debt service on general obligation bonds, certificates of obligation and tax notes which are due in annual installments. Property tax is levied to finance the debt service.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 173,200.00	\$ 180,827.00	\$ 199,209.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 173,200.00</b>	<b>\$ 180,827.00</b>	<b>\$ 199,209.00</b>	



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016

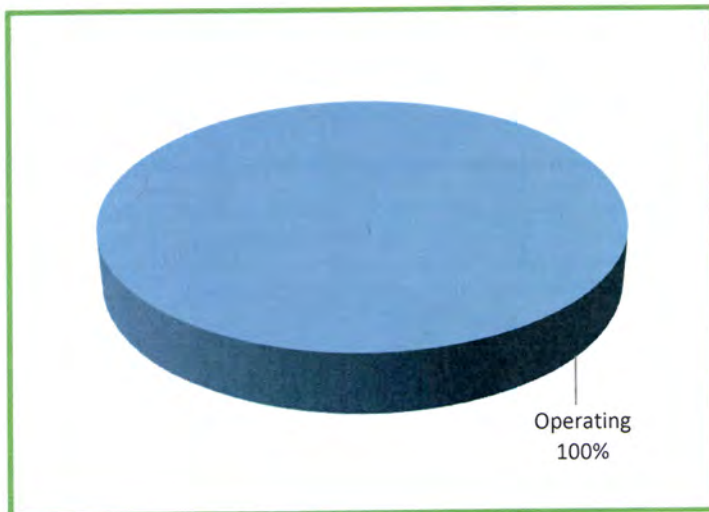
G/L 201

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 2,273,224	\$ 5,869,786	\$ 6,477,594
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	8,235	5,000	9,000
Other Revenue	3,785	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,285,244</b>	<b>\$ 5,874,786</b>	<b>\$ 6,486,594</b>
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	1,445,363	5,874,786	6,486,594
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	<b>\$ 839,881</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	839,881	839,881
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 839,881</b>	<b>\$ 839,881</b>	<b>\$ 839,881</b>



The Debt Service Funds are used to accumulate monies for payment of debt service on general obligation bonds, certificates of obligation and tax notes which are due in annual installments. Property tax is levied to finance the debt service.

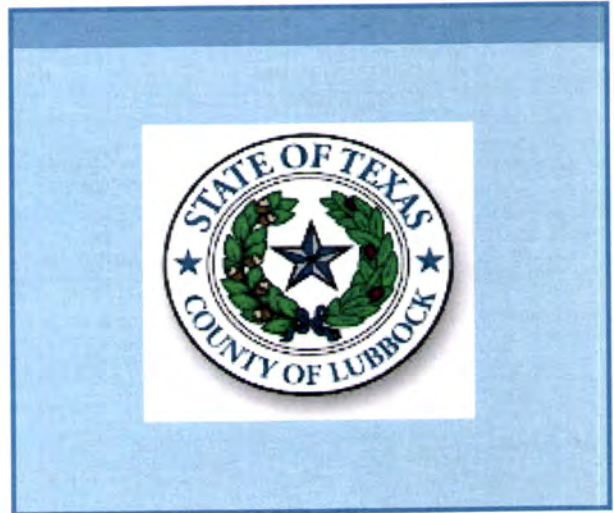
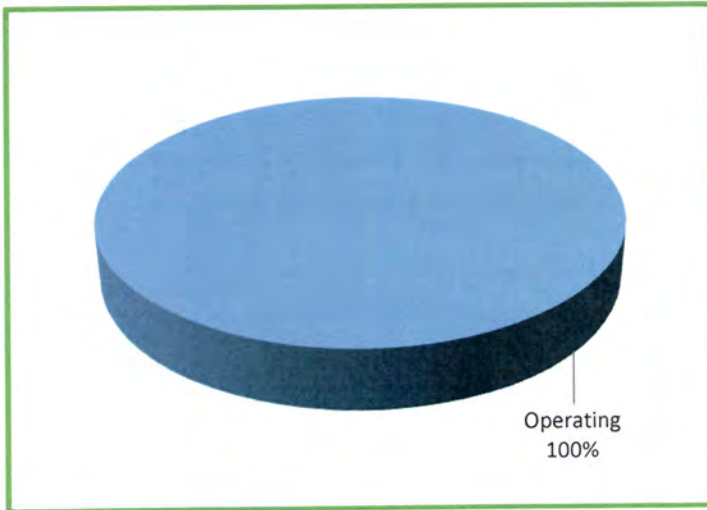
Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 1,445,363.34	\$ 5,874,786.00	\$ 6,486,594.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 1,445,363.34</b>	<b>\$ 5,874,786.00</b>	<b>\$ 6,486,594.00</b>	



	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ 1,240,798	\$ 1,274,007	\$ 1,400,331
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	1,114	2,000	2,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 1,241,912	\$ 1,276,007	\$ 1,402,331
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	1,244,600	1,276,007	1,402,331
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (2,688)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	2,688	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	-	\$ -	\$ -

The Debt Service Funds are used to accumulate monies for payment of debt service on general obligation bonds, certificates of obligation and tax notes which are due in annual installments. Property tax is levied to finance the debt service.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 1,244,600.00	\$ 1,276,007.00	\$ 1,402,331.00	
Capital	\$ -	\$ -	\$ -	
Total Budget	\$ 1,244,600.00	\$ 1,276,007.00	\$ 1,402,331.00	



**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**

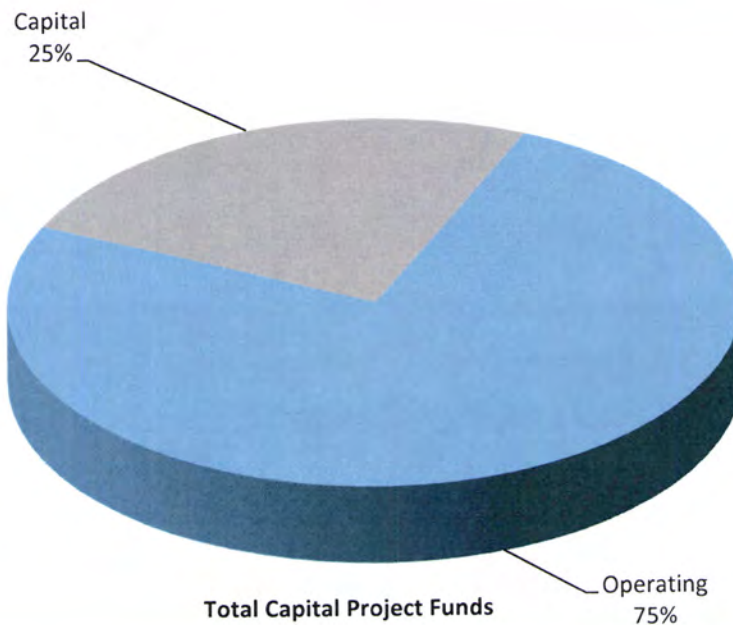
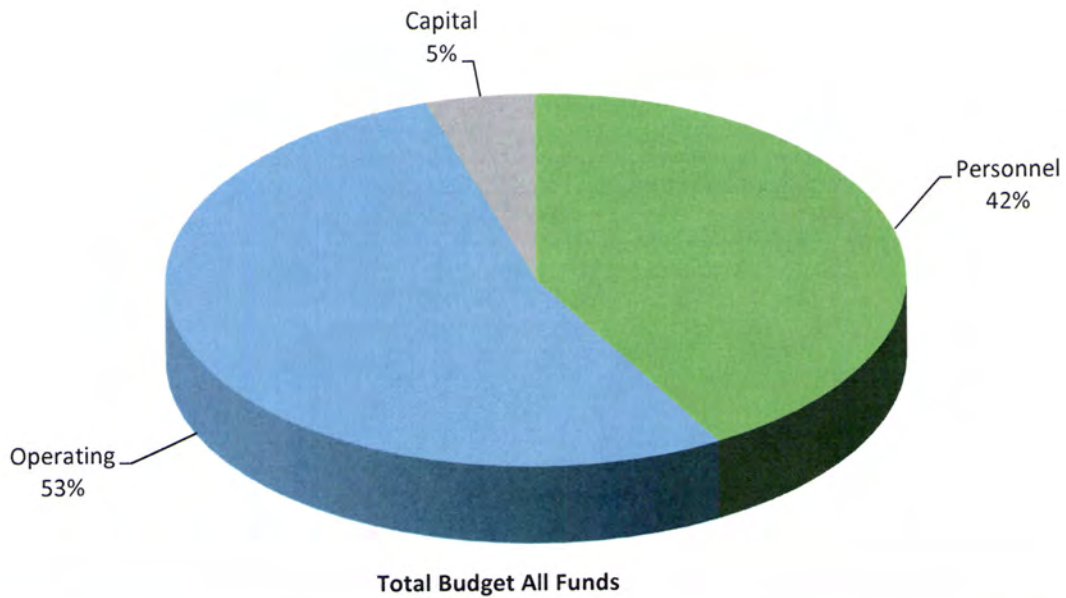


Capital Project Funds  
Revenue & Expenditure  
Summaries



LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. TOTAL CAPITAL PROJECT FUNDS

Capital Project Funds are a type of Governmental Fund that are used for the acquisition or construction of general fixed assets.



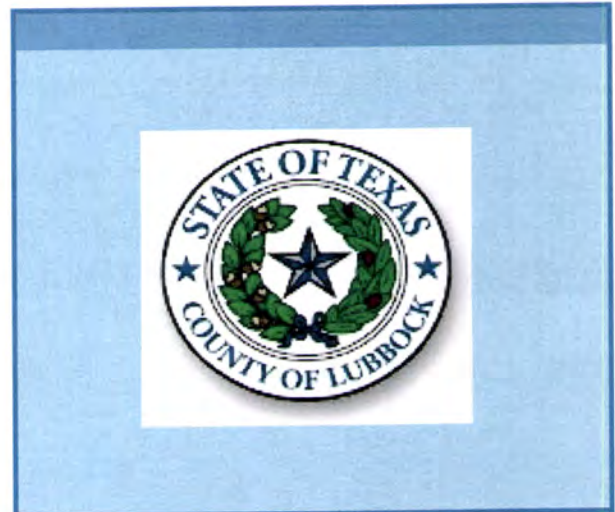
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
CRTC RENOVATIONS

G/L 306

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	20,843	5,000	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 20,843	\$ 5,000	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	97,619	195,590	-
Capital	464,951	735,000	332,106
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (541,726)	\$ (925,590)	\$ (332,106)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	1,799,423	1,257,696	332,106
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 1,257,696	\$ 332,106	\$ -

Capital Project Funds are a type of Governmental Fund that are used for the acquisition, construction or renovation of general fixed assets. This fund will be used to track costs of the renovation of the CRTC building financed by Tax Notes proceeds.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 97,618.50	\$ 195,590.00	\$ -	
Capital	\$ 464,950.79	\$ 735,000.00	\$ 332,106.00	
<b>Total Budget</b>	<b>\$ 562,569.29</b>	<b>\$ 930,590.00</b>	<b>\$ 332,106.00</b>	



#### Major Accomplishments in 2018:

- Completed Phase II Kitchen, Central Control, Medical, and Intake renovations at the Lubbock County Residential Treatment Center.

#### Goals for 2019:

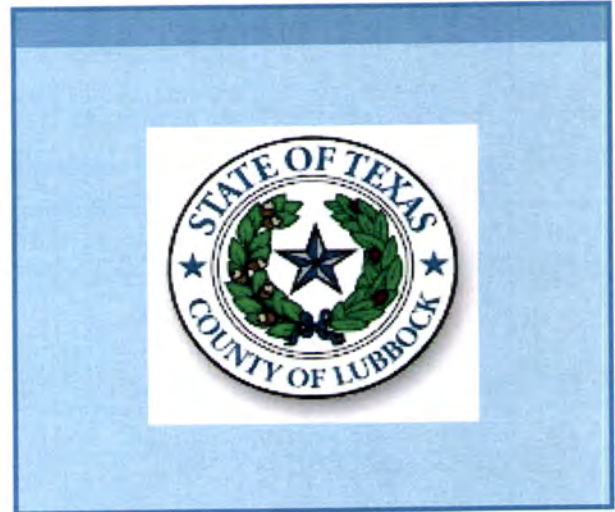
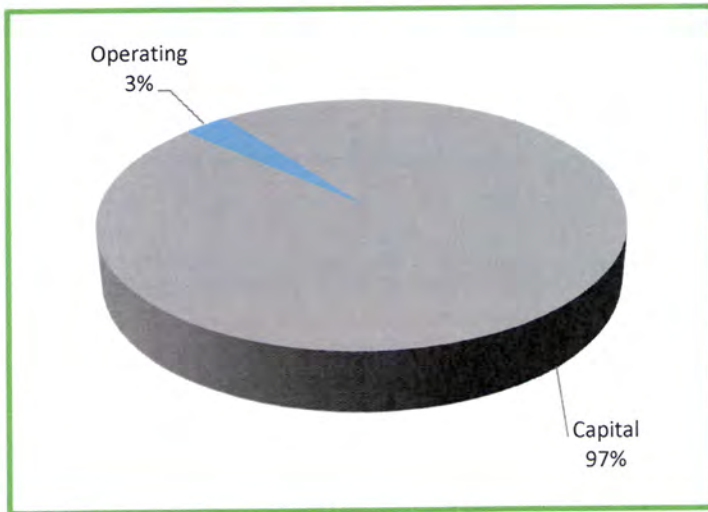
- Start and complete Phase III, Pod renovation at the Lubbock County Residential Treatment Center.

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	4,997	2,000	2,000
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	406,169	1,141,000	898,000
<b>TOTAL REVENUE</b>	\$ 411,166	\$ 1,143,000	\$ 900,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	-	30,000
Capital	-	1,551,117	870,000
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 411,166	\$ (408,117)	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	411,166	3,049
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 411,166	\$ 3,049	\$ 3,049



Capital Project Funds are a type of Governmental Fund that are used for the acquisition, construction or renovation of general fixed assets. This fund will be used to track costs of the renovation of the CRTC building financed through general revenues.

Adopted Budget for the Fiscal Year 2018-2019					
	FY17 Actual		FY18 Estimates		FY 19 Budget
Personnel	\$	-	\$	-	\$ -
Operating	\$	-	\$	-	\$ 30,000.00
Capital	\$	-	\$	1,551,117.00	\$ 870,000.00
Total Budget	\$	-	\$	1,551,117.00	\$ 900,000.00



#### Major Accomplishments in 2018:

- Completed Phase II Kitchen, Central Control, Medical, and Intake renovations at the Lubbock County Residential Treatment Center.

#### Goals for 2019:

- Start and complete Phase III, Pod renovation at the Lubbock County Residential Treatment Center.

LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LE RENOVATIONS

G/L 303

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	415	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 415	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	-	-
Capital	5,964	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (5,548)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	5,548	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

Capital Project Funds are a type of Governmental Fund that are used for the acquisition, construction or renovation of general fixed assets. This fund will be used to track costs of the renovation of the Law Enforcement Center financed by Tax Notes proceeds.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>	<u>FY18 Estimates</u>	<u>FY 19 Budget</u>	
Personnel	\$ -	\$ -	\$ -	-
Operating	\$ -	\$ -	\$ -	-
Capital	\$ 5,963.60	\$ -	\$ -	-
Total Budget	\$ 5,963.60	\$ -	\$ -	-



LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
LE RENOVATIONS #2

G/L 304

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	2,589	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	1,594,448	-	-
<b>TOTAL REVENUE</b>	\$ 1,597,037	\$ -	\$ -
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	699,867	-	-
Capital	1,986,078	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ (1,088,908)	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	1,088,908	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -



Capital Project Funds are a type of Governmental Fund that are used for the acquisition, construction or renovation of general fixed assets. This fund will be used to track costs of the renovation of the Law Enforcement Center financed through general revenues.

Adopted Budget for the Fiscal Year 2018-2019				
	<u>FY17 Actual</u>		<u>FY18 Estimates</u>	<u>FY 19 Budget</u>
Personnel	\$ -	\$	-	\$ -
Operating	\$ 699,867.31	\$	-	\$ -
Capital	\$ 1,986,077.64	\$	-	\$ -
<b>Total Budget</b>	<b>\$ 2,685,944.95</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>



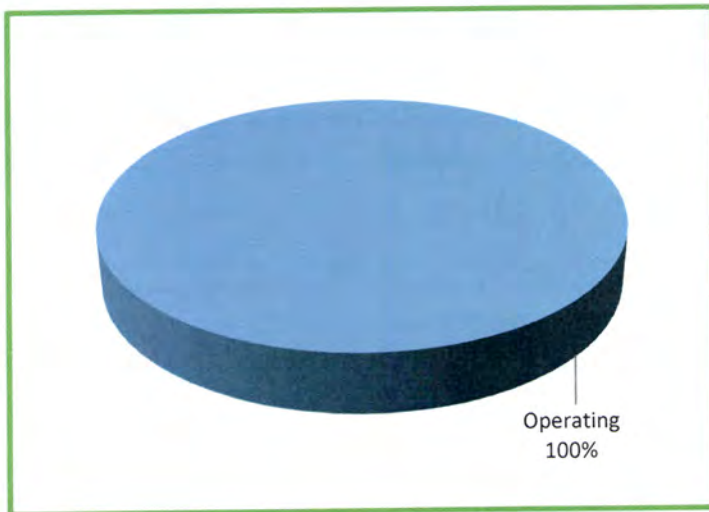
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
ROAD CONSTRUCTION FUND

G/L 301

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	2,648,000
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	-	-	-
Other Revenue	-	-	-
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	1,009,600
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ 3,657,600
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	-	-	3,657,600
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	-	-	-
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ -

Capital Project Funds are a type of Governmental Fund that are used for the acquisition, construction or renovation of general fixed assets. This fund will be used to track costs of the construction of county roads financed through general revenues.

Adopted Budget for the Fiscal Year 2016-2017				
	FY17 Actual		FY18 Estimates	
			FY 19 Budget	
Personnel	\$	-	\$	-
Operating	\$	-	\$	3,657,600.00
Capital	\$	-	\$	-
Total Budget	\$	-	\$	3,657,600.00



#### Major Accomplishments in 2018:

- Reached agreement with the City of Lubbock and developers to widen south University.
- MPO Funding for Woodrow Road from Slide to HWY 87.

#### Goals for 2019:

- Develop long-term planning for surface treatment of paved roads.
- Establish roadway improvement plans for the reconstruction of county roads.

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**

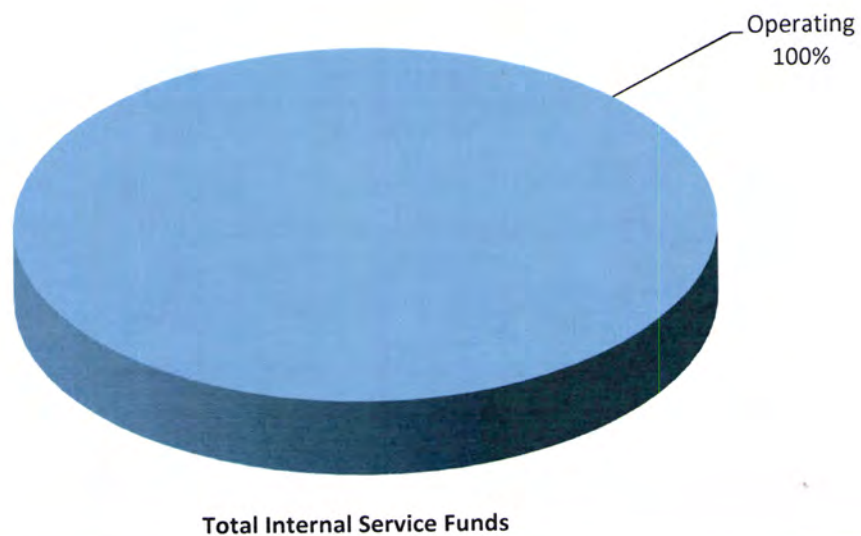
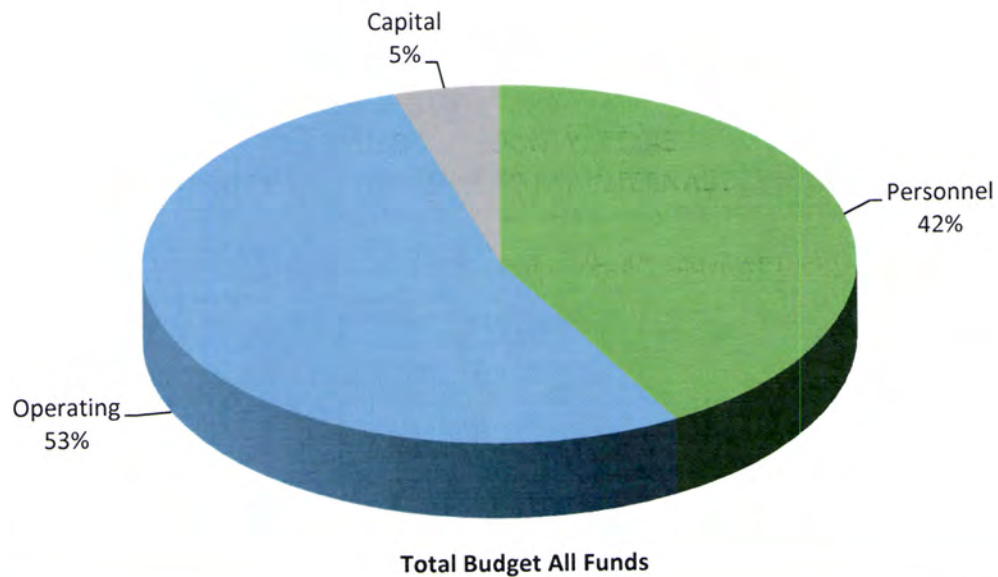


Internal Service Funds  
Revenue & Expenditure  
Summaries



LUBBOCK COUNTY, TEXAS  
TOTAL BUDGET ALL FUNDS vs. TOTAL INTERNAL SERVICE FUNDS

Internal Service funds, a type of proprietary fund, are used to report activities that provide supplies and services for the County's other programs and activities.



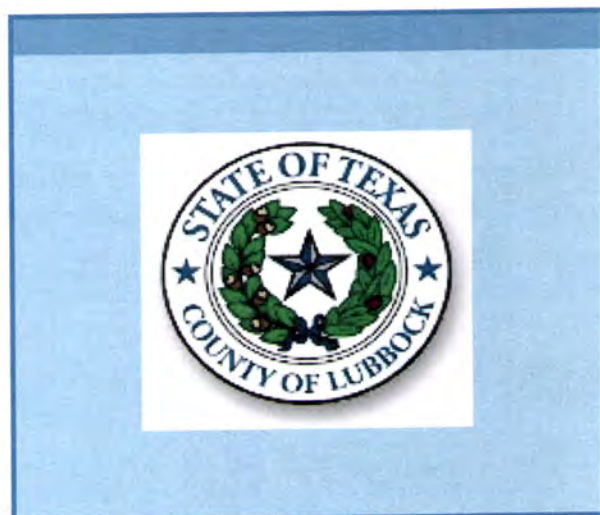
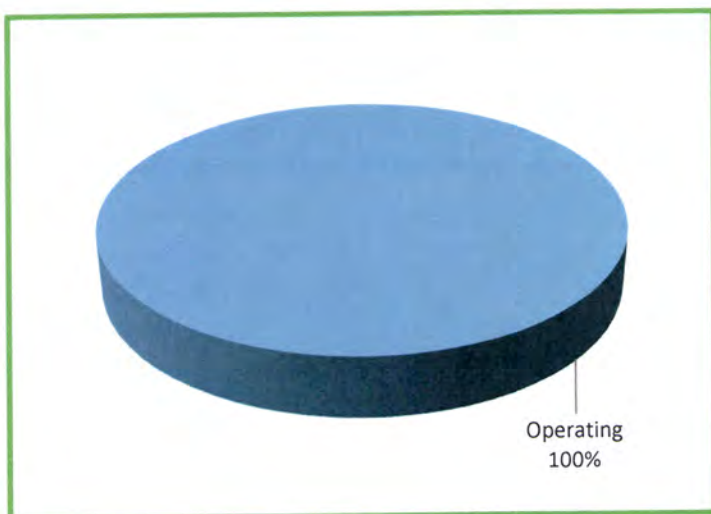
LUBBOCK COUNTY, TEXAS  
FINANCIAL SUMMARY  
EMPLOYEE HEALTH BENEFIT

G/L 401

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	108,452	50,000	60,000
Other Revenue	11,397,328	11,143,510	13,163,000
Licenses/Permits	-	-	-
<b>OTHER REVENUE SOURCES</b>			
Transfers In	-	-	-
<b>TOTAL REVENUE</b>	\$ 11,505,780	\$ 11,193,510	\$ 13,223,000
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	10,383,484	11,193,510	13,263,000
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	-
<b>NET REVENUE (EXPENDITURES)</b>	\$ 1,122,297	\$ -	\$ (40,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	4,421,040	5,543,337	5,543,337
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 5,543,337	\$ 5,543,337	\$ 5,503,337

Internal Service funds are used to report activities that provide supplies and services for the County's other programs and activities. Lubbock County has two Internal Service Funds: Employee Health Fund and Workers' Compensation Fund.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 10,383,483.83	\$ 11,193,510.00	\$ 13,263,000.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 10,383,483.83</b>	<b>\$ 11,193,510.00</b>	<b>\$ 13,263,000.00</b>	



#### Major Accomplishments in 2018:

- Introduced Wellness Wednesday that includes a quarterly informational luncheon and biweekly one-on-one counseling with a nutritionist and/or wellness coach on site.
- Educated employees on Consumer Driven Health Plans and participating in a Health Savings Account for financial security now and into retirement.
- Rolled out Teladoc to employees and retirees as the lowest cost option to seek medical care.

#### Goals for 2019:

- Change new hire effective date on benefits to 1st of the month following 60 days of employment.
- Reduce GASB liability by eliminating the connection of COBRA rates to retiree premiums and eliminate retiree dental subsidy.
- Consider adding additional premium tiers, example: Employee+ 1 Dependent, Employee + 2 Dependents, etc.

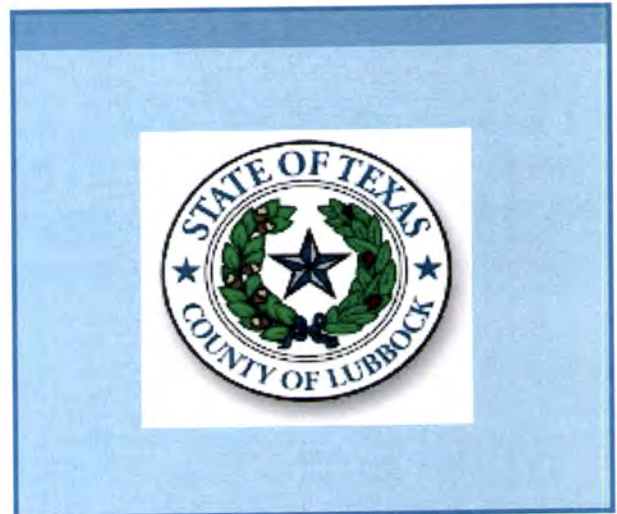
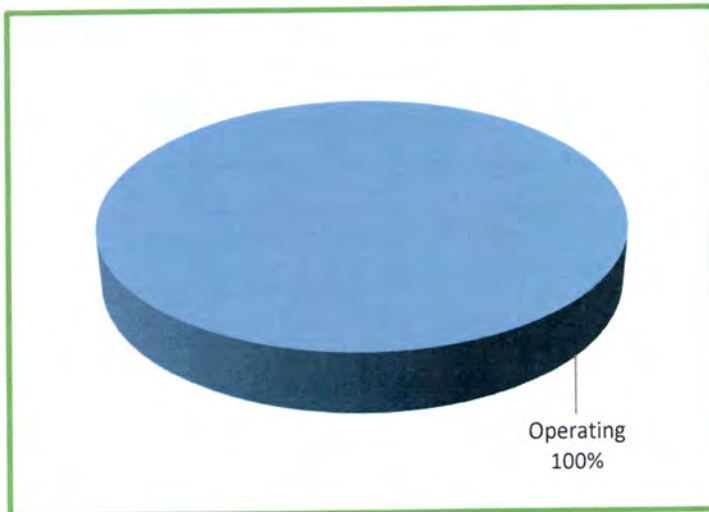
Performance Measures	FY16	FY17	FY18
Average Covered Employees	918	947	932
Average Covered Pre-65 Retirees	29	28	26
Average Covered Post-65 Retirees	50	51	N/A
Average Pre-65 Retirees Insurance Marketplace	N/A	N/A	4
Average Post-65 Retirees Medicare Supplement Marketplace	N/A	N/A	59

	2016-2017 Actuals	2017-2018 Estimates	2018-2019 Budget
<b>REVENUES</b>			
Tax Collections	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Fees	-	-	-
Commissions	-	-	-
Charges for Service	-	-	-
Fines/Forfeitures	-	-	-
Interest	164,037	140,000	150,000
Other Revenue	1,495,256	1,505,500	1,505,500
Licenses/Permits			
<b>OTHER REVENUE SOURCES</b>			
Transfers In			
<b>TOTAL REVENUE</b>	\$ 1,659,294	\$ 1,645,500	\$ 1,655,500
<b>EXPENDITURES</b>			
Personnel	-	-	-
Operating	1,485,775	645,500	1,655,500
Capital	-	-	-
<b>OTHER SOURCES (USES)</b>			
Transfers out	-	-	4,000,000
<b>NET REVENUE (EXPENDITURES)</b>	\$ 173,519	\$ 1,000,000	\$ (4,000,000)
<b>TRANSFERS TO (FROM) FUND BALANCE</b>			
Beginning Fund Balance	8,354,388	8,527,907	9,527,907
Unrealized Gain	-	-	-
Prior Period Adjustment	-	-	-
<b>ENDING FUND BALANCE</b>	\$ 8,527,907	\$ 9,527,907	\$ 5,527,907



Internal Service funds are used to report activities that provide supplies and services for the County's other programs and activities. Lubbock County has two Internal Service Funds: Employee Health Fund and Workers' Compensation Fund.

Adopted Budget for the Fiscal Year 2018-2019				
	FY17 Actual	FY18 Estimates	FY 19 Budget	
Personnel	\$ -	\$ -	\$ -	
Operating	\$ 1,485,774.95	\$ 645,500.00	\$ 1,655,500.00	
Capital	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 1,485,774.95</b>	<b>\$ 645,500.00</b>	<b>\$ 1,655,500.00</b>	



#### Major Accomplishments in 2018:

- Monthly reviews of Detention Center claims involving lost time or modified duty. In 2014 we began with 29 claims and as of May 2018 we have five claims.
- WC TPA, York Risk Services Group, held a training for supervisors regarding workers' compensation basics.
- Quarterly claims review of all open claims.

#### Goals for 2019:

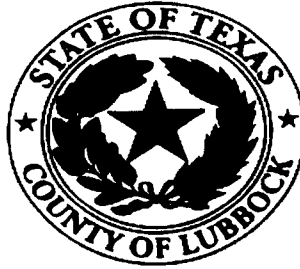
- Possible participation or creating a 504 Physician Panel "network."
- Analyze cause of injury for safety department to facilitate trainings.
- Budget based on Workers' Compensation code and actual claim cost.

Performance Measures	FY16	FY17	FY18
Total Claims Processed	111	113	126
Number of Days of Lost Time	484	220	220

**Lubbock County, Texas**  
**Adopted Budget**  
**FY 2018 - 2019**



Appendix



## RESOLUTION

### SETTING THE 2018 TAX RATE FOR THE COUNTY OF LUBBOCK, STATE OF TEXAS

WHEREAS, the applicable statutes of the State of Texas require an annual determination by the Lubbock County Commissioners' Court of the Tax Rate for Lubbock County, Texas based upon the actual financial needs of the county for the year in which such tax rate is to be determined and set, as provided by Article 26.05 (a) and (b) of the Texas Tax Code;

AND WHEREAS, it has come to the attention of the Lubbock County Commissioners' Court from the statutory sources of information upon which it may rely regarding the financial needs of Lubbock County for the current period beginning in 2018, that the tax rate for the year 2018 must be set according to law at 0.348086 cents per one hundred dollar (\$100) valuation, in order to meet the money needs of Lubbock County under the law in the judgment of the Lubbock County Commissioners' Court, the same to be broken down by the proper authorities of this county into two components based upon needs for maintenance and operation and for payment of principal and interest on debt retirement for Lubbock County;

**NOW THEREFORE**, this Court hereby **ORDERS** in a regular session hereof that the 2018 Tax Rate for Lubbock County be and the same is hereby **ADOPTED** on \$100.00 valuation for the tax year 2018, as follows:

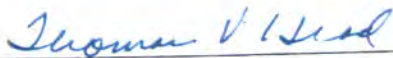
\$ .308757	for the purpose of maintenance and operation
\$ .039329	for the payment of principal and interest on debt
\$ .348086	TOTAL TAX RATE

BE IT FURTHER ORDAINED AND ORDERED, that the 2018 original Tax Levy for Lubbock County is \$69,781,221.

**THIS TAX RATE WILL RAISE MORE TAXES FOR  
MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

ACCORDINGLY, the Lubbock Central Appraisal District is hereby authorized to assess and collect the taxes of Lubbock County, Texas in accordance herewith.

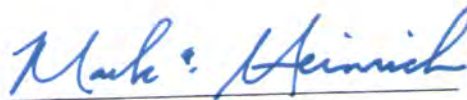
SO ORDERED AND ORDAINED on this the 10<sup>th</sup> day of September, 2018, to which witness the hand of the Lubbock County Commissioners' Court on the date last written above herein.



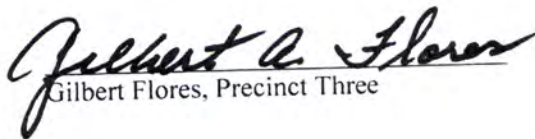
Tom Head, County Judge



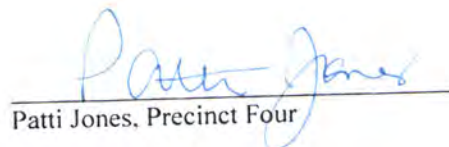
Bill McCay, Precinct One



Mark Heinrich, Precinct Two



Gilbert Flores, Precinct Three



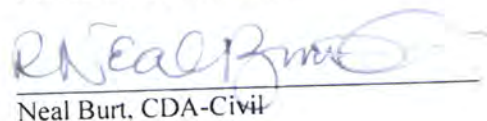
Patti Jones, Precinct Four

ATTEST:



Kelly Pinion, County Clerk

REVIEWED FOR FORM:



Neal Burt, CDA-Civil



**Goal 1:**  
**Efficient Government:**  
Manage all county resources to anticipate and respond  
effectively and efficiently to the growing needs of  
Lubbock County.

Goal Chairperson: Bill McCay, Commissioner Precinct #1

**Objective 1:** Continue to evaluate and plan for efficient use of all County land and property.

**Strategy 1:** Subcommittee to continue to evaluate county-wide needs.

**Responsible Party:** LE-Chief Deputy, Detention-Chief Deputy, District Attorney, Purchasing Director, Information Technology Assistant Director, Commissioner Precinct #4, Maintenance Director, Court Administrator, Public Works Director, AgriLife Extension Agent, and Commissioner Precinct #1  
Subcommittee appointed; ongoing.

**Strategy 2:** Continued development of a Records & Management Plan for Preservation Threat/Mitigation and Recovery.

**Responsible Party:** Contract Manager, Maintenance Director, Civil-Attorney, Emergency Management Coordinator, District Clerk, Information Technology Assistant Director, Justice of the Peace #4, and Central Archivist

**Strategy 3:** The Central Archivist will meet with Lubbock County Department Directors.

**Responsible Party:** Commissioners' Court

**Objective 2:** Begin to implement a plan for utilization of regional resources and opportunities.

**Strategy 1:** Begin gathering surveys and compile data.

**Responsible Party:** Dispute Resolution Director, (Chair), Efficient Government Committee, Court Administrator, Sheriff's Office & LCJJC

**Objective 3:** Identify all collectable fees and fines

**Strategy 1:** Establish a Fee Review Committee and reevaluate annually.

**\*\*Committee appointed, Civil-District Attorney, District Clerk, County Clerk, Auditor(Chair), Sheriff's Office Chief Administrator, Information Technology Director, Dispute Resolution Director, Court Administrator, and Judicial Compliance Director**

**Strategy 2:** Continue to review all fees and fines that can legally be collected.

**Responsible Party:** Civil-District Attorney

- Objective 4:** Develop Master Plan and implement improvements for Lubbock County Criminal Justice System.
- Strategy 1:** Maintain regular contact through regularly scheduled quarterly meetings with the Criminal Justice Committee.
- Responsible Party:** Commissioner Precinct #1
- Strategy 2:** Prepare a report that identifies and documents pertinent issues to be addressed within the Criminal Justice System.
- Responsible Party:** Criminal Justice Committee
- Strategy 3:** The Criminal Justice Improvement is ongoing.
- Responsible Party:** Criminal Justice Committee
- Strategy 4:** Annually by June meet with Commissioners' Court for priority budgeting in the Criminal Justice system.
- Responsible Party:** Sheriff's Office, District Attorney's Office, Court Administration & Facilities

**Accomplished and ongoing goals:**

- Maintain Strategic Planning Coordinator.
- Each department will provide a projected five-year budget and updated Strategic Plan with annual budget request.
- Ongoing Internal Communication Committee (ICC) (Lunch & Learn) meetings to address operational issues.
- Form the Efficient Government Committee to develop a format for the incorporation of individual Department Plans into the county-wide plan.
- Create a job description for a Central Archivist for Lubbock County.
- Present Central Archivist position to the Personnel Committee.
- Hired a Central Archivist.
- Developed a plan for investigation & utilization of regional resources & opportunities.
- By September of each year update the five-year county-wide plan.
- Lunch & Learn

**Goal 2:**  
**Public Safety:**

Promote a safe and secure environment for the  
people of Lubbock County.

Goal Chairperson: Cody Scott and Mike Reed, Sheriff's Office

- Objective 1:** Complete the enhancement of the security of County Facilities.  
**Strategy 1:** Annually reevaluate all recommendations in place and operating.  
**Responsible Party:** Commissioners' Court and Sheriff's Office  
**Strategy 2:** Complete the remodeling of the courthouse holding cells.  
**Responsible Party:** Commissioners' Court, Sheriff's Office, Maintenance Department

**Accomplished and ongoing goals:**

- Implementation of recommendations from Security Studies.
- Transition to new detention facility.

### **Goal 3:**

#### **Employee Excellence:**

Enhance the quality, productivity, recruiting and retention of the County workforce.

Goal Chairperson: Greg George with the Personnel Committee

**Objective 1:** Employee engagement.

**Strategy 1:** Reevaluate and research employee engagement vendors as needed.

**Responsible Party:** Personnel Committee and HR

**Strategy 2:** Employee engagement survey.

**Responsible Party:** Outside Vendor

**Strategy 3:** Analyze data and create an action plan that includes targeted training topics as needed.

**Responsible Party:** Vendor, Personnel Committee & Human Resources

**Strategy 4:** Maintain results and feedback to employees on survey.

**Responsible Party:** Vendor, Department Directors & Human Resources

**Objective 2:** Enhance communication and education between administration, employee and department.

**Strategy 1:** Reevaluate and enhance intranet potential.

**Responsible Party:** LCIT & Web Site Committee

**Objective 3:** Provide employee health and wellness program.

**Strategy 1:** Review and implement new health and wellness program(s).

**Responsible Party:** Human Resources & Vendor

**Strategy 2:** Work to incorporate new health and wellness program with wellness fair.

**Responsible Party:** Human Resources & Vendor

**Strategy 3:** Assess the program and results.

**Responsible Party:** Human Resources & Insurance Committee

**Objective 4:** Affirmative Action

**Strategy 1:** Evaluate current tracking system

**Responsible Party:** Human Resources

**Strategy 2:** Assess and consider enhancement or purchase of software

**Responsible Party:** Human Resources & Payroll

**Strategy 3:** Maintain AA plan

**Responsible Party:** Human Resources



**Accomplished and ongoing goals:**

- Prepare annual attrition reports.
- Begin intranet development
- Monthly utilize the Gazebo Gazette.
- Continue to offer quality training on a variety of topics for Department Directors and staff.
- Provide Employee Health and Wellness Program.
- Negotiate a new fitness center discounted rate.
- Host Wellness Fair
- Create and maintain documentation of recruitment record for each job posting and recruitment efforts.
- Expand recruitment efforts to minorities
- Analyzed setbacks of rollout and processes from vendors.
- Work with vendor to create new program and incorporate with wellness fair.

**Goal 4:**  
**Service Excellence:**

Provide the public with access to quality services that  
are both beneficial and responsive.

Goal Chairperson: Ronda Alexander, Texas AgriLife Extension Agent

**Objective 1:** Provide accessibility to services that can be provided on the County website.

**Strategy 1:** By budget deadline ensure that Department Directors have available on-line services.

**Responsible Party:** Department Directors and Web Master

**Strategy 2:** Encourage department Heads to quarterly review and update possible services.

**Responsible Party:** Department Directors

**Objective 2:** Ongoing improve accessibility to public information.

**Strategy 1:** Review with Department Directors public information and services available through websites for County Departments.

**Responsible Party:** Webmaster & Contract Manager

**Strategy 2:** Encourage departments to work with LCIT to develop electronic document storage.

**Responsible Party:** LCIT, Maintenance and Records Management Officer

**Strategy 3:** Investigate the use of Social Media for Public Information.

**Responsible Party:** LCIT, Court Administrator, Human Resources Director, AgriLife Extension Agent

**Objective 3:** Improve accessibility of making payments owed to Lubbock County.

**Strategy 1:** Review and develop county policy for acceptance of funds in compliance with Texas Statutes (i.e. inter-departmentally).

**Responsible Party:** Auditor, Civil District Attorney, Treasurer, Court Administrator (Chair), Information Technology Director, Clerks, Judicial Compliance Director and Dispute Resolution

**Objective 4:** Ongoing customer service communication.

**Strategy 1:** Develop and investigate a feedback instrument for internal and external customers.

**Responsible Party:** AgriLife Extension Agent, Tax Assessor/Collector, County Clerk, Human Resources Director, County Judge Office Manager and Elections Director

**Objective 5:** Ongoing, encourage departments to utilize intranet to provide employees access to available resources.

**Responsible Party:** Department Directors

**Accomplished and ongoing goals:**

- Expand services offered on web-site including intranet.

**Goal 5:**  
**Emergency Management**  
Maintain a comprehensive emergency management  
program.

Goal Chairperson: Clinton Thetford, Emergency Management Coordinator

**Objective 1:** Ensure emergency management compliance is ongoing.

**Strategy 1:** Develop a comprehensive Animal Issues Committee.

**Responsible Party:** Texas AgriLife Office and Emergency Management Coordinator

**Strategy 2:** Ongoing Annual review of the Animal Issues Emergency Response Team.

**Responsible Party:** Animal Issues Committee

**Objective 2:** Prepare for the internal Emergency Response Plan.

**Strategy 1:** Evaluate and continuously assess the development of internal Emergency Response Plan and Emergency Response Action Guides.

**Responsible Party:** Emergency Management Coordinator & Department Directors

**Strategy 2:** Review all existing departmental evacuation plans and have all the plans be consistent with the Counties Emergency Response Plan.

**Responsible Party:** Safety Committee

**Objective 3:** Evaluate and continuously assess external County-wide Emergency Operations Plan.

**Strategy 1:** Development of procedures to integrate all agencies and jurisdictions within Lubbock County into an Emergency Operations Planning Group.

**Responsible Party:** County Judge and Emergency Management Coordinator

**Strategy 2:** Provide appropriate training to emergencies operations planning group to allow for development of County-wide Emergency Operations Plan.

**Responsible Party:** County Judge and Emergency Management Coordinator

**Objective 4:** Establish Lubbock County Continuity of Operations Plan.

**Strategy 1:** Begin to develop strategies for a Continuity of Operations Plan

**Responsible Party:** Safety Committee

**Strategy 2:** Review and train department directors on developing a Continuity of Operations Planning.

**Responsible Party:** Emergency Management Coordinator

**Strategy 3:** Review all departmental Disaster Recovery Plan.

**Responsible Party:** Emergency Management Coordinator and Department Directors

**Strategy 4:** Revise and develop and approve a Lubbock County Department Continuity of Operations Plan.

**Responsible Party:** Emergency Management Coordinator and Commissioners' Court



**Objective 5:** To participate in regional emergency response planning with our SPAG partners to allow for support to any jurisdiction within the region during times of disaster.

**Strategy 1:** To participate in regional training and exercising.

**Responsible Party:** Emergency Management Coordinator and Commissioners' Court

**Accomplished and ongoing goals:**

- Distribute the "City/County Emergency Response Plan" to Department Directors.
- Identify and schedule classes for those who need to complete NIMS training.
- Prepare annual evacuation plans.

## LUBBOCK COUNTY, TEXAS

### ***Summary of Financial Policies***

The County has an important responsibility to the citizens of Lubbock County to carefully account for public funds and to plan for adequate funding of services. These financial policies enable the County to achieve responsible stewardship and full disclosure.

#### **Personnel Policy**

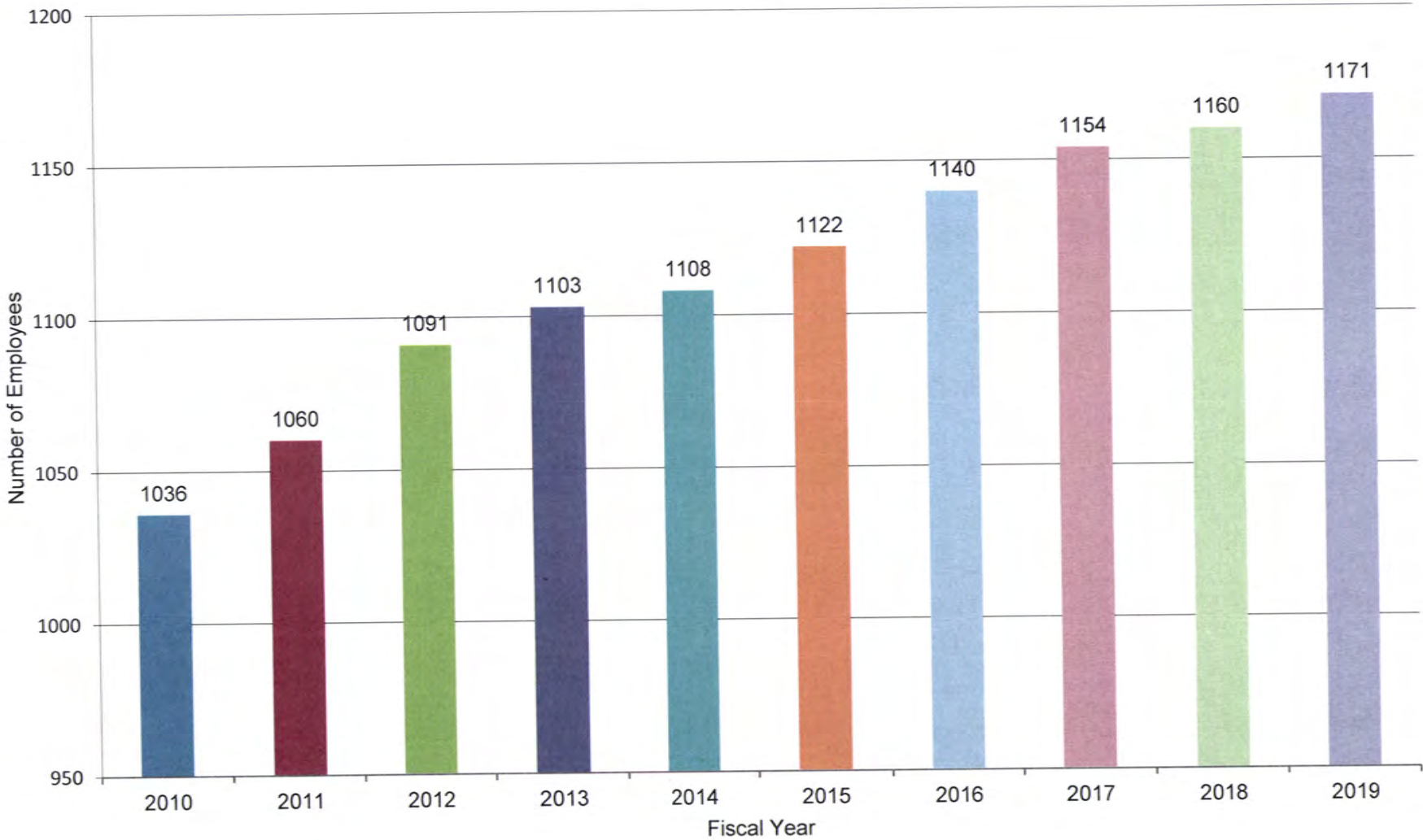
Lubbock County has implemented the use of a Personnel Committee. The committee is made up of permanent voting members. The permanent members are made up of the Human Resources Director, the Civil District Attorney, and two members of the Commissioners' Court, the County Auditor and Payroll Manager. This committee meets with each department head that is requesting additional job titles or an increase in job classification. The committee then votes and makes a recommendation. The Human Resources Director takes the personnel committee's recommendation to the Budget Committee. Commissioners' Court must approve any change in staffing levels or increases in pay, including additional positions, position upgrades, re-classifications, and re-organizations. The Court will continue to support the compensation and classification schedule and matrix upon approval each year.

Lubbock County Commissioners' Court contemplates cost-of-living adjustments, as well as, merit increases each year. The cost-of-living adjustment is calculated using the Consumer Price Index. Each year the Commissioners' Court considers providing merit increases to County Departments based on personnel committee recommendations. Merit increases are budgeted for each department and the elected official/department head gives merit raises based upon performance appraisals. Commissioners' Court was not able to appropriate a COLA or a merit increase to personnel line items in the FY19 budget.

Lubbock County will add several new staff for the 2018-2019 budget including the following positions.

- |  |   |
|--|---|
| • District Attorney                                  | 2 |
| • Courts (added during FY18)                         | 2 |
| • Juvenile Detention                                 | 6 |
| • Public Works                                       | 1 |
| • Regional Public Defender Grant (added during FY18) | 1 |
| • Detention Center                                   | 1 |
| • TAG Grant (added during FY18)                      | 2 |
| • Technology & Information Systems                   | 1 |

LUBBOCK COUNTY, TEXAS  
EMPLOYEE HISTORY  
TEN FISCAL YEARS



**LUBBOCK COUNTY, TEXAS**  
**NUMBER OF POSITIONS BY DEPARTMENT-COMPARATIVE SUMMARY\***

<b>Department</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Administrative Research	3	3	3	3	2	2	2	2	2	0
Commissioners' Court	5	5	5	5	5	5	5	5	5	7
County Clerk	22	22	22	22	22	22	22	22	22	22
County Clerk Records Mgt. and Preservation	2	3	3	3	3	3	3	3	3	3
County Judge	3	3	3	2	3	3	3	3	1	1
County Records Mgt. and Preservation	0	1	1	1	1	1	1	1	1	1
Information Services	15	16	16	16	15	15	15	15	15	2
Information & Technology Systems	0	0	0	0	0	0	0	0	0	14
<b>General Administration</b>	<b>50</b>	<b>53</b>	<b>53</b>	<b>52</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>49</b>	<b>50</b>
Auditor	12	13	13	13	14	15	15	15	15	15
Human Resources	4	4	4	4	5	5	5	5	5	5
Purchasing	4	5	5	5	5	5	5	5	5	5
Tax	30	30	30	30	30	32	32	33	36	36
Treasurer	4	4	4	4	4	4	4	5	5	5
<b>Financial</b>	<b>54</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>58</b>	<b>61</b>	<b>61</b>	<b>63</b>	<b>66</b>	<b>66</b>
Appellate Court	0	0	0	0	4	4	4	4	4	4
CJD Drug Court	2	2	2	2	1	1	0	0	0	0
District Clerk	29	29	29	30	30	30	30	30	30	30
District Courts	37	37	37	38	40	41	41	42	42	44
DOJ Drug Court	0	0	0	0	0	0	0	0	0	0
Judicial Compliance	6	6	6	6	6	6	7	7	7	7
Justice of the Peace 1	5	5	4	4	4	4	5	5	5	5
Justice of the Peace 2	4	4	4	5	5	5	5	5	5	5
Justice of the Peace 3	4	4	4	4	4	4	4	4	4	4
Justice of the Peace 4	5	5	5	5	5	5	5	5	5	5
<b>Judicial</b>	<b>92</b>	<b>92</b>	<b>91</b>	<b>94</b>	<b>99</b>	<b>100</b>	<b>101</b>	<b>102</b>	<b>102</b>	<b>104</b>

\* Note: Years are based on the fiscal year starting October 1st through September 30th.

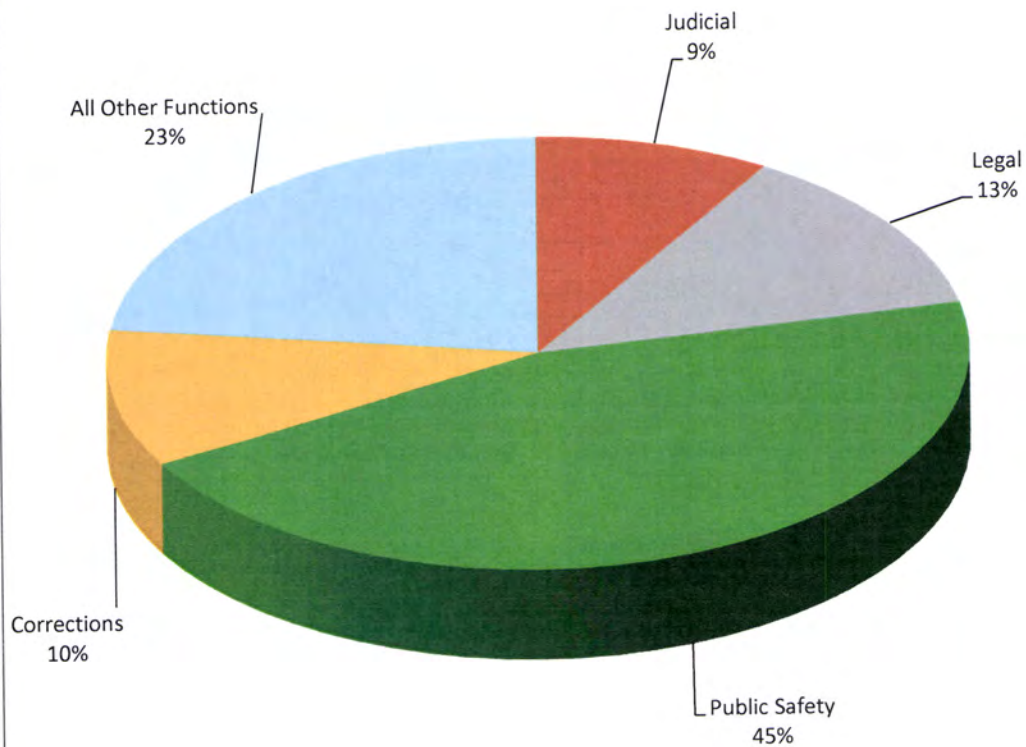


LUBBOCK COUNTY, TEXAS NUMBER OF POSITIONS BY DEPARTMENT-COMPARATIVE SUMMARY*										
Department	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
CDA Business Crimes	4	4	4	1	1	0	0	0	0	0
CDA VOCA Victim Advocacy Project	0	0	0	0	0	0	0	2	2	2
Dispute Resolution	5	4	3.65	3.65	3.00	3	3	3	3	3
District Attorney	72	72	72	72	72	74	74	74	75	77
Domestic Relations Office	2	3	3.15	2.40	3.00	3	3	3	3	3
Domestic Violence Grant	2	2	2	2	2	2	2	1	0	0
Domestic Violence Recovery	0	1	0	0	0	0	0	0	0	0
Law Library	1	1	1	1	1	1	1	1	1	1
Regional Public Defender Grant	11	24	55	64	55	55	55	55	55	56
CDA SPATTF Grant	6	6	6	6	6	6	6	6	6	6
TIDC Grant	0	0	0	0	0	0	1	0	0	0
Trauncy	1	2	1.50	0.50	1.00	0	0	0	0	0
USDA AG Mediation Grant	5	6	5.70	1.45	1.00	0	1	1	2	2
VCLG-Crime Victims	1	1	0	0	0	0	0	0	0	0
<b>Legal</b>	<b>110</b>	<b>125</b>	<b>154</b>	<b>154</b>	<b>145</b>	<b>144</b>	<b>146</b>	<b>146</b>	<b>147</b>	<b>150</b>
Constable Precinct 1	1	1	1	1	1	1	1	1	1	1
Constable Precinct 2	1	1	1	1	1	1	1	1	1	1
Constable Precinct 3	1	1	1	1	1	1	1	1	1	1
Constable Precinct 4	1	1	1	1	1	1	1	1	1	1
Courthouse Security	3	3	3	3	2	3	3	3	3	3
Detention Center	365	365	349	349	349	354	357	350	350	351
Medical Examiner	10	12	12	13	13	13	14	18	18	13
Sheriff	106	111	126	133	134	138	148	148	148	148
Sheriff Commissary Salary	0	0	0	0	0	0	0	8	8	8
TAG Grant	0	0	0	0	0	0	0	0	0	2
<b>Public Safety</b>	<b>488</b>	<b>495</b>	<b>494</b>	<b>502</b>	<b>502</b>	<b>512</b>	<b>526</b>	<b>531</b>	<b>531</b>	<b>529</b>
Facility Maintenance	59	59	59	59	64	65	66	71	71	71
<b>Facilities</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>64</b>	<b>65</b>	<b>66</b>	<b>71</b>	<b>71</b>	<b>71</b>

LUBBOCK COUNTY, TEXAS NUMBER OF POSITIONS BY DEPARTMENT-COMPARATIVE SUMMARY*										
Department	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Safety and Enviromental	1	1	1	1	1	1	1	1	1	1
<b>Health</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
General Assistance	4	4	4	4	4	4	4	4	4	4
Veteran's Affairs	1	1	1	1	1	1	1	1	1	1
<b>Welfare</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Texas AgriLife Extension	8	8	8	8	8	8	8	9	9	9
<b>Conservation</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>
Elections	8	8	9	9	9	9	9	9	9	9
<b>Elections</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
Consolidated Road and Bridge	34	40	42	43	42	42	43	43	48	48
Public Works	2	2	2	2	2	2	2	1	1	2
<b>Transportation</b>	<b>36</b>	<b>42</b>	<b>44</b>	<b>45</b>	<b>44</b>	<b>44</b>	<b>45</b>	<b>44</b>	<b>49</b>	<b>50</b>
Park Precinct 1	2	2	2	2	2	2	2	2	2	2
Park Precinct 2	3	3	3	3	3	3	2	2	2	2
Park Precinct 3	2	2	2	2	2	2	1	1	1	1
Park Precinct 4	2	2	2	2	2	2	2	2	2	2
<b>Culture/Recreation</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Comm Corr Asst Program - LCJJC	1	1	0	0	0	0	0	0	0	0
Juvenile Detention	58	59	52	52	57	57	60	61	61	67
Juvenile Food Service	3	3	3	3	3	3	3	3	3	3
Halfway House - LCJJC	10	0	0	0	0	0	0	0	0	0
TJJD (S) Prevention/Intervention Grant	0	0	0	1	1	1	0	0	0	0
Juvenile Probation	25	25	25	25	25	25	27	28	27	27
Juvenile Star Program	9	9	9	9	7	9	9	8	8	8
TJJD (A) Juvenile Probation Commission Grant	11	11	20	20	21	19	14	14	14	14
TJJD (E ) Title IV E	1	1	1	1	1	1	1	1	1	1
<b>Corrections</b>	<b>118</b>	<b>109</b>	<b>110</b>	<b>111</b>	<b>115</b>	<b>115</b>	<b>114</b>	<b>115</b>	<b>114</b>	<b>120</b>
<b>Total Budgeted Positions</b>	<b>1036</b>	<b>1060</b>	<b>1091</b>	<b>1103</b>	<b>1108</b>	<b>1122</b>	<b>1140</b>	<b>1154</b>	<b>1160</b>	<b>1171</b>

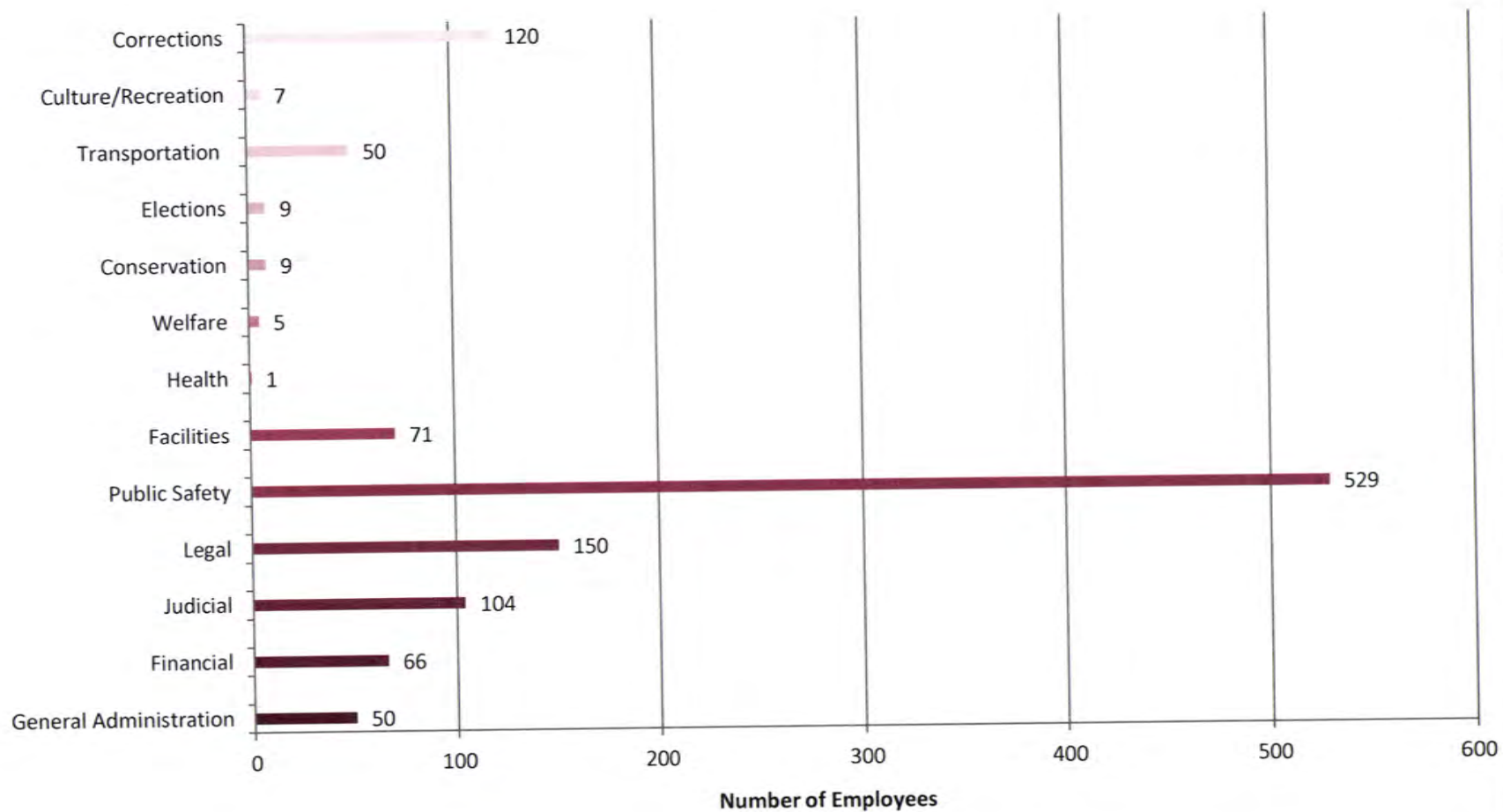
\* Note: Years are based on the fiscal year starting October 1st through September 30th.

## LUBBOCK COUNTY, TEXAS Employee Summary By Function





## LUBBOCK COUNTY, TEXAS Employee Summary By Function



LUBBOCK COUNTY, TEXAS  
Number of Positions by Classification  
FY 2019

	Elected	Appointed	Administrative	Professional	Public Safety	Trades & Technical	Clerical	Regular Part Time	Total
<b>General Administration</b>									
Administrative Research	0	0	0	0	0	0	0	0	0
Commissioners' Court	4	0	1	1	0	0	1	0	7
County Clerk	1	0	1	0	0	0	20	0	22
County Clerk Records Mgt. and Preservation	0	0	0	0	0	0	2	1	3
County Judge	1	0	0	0	0	0	0	0	1
County Records Mgt. and Preservation	0	0	0	1	0	0	0	0	1
Information Services	0	0	0	0	0	1	1	0	2
Information & Technology Systems	0	0	0	0	0	13	1	0	14
<b>General Administration Classification Total:</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>25</b>	<b>1</b>	<b>50</b>
<b>Judicial</b>									
Appellate Court	4	0	0	0	0	0	0	0	4
District Clerk	1	0	1	0	0	0	28	0	30
Courts	9	24	1	2	0	0	7	1	44
Judicial Compliance	0	0	1	0	0	0	5	1	7
Justice of the Peace 1	1	0	0	0	0	0	4	0	5
Justice of the Peace 2	1	0	0	0	0	0	3	1	5
Justice of the Peace 3	1	0	0	0	0	0	3	0	4
Justice of the Peace 4	1	0	0	0	0	0	4	0	5
<b>Judicial Classification Total:</b>	<b>18</b>	<b>24</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>3</b>	<b>104</b>
<b>Legal</b>									
CDA SPATTF Grant	0	0	1	0	4	0	1	0	6
CDA VOCA Victim Advocacy Project	0	0	0	0	0	0	2	0	2
Dispute Resolution	0	1	0	1	0	0	1	0	3
District Attorney	1	2	1	34	15	0	21	3	77
Domestic Relations Office	0	0	0	0	0	0	3	0	3
Law Library	0	0	0	1	0	0	0	0	1
Regional Public Defender Grant	0	21	1	16	8	0	10	0	56
USDA Ag Mediation Grant	0	0	0	0	0	0	2	0	2
<b>Legal Classification Total:</b>	<b>1</b>	<b>24</b>	<b>3</b>	<b>52</b>	<b>27</b>	<b>0</b>	<b>40</b>	<b>3</b>	<b>150</b>
<b>Financial Administration</b>									
Auditor	0	1	1	8	0	0	4	1	15
Human Resource	0	0	1	3	0	0	1	0	5
Purchasing	0	0	1	2	0	0	2	0	5
Tax	1	0	2	0	0	0	32	1	36
Treasurer	1	0	1	0	0	0	2	1	5
<b>Financial Administration Classification Total:</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>3</b>	<b>66</b>
<b>Public Facilities</b>									
Facility Maintenance	0	0	2	0	0	63	3	3	71
<b>Public Facilities Classification Total:</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>63</b>	<b>3</b>	<b>3</b>	<b>71</b>

LUBBOCK COUNTY, TEXAS  
Number of Positions by Classification  
FY 2019

	Elected	Appointed	Administrative	Professional	Public Safety	Trades & Technical	Clerical	Regular Part Time	Total
<b>Public Safety</b>									
Constable Precinct 1	1	0	0	0	0	0	0	0	1
Constable Precinct 2	1	0	0	0	0	0	0	0	1
Constable Precinct 3	1	0	0	0	0	0	0	0	1
Constable Precinct 4	1	0	0	0	0	0	0	0	1
Courthouse Security	0	0	0	0	3	0	0	0	3
Detention Center	0	0	3	0	287	0	61	0	351
Medical Examiner	0	0	0	1	1	8	3	0	13
Sheriff	1	0	2	0	119	1	25	0	148
Sheriff Commissary Salary	0	0	0	3	2	1	1	1	8
TAG Grant	0	0	1	0	0	0	1	0	2
<b>Public Safety Classification Total:</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>412</b>	<b>10</b>	<b>91</b>	<b>1</b>	<b>529</b>
<b>Transportation</b>									
Consolidated Road and Bridge	0	0	0	0	0	45	3	0	48
Public Works	0	0	1	0	0	0	1	0	2
<b>Transportation Classification Total:</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>4</b>	<b>0</b>	<b>50</b>
<b>Miscellaneous</b>									
Elections	0	1	1	1	0	2	4	0	9
General Assistance	0	0	1	2	0	0	0	1	4
Idalou/New Deal Park	0	0	0	0	0	0	0	1	1
Juvenile Detention	0	0	1	3	59	0	1	3	67
Juvenile Food Service	0	0	0	0	0	3	0	0	3
Juvenile Probation	0	1	2	16	4	1	3	0	27
Juvenile Star Program	0	0	0	0	8	0	0	0	8
Precinct 1 Park	0	0	0	0	0	1	0	1	2
Safety and Environmental	0	0	1	0	0	0	0	0	1
Shallowater Park	0	0	0	0	0	1	0	1	2
Slaton/Roosevelt Park	0	0	0	0	0	1	0	1	2
Texas Agrilife Extension	0	6	0	0	0	0	2	1	9
TJJD (A) Juvenile Probation Commission Grant	0	0	0	8	6	0	0	0	14
TJJD (E) Title IV E Grant	0	0	0	1	0	0	0	0	1
Veteran's Affairs	0	0	0	0	0	0	1	0	1
<b>Miscellaneous Classification Total:</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>31</b>	<b>77</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>151</b>
<b>Total All Classifications</b>	<b>32</b>	<b>57</b>	<b>29</b>	<b>104</b>	<b>516</b>	<b>141</b>	<b>269</b>	<b>23</b>	<b>1171</b>

**Lubbock County Compensation Classification Schedule  
FY2019**

Grade	Min	Mid	Max	Classification
PT	7.25/hr	10.76/hr	16.36/hr	Part Time Clerk
CL01	\$21,531	\$25,837	\$36,172	Clerk I Non-exempt
CL02	\$25,276	\$30,330	\$42,462	Clerk II Non-exempt
CL03	\$30,892	\$37,070	\$51,898	Clerk III Non-exempt
CL04	\$47,476	\$48,720	\$61,334	Clerk IV Exempt
PT	7.25/hr	10.76/hr	16.36/hr	Part-time correctional or law enforcement officer
PS01	\$18,535	\$28,053	\$37,570	Security officer - Non-exempt
PS02	\$20,624	\$33,177	\$45,729	Correctional & law enforcement officer II - Non-exempt
PS03	\$24,062	\$37,210	\$50,356	Correctional & law enforcement officer III - Non-exempt
PS04	\$26,354	\$39,787	\$53,219	Corporals, correctional & law enforcement officer IV - Non-exempt
PS05	\$32,082	\$47,476	\$60,969	Sergeants, correctional & law enforcement supervisor V (note 4)
PS06	\$47,476	\$55,991	\$70,878	Lieutenants, correctional & law enforcement supervisor VI Exempt
PS07	\$52,707	\$74,516	\$96,325	Captains - Exempt
PT	7.25/hr	10.76/hr	16.36/hr	Part-time technician
TR01	\$22,439	\$28,048	\$42,073	Technician I Non-exempt
TR02	\$26,538	\$33,172	\$49,758	Technician II Non-exempt
TR03	\$29,763	\$37,204	\$55,806	Technician III Non-exempt
TR04	\$31,825	\$39,780	\$59,671	Technician IV Non-exempt
TR05	\$47,476	\$50,976	\$69,778	Technician V Exempt
TR06	\$50,766	\$57,960	\$82,551	Technician VI Exempt
PT	7.25/hr	10.76/hr	16.36/hr	Degreed Professional
PR01	\$31,473	\$39,340	\$59,011	Degreed Entry Level Professional
PR02	\$47,476	\$49,931	\$67,374	Degreed Professional, entry level Attorney
PR03	\$51,825	\$55,495	\$75,822	Licensed Professional
PR04	\$56,572	\$60,576	\$82,764	Licensed Professional
PR05	\$61,754	\$66,499	\$91,205	Licensed Professional
PR06	\$67,411	\$73,168	\$100,888	Licensed Professional - Advanced degree required
PR07	\$73,586	\$80,366	\$111,270	Licensed Professional - Advanced degree required
AD01	\$47,476	\$49,724	\$66,897	Dept. Supervisors - Exempt
AD02	\$52,950	\$57,283	\$78,810	Dept. First Assistants - Exempt
AD03	\$59,055	\$69,048	\$99,767	First Assistants large Dept. - Exempt
AD04	\$65,864	\$77,009	\$111,270	Dept. Directors - Exempt

**Note 1:** Non-exempt status requires overtime compensation. Exempt status does not allow compensation for overtime (over 40 hours).

**Note 2:** Supervision generally includes oversight of a major function of a department or primary responsibility for one or more of the following: training, discipline, evaluations, leave scheduling and suspensions.

**Note 3:** Administration includes supervision as well as hiring, separation, budget preparation and management, etc.

**Note 4:** Probation officers are Non-exempt. Degreed specialists and Master level therapist are exempt. Each position is individually evaluated in accordance with FLSA standards.

**Note 5:** Terms and descriptions used herein are for Lubbock County administrative purposes only.

\*See matrix for additional detail



# Lubbock County Compensation Classification Matrix FY2019

Guidelines Designed to Assist in Classifying County Employees

Category	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
<b>Clerical</b> Public Servant who prepares documents and files, greets the public, maintains records	Meets the minimum qualifications of the job. Non-exempt	Demonstrates proficiency in job related tasks. Non-exempt	Demonstrates proficiency in job related tasks. Duties include supervision. Non-exempt (see note 2)	Demonstrates proficiency in job related tasks. A working supervisor and/or executive assistant Exempt			
<b>Trades &amp; Technical</b> Public Servant with a technical, vocational or trades skill(s)	Meets the minimum qualifications of the job. Entry level position. Non-exempt	Requires proficiency in job related tasks. Non-exempt	Requires advanced proficiency in job related tasks. Demonstrates leadership qualities. Non-exempt	Requires proficiency in job related tasks. Has either advanced trade/technical skills and/or supervisory duties. Exempt & Non-exempt (see note 4)	Requires proficiency in job related tasks. A specialist in a technical field, working supervisor or foreman. Exempt	Requires proficiency in job related tasks. Network administrator or supervisor of a major division of a department. Seasoned supervisor. Exempt	
<b>Public Safety</b> Public Servant working in a department whose primary function is the protection of citizens and property.	Meeting the minimum qualifications of the job. Non-exempt	Requires proficiency in job related task. Has obtained Basis Level Certification. Non-exempt	Requires proficiency in job related task. Has obtained intermediate job certifications. Non-exempt	Requires proficiency in job related tasks. Has obtained advanced job certifications. Corporals. Responsible for limited supervision. Non-exempt	Requires proficiency in job related tasks. Sergeants. Working Supervisors. Exempt & Non-exempt	Requires proficiency in job related tasks. Lieutenants. Assigned to supervise others. Extensive experience as a supervisor. Exempt	Requires proficiency in job related tasks. Captains. Requires Bachelor degree or equivalent job related experience. Exempt
<b>Professional</b> Public Servant with expert and specialized knowledge in a field requiring a bachelor's degree or higher level education	Meets the minimum qualifications of the position. Often an entry level professional position. Non-exempt	Requires proficiency in position related tasks. Entry level Attorney. Non-exempt & Exempt (see note 4)	Requires proficiency in the position. Utilizes independent judgment and decision making with little oversight. Licensed professional. Exempt	Requires proficiency in position. Enjoys considerable work autonomy with some supervision duties. Licensed professional. Exempt	Requires proficiency in position. Enjoys considerable work autonomy with limited management duties. Licensed professional. Exempt	Requires proficiency in position. Experienced manager and a Licensed professional. Advanced degree required. Exempt	Requires proficiency in the position. Responsible for a division within the department. Licensed professional. Advanced degree required. Exempt
<b>Administrative</b> Public Servant with oversight and responsibility for the function of a department, first assistant leader or a supervisor.	Supervises the operation of a department. Requires Bachelor degree or equivalent job-related experience. Exempt (see note 2)	First Assistant in a department. Requires a Bachelor degree or equivalent job-related experience. Exempt	First Assistant in a department (50 + employees) and/or position requires a unique skill set in a highly technical environment. Requires a Bachelor degree or equivalent job-related experience. Exempt	Department Director or equivalent. Requires a Bachelor degree or equivalent job-related experience. Exempt			

## LUBBOCK COUNTY, TEXAS

### ***Summary of Financial Policies***

#### **Revenue Policies**

- Establish user fees and charges permitted by law at reasonable levels to provide those services at or near the cost of providing the services.
- Pursue the enactment of new legislation.
- Collect ad valorem property tax revenues.
- Collect outstanding fines and fees due the County.
- Monitor the General Fund unreserved fund balance and not utilize the fund balance by an amount greater than 25% of the General Fund appropriation.

### **Capital Expenditure Policy**

Individual purchases exceeding \$5,000 are defined and budgeted as capital expenditures. Expenditures that are more than \$1,000 and less than \$5,000 are budgeted as non-capital expenditures. Expenditures less than \$1,000 are budgeted as supplies. Lubbock County routinely budgets the purchase of vehicles in the capital expenditure; the amount budgeted is relatively insignificant.

The current capital expenditure budget for Lubbock County is \$9,082,880, which is a decrease of \$2,778,622 from the 2018 budget.

- The Permanent Improvement Fund accounts for 29.37% of the 2019 capital expenditure budget. These funds will be used to renovate the Courthouse, the Lubbock County Office Building, and the Lubbock County Juvenile Justice Center. The improvements include renovation for critical life safety upgrades and security enhancements.
- The Consolidated Road and Bridge Fund accounts for 18.94% of the 2019 capital expenditure budget. These funds will be used for the Loop 88 Right of Way installment payment, road projects that are needed due to the growth in the unincorporated areas of the County, seal coat projects and the purchase of heavy equipment.
- The General Fund accounts for 12.16% of the 2019 capital expenditure budget. The court approved to continue the upgrade to the radio systems for the Sheriff's Office.
- The County also anticipates the purchase and implementation of an integrated justice and information management system in 2019-2020.

The schedule below shows capital expenditures included in the 2019 budget, all funds with capital expenditure budgets under \$100,000 are listed under "All other funds":

Fund	Amount
Permanent Improvement	\$ 2,668,000.00
Consolidated Road and Bridge	1,720,040.00
General Fund	1,104,701.00
CRTC Renovations #2	870,000.00
County Clerk Records Management and Preservation	550,000.00
All Other Funds	462,000.00
County Records Management and Preservation	345,000.00
CRTC Renovations	332,106.00
LCETRZ No1 Tax Increment Fund	254,655.00
County Clerk Records Archives	250,000.00
Idalou/New Deal Park	156,000.00
Homeland Security Grant	132,234.00
Sheriff Contraband	125,000.00
Tag Grant	113,144.00
Total Capital Expenditures	\$ 9,082,880.00

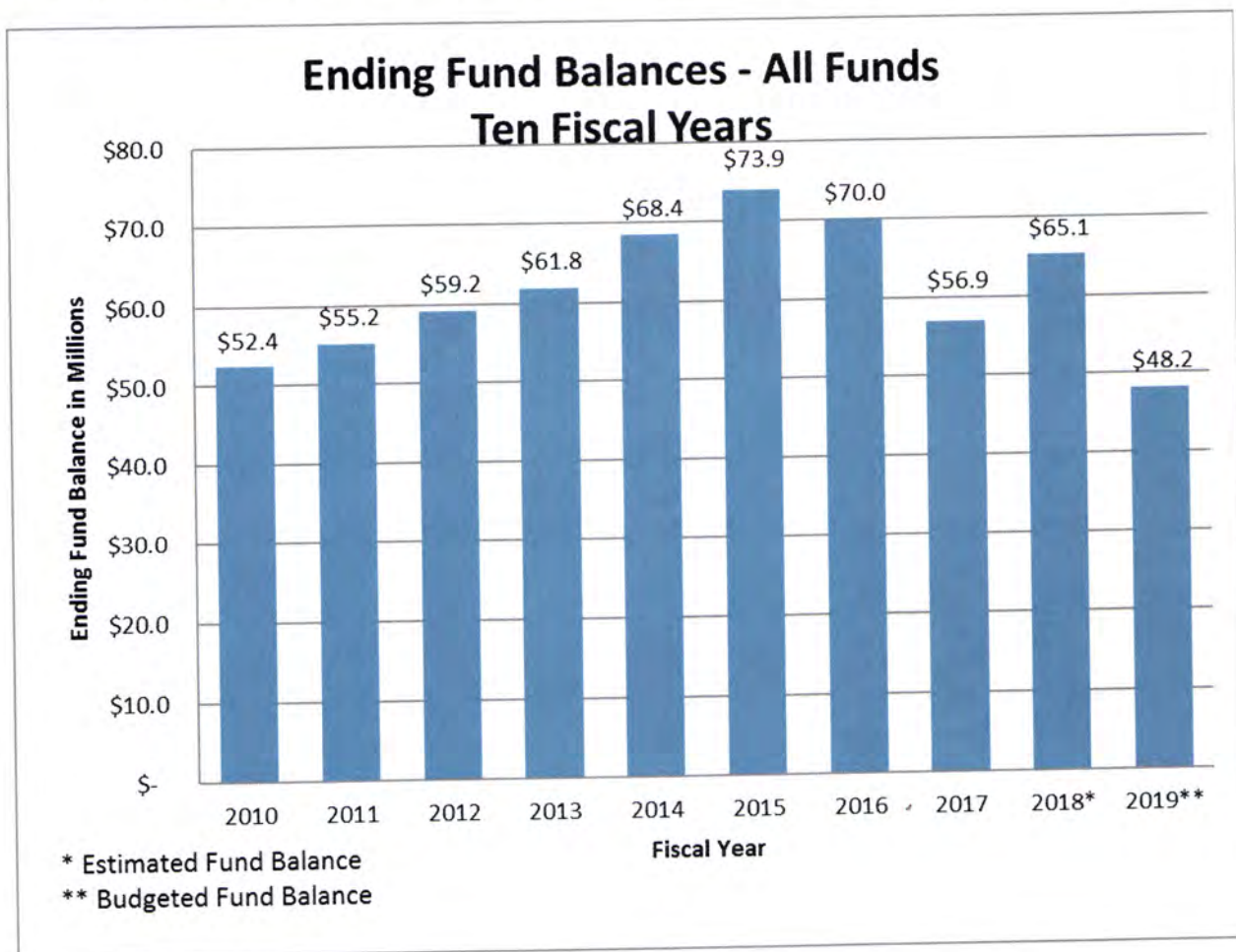
The Court will evaluate the County's capital needs throughout the year and especially during the budget process for fiscal budget impact.



### General Fund Unreserved Fund Balance Policy

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls, disasters and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning. In most cases, discussions of fund balance will properly focus on a government's *general fund*.

Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unreserved fund balance for state and local governments. The following chart shows fund balance for all funds for the past ten fiscal years. The chart illustrates the use of the tax notes and general funds for renovations to the Law Enforcement Center and CRTC Building during 2014-2018, throughout the construction phase of the project. Various building renovations, technology enhancements and road projects are reflected in FY 2019 budgeted fund balance. The following chart shows estimated fund balance for FY 2018 and budgeted fund balance for FY 2019.



**Lubbock County, Texas  
Fund Balance Commitment**

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Commissioners' Court is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

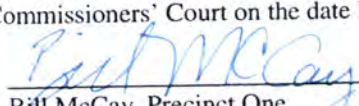
WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Commissioners' Court; and

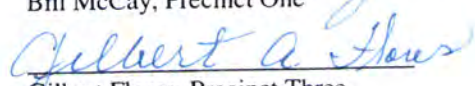
WHEREAS, the Commissioners' Court has determined it will commit \$12,275,000.00 of fund balance from General Fund Reserves to fund:

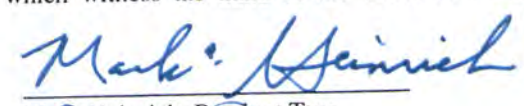
• Technology Enhancements (FY20)	\$ 500,000.00
• CRTC Renovations Phase II-III (FY20)	\$ 750,000.00
• Detention Center Flooring (FY20)	\$ 500,000.00
• 916 Main 1 <sup>st</sup> /3 <sup>rd</sup> Floor Renovations (FY20)	\$1,250,000.00
• Loop 88 Right of Way (FY20)	\$1,500,000.00
• LCJJC 12 Bed Addition (FY20)	\$1,000,000.00
• County Courthouse Waterproofing Basement (FY21)	\$ 750,000.00
• Woodrow Road (FY21)	\$1,475,000.00
• APO Relocation (FY21)	\$ 500,000.00
• Loop 88 Right of Way (FY21)	\$ 200,000.00
• Detention Center Flooring (FY21)	\$ 500,000.00
• 916 Main 1 <sup>st</sup> /3 <sup>rd</sup> Floor Renovations (FY21)	\$1,000,000.00
• 916 Main Roof Replacement (FY21)	\$ 500,000.00
• LCJJC Pod Renovation (FY21)	\$ 350,000.00
• 916 Main 2 <sup>nd</sup> Floor Renovations (FY22)	\$1,000,000.00
• SO Garage Renovations at LCDC Warehouse (FY22)	\$ 500,000.00

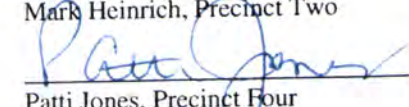
NOW, THEREFORE, be it ordered, the Commissioners' Court of Lubbock County, Texas in accordance with the provisions of GASB 54 hereby commits \$12,275,000.00 from General Fund Reserves. These funds in the General Fund cannot be used for any purpose other than directed above, unless the Commissioners Court adopts another order to remove or change the constraint. In addition, the General Fund remaining fund balance will be unassigned and will be used to maintain general operations.

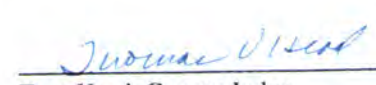
SO ORDERED on this the 17 day of September, 2018, to which witness the hand of the Lubbock County Commissioners' Court on the date last written above herein.

  
Bill McCay, Precinct One

  
Gilbert Flores, Precinct Three

  
Mark Heinrich, Precinct Two

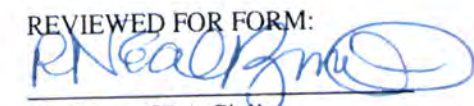
  
Patti Jones, Precinct Four

  
Tom Head, County Judge

ATTEST:

  
Kelly Pinion, County Clerk

REVIEWED FOR FORM:

  
Neal Burt, CDA-Civil



### **Budget Policy and Procedures**

The preparation and administration of the budget is one of the most important activities in county government. Funding priority is given to mandated functions when allocating scarce resources. All other additions or expansions will be dependent upon available revenue resources or decline in offsetting expenditures. The County Auditor is by law responsible for establishing and maintaining the accounting system of County government and is independent of the Commissioners' Court. Pursuant to the Texas Local Government Code, Section 111.034(b)(4) and Section 111.039 (b), the County Auditor provides revenue estimates and the budget must be balanced using these estimates plus any fund balance left on the last day of the preceding fiscal year, if needed. The budget adopted by Commissioners' Court is a balanced budget where revenues and a small portion of fund balance, if needed, equal expenditures. The County Auditor's revenue estimates count only cash expected to be received during the fiscal year.

Lubbock County's budget for governmental and proprietary funds is maintained on a modified accrual basis. The County's Comprehensive Annual Financial Statement is also prepared using a modified accrual basis of accounting. This means that revenues are recorded when available and measurable and expenditures are recorded when the services or goods are received and the liabilities are incurred.

The County Commissioners' Court, under budgetary laws established by the Texas legislature, is required to adopt an annual budget for all governmental fund types to cover all the proposed expenditures of the county government, and to levy a tax sufficient, when considered with other revenues and available funds, to provide for these expenditures. Once the budget is approved, no expenditures may be made except in strict compliance with the budget. During the fiscal year, the Commissioners' Court evaluates the budget and makes revisions in response to economic conditions and unanticipated and unfunded expenditure demands. Emergency expenditures in case of grave public necessity, to meet unusual and unforeseen conditions which could not, by reasonably diligent thought and attention, have been included in the original budget, may from time to time be authorized by the Court as amendments to the original budget. The Commissioners' Court by order may amend the budget to transfer an amount budgeted for one item to another budgeted item without authorizing an emergency expenditure. The Commissioners' Court is the sole agency having discretionary power to determine existence of such facts as would constitute an emergency justifying a budget adjustment.

The following procedures are followed in establishing the budgetary data:

- a. Prior to June 15, the County Auditor, as the County's Chief Budgetary Officer, will submit to the Commissioners' Court a preliminary operating budget for the fiscal year commencing the following October 1.
- b. After the presentation of the proposed budget and prior to September 1, the Commissioners' Court will conduct a series of hearings with the individual department

heads to review and analyze their expenditure requests. These meetings are all open to the public to encourage public comment.

- c. Prior to September 15, the Commissioners' Court will finalize the proposed budget and file it with the County Clerk.
- d. Prior to October 1, public hearings will be held to receive citizen input, adopt the budget, and set the tax rate for the upcoming year.
- e. All budget amendments are approved by the Commissioners' Court.
- f. Budgets for the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America for governments, using the modified accrual basis of accounting.
- g. By law, appropriations for the total County budget cannot exceed total resources that will be available for the year as forecasted by the County Auditor.
- h. The level of budgetary control (that is the level at which expenditures may not legally exceed appropriations) is established by organization within an individual fund.

### **Texas Budget Policy**

The following information outlines the budget requirements prescribed in Chapter 111 of the Local Government code.

- a. County Auditor serves as budget officer
- b. Annual budget is required
- c. Expenditures are not allowed to be made until the Commissioners' Court has adopted a budget for that fiscal year
- d. Proposed budget is required to be filed with the County Clerk and made available for public inspection
- e. Public hearing is required to be held on proposed budget
- f. Adoption of budget
- g. Approved budget is to be filed with County Clerk

The Commissioners' Court is to spend funds in strict compliance with the approved budget. It is Lubbock County policy that all budget amendments must be presented to Commissioners' Court for approval. The departments must submit the amendments with a specific description stating the reason for the amendment, no generic reasons are accepted. The Commissioners' Court does not generally accept moving money to or from personnel line items to or from operating line items.

The Budget Calendar for the current Fiscal Year is presented on the following page.



# LUBBOCK COUNTY Budget Calendar FY2019

<u>Date</u>	<u>Calendar of Events</u>	<u>Time</u>
<b>April 30, 2018</b>	Chief Appraiser delivers "Estimate of Total Taxable Value."	
<b>May 14, 2018</b>	<b><u>Public Meeting</u></b> - Approve Budget Calendar.	10:00 AM
<b>May 21, 2018</b>	Departmental Budget Preparation Packets distributed.	
<b>May - June 2018</b>	Departments complete Departmental Request Forms.	
<b>June 11, 2018</b>	Deadline for Departments to submit initial Budget Requests.	Noon
<b>June 2018</b>	Compile initial revenue estimates/Prepare Preliminary Budget.	
<b>July 9, 2018</b>	<b><u>Public Meeting</u></b> - Budget Workshop with Commissioners' Court.	1:30 PM
<b>July 23, 2018</b>	<b><u>Public Meeting</u></b> - to select Grievance Committee Members.	10:00 AM
<b>July 24 - 25, 2018</b>	<b><u>Public Meeting</u></b> - Departmental Hearings with Commissioners' Court.	
<b>July 25, 2018</b>	Certified Roll Delivered from LCAD.	
<b>August 2, 2018</b>	Publish " <i>Notice of Proposed Elected Officials Salaries</i> ".	
<b>August 7, 2018</b>	LCAD sends calculated effective rate.	
<b>August 13, 2018</b>	<b><u>Public Meeting</u></b> - to discuss tax rate.	10:00 AM
<b>August 13, 2018</b>	<b><u>Public Meeting</u></b> - to set the salary, expenses, and other allowances of elected county or precinct officers.	10:00 AM
<b>August 13, 2018</b>	<b><u>Public Meeting</u></b> - Budget Workshop with Commissioners' Court.	1:30 PM
<b>August 14, 2018</b>	Notify each elected county or precinct officers of their salary and expense allowances.	
<b>August 20, 2018</b>	Publish and Post on Website " <i>Notice of Proposed Tax Rate</i> ". (if needed)	
<b>August 27, 2018</b>	<b><u>Public Meeting</u></b> - Consider Grievance Committee recommendation. (if needed)	10:00 AM
<b>August 27, 2018</b>	<b><u>Public Meeting</u></b> - 1st Public Hearing on Tax Increase. (if needed)	10:15 AM
<b>August 31, 2018</b>	Publish and Post on Website " <i>Notice of Public Hearing on Budget</i> ".	
<b>August 31, 2018</b>	File proposed Budget with County Clerk and make it available for public review on Website.	
<b>August 31, 2018</b>	Notify departments of proposed Budget appropriations.	
<b>September 4, 2018</b>	<b><u>Public Meeting</u></b> - 2nd Public Hearing on Tax Increase. (if needed)	10:15 AM
<b>September 10, 2018</b>	<b><u>Public Meeting</u></b> - Hearing on Budget.	10:30 AM
<b>September 10, 2018</b>	<b><u>Public Meeting</u></b> - Adopt Budget.	10:30 AM
<b>September 10, 2018</b>	<b><u>Public Meeting</u></b> - Adopt tax rate.	10:30 AM
	File copy of Adopted Budget with County Clerk.	

## **Summary of Financial Policies**

### **Risk Management**

The County developed the Workers Comp Fund for the purpose of self-insuring. Funding is in the form of departmental contributions based on risk exposure and prior experience. The County has consistently maintained insurance policies for liability, fire and property coverage. The County actively encourages staff to participate in programs to reduce expenses by actively managing claims and encouraging and supporting strong safety and loss prevention programs.

### **Self-Insurance Fund**

The County's health insurance plan is self-insured. The County purchases stop loss coverage on an individual and aggregate basis in the event costs exceed a certain amount. Funding for the plan is derived from charges to departments on a per employee basis. Coverage is offered to all full-time employees and part-time employees meeting certain requirements. A nominal premium is assessed to all participating employees by payroll deduction. Dependent coverage is also available by payroll deduction. Plan options are offered to eligible retirees.

### **Retirement Plan**

Each qualified employee is included in the Texas County and District Retirement System (TCDRS). The County does not maintain accounting records, hold the investments or administer the fund. Funds are appropriated annually to meet the actuarially determined funding levels of the plan.

## **Debt Management Policy**

### **Legal Debt Limit**

The County's legal limits are stated in the Constitution of the State of Texas, Article 3, Section 52. Upon a vote of two-thirds majority of the voting qualified voters of the County, the County may issue bonds or otherwise lend its credit in any amount not to exceed one-fourth of the assessed valuation of the real property of the County and levy and collect taxes to pay the interest thereon and provide a sinking fund for the redemption thereof.

The County's debt limit is 25% of assessed value of real property.

Total Assessed Value of Real Property	\$21,151,148,006
25% Debt Limit	\$5,287,787,002

### **Tax Rate Limitation**

General Operations; Limited Tax Bonds, Time Warrants, Certificates of Obligation, and Contractual Obligations.

The Texas Constitution (Article VIII, Section 9) imposes a limit of \$0.80 per \$100 assessed valuation for all purposes of General Fund, Permanent Improvement Fund, Road and Bridge Fund and Jury Fund, including debt service of bonds, warrants or certificates of obligation issued against such funds. The Attorney General of Texas will not approve limited tax bonds in an amount which produces debt service requirements exceeding that which can be paid from \$0.40 of the foregoing \$0.80 maximum tax rate calculated at 90% collection. The bonds are limited tax obligations payable from the constitutional tax rate.

The County relies on the advice of a professional outside financial advisor and its own financial officers about when it is advisable to issue new debt. A guiding principle on the issuance of new debt is the desire of the County to continue to maintain stable bond ratings. We are well within the permissible limits set out by these advisors to continue with this goal.

Moody's Investors Services and Standard and Poor's have rated the County as follows:

Moody's Investors Services	Aa1
S & P Global	AA+

### **General Obligation Refunding Bonds Series 2013**

On January 17, 2013 Lubbock County issued general obligation refunding bonds to advance refund certain outstanding ad valorem tax obligations of the County's to achieve a debt service

savings and to pay the costs of issuance related to the Bonds. The bonds were issued as \$5,085,000 General Obligation Refunding Bonds, Series 2013 maturing February 15, 2014 through February 15, 2026. The bonds were issued pursuant to the Constitution and general laws of the State of Texas including particularly Chapter 1207, Texas Government Code, as amended, and are direct obligations of Lubbock County, Texas payable from a continuing ad valorem tax levied on all taxable property within the County, within the limits prescribed by law, as provided in the order of the Commissioners' Court authorizing the issuance of the Bonds.

See Debt Service Maturity Schedule – Refunding Bonds Series 2013 on page 312.

#### **Limited Tax Notes, Series 2013**

On January 17, 2013 Lubbock County issued limited tax notes to be used for the renovation of the Law Enforcement Center and the renovation of the Court Rehabilitation and Treatment Center and to pay the cost of issuance related to the Notes. The tax notes were issued as \$7,605,000 Limited Tax Notes, Series 2013 maturing February 15, 2014 through February 15, 2020. The Notes were issued pursuant to the Constitution and the general laws of the State of Texas, particularly Chapter 1371 and 1431, Texas Government Code as amended. The Notes constitute direct obligations of Lubbock County, Texas secured by a continuing direct ad valorem tax levied, within the limits prescribed by law, on all taxable property within the County, as provided in the order of the Commissioners' Court of the County authorizing the issuance of the Notes.

See Debt Service Maturity Schedule – Limited Tax Notes Series 2013 on page 313.

#### **General Obligation Refunding Bonds, Series 2016**

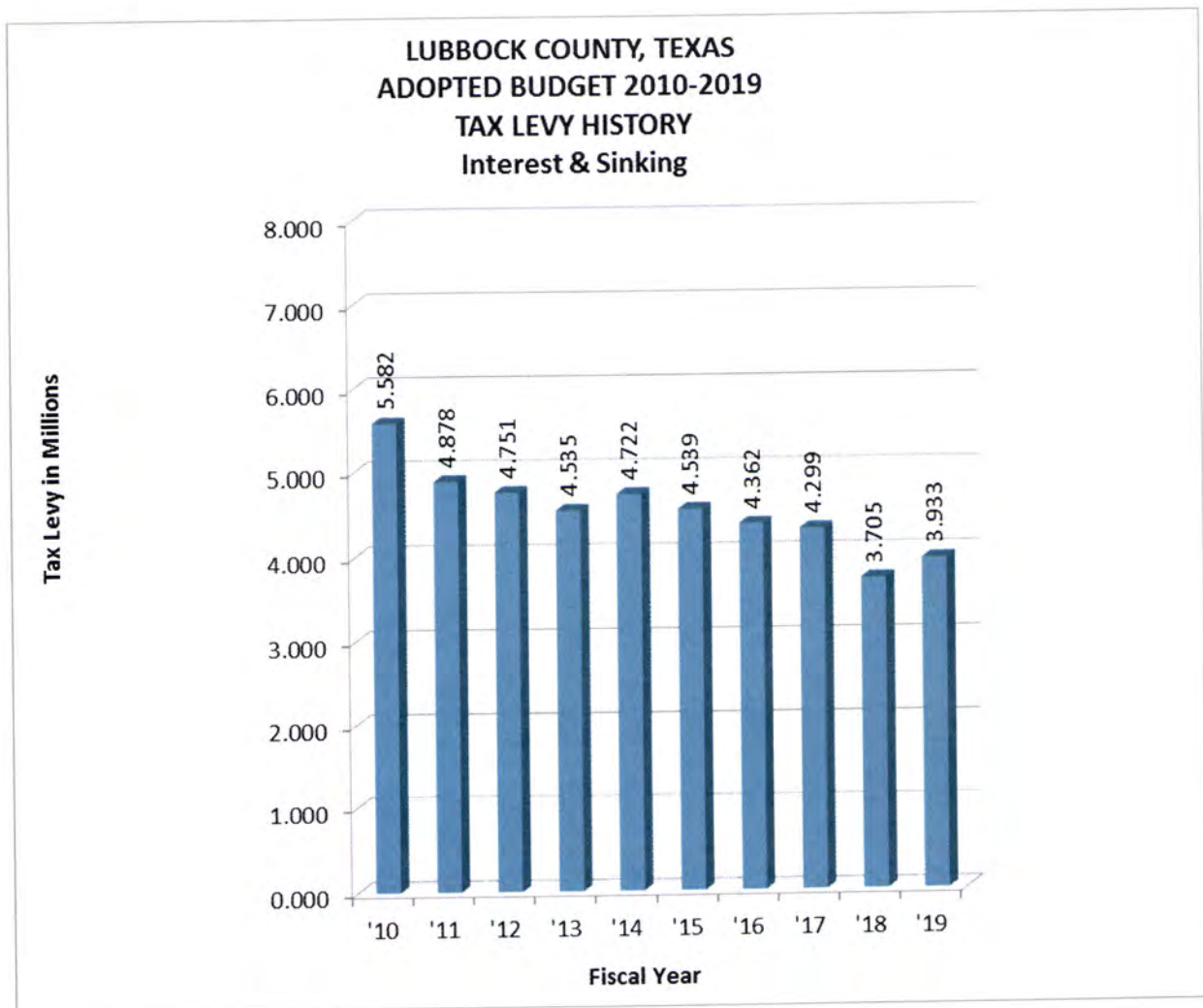
On November 1, 2016 Lubbock County issued general obligation refunding bonds to refund certain of the County's outstanding ad valorem tax obligations (the "Refunded Obligations") and to pay cost associated with the issuance of the Bonds. The refunding is being undertaken to lower the County's debt service payments and result in a present value savings to the county. The bonds were issued at \$34,225,000 General Obligation Refunding Bonds, Series 2016 maturing February 15, 2017 through February 15, 2023. The bonds were issued pursuant to the constitution and general laws of the State of Texas including particularly Chapter 1207, Texas Government Code as amended, and are direct obligations of Lubbock County, Texas payable from a continuing ad valorem tax levied on all taxable property within the county, within the limits prescribed by law, as provided in the order of the Commissioners' Court authorizing issuance of the bonds.

See Debt Service Maturity Schedule – Refunding Bonds, Series 2016 on page 314.

There is a combined Debt Service Maturity Schedule on page 315.



The chart below represents the portion of the tax rate that is distributed to Debt Service for the past ten years.



Issued January 17, 2013

LUBBOCK COUNTY, TEXAS

Debt Service Maturity Schedule - Refunding Bonds, Series 2013

Fiscal Year	Debt Service Funds		
	Principal	Interest	Total
2019	\$ -	\$ 172,700.00	\$ 172,700.00
2020	\$ -	\$ 172,700.00	\$ 172,700.00
2021	\$ 635,000.00	\$ 163,175.00	\$ 798,175.00
2022	\$ 655,000.00	\$ 140,550.00	\$ 795,550.00
2023	\$ 680,000.00	\$ 113,850.00	\$ 793,850.00
2024	\$ 875,000.00	\$ 87,125.00	\$ 962,125.00
2025	\$ 905,000.00	\$ 55,900.00	\$ 960,900.00
2026	\$ 945,000.00	\$ 18,900.00	\$ 963,900.00
<b>TOTAL</b>	<b>\$ 4,695,000.00</b>	<b>\$ 924,900.00</b>	<b>\$ 5,619,900.00</b>

Issued January 17, 2013

LUBBOCK COUNTY, TEXAS

<p>_____</p>	<p>_____</p>
--------------	--------------

	Debt Service Funds
--	--------------------

Fiscal Year	Principal	Interest	Total
2019	\$ 1,190,000.00	\$ 48,500.00	\$ 1,238,500.00
2020	\$ 1,220,000.00	\$ 18,300.00	\$ 1,238,300.00
TOTAL	\$ 2,410,000.00	\$ 66,800.00	\$ 2,476,800.00

Issued November 1, 2016

LUBBOCK COUNTY, TEXAS

Debt Service Maturity Schedule - Refunding Bonds, Series 2016

Fiscal Year	Debt Service Funds		
	Principal	Interest	Total
2019	\$ 4,650,000.00	\$ 1,086,250.00	\$ 5,736,250.00
2020	\$ 4,815,000.00	\$ 919,375.00	\$ 5,734,375.00
2021	\$ 5,065,000.00	\$ 672,375.00	\$ 5,737,375.00
2022	\$ 5,320,000.00	\$ 412,750.00	\$ 5,732,750.00
2023	\$ 5,595,000.00	\$ 139,875.00	\$ 5,734,875.00
TOTAL	\$ 25,445,000.00	\$ 3,230,625.00	\$ 28,675,625.00



LUBBOCK COUNTY, TEXAS

Debt Service Maturity Schedule - Combined

Fiscal Year	Debt Service Funds		
	Principal	Interest	Total
2019	\$ 5,840,000.00	\$ 1,307,450.00	\$ 7,147,450.00
2020	\$ 6,035,000.00	\$ 1,110,375.00	\$ 7,145,375.00
2021	\$ 5,700,000.00	\$ 835,550.00	\$ 6,535,550.00
2022	\$ 5,975,000.00	\$ 553,300.00	\$ 6,528,300.00
2023	\$ 6,275,000.00	\$ 253,725.00	\$ 6,528,725.00
2024	\$ 875,000.00	\$ 87,125.00	\$ 962,125.00
2025	\$ 905,000.00	\$ 55,900.00	\$ 960,900.00
2026	\$ 945,000.00	\$ 18,900.00	\$ 963,900.00
<b>TOTAL</b>	<b>\$ 32,550,000.00</b>	<b>\$ 4,222,325.00</b>	<b>\$ 36,772,325.00</b>



# **Lubbock County Purchasing Policy**

Adopted December 23, 1996  
by the Lubbock County Commissioners Court  
Effective Date: January 1, 1997

Revised by Lubbock County Commissioners Court  
on May 14, 2018  
(Supersedes June 13, 2016 edition)

Address any questions to Clint Wehrman, Director of Purchasing, at 775-1015

## Table of Contents

### Lubbock County Purchasing Policy

---

<u>Subject</u>	<u>Page</u>
Policy Statement .....	1
Purchases up to \$1500.00 .....	1
Inventoriable Capital Items .....	1
Purchases of more than \$1500.00 and less than \$50,000.00 .....	1
Purchases of \$50,000.00 or more .....	2
Electronic Bid or Proposal .....	2
Bid Rejection.....	3
Purchasing Policy Flow Chart .....	4
Exemptions and Exceptions .....	5
Purchase Authorization .....	6
Annual Contracts .....	7
Prohibited Purchases .....	7
Open Purchase Orders .....	7
Bid Evaluation and Contract Award.....	7
Contract Performance/Compliance.....	7
Prevailing Wage Determination for Public Works Contracts.....	8
Conflicts-of-Interest, Nepotism and Misuse of a Public Position.....	8
Additional Requirements for procurements using federal grant funds per OMB Uniform Guidance (2 CFR §200.317 - §200.326).....	10

## LUBBOCK COUNTY PURCHASING POLICY

It is the policy of Lubbock County to conduct all purchasing strictly on the basis of economic and business merit to best serve the citizens of Lubbock County. In order to maintain the best price for goods and services in an efficient manner, purchases shall be divided into three (3) categories. Procedures for each category shall be followed by all departments unless specifically exempted by the Lubbock County Commissioners' Court. The purchase of any computer equipment (regardless of price) to be attached to the County network, or supported by LCIS, must be coordinated through LCIS.

The Purchasing Department is the only point of contact for vendors seeking to do business with Lubbock County. It is the intent of the Commissioners' Court that no elected official or department head accept proposals from vendors, setup sales meetings on behalf of a vendor or refer the vendor to other elected officials or department heads.

### I. Purchasing Categories

- A. Purchases up to \$1,500.00 may be made by a department head for the continuing operation of each department, subject to the provisions of Sec. I.A.3. below. The department head will have the responsibility of making this level of purchase in the most prudent and cost effective manner. In no event will partial purchases be made with the intent of circumventing the provisions of this policy.
  1. No purchase shall be made without a purchase order to support the award of purchase unless specific exceptions are provided for in this policy.  
(Ref. Sec. IV)
  2. Prior to any purchase, it shall be the responsibility of each department head to insure adequate funding is available in the current budget line item for each purchase.  
(Ref. Sec. V)
  3. **All "Inventoriable Items" will be purchased with a Purchase Order.** "Inventoriable Item" is defined as a single non-consumable item costing *more than \$1,000.00*. (Note: At the written request of a department head, non-consumable items costing less than \$1,000.00 but deemed to be highly pilferable may be added to inventory. These items must have been purchased with a Purchase Order.)
- B. Purchases of more than \$1,500.00 and less than \$50,000.00 will be handled by the Lubbock County Purchasing Department, using an informal competitive bid procedure. This level does not require additional Commissioners' Court approval.
  1. Department heads shall contact the Purchasing Agent, via written requisition, requesting the item to be purchased. The department head will be responsible for providing written specifications for the requested item.



2. The Purchasing Agent, or Department head, will contact a minimum of three (3) vendors who are able to provide the requested item. Each vendor will be required to provide a price quotation or respond to an Informal Bid, and provide any other information requested by the Purchasing Agent. The Purchasing Agent shall award the purchase to the vendor with the lowest responsible price quotation, as agreed upon by the Purchasing Agent and the requesting department head and the Purchasing Agent shall issue a purchase order for the item.
3. If the Purchasing Agent and the requesting department head are not in agreement as to the lowest responsible bid award, the Commissioners' Court will consider all bids at the next scheduled meeting. The department head and Purchasing Agent may present reasons for their bid award preference and the final decision will be made by the Commissioners' Court.

C. Purchases of \$50,000.00 or more will be subject to the formal bid procedure of Lubbock County.

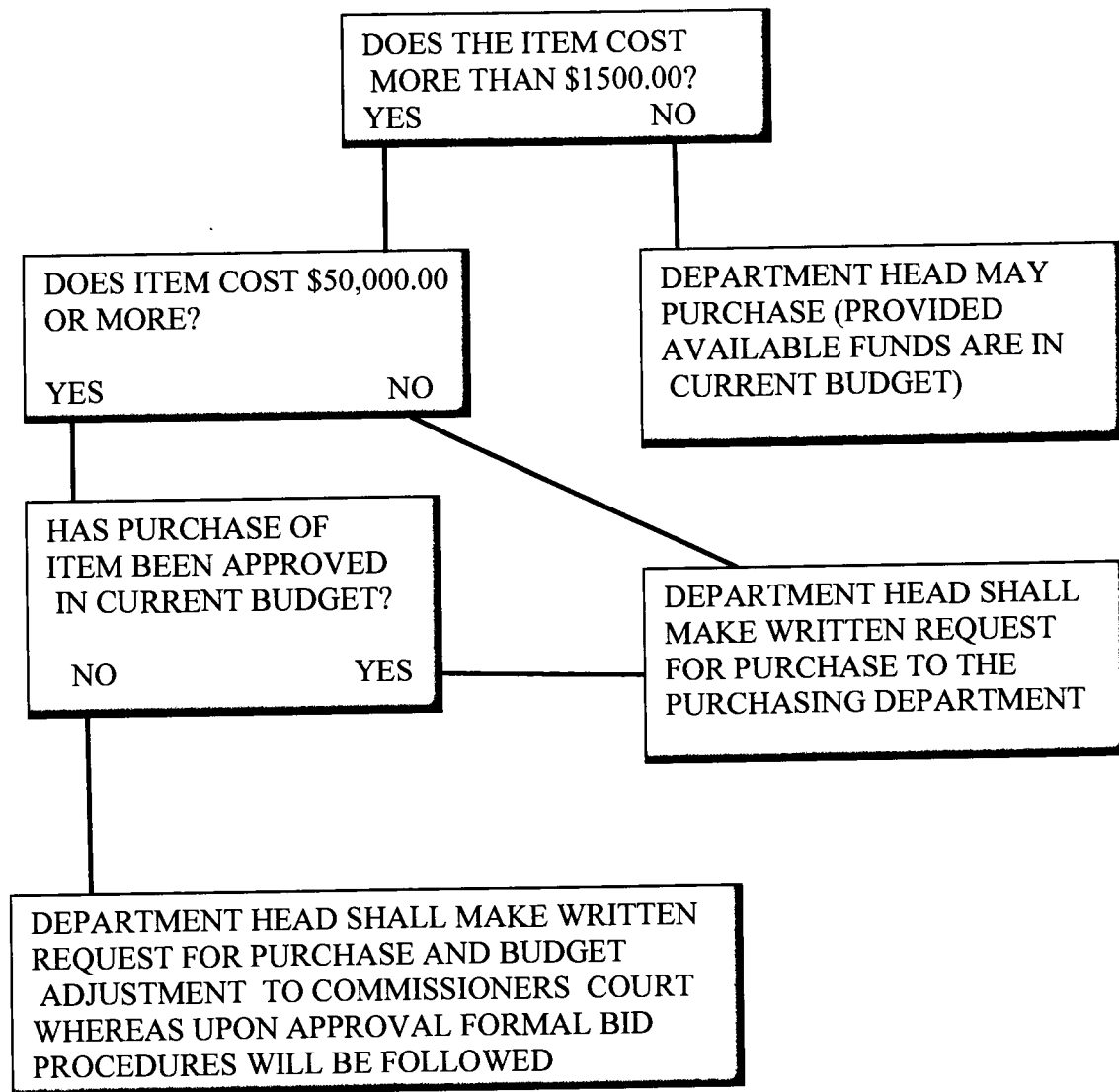
1. COMPETITIVE BID AND REQUEST FOR PROPOSAL (RFP): Department heads must make a request for purchase, in writing, to the Lubbock County Commissioners' Court, unless approval for the purchase of the *specific* item is in the current budget. Upon approval by the Commissioners' Court, the Purchasing Agent shall seek formal bids as provided for in Texas Local Government Code. The requesting department shall design the specifications in concert with the Purchasing Agent. Bids shall be opened and evaluated by the Purchasing Agent and requesting department in accordance with the criteria set out in the bid or proposal. Following the evaluation, the Commissioners' Court will award the purchase to the lowest responsible bidder meeting specifications.
2. COMPETITIVE PROPOSAL : Upon a finding by the Commissioners' Court that it is impractical to prepare detailed specifications for an item to support the award of a purchase contract, the Purchasing Agent may use the multi-step competitive proposal procedure provided for in Texas Local Government Code.
3. ALTERNATIVE COMPETITIVE PROPOSAL: As provided for in Texas Local Government Code, the Purchasing Agent may use an alternative competitive proposal procedure for the purchase of insurance, high technology items, landscape maintenance, travel management, recycling, or as provided for by law.

- II. A. Pursuant to Texas Local Government Code 262.0235, "Procedures Adopted by County Purchasing Agents for Electronic Bids or Proposals", Lubbock County adopts the following rules to ensure the identification, security, and confidentiality of electronic bids or proposals.

All documents uploaded into Bonfire as part of electronic bid/proposal submission remain inaccessible to Lubbock County until defined bid/proposal closing date and time.

1. Data transmission occurs through a 256-bit SSL encrypted connection. The data is stored in an encrypted state upon arriving on the server.
  2. Authorized purchasing personnel will have a unique log-in username and password.
  3. Bids/proposals will be identified by a bid/proposal number assigned for that project from the purchasing department.
  4. Access to the system by authorized users will be logged and tracked in order to record when a user has accessed the system.
  5. All vendor data is sealed until bid/proposal closing date and time. Vendor will continue to have access until closing date and time.
  6. Only the Purchasing Agent, or the agent's designee may open a bid/proposal at the closing date and time.
- B. Lubbock County reserves the right to reject any or all bids. In the event all bids for an item are rejected, the Commissioners' Court shall instruct the Purchasing Agent as to the appropriate action to take following the rejection of bids.

# LUBBOCK COUNTY PURCHASING POLICY FLOW CHART



Note: The purchase of any computer equipment (regardless of price) to be attached to the County network, or supported by LCIT, must be coordinated through LCIT.

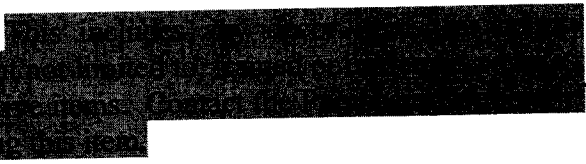
### III. Exemptions to Competitive Bidding Requirements:

- A. The Commissioners' Court, by order, has exempted from the competitive bidding requirements under Sec. I, purchase of items required to be made due to a public calamity to provide relief for the citizens or preserve Lubbock County property.
- B. The Commissioners' Court will, by this order, exempt the following type of purchases from the competitive bidding requirement under Sec. I.C:
  - 1. An item necessary to protect the public health or safety of citizens of Lubbock County;
  - 2. An item necessary due to unforeseen damage to machinery, equipment or other public property;
  - 3. The purchase of personal or professional services, (including education and travel);
  - 4. The purchase of land or right-of-way;
  - 5. Personal property sold:
    - a) at an auction by a licensed auctioneer;
    - b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business and Commerce Code; or
    - c) by a political subdivision of this state, a state agency of this state or an entity of the federal government
  - 6. The renewal or extension of a lease or equipment maintenance agreement if;
    - a) the lease was let by competitive bid the preceding year;
    - b) the renewal or extension does not exceed one year; and
    - c) the renewal or extension is the first renewal or extension of the lease or agreement.

### IV. No purchase shall be made without a PURCHASE ORDER, issued in advance of the purchase, subject to the following exceptions:

- 1. Law Library Publications
- 2. Employee Travel Expense Reimbursement
- 3. Contract employees to include, but not be limited to, any court ordered contract employees, mediators, counselors and therapists.
- 4. Purchases made on a County Purchasing Card [REDACTED] in accordance with County policies. **Only a County issued credit card may be used to make purchases on behalf of the County.** Purchases made on personal credit cards will not be eligible for reimbursement as of November 1, 2012. The only exemptions to be considered will be for travel related [REDACTED] expenses.
- 5. General Assistance welfare payments to include payments for food, utilities, shelter, funerals and other approved emergencies.



- V. A written request for a PO or a purchase requisition must be presented to the Purchasing Department and a PO issued prior to a purchase being made (telephone requests for POs will not be accepted), with the exception of items covered in paragraph IV (above) and purchases made using Lubbock County Purchasing Cards. In cases such as equipment repair, where an exact cost may not be determined in advance, the PO can be written for an estimated amount and then amended once the actual cost is determined.
- VI. It will be the responsibility of the department head to insure adequate funding is available in the current budget line item prior to any purchase being made.
- VII. No payment shall be made for any purchase unless adequate funds are available in the appropriate budget line item of the department making said purchase.
- VIII. Payment for any unauthorized purchase (ie: purchases made without a supporting PO) or any purchase made without adequate funding in the appropriate budget line item may be the responsibility of the individual making said purchase.
- IX. The following items cannot be purchased with County funds:
1. Food or beverages for departmental parties, retirements, etc. Meals for specific County sponsored events must be approved in advance by the Commissioners Court. Recurring events can be blanket approved for the fiscal year. Requests for payment or reimbursement must be accompanied by a copy of the Commissioners Court Minutes showing approval for the specific event.
  2. Break Room equipment and supplies such as stoves, refrigerators, microwave ovens, televisions, cable service, small appliances, snacks, plates, cups, etc.
  3. Any item for personal use. 
- X. Whenever found to be to the County's advantage, the Purchasing Agent/department head shall use cooperative purchasing agreements with other governmental entities (ie: General Services Commission, City of Lubbock) as an additional quotation or bid price.
- XI. It is the policy of the Lubbock County that, in all governmental purchases, preference be given to the purchase of products made from recycled material, if those products containing such recycled material meet applicable quality and quantity standards. To that end, each person responsible for purchasing should:

1. Periodically review procedures and specifications in order to eliminate those procedures and specifications that explicitly discriminate against the use of recycled products; and
  2. Encourage the use of products made from recycled products and from products that can be recycled.
- XII. All bids for annual contracts for goods or services must be approved by the Lubbock County Commissioners' Court before any purchase of those goods or services can be made.
- XIII. The use of the purchasing power of Lubbock County for personal purchases is prohibited. No one may use the name of Lubbock County for any personal purchase or charge any personal purchase to Lubbock County. Any such action is prohibited and may be grounds for prosecution.
- XIV. Blanket Purchase Orders (BPOs) may be established in order to reduce the number of purchase orders originating from a single vendor. Care must be taken to ensure the amount encumbered on a BPO is an accurate estimate of what the actual annual expenditure will be.
- XV. Bid Evaluation and Contract Award

Evaluation of bids will be based on the following factors: (1) the relative prices of the bids, including the cost of repair and maintenance of heavy equipment, and the cost of delivery and hauling of road construction materials; (2) compliance of goods and services offered with the bid specifications; and (3) the responsibility of the vendor, including the vendor's safety record if the Commissioners Court has adopted a definition of safety that is included in the bid, and the past performance of the vendor.

When the lowest priced bid is not the best bid, clear justification for not selecting the lowest bidder must be documented to the Court. This recommendation must be supported by clear and concise documentation from the user department that defines the rationale for awarding to other than the lowest bidder. A joint review of the bid by the user department and the Purchasing Department may be appropriate and the low bidder must be given the opportunity to address the Court prior to bid award.

The Director of Purchasing shall recommend contract award to the Commissioners Court in open session. The Court shall (1) award the contract to the responsible bidder who submitted the lowest and best bid; or (2) reject all bids and publish a new bid.

XVI. Contract Performance/Compliance

The user department is responsible for monitoring and documenting contactor performance and compliance, and providing copies of all documentation of non-compliance and poor performance to the Purchasing Department. The purchasing director

will initiate any necessary corrective action with the vendor, and all correspondence between the county and the vendor should be sent by the purchasing director.

User departments do not have authority to change any contractual terms of the contract. User departments must request any changes through the purchasing director. To enforce contractual terms, documentation of specific non-compliance must be available. Specific dates, locations, examples, etc. must be fully documented by the user department. *Remember, if it isn't documented, it didn't happen.*

#### XVII. Prevailing Wage Determination for Public Works Contracts

For a contract for a public work awarded by Lubbock County, the county shall determine the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft or type of worker needed to execute the contract and the prevailing rate for legal holiday and overtime work by using the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.), and its subsequent amendments.

#### XVIII. Conflicts-of-Interest, Nepotism and Misuse of a Public Position.

##### A. Affirmative Duty to Disclose an Interest and Abstain from Participation.

1. Where a member of the Commissioners' Court, or any other officer of Lubbock County, whether elected, appointed, paid or unpaid, who exercises authority beyond that which is advisory in nature, has a substantial interest in a business entity or real property, that official shall file, before a vote or decision on any matter involving the business entity or real property, an affidavit with the County Clerk of Lubbock County, stating the nature and extent of the interest, and shall abstain from further participation in the matter, if:
  - a) in the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
  - b) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
2. If the official is required to file and does file an affidavit under Subsection (1), the official is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of the governmental entity of which the official is a member is composed of persons who are likewise required to file and who do file affidavits of similar interests on the same official action.
3. Furthermore, the official may not:
  - a) act as surety for a business entity that has work, business, or a contract with Lubbock County; or

b) act as surety on any official bond required of an officer of Lubbock County.

4. "Substantial Interest"

a) A person has a substantial interest in a business entity if:

(I) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$5,000 or more of the fair market value of the business entity; or

(II) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

d) The relation in c) is defined as the official's spouse, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, and sister-in-law.

5. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

B. Additional Forbidden Actions, Selected Criminal Statutes

The following actions are forbidden under the Texas Penal Code:

1. Abuse of Official Capacity which includes the misuse of anything of value belonging to the government or violating a law relating to the individuals office or employment.
2. Official Oppression which includes the use of one's official position to deny another the exercise or enjoyment of any right.
3. Misuse of Official Information which includes the use of information not yet released to the public and known by virtue of one's official position, for personal gain, for the gain of another person, or with intent to harm another person.
4. Honorariums and solicitation or acceptance of gifts for the performance of official duties.
5. Perjury, Falsification and Tampering with or Fabricating Evidence and Official Records

XVIX. Lubbock County Purchasing Policy is based on statutes provided for in Texas Local Government Code and Texas Penal Code. All statutes were currently in force at the time of the approval of this policy.

XX. If found to be in the best interest of Lubbock County, any part or portion of this policy may be repealed or changed by an order of the Commissioners' Court. Such action will not affect any other part or portion of this policy.



## **XXI. Federal Grant Procurement Standards IAW Part 200, OMB Uniform Grant Guidance**

### **§200.318 General Procurement Standards**

Note: Lubbock County has elected to postpone implementation of the Uniform Guidance procurement requirements until FY 2017.

- (a) Lubbock County will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, modified to conform to applicable Federal law and the standards identified in this part.
- (b) Lubbock County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c) Conflicts of Interest: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Lubbock County may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, unsolicited items of nominal value may be accepted. A violation of this section will result in disciplinary action up to and including termination of employment.
- (d) Lubbock County seeks to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, Lubbock County participates in state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- (f) Lubbock County encourages the use of Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- (g) Lubbock County uses value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

- (h) Lubbock County must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- (i) Lubbock County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (j)(1) Lubbock County may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:
  - (i) The actual cost of materials; and
  - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
- (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, Lubbock County must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- (k) Lubbock County alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve Lubbock County of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of Lubbock County unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

#### §200.319 Competition.

- (a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
  - (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
  - (2) Requiring unnecessary experience and excessive bonding;

- (3) Noncompetitive pricing practices between firms or between affiliated companies;
  - (4) Noncompetitive contracts to consultants that are on retainer contracts;
  - (5) Organizational conflicts of interest;
  - (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
  - (7) Any arbitrary action in the procurement process.
- (b) Lubbock County conducts procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (c) Lubbock County will ensure that all solicitations:
- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (d) Lubbock County must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, Lubbock County does not preclude potential bidders from qualifying during the solicitation period.

§200.320 Methods of Procurement to be followed.

Lubbock County may use any of the following methods of procurement.

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$3000 or \$2000 in the case of a construction bid subject to the Davis-Bacon Act)). To the extent practicable, Lubbock County must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Lubbock County considers the price to be reasonable.
- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (\$150,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publically advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and



(v) Any or all bids may be rejected if there is a sound documented reason.

- (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) Lubbock County must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) Lubbock County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from Lubbock County;  
or

(4) After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

- (a) Lubbock County must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### §200.322 Procurement of Recovered Materials.

Lubbock County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### §200.323 Contract Cost and Price.

- (a) Lubbock County must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Lubbock County must make independent estimates before receiving bids or proposals.

- (b) Lubbock County must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for Lubbock County under Subpart E—Cost Principles of this part. Lubbock County may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal Awarding Agency or Pass-through Entity Review.

- (a) Lubbock County must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if Lubbock County desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- (b) Lubbock County must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
  - (1) Lubbock County's procurement procedures or operation fails to comply with the procurement standards in this part;
  - (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
  - (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

- (c) Lubbock County is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) Lubbock County may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) Lubbock County may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from Lubbock County that it is complying with these standards. Lubbock County must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### §200.325 Bonding Requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of Lubbock County provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### §200.326 Contract Provisions.

Lubbock County's contracts for procurements using federal grant funds contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



# **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

## **I. POLICY**

It is the policy of Lubbock County that after allowing for the anticipated cash flow requirements of Lubbock County and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to Lubbock County. Lubbock County's investment portfolio shall be designed and managed in such a manner as to maximize this revenue source, to be responsive to public trust, and to be in compliance with all legal requirements and limitations.

Investments shall be made with the primary objectives of:

- \* **Safety** and preservation of principal
- \* Maintenance of sufficient **liquidity** to meet operating needs
- \* **Public trust** from prudent investment activities
- \* Optimization of **interest earnings** on the portfolio

## **II. PURPOSE**

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code ("Public Funds Investment Act"), which requires Lubbock County to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of Lubbock County's funds.

## **III. SCOPE**

This Investment Policy shall govern the investment of all financial assets of Lubbock County. These funds are accounted for in Lubbock County's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund - used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.
- Special Revenue Funds - used to account for the proceeds from specific revenue sources.
- Capital Projects Funds – used to account for resources to be used for the acquisition or construction of major capital facilities.

# **LUBBOCK COUNTY, TEXAS**

## **INVESTMENT POLICY**

- Trust and Agency Funds - used to account for the proceeds from specific revenue sources and to the extent not required by law or existing contract to be kept segregated and managed separately.
- Debt Service Funds – used to account for resources to be used for the payment of principal, interest and related costs on general obligation debt, to the extent not required by law or existing contract to be kept segregated and managed separately.
- Any new fund created by Lubbock County, unless specifically exempted from this Policy by Commissioners' Court or by law.

Lubbock County will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. The strategy developed for the pooled fund group will address the varying needs, goals and objectives of each fund.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of Lubbock County by outside agencies under deferred compensation programs.

### **IV. INVESTMENT OBJECTIVES**

Lubbock County shall manage and invest its cash with four primary objectives, listed in order of priority: **safety, liquidity, public trust, and yield, expressed as optimization of interest earnings.** The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Lubbock County shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

#### **Safety [GOVT. CODE 2256.005(b)(2)]**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- ❑ Credit Risk and Concentration of Credit Risk – Lubbock County will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the

# **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

investment, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer, by:

- \* Limiting investments to the safest types of investments.
  - \* Pre-qualifying the financial institutions and broker/dealers with which Lubbock County will do business.
  - \* Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.
- Interest Rate Risk – Lubbock County will manage the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
- \* Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
  - \* Investing operating funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
  - \* Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

## **Liquidity [GOVT. CODE 2256.005(b)(2)]**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

## **Public Trust**

All participants in Lubbock County's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in Lubbock County's ability to govern effectively.

## **Yield (Optimization of Interest Earnings) [GOVT. CODE 2256.005(b)(3)]**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared

# **LUBBOCK COUNTY, TEXAS**

## **INVESTMENT POLICY**

to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- A security swap that would improve the quality, yield, or target duration in the portfolio.
- Cash flow needs of Lubbock County require that the investment be liquidated.

### **V. INVESTMENT STRATEGIES**

The investment portfolio of Lubbock County includes funds pooled together of all the fund groups. Each major fund type has varying cash flow requirements and liquidity needs. Therefore strategies shall be implemented considering each fund's unique requirements.

#### **Investment Pool Strategy**

The County's Investment Pool is an aggregation of the majority of County Funds which includes tax receipts, fine and fee revenues, as well as some, but not all, bond proceeds, grants, special revenue fund revenue, debt service revenues and reserve balances. This portfolio is maintained to meet anticipated daily cash needs for Lubbock County operations, capital projects and debt service. The objectives of this portfolio are to:

- ensure safety of principal by investing only in high-quality securities for which a strong secondary market exists;
- ensure that anticipated cash flows are matched with adequate investment liquidity;
- manage market and credit risk through diversification; and
- attain the best feasible yield commensurate with the objectives and restrictions set forth in this Policy by actively managing the portfolio.

#### **Bond Funds Strategy**

Occasionally, separate non-pooled portfolios are established with the proceeds from bond sales. The objectives of these portfolios are to:

- ensure safety of principal by investing only in high-quality securities for which a strong secondary market exists;
- ensure that anticipated cash flows are matched with adequate investment liquidity;
- manage market and credit risk through diversification; and



## **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

- attain the best feasible yield commensurate with the objectives and restrictions set forth in this Policy and the bond ordinance by actively managing the portfolio.

### **VI. RESPONSIBILITY AND CONTROL**

#### **Delegation of Authority [GOVT. CODE 2256.005(f)]**

In accordance with the Public Funds Investment Act, the Commissioners' Court designates the County Auditor as Lubbock County's Investment Officer. An Investment Officer is authorized to execute investment transactions on behalf of Lubbock County. No person may engage in an investment transaction or the management of Lubbock County funds except as provided under the terms of this Investment Policy as approved by the Commissioners' Court. The investment authority granted to the investing officer is effective until rescinded by the Commissioners' Court.

#### **Quality and Capability of Investment Management [GOVT. CODE 2256.005(b)(3)]**

Lubbock County shall provide periodic training in investments for the designated Investment Officer and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

#### **Training Requirement (GOVT. CODE 2256.008)**

In accordance with the Public Funds Investment Act, the designated Investment Officer shall attend an investment training session no less often than once every two years commencing September 1, 1997 and shall receive not less than 10 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by the Commissioners' Court. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom Lubbock County may engage in an investment transaction.

#### **Internal Controls (Best Practice)**

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of Lubbock County are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable

# **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived and (2) the valuation of cost and benefits requires estimates and judgments by management.

Controls deemed most important that shall be employed include the following:

## **Imperative Controls**

- Custodian safekeeping receipts records management.
- Avoidance of bearer-form securities.
- Documentation of investment events.
- Written confirmation of telephone transactions.
- Reconcilements and comparisons of security receipts with the investment subsidiary records.
- Compliance with investment policies.
- Verification of all interest income and security purchase and sell computations.

## **Controls Where Practical**

- Control of collusion.
- Separation of duties.
- Separation of transaction authority from accounting and record-keeping.
- Clear delegation of authority.
- Accurate and timely reports.
- Validation of investment maturity decisions with supporting cash flow data.
- Adequate training and development of Investment Officials.
- Review of financial conditions of all brokers, dealers, and depository institutions.
- Staying informed about market conditions, changes and trends that require adjustments in investment strategies.

Accordingly, the Investment Officer shall establish a process to assure compliance with policies and procedures through Lubbock County's annual independent audit.

## **Prudence (GOVT. CODE 2256.006)**

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule. This rule states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The governing body recognizes that in diversifying the portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the

# **LUBBOCK COUNTY, TEXAS**

## **INVESTMENT POLICY**

context of the overall portfolio's investment return, provided that adequate diversification has been implemented. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under Lubbock County's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of Lubbock County.

### **Indemnification (Best Practice)**

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

### **Ethics and Conflicts of Interest [GOVT. CODE 2256.005(i)]**

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

An Investment Officer of Lubbock County who has a personal business relationship with an organization seeking to sell an investment to Lubbock County shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to Lubbock County shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Commissioners' Court.

## **VII. SUITABLE AND AUTHORIZED INVESTMENTS**

### **Investments [GOVT. CODE 2256.005(b)(4)(A)]**

Lubbock County funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of Lubbock County funds in any instrument or

# **LUBBOCK COUNTY, TEXAS**

## **INVESTMENT POLICY**

security not authorized for investment under the Act is prohibited. Lubbock County will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

### **I. Authorized**

- Direct obligations of the United States of America.
- Direct obligations of this state or its agencies and instrumentalities.
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security of which is guaranteed by an agency or instrumentality of the United States.
- Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the United States of America.
- Direct obligations of the following United States agencies and instrumentalities:
  - a) Federal Farm Credit System
  - b) Federal Home Loan Bank System
  - c) Federal Home Loan Mortgage Corp.
  - d) Federal National Mortgage Association
- Certificates of Deposit issued by a Commissioners' Court authorized depository institution that has its main office or a branch office in Texas. The certificate of deposit must be guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and secured by obligations in a manner and amount as provided by law.

A Commissioners' Court approved depository is a state or national bank, savings bank, or state or federal credit union domiciled in this state provided:

- a) the County has on file a signed Depository Agreement which complies with the Local Government Code and details eligible collateral, collateralization ratios, standards for collateral custody and control, collateral valuation, and conditions for agreement termination.
- Money Market Mutual funds that:
  - a) are registered and regulated by the Securities and Exchange Commission



## **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

- b) have a dollar weighted average stated maturity of 90 days or less
  - c) seek to maintain a net asset value of \$1.00 per share
  - d) are rated AAA by at least one nationally recognized rating service
- Local government investment pools, which:
    - a) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act
    - b) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service
    - c) are authorized by resolution or ordinance by the Commissioners' Court

In addition, a local government investment pool created to function as a money market mutual fund must mark its portfolio to the market daily and, to the extent reasonably possible, stabilize at \$1.00 net asset value.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. (*GOVT. CODE 2256.021*)

Security swaps may be considered as an investment option for the County. A swap out of one instrument into another is acceptable to increase yield, realign for disbursement dates, extend or shorten maturity dates and improve market sector diversification. Swaps may be initiated by brokers/dealers who are on Lubbock County's approved list. A horizon analysis is required for each swap proving benefit to Lubbock County before the trade decision is made, which will accompany the investment file for record keeping.

### **II. Not Authorized [GOVT. CODE 2256.009(b)(1-4)]**

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or collateralized mortgage obligations with a maturity date of over 10 years are strictly prohibited.

## **VIII. INVESTMENT PARAMETERS**

### **Maximum Maturities [GOVT. CODE 2256.005(b)(4)(B)]**

The longer the maturity of investments, the greater their price volatility. Therefore, it is Lubbock County's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

# **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

Lubbock County attempts to match its investments with anticipated cash flow requirements. The maximum allowable stated maturity of any individual investment will not exceed more than fifteen years from the date of purchase.

The composite portfolio will have a weighted average maturity of 7 ½ years or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. [GOVT. CODE 2256.005(b)(4)(C)]

## **Diversification [GOVT. CODE 2256.005(b)(3)]**

Lubbock County recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is managed through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid overconcentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks (example: commercial paper),
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for Lubbock County's total portfolio:

1.	U.S. Treasury Securities.....	100%
2.	Agencies and Instrumentalities .....	85%
3.	Certificates of Deposit .....	50%
4.	Authorized Pools.....	50%

## **IX. SELECTION OF BANKS AND DEALERS**

### **Depository (Chapter 116, Local Government Code)**

At least every four (4) years a Depository shall be selected through Lubbock County's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

## **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

### **Authorized Brokers/Dealers (GOVT. CODE 2256.025)**

Lubbock County shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with Lubbock County. Those firms that request to become qualified broker/dealers for securities transactions will be required to provide:

- Information regarding creditworthiness, experience and reputation.
- A certification stating the firm has received read and understood Lubbock County's investment policy and agree to comply with the policy.

Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed Lubbock County's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by Lubbock County's policy. [GOVT. CODE 2256.005(k-l)]

### **Delivery vs. Payment [GOVT. CODE 2256.005(b)(4)(E)]**

Securities shall be purchased using the **delivery vs. payment** method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.

## **X. CUSTODIAL CREDIT RISK MANAGEMENT**

### **Safekeeping and Custodial Agreements**

Securities either owned by Lubbock County as part of its investment portfolio or held as collateral to secure demand or time deposits will be held by a third party custodian.

# **LUBBOCK COUNTY, TEXAS**

## **INVESTMENT POLICY**

Securities owned by Lubbock County shall be held in Lubbock County's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third party custodian designated by Lubbock County and pledged to Lubbock County as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by a Federal Reserve Bank or branch of a Federal Reserve Bank, a Federal Home Loan Bank, or a third party bank approved by Lubbock County.

### **Collateral Policy (PFCA 2257.023)**

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of Lubbock County to require full collateralization of all Lubbock County funds on deposit with a depository bank. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, Lubbock County may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom Lubbock County has a current custodial agreement. The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to Lubbock County and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

### **Collateral Defined**

Lubbock County shall accept only the following types of collateral:

- Personal bond; surety bond; bonds; notes; and other securities; first mortgages on real property; real property; certificate of deposit; or a combination of these methods, as provided by Chapter 116, Subchapter C, Local Government or
- Investment securities or interests in them as provided by Chapter 726, Acts of the 67<sup>th</sup> Legislature, Regular Session, 1981 (Article 2529b-1, Vernon's Texas Civil Statutes).

### **Subject to Audit**

All collateral shall be subject to inspection and audit by the Investment Officer or Lubbock County's independent auditors.



# **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

## **XI. PERFORMANCE**

### **Performance Standards**

Lubbock County's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of Lubbock County.

### **Performance Benchmark**

It is the policy of Lubbock County to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, Lubbock County shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. Lubbock County's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to Lubbock County's weighted average maturity in days.

## **XII. REPORTING (*GOVT. CODE 2256.023*)**

### **Methods**

*Quarterly* - The Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner that will allow Lubbock County to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the Commissioners' Court. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period.
- The percentage of the total portfolio that each type of investment represents.

## **LUBBOCK COUNTY, TEXAS INVESTMENT POLICY**

- Statement of compliance of Lubbock County's investment portfolio with state law and the investment strategy and policy approved by Commissioners' Court.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the governing body [*GOVT. CODE 2256.023(d)*].

### **Monitoring Market Value [*GOVT. CODE 2256.005(b)(4)(D)*]**

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable source and disclosed to the governing body quarterly in a written report.

### **XIII. INVESTMENT POLICY ADOPTION [*GOVT. CODE 2256.005(e)*]**

Lubbock County's investment policy shall be adopted by the Commissioners' Court. It is Lubbock County's intent to comply with state laws and regulations. Lubbock County's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of Lubbock County. The Commissioners' Court shall review the policy and investment strategies annually, approving any changes or modifications.

**LUBBOCK COUNTY, TEXAS  
INVESTMENT POLICY**

**ORDER OF THE  
LUBBOCK COUNTY COMMISSIONERS' COURT**

This Lubbock County, Texas Investment Policy is adopted during a special session of the Lubbock County Commissioners' Court on this the 17<sup>th</sup> day of September, 2018 and becomes a part of the official minutes of the County Commissioners' Court.

MOTION BY: Bill McCay

SECONDED BY: Gilbert Flores

Entered in the official minutes of the Lubbock County Commissioners Court.

Bill McCay  
Bill McCay, Precinct 1

Mark Heinrich  
Mark Heinrich, Precinct 2

Gilbert A. Flores  
Gilbert Flores, Precinct 3

Patti Jones  
Patti Jones, Precinct 4

Tom Head  
Tom Head, County Judge

ATTEST:

Kelly Pinion  
Kelly Pinion  
COUNTY CLERK

## **GLOSSARY**

**Account** - Basic reporting unit for accounting, budget or management purposes.

**Account Code** - A series of numbers used to identify and classify expenditures or revenues within an organizational unit as set forth in the "Chart of Accounts."

**Accrual** - The recognition of a transaction at the time it occurs, as opposed to when cash is spent or received.

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity** - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the budget program.

**Actual** - Final audited revenue or expenditure results of operations for the fiscal year indicated.

**Ad Valorem Taxes** - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

**AG** – Agriculture

**Agency Funds** - Used to account for assets held by the County as custodian for individuals and other governmental units, such as officials' fee accounts, inmate trust funds, cash bail bonds, and other similar arrangements.

**Allocation** - Component of an appropriation earmarking expenditures for a specific purpose and/ or level of organization.

**Amendment** - A modification of the budget by increasing or decreasing an account, or accounts, in the budget by action of the Commissioners Court.

**Appraisal District** – An independent governmental entity responsible for appraising property within the County. The Appraisal District certifies the County's assessed valuations.

**Appraised Value** - An estimate of value for the purpose of taxation.

**Appropriation** - A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation** - The value set upon real estate and certain personal property by the agency (central appraisal district) tasked with assessing the values of property as a basis for levying property taxes.



**Assets** - Resources owned or held by a government which have monetary value.

**Available Fund Balance** - This refers to the cash remaining from the prior year which is available for appropriation and expenditure in the current year.

**Balanced Budget** – According to generally accepted accounting principles, a balanced budget is one in which the total expenditures do not exceed the total resources (total estimated revenues plus reserves).

**Basis of Accounting** – Prescribes to when transactions or events are recognized for reporting purposes.

**Bond** - A promise to repay a specified amount of money (the face amount of the bond) on a particular date (maturity date). Bonds are primarily used to finance capital projects. Types of bonds are:

General Obligation Bond - This bond is backed by the full faith, credit and taxing power of the government.

Revenue Bond - This bond is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

**Bond Rating** - A rating assigned by recognized rating agencies such as Moody's and Standard and Poor's Company to debt issuers. The higher the rating, the more credit-worthy the issuer is. Ratings range from AAA(S&P) or Aaa(Moody's) to CCC or ccc. Those rated below B are not usually considered creditworthy.

**Bond Refinancing** - The payment and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget** - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budget Amendment** - A change in the authorized level of funding (appropriations) for a department or line item accounting. These adjustments require Commissioners' Court approval.

**Budget Calendar** - The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budget Categories** - The accumulation of line items of similar use into broader groups to allow more efficient management of the budget by office holders or department managers.

**Budget Hearings** - Hearings for the purpose of providing public input into the preparation of the budget.

**Budget Transfers** – A change in the authorized level of funding that has corresponding budget reductions and increases between categories, line items, departments, or funds.

**Budgetary Basis** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. These generally take one of three forms: GAAP, cash, or modified accrual.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**CAFR** – Comprehensive Annual Financial Report

**Capital Assets** – Acquisitions are capitalized when they cost \$5,000 or more. Capital assets are also called fixed assets.

**Capital Improvements** - Expenditures related to the expansion, or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**Capital Project** - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life.

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CDA** – Criminal District Attorney

**Certificates of Obligation** - A short-term debt instrument whose rates are periodically restructured.

**CJD** – Criminal Justice Division

**Contingency Account** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contraband** – Goods that have been imported or exported illegally.

**CRTC** – Court Residential Treatment Center

**CSCD** – Community Supervision Corrections Department

**Current Property Taxes** – Property taxes are recognized as revenues in the period for which they are levied, regardless of the lien date. Property taxes for the County are levied based on taxable value on the lien date of January 1 prior to September 30 of the same year. They become due October 1 of that same year and delinquent after January 31 of the following year.

**Debt Service Fund** - This fund is used to account for the receipt and disbursement of funds to retire debt resulting from the issuance of general obligation bonds, certificates of obligation, and certain capital leases. Financing is provided by a specific annual property tax levy, and the investment interest earned thereon.

**Deficit** - The excess of expenses over budget during the accounting period.

**Delinquent Property Taxes** – Property taxes that remain unpaid at February 1st.

**Department** - A major division or unit of the County responsible for a service or operation or a group of related operations within a functional area.

**Depreciation** – A method of allocating the cost of a tangible asset over its useful life.

**Disbursements** - The expenditure of monies from an account.

**Division** - A section of an operation that is grouped based on related activities.

**DOJ** – Department of Justice

**DRC** – Dispute Resolution Center

**DRO** – Domestic Relations Office

**Effective Tax Rate** - State law in Texas prescribes a formula for calculating the effective tax rate for counties. The net effect of the formula is to produce a tax rate that decreases when property values rise because of inflation and vice versa. The intent is to generate a rate that produces approximately the same revenues as the year before. The formula does make adjustments for newly annexed property and newly constructed property.

**Emergency Amendment** - An amendment to the budget to pay an unbudgeted expenditure because of an emergency event that creates a grave public need which is both unusual and unexpected at the time the budget was adopted.

**Encumbrance** - The obligation of appropriated funds for the future payment of an item or service. To encumber funds means to set aside or commit funds for a specified future expense.

**Employee Benefits** - Contributions made by a government to meet commitments or obligations for benefits. Included are the government's share of costs for Social Security and various pension, medical, and life insurance plans.

**Estimated Revenue** - The amount of revenue projected for the fiscal cycle by the County Auditor. Projections are generally based on prior experiences or increased fees.

**Expenditure** - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

**Expense** - Charges incurred (whether paid immediately or accrued) for operations, maintenance, interest, or other charges.

**Fee Offices** - County offices that charge fees or fines for services or punishment. These are designated as fee offices for reporting of revenues.

**FEMA** - Federal Emergency Management Agency

**Fiduciary Fund** - The funds that account for assets held by the County in a trustee or agency capacity.

**Fiscal Policy** - A government's policies with respect to revenues, spending, and debt management as these relate to government series, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY)** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for Lubbock County is October 1st through September 30th.

**Fixed Assets** - Assets of long term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. See Capital Assets.

**Fringe Benefits** - The cost of all non-wage, labor-related expenses including but not limited to group insurance, social security, retirement, workers' compensation, unemployment compensations, and other employment benefits.

**Full-time Equivalent Position (FTE)** - One FTE equates to a 40-hour work week for twelve months.

**Function** - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. (e.g, public safety, general administration, administration of justice)



**Fund** - A grouping of accounts that is used to maintain control over resources that are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** - The excess of the assets of a fund over its liabilities, reserves, and carryover.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**GASB** - Governmental Accounting Standards Board.

**General Fund** - The fund used to account for all financial resources except those required to be accounted for in another fund. This is the main operating fund of the County.

**GFOA** - Government Finance Officers Association.

**Governmental Funds** – Fund types used in governmental entities to account for transactions, they include: the general fund, special revenue funds, capital projects funds, and debt service funds.

**Grants** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the terms of the grant.

**Inflation** - A persistent rise in the general price level that results in a decline in the purchasing power of money.

**Interest** - The cost of using money borrowed from another. Set as a percentage of the Principal.

**Interest Earnings** - Earnings from available monies invested during the year.

**Intergovernmental Revenues** - Funds received by a government from another federal, state, and other local government in the form of grants, shared revenues, and payments in lieu of taxes.

**Investments** - Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**JAG** – Justice Assistance Grant

**JJAEP** – Juvenile Justice Alternative Education Program

**JP** - Justice of the Peace

**LCAD** – Lubbock Central Appraisal District

**LCJC** – Lubbock County Juvenile Justice Center

**LE** – Law Enforcement

**LECD** – Lubbock Emergency Communications District

**LEOSE** – Law Enforcement Officers Standards Education

**LEPC** – Lubbock Emergency Planning Committee

**Levy** - To impose property taxes for the support of government activities.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date.

**Line-item budget** - A budget prepared along departmental lines that focus on what is to be bought.

**Long-Term Debt** - Debt with a maturity of more than one year after the date of issuance.

**Major Fund** – By definition the General Fund is always considered a major fund. Other major governmental funds must be reported as major funds if they meet both of the following criteria.

1. 10% criterion. An individual government fund reports at least 10% of any of the following:
  - a. Total governmental fund assets
  - b. Total governmental fund liabilities
  - c. Total governmental fund revenues
  - d. Total governmental fund expenditures
2. 5% criterion. An individual governmental fund reports at least 5% of the aggregated total for both governmental funds and enterprise funds of any one of the items for which it met the 10% criterion.

**ME** – Medical Examiner

**MHMR** - Mental Health Mental Retardation.

**Mgt.** – Management

**Modified Accrual Basis** - A basis of accounting in which transactions are generally recognized at the time they are incurred, as opposed to when cash is received or spent.

**Non-Capital Equipment** – A purchase is classified as a non-capital equipment purchase when the total cost exceeds \$1,000 but is less than \$5,000.

**Non-Departmental Expense** - Expenditures for professional services and other general government functions, which cannot be allocated to individual departments, are assigned to miscellaneous/non-departmental expenses.

**Non-Major Fund** – See definition of Major Fund.

**Obligations** - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Office** - The basic organizational unit of government for an elected official which is functionally unique in its delivery of services (as compared to departments headed by nonelected managers).

**Personnel Costs** - Expenditures for salaries, wages, and fringe benefits of a government's employees.

**Personal Services** - Expenditures for salaries, wages, and fringe benefits of a government's Employees.

**Principal** - The amount of money owed on which the entity is obligated to pay interest.

**Property Tax** - Taxes levied on both real and personal property according to the property's valuation and the tax rate.

**Records Management** – This term applies to the management of County records and government documents. Fees are budgeted for collection and expenses for the safeguarding of records according to the Texas Management Act.

**Reserve** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** - A formal statement of opinion or determination adopted by an assembly or other formal group.

**Resources** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue** - The annual or periodic collections of money by the government for public use. Examples are taxes and fees.

**R.O.W.** – Refers to Right-of-Way; for example the purchase of land for street access.

**Salaries** – The cost of all labor related expenses required of a department to function, including but not limited to salaries, merit, cost of living adjustments (COLA), etc.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

**SPAG** – South Plains Association of Governments

**SPATTF** – South Plains Auto Theft Task Force

**Special Revenue Funds** – Used to account for specific revenue sources (other than capital projects) that are restricted to expenditures for specified purposes. These restrictions exist both externally (by agreement with other entities or by statute) and internally (by policy of Commissioners' Court).

**Staffing Trends** - Staffing figures for a specific period of time for a department or division.

**Statute** - A law enacted by the legislative assembly.

**TAG** – Texas Anti-Gang

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular person or property for current or permanent benefit, such as special assessments.

**Tax Levy** - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Tax Notes** – A short-term debt obligation repayable by ad valorem tax revenue.

**Tax Rate** - A percentage applied to all taxable property to raise general revenues.

**Tax Roll** - Official list showing the amount of taxes levied against each taxpayer or property.

**Time Deposit** - Investments of idle funds with a depository at a negotiated interest rate.

**TDCJ-CJAD** - Texas Department of Criminal Justice – Criminal Justice Assistance Division

**TJJD** - Texas Juvenile Justice Department

**Transfers** – Amounts, at the fund level, recognized as disbursements-out by one or more funds and as revenues-in one or more other funds.



**Unencumbered Balance** - The amount of an appropriation that is neither expended nor obligated (encumbered). That amount of appropriation is available for future use.

**Un-appropriated Fund Balance** - Funds that are neither expended nor obligated and provide cash flow to the organization.

**Unreserved Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**USDA** – United States Department of Agriculture

**User Charges** - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**VINE** - Victim Information Notification Everyday

**VOCA** – Victims of Crime Advocacy

**Working Capital** – The excess of total current assets over total current liabilities.